



# EPHRATA CITY COUNCIL

MAYOR BRUCE REIM                      MAYOR PRO-TEM WILLIAM COE  
KATHLEEN ALLSTOT, SARAH McDONNELL, VALLI MILLARD,  
MATT MOORE, TONY MORA, MARK WANKE  
CITY ADMINISTRATOR MIKE WARREN

## – AGENDA FOR 05 FEBRUARY 2020 –

7:00 PM

### REGULAR SESSION

1. Called to Order
2. Roll Call
3. Pledge of Allegiance
4. Recording of Meeting: **NO**
5. Additions or corrections to published Agenda
6. Presentations:
  - Swearing In of New City Administrator Michael Warren
  - Swearing In of Interim Police Chief Erik Koch
  - Swearing In of New Ephrata Police Officer Zachary Smith

### **II** CONSENT AGENDA

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: 15 JANUARY 2020
3. Approval of Special Event Applications:
  - GranFondo 8:00 a.m. - 6:00 p.m., March 15, 2020
  - Beezley Burn, 7:00 a.m. - 4:00 p.m., April 4, 2020
  - Columbia Ridge Bike Rodeo, 8:30 a.m. - 2:00 p.m., April 16-17, 2020
4. Approval of 2019 Converted Property - Confiscated Property Converted to City use

### **III** STAFF, COMMITTEE, & AGENCY REPORTS

- 1.

**IV**    **CLOSED RECORD DECISIONS** (RCW CHAPTERS 36, 42: OPEN PUBLIC INPUT NOT PERMITTED)  
1.

**V**    **PUBLIC HEARINGS**

**VI**    **ORDINANCES & RESOLUTIONS**  
1.    R20-005 - Authorized Bank Signers

**VII**    **ITEMS FOR COUNCIL CONSIDERATION**  
1.    WSDOT Roundabout at SR282 and Nat Washington Way  
2.    Citizen concern - Limit Vehicle Idling  
3.    Status of New Recycling Center  
4.    Write-Off of Uncollectible Debt  
5.    Surplus of Equipment - Expired Ballistic Vests

**VIII**    **CITY ADMINISTRATOR REPORT**  
1.    Final 2019 Budget Report



## CITY COUNCIL MINUTES January 15, 2020

City Council of the City of Ephrata, Grant County Washington met in regular session on January 15, 2020. The meeting was called to order at 6:30 p.m. by Mayor Bruce Reim and adjourned to executive session to evaluate qualifications for applicant or employee (RCW 42.30.110(1)g) for thirty minutes. Executive session adjourned, no decisions were made or action taken. Meeting reconvened at 7:00 p.m.

**Members Present:** Mayor Bruce Reim, Mayor Pro Tem William Coe, Council members Mark Wanke, Matt Moore, Valli Millard, Sarah McDonnell, Tony Mora, and Kathleen Allstot.

**Staff Present:** City Administrator Wes Crago, City Attorney Katherine Kennison/Anna Franz, Community Development Director Daniel Leavitt, Public Works Director Bill Sangster, Recreation Supervisor Josh Johnson, Police Captain Erik Koch, Fire Chief Jeremy Burns and City Clerk/Finance Director Leslie Trachsler.

Pledge of Allegiance was said.

No public signed up to speak. This meeting is being recorded.

**Agenda:** There were no corrections or additions to the agenda.

**Presentations:** Swearing in of Todd Hufman as Police Sergeant. Captain Koch read a brief bio and Todd's wife Rachael pinned his new badge.

**Consent Agenda:** Motion was made to approve consent agenda. (m/s Moore/Allstot) Motion carried.

Items on the consent agenda are as follows:

Claims #91214 through #91280 in the amount of \$788,678.37  
Claims #91281 through #91323 in the amount of \$200,429.15  
Claims #91210 through #91213 in the amount of \$1,013.7  
VOIDED Claim #91175 in the amount of (\$2,647.20)  
Manual Checks #86012020, 87012020, 8801202 and 89012020 in the amount of \$2,762.88  
EFT in the amount of \$22,810.66

Payroll Checks #46568 through #46586 in the amount of \$49,243.14  
Payroll Claims #91190 through #91209 in the amount of \$254,072.20  
Payroll Direct Debit in the amount of \$5,750.00  
Payroll Direct Deposit in the amount of \$209,780.42  
Minutes of the December 18, 2019 Council meeting

**Public Hearing on 2020-2025 Sewer Comprehensive Plan:** Mayor Reim opened public hearings at 7:06 p.m. This is the third and final of three public hearings of the Sewer Comp Plan before Council approval. Crago reviewed the 2020-2030 Sewer Comprehensive Plan and the proposed upgrades and improvements needed to maintain a healthy infrastructure and treatment process. The Plan outlines roughly \$3.1-million of needed improvements to the collection system and \$3.9-million of improvements to the treatment facility. In 2018, City staff initiated an application with the Department of Ecology for a 20-year, 2% interest, \$6.97-million loan.

The “Executive Document” presented to Council is a summary of the Sewer Comprehensive Plan. It outlines Council’s direction in implementing those improvements and the corresponding rate increases to repay the loan. The proposed rate increase is a \$1 increase each year for 5 years – 2021-2025.

There being no public comment, hearing closed at 7:07 p.m.

**Public Hearing on Resolution 20-001 – Accept Funding for Sewer Comprehensive Plan:** Public hearing opened at 7:08 p.m. Crago gave a brief staff report advising Council that this Resolution authorizes the acceptance of funding in the amount of \$6,970,600 from the State of Washington Department of Ecology for the design, construction and construction administration of the Water Reclamation Facility and Collection System improvements as outlined in the Sewer Comprehensive Plan.

There being no public comment, hearing closed at 7:08 p.m.

**Public Hearing on Resolution 20-002 – 2020 Update to Six-Year Street Plan:** Public hearing opened at 7:08 p.m. Crago gave a brief staff report. This Six-Year Street Plan outlines the City’s goals and informs the community of the long-range plans for street improvements. The Plan is required by State law for eligibility for grant funding.

There being no public comment, hearing closed at 7:09 p.m.

**Public Hearing on Resolution 20-003 – 2020 Update to Capital Facilities Plan:** Public hearing opened at 7:09 p.m. Crago advised that the Capital Facilities Plan is a listing of long-range plans the City may consider in the future. The Real Estate Excise Tax (REET) is a required component by State law.

There was some Council discussion, no public comment, hearing closed at 7:12 p.m.

**Public Hearing on Resolution 20-004 – 2020 Update to Transportation Benefit District Plan:** Public hearing opened at 7:12 p.m. According to City Policy 10030, each January staff shall submit a Three-Year Plan to Council for public input and approval. The Plan represents roadway conditions, future grant availability and coordination with other projects in town.

There being no public comment, Mayor closed public hearings at 7:13 p.m.

**Resolution 20-001 – Accept Funding for Sewer Comprehensive Plan:** Motion to approve and accept Resolution 20-001 – Accept Funding for Sewer Comprehensive Plan. (m/s Millard/McDonnell) Motion carried.

**Resolution 20-002 – 2020 Update to Six-Year Street Plan:** Motion to approve and accept Resolution 20-002 – 2020 Update to the Six-Year Street Plan. (m/s Moore/Wanke) Motion carried.

**Resolution 20-003 – 2020 Update to Capital Facilities Plan:** Motion to approve and accept Resolution 20-003 – 2020 Update to the Capital Facilities Plan. (m/s Mora/Moore) Motion carried.

**Resolution 20-004 – 2020 Update to Transportation Benefit District Plan:** Motion to approve and accept Resolution 20-004 – 2020 Update to the Transportation Benefit District Plan. (m/s McDonnell/Moore) Motion carried.

**Adoption of 2020-2025 Sewer System Comprehensive Plan:** Crago advised that this is the formal acceptance to the “Plan”. Motion to adopt the 2020-2030 Sewer System Comprehensive Plan. (m/s Allstot/Wanke) Motion carried.

**WSDOT Request for Support – Possible Roundabout at SR-282 and Nat Washington Way:** Crago reported that the Washington State Department of Transportation (WSDOT) has initiated conversation of a potential roundabout at the “Walmart” intersection. Previously, the City participated with WSDOT in a study regarding a roundabout at this location. Currently WSDOT is requesting a letter of support. Representatives from WSDOT will be at the next Council meeting on February 5, 2020 to address Council on this issue.

**Authorize Administration to enter Agreement with Grant Co PUD for Camera installation:** This is a standard agreement that will allow the City to utilize power poles for placement of security cameras. Motion to authorize Administration to enter Agreement with Grant County PUD for Camera installation. (m/s Allstot/Mora) Motion carried.

**City Administrator Report:**

**Request for Ordinance to limit vehicle idling February 5, 2020:** Crago advised that a citizen has concerns about vehicles idling for extended periods of time. This citizen will be at the next Council meeting on February 5, 2020 to address his concerns with Council.

Crago advised Council consider enforcement issues and how long is an acceptable time for a vehicle to idle.

Collaboration with North Central Regional Library (NCRL): Staff has been working with NCRL on the future of the library – the current building they are in was the old Fire Station built in 1938. This building is very old and in need of repairs. Discussions have been taking place regarding where and what a future library would look like and what financing opportunities are available.

Budget snapshot – Cash reserves in Current Expense continued to climb as well as sales tax. A complete 2019 Budget Report will be presented at the next council meeting.

Farewell and Godspeed: Crago commented that for the past 26 years he has spent every other Wednesday coming to council meetings; either as a Council member or City Administrator, this is his last meeting. He thanked Council and commented that this has been the greatest privilege of his professional life to work here and serve on the City Council. With that, he tendered his chair to incoming City Administrator, Mike Warren.

Mike Warren thanked Crago for his mentorship, friendship, support and leadership over the years and wished him well on his new endeavor.

**Special Confirmation – Appointment of Michael R. Warren as City Administrator:** Mayor Reim has appointed Police Chief Michael R. Warren as the new City Administrator. Motion to confirm Mayor Reims appointment of Mike Warren as City Administrator. (m/s Allstot/Wanke) Motion carried.

There being no further business meeting adjourned at 7:28 p.m.

---

Bruce Reim, Mayor

ATTEST:

---

Leslie Trachsler, City Clerk

11/13/20

# SPECIAL EVENT PERMIT APPLICATION

City of Ephrata  
121 Alder Street SW  
Ephrata, WA 98823  
(509) 754-4601 ph  
(509) 754-0912 fax

PERMIT APPROVED: YES NO

Authorized City Signature: [Signature] Date: 70 JUN 2020

1. Name of Event: Gran Fondo Ephrata Date(s) of Event: March 15, 2020
2. Setup Start Time/Date: 5:00pm / 3-13 Event Start Time: 8:00am
3. Event End Time: 5:00 pm Clean Up End Time/Date: 6:00 pm / 3-15
4. Sponsoring Organization: Vicious Cycle Events Inc
5. Event Coordinator/Primary Contact: Jake Maedke
6. Mailing Address: 139 E SW Ephrata, WA 98823
7. Day Phone: \_\_\_\_\_ Cell Phone: 509 750-0977
8. Email: ephratabikes@gmail.com Fax: \_\_\_\_\_
9. Secondary Contact: Karen Maedke Phone: 509 760-3620
10. Is alcohol being served? YES  NO  If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? YES  NO   
If YES, which one(s)? ERC
12. Will this event include Food Vendors of any type? YES  NO   
If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees? 300

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

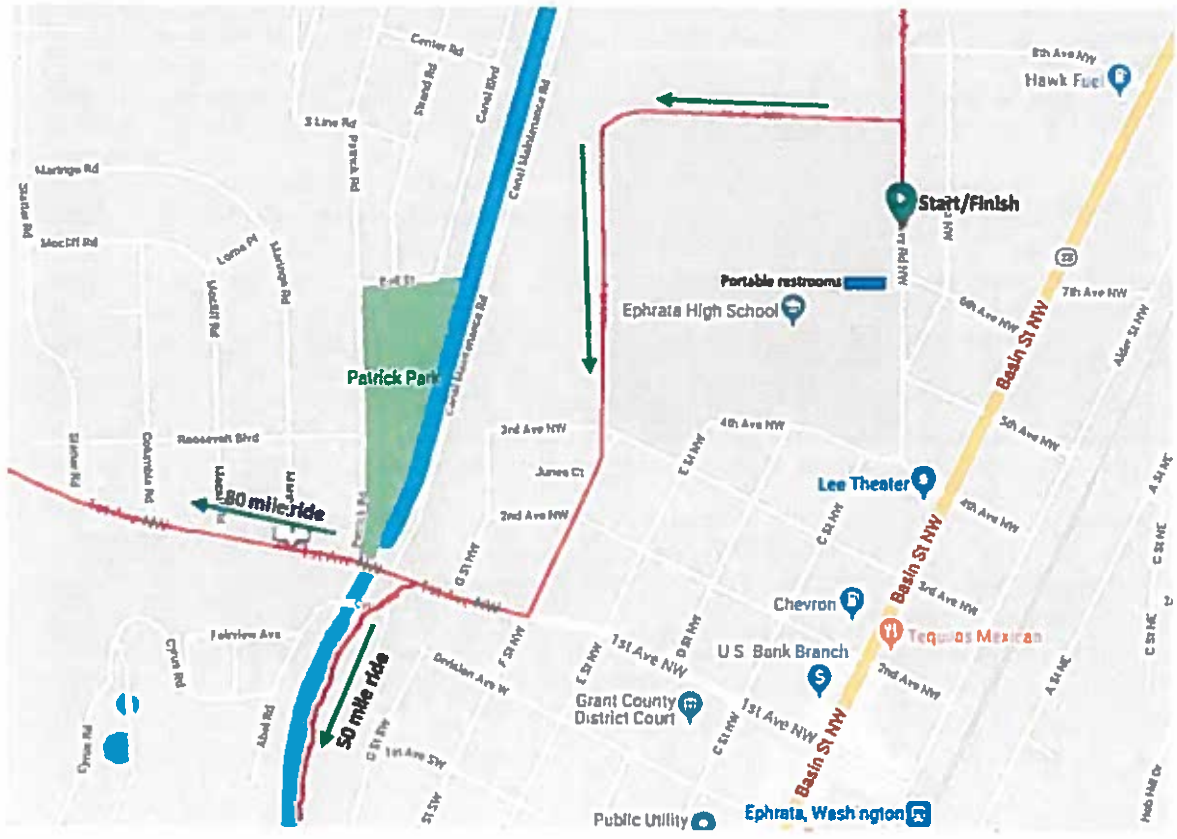
### FOR OFFICE USE ONLY:

Park & Rec.		Code Enforcement	
Community Development		Police	
Fire		Public Works	

STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.

PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_





1/15/20

# SPECIAL EVENT PERMIT APPLICATION

City of Ephrata  
121 Alder Street SW  
Ephrata, WA 98823  
(509) 754-4601 ph  
(509) 754-0912 fax

PERMIT APPROVED: YES NO

Authorized City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Event: Beezley Burn Date(s) of Event: April 4, 2020
2. Setup Start Time/Date: 8:00 am/4-3 Event Start Time: 10:00 am
3. Event End Time: 5:00 pm Clean Up End Time/Date: 7:00 pm/3-4
4. Sponsoring Organization: Vicious Cycle Events Inc
5. Event Coordinator/Primary Contact: Jake Maedke
6. Mailing Address: 139 E SW Ephrata WA 98823
7. Day Phone: \_\_\_\_\_ Cell Phone: 509 750-0977
8. Email: ephratabikes@gmail.com Fax: \_\_\_\_\_
9. Secondary Contact: Karen Maedke Phone: 509 760-3620
10. Is alcohol being served?  YES NO If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park?  YES NO  
If YES, which one(s)? Lions Park
12. Will this event include Food Vendors of any type? YES  NO  
if yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees? 100

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

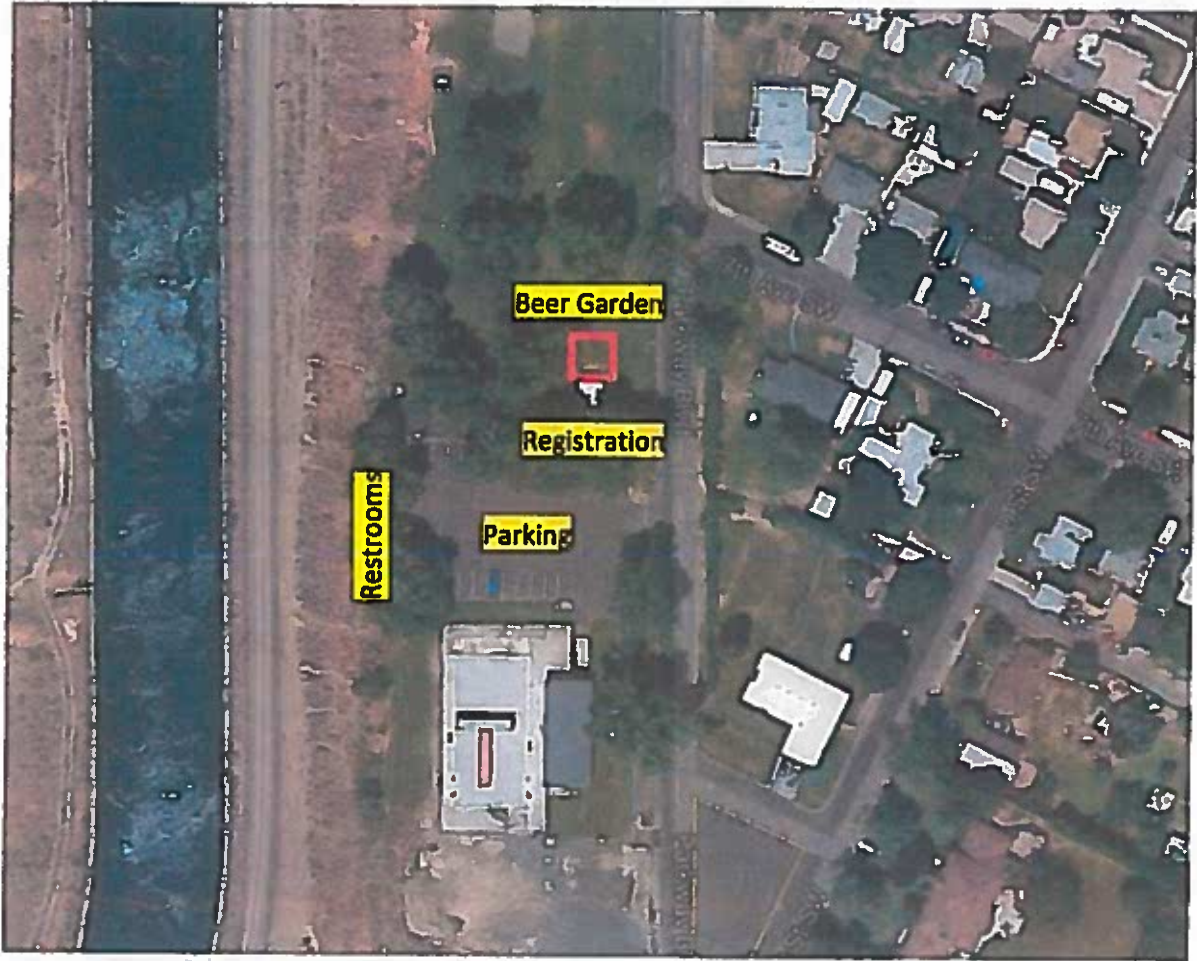
**FOR OFFICE USE ONLY:**

Park & Rec.		Code Enforcement	
Community Development		Police	
Fire		Public Works	

**STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.**

PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**Site Map**

**Beezley Burn : April 4, 2020**

11131201

# SPECIAL EVENT PERMIT APPLICATION

City of Ephrata  
121 Alder Street SW  
Ephrata, WA 98823  
(509) 754-4601 ph  
(509) 754-0912 fax

PERMIT APPROVED: YES NO

Authorized City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Event: CR Bike Rodeo Date(s) of Event: April 16<sup>th</sup> & 17<sup>th</sup>
2. Setup Start Time/Date: 8:00 AM Event Start Time: 8:15-8:45 9:00-9:30 present.  
8:00 AM 8:30 - 2pm Bike Rodeo
3. Event End Time: 9:45 AM Clean Up End Time/Date: 9:45 AM  
2:20 pm 2:20 pm
4. Sponsoring Organization: Columbia Ridge Elementary
5. Event Coordinator/Primary Contact: Eli Garcia / Karla Williams
6. Mailing Address: 60 HST SE
7. Day Phone: 509.754.2882 Cell Phone: 509.750.5842
8. Email: egarcia@ephrataschools.org Fax: 509.754.4086
9. Secondary Contact: Karla Williams Phone: SAME
10. Is alcohol being served? YES  NO  If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? YES  NO  Ephrata PD presentations  
If YES, which one(s)? Ephrata PD Bike Rodeo / Ride
12. Will this event include Food Vendors of any type? YES  NO   
If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees? 200 + Bike Ride 485 presentations

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

### FOR OFFICE USE ONLY:

Park & Rec.		Building/ Code Enforcement	
Community Development		Police	
Fire		Public Works	

STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.

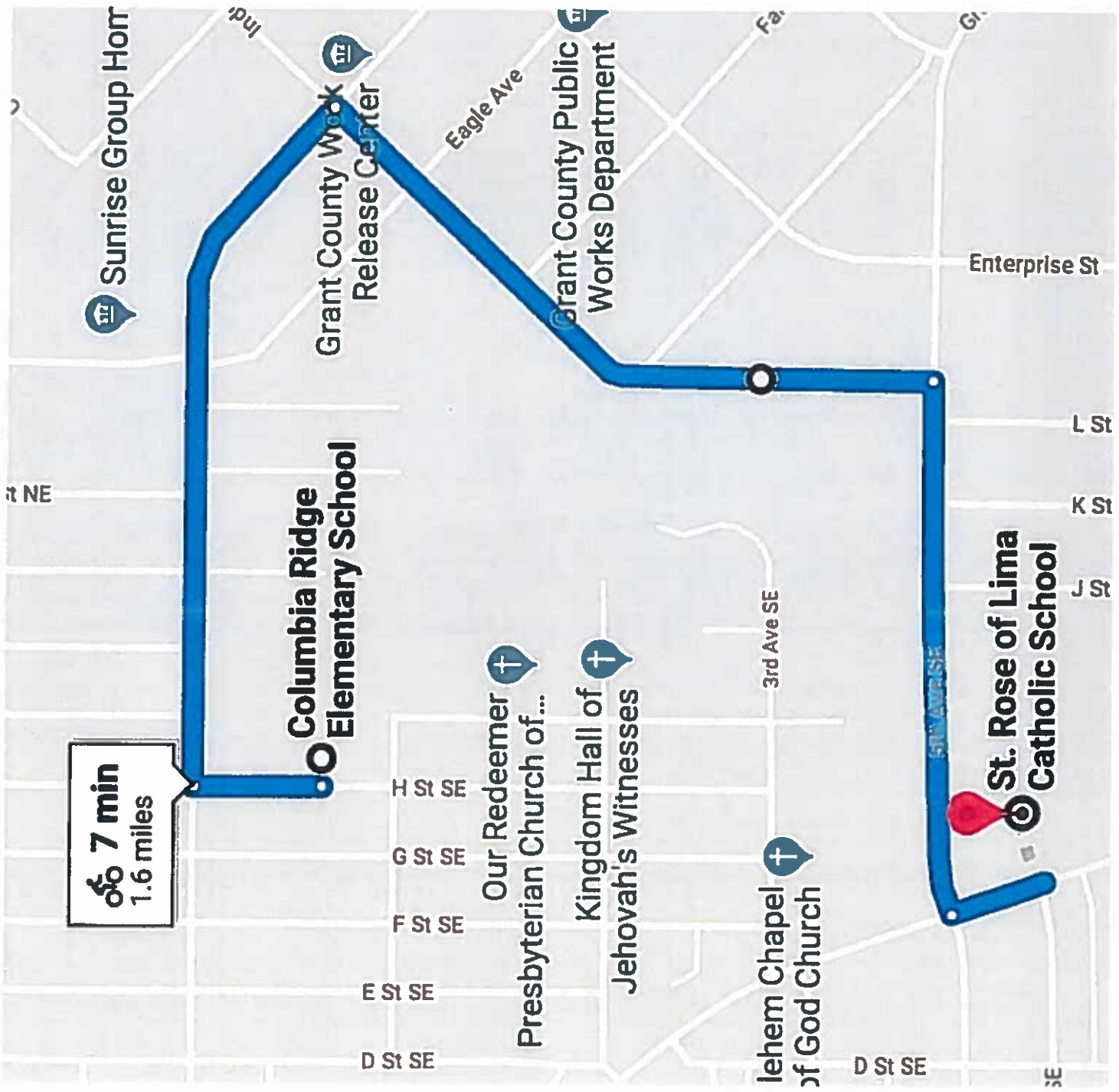
PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FOOD VENDOR LIST FAXED TO HEALTH DISTRICT 509.754-6060. BY: \_\_\_\_\_

DATE: \_\_\_\_\_





# Ephrata Police Department

## 2019 Converted Property List

The below listed property has been converted for use by the Ephrata Police Department in accordance with RCW 63.32.010(2):

(2) Retain the property for the use of the police department subject to giving notice in the manner prescribed in RCW 63.32.020 and the right of the owner, or the owner's legal representative, to reclaim the property within one year after receipt of notice, without compensation for ordinary wear and tear if, in the opinion of the chief of police, the property consists of firearms or other items specifically usable in law enforcement work: PROVIDED, That at the end of each calendar year during which there has been such a retention, the police department shall provide the city's mayor or council and retain for public inspection a list of such retained items and an estimation of each item's replacement value. At the end of the one-year period any unclaimed firearm shall be disposed of pursuant to RCW 9.41.098(2);

City Shop/Maintenance			
Item	Make/Model	Serial #	Est. Replacement Value
Bolt Cutters	Ace 24"	N/A	\$36.99
Bolt Cutters	24"	N/A	\$36.99
Box of Tools	N/A	N/A	\$25.00
Saw	Milwaukee Sawzall	N/A	\$119.00
Nylon Tow Strap	N/A	N/A	\$15.00
Battery Charger	Duralast	N/A	\$49.99
Air Compressor	Slime	N/A	\$43.57
Work Gloves (1 pair)	Wells Lamont	N/A	\$10.99
Work Glove (single)	Mechanix Impact Pro	N/A	\$5.99
Work Glove (single)	CLC Pitcrew	N/A	\$5.99
Wrench	2" Box End	N/A	\$62.99
Wrench	1 3/4" Box End	N/A	\$39.95
Wrench	15" Cresent End	N/A	\$23.99
Tool Bits	QualTool Inc "Little Bit Kit"	N/A	\$25.00
Rubber mallet	N/A	N/A	\$8.50



**FOR IMMEDIATE RELEASE**

**EXTREME COLD TO CONTINUE**

**City Urges Residents to Prepare for Continued Cold Temperatures**

EPHRATA, WA. The National Weather Service is currently forecasting temperatures to remain between 6°F and 22°F throughout the next several days. Winds are forecast to gust into the upper-teens, producing significant wind-chill, magnifying the effects of cold on people and equipment. Residents and their loved ones (including pets!) should be prepared for cold and bundle up well when outside.

Please take time to prepare your home, car, neighbors, and animals for extreme cold. The City often responds to buildings with frozen pipes in this weather, most of which could have been prevented with some basic safeguards.

The most common problem during a major cold snap is frozen pipes. The City advises that homeowners take the following precautions:

- If your home is difficult to keep warm, **leave a thin stream of water flowing** (about a pencil's lead in width) from every faucet. Also, open up cabinets to allow warm air to get under sinks. This is very important if you are going to away from your home more than a day.
- Ensure that the underside of your home is protected from the cold and wind. This may include adding insulation to pipes in your crawlspace.
- Shield and/or insulate all outside faucets.
- If your water meter from the City is shallow (less than 24" down), add a layer of insulation, or even newspaper, to prevent freezing (the City has already done this, but it is good to double check).

The Ephrata Fire Department responds to many incidents during the winter due to the use and misuse of heaters and fireplaces. Inspect your chimney, vents, and make sure that you have proper clearance between any heat-source and every other object. Please make certain that you have proper ventilation for any generator, open flame, or any other source of carbon monoxide in your home or garage. **Never use a combustion engine or outdoor-type grill inside your home.**

The City recommends that everyone be prepared for extended power outages and/or emergencies, even though failures in Grant County are both rare and short. It is recommended that you have at least three-days worth of non-perishable food on hand, extra water, fresh batteries, extra medications, appropriate clothing, and a radio. Consult the County Emergency Management website for additional provisions.

Perhaps the most important thing we can do, before or during inclement conditions, is to check on one another. **Be active in your neighborhood and look in on neighbors** and/or their animals, especially those that may need extra care during severe weather.

Also take time to guarantee that your car is in good working order, with appropriate anti-freeze and oil viscosity for the season. Any local mechanic can help you with specific recommendations for your car, including snow tires, if needed. Always keep a blanket, food, and water in your car in case of unexpected delays when traveling.

If you have additional questions, please utilize the following links, or simply call the City of Ephrata.

###

**Additional Contact Information**

City website: [www.ephrata.org](http://www.ephrata.org) or [www.facebook.com/CityofEphrata](https://www.facebook.com/CityofEphrata)

To report water problems, or for emergency shut-off: 754-4601 (after hours dial 762-1160)

For travel and pass conditions: [www.wsdot.wa.gov](http://www.wsdot.wa.gov), [www.wsdot.wa.gov/winter](http://www.wsdot.wa.gov/winter), or dial 511

For more information of fire and CO hazards: <http://ephrata.org/209.html> or 754-4666

For additional information on emergency preparations: <http://www.co.grant.wa.us/EM>, and <http://takewinterbystorm.org>

**From:** Terri Moncrief TMoncrief@ephrata.org  
**Subject:** FW: Proclamation Request  
**Date:** 13 January, 2020 at 11:03  
**To:** Wes Crago WCrago@ephrata.org



**From:** Proclamations Department <proclamations@schoolchoiceweek.com>  
**Sent:** Monday, January 13, 2020 9:45 AM  
**To:** Terri Moncrief <TMoncrief@ephrata.org>  
**Subject:** Proclamation Request

Dear The Honorable Reim,

Thank you to the leaders who have provided a proclamation supporting school choice week in your community. We have had an overwhelming response! Thank you for your support. It is not too late to provide a proclamation, however, if you have not. Please see the request below if you have not yet provided a proclamation for EPHRATA School Choice Week.

We are respectfully requesting that you consider joining city and county leaders across the country in officially recognizing January 26 – February 1, 2020 as School Choice Week in EPHRATA.

Issuing a proclamation provides an opportunity to shine a positive spotlight on the K-12 education options available for children and families in EPHRATA.

Last year, more than 565 mayors and county leaders, along with 19 governors, the unanimous United States Senate, and the President, issued proclamations recognizing National School Choice Week, which in 2020 will feature more than 50,000 events across America.

National School Choice Week is entirely nonpolitical and nonpartisan, and we do not advocate for or against any legislation. Our goal is simply to raise awareness, among parents, of the public and nonpublic K-12 education options available to their children.

Please let me know if you will be able to issue this proclamation and help us raise awareness of the importance of opportunity in education. I greatly appreciate your consideration. We have provided both a Word and .PDF proclamation template on our website at:

<https://schoolchoiceweek.com/proclamations/>

Also, for your convenience, we have provided the suggested proclamation language below.

Best,  
Andrew

**Andrew Campanella**  
President  
National School Choice Week  
[www.schoolchoiceweek.com](http://www.schoolchoiceweek.com)

**SUGGESTED PROCLAMATION LANGUAGE**



RECEIVED

JAN 10 2020

City of Ephrata

STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY  
4601 N Monroe Street • Spokane, WA 99205-1295 • 509-329-3400

January 7, 2020

The Honorable Bruce Reim  
City of Ephrata  
121 Alder SW  
Ephrata, WA 98823

RE: Renewal Application for State Reclaimed Water Permit ST0008031

Dear Mayor Reim:

Thank you for submitting an application for State Reclaimed Water permit ST0008031. This letter is to confirm that Ecology received the application on December 2, 2019.

Ecology will review it for completeness and accuracy. If it is incomplete, your permit manager may ask you to submit additional information. Ecology will only accept the application after it has been determined to be sufficiently complete.

Please call Lucy Peterschmidt at (509) 329-3408 or email at [Lucy.Peterschmidt@ecy.wa.gov](mailto:Lucy.Peterschmidt@ecy.wa.gov) if you have questions about our review of the application or the permitting process.

Sincerely,

Shara Joy  
Water Quality Program  
Eastern Regional Office

SJ:sj

cc: Troy Zerb, City of Ephrata  
Bill Sangster, City of Ephrata  
Wes Crago, City of Ephrata  
Lucy Peterschmidt, PE, Ecology Eastern Region







**DATE:** 05 FEBRUARY 2020

**ITEM:** Ordinances & Resolutions for Council Consideration

**SUMMARY**

1. Resolution R20-005 - Authorized Bank Signers - Housekeeping. Due to the change in personnel, the authorized individuals to sign and access the City's accounts needs to be updated removing Wes Crago and adding Mike Warren.

**BUDGET IMPACTS**

1. N/A

**RECOMMENDATION**

Staff recommends acceptance and approval of all items

**ENABLING ACTIONS**

*Motion to Authorize, Confirm, or Approve and Accept All Items*

*If you have any questions, concerns, or require additional information; please contact me prior to the meeting.*

RESOLUTION NO. 20-005

A RESOLUTION NAMING THE WASHINGTON TRUST BANK OR IT'S SUCCESSORS AS DEPOSITORY OF PUBLIC FUNDS AND AUTHORIZING OFFICIALS TO MAKE DEPOSITS AND WITHDRAWALS.

BE IT RESOLVED that WASHINGTON TRUST BANK is hereby designated as depository of the funds of the City of Ephrata with one checking account which shall be designated Account Number 1201000017, City of Ephrata. Funds and investments, so deposited, shall be subject to withdraw by checks, drafts, or other orders for payment (without Bank regard for circumstances of issue to disposition of proceeds) when signed by any 2 (two) of the following:

\_\_\_\_\_

Mike Warren, City Administrator

\_\_\_\_\_

Leslie Trachsler, City Clerk

\_\_\_\_\_

Carrie Lnenicka, Administrative Assistant

That all endorsements of checks or other instruments for deposit or collection may be written or stamped by the public fund depositor without designation of person so doing.

That all public fund depositors shall have access to the City of Ephrata Safe Deposit Box.

Additions to the above authorizations will be by new resolution. Deletions will be by letter, signed by Mike Warren.

That depositor agrees to be bound by the Bank's rules and regulations governing deposit accounts, a copy of which is acknowledged.

That Bank will be notified in writing of any change in this resolution.

ADOPTED by the City Council of the City of Ephrata, Washington, this 5<sup>th</sup> day of February, 2020.

\_\_\_\_\_

Bruce Reim, Mayor

ATTEST:

\_\_\_\_\_

Leslie Trachsler, City Clerk



**DATE:** 05 FEBRUARY 2020

**ITEM:** Items for Council Consideration

## **SUMMARY**

1. **Possible WSDOT Roundabout at SR-282 & Nat Washington Way.** The Washington Department of Transportation has begun the process of analyzing the Intersection of SR 282 and Nat Washington Way for a roundabout or other Intersection Improvement project. WSDOT is looking for a letter of support for the project and the possibility of partnering financially for construction/design. In 2006-2007 the City paid just under \$65,000 to WSDOT for the design/engineering of a roundabout at this Intersection.
2. **Citizen concern - Vehicle Idling.** Gerald Singleton has requested to address Council regarding an Issue he has of vehicles Idling for extended periods of time in his neighborhood. See attached Request to be on Council Agenda.
3. **Status of Opening New Recycling Center.** After much anticipation and preparation, the final touches of camera and signage installation have been completed. Containers are scheduled to be moved the 10th of February.
4. **Uncollectable Debt. Housekeeping.** Please see attached memo. Following **Policy 4060**, staff has identified twenty-two accounts for write off. All avenues of collection have been exhausted and this debt is now legally uncollectable.
5. **Surplus of Equipment - Ballistic Vests.** The Police Department is requesting the surplus of expired ballistic vests. Each vest has a period of "useful life" of five years. Recommendation that these vests be destroyed by Incineration.

## **BUDGET IMPACTS**

1. Unknown
2. N/A
3. N/A
4. -\$3,487.00
5. N/A

## **RECOMMENDATION**

Staff recommends approval of all Items

## **ENABLING ACTIONS**

*Authorize, Confirm, or Approve and Accept All Items*

*If you have any questions, concerns, or require additional information; please contact me prior to the meeting.*

REQUEST TO BE ON COUNCIL AGENDA

DATE: 12/11/19

NAME: Gerald G. Singleton

ADDRESS: 435 Basin st E. Pharr wa 98823 #22

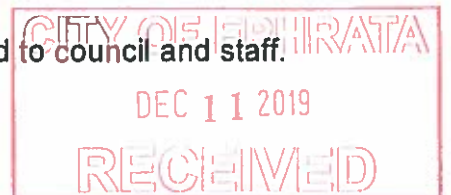
ESTIMATED TIME OF PRESENTATION: Few minutes

DESCRIBE SUBJECT YOU WISH TO DISCUSS: Vehicles are Idling for 10-20-30 minutes in some cases. Let us take my situation for instance. I live right on an alley, I have had people Idling talking to my neighbors, until I yelled at them. We need a idling law maybe not a severe as Spokane; But! let us say no one can idle a vehicle 50' from dwelling unless they own the house and neighbors are not affected.

SIGNATURE: Gerald Singleton

Note: Please attach any information you wish to be distributed to council and staff.

my phone 509-294-1521





DATE: January 16, 2020  
TO: City Council  
FROM: Leslie Trachsler, Finance Director  
RE: Legally Uncollectible Debt

Per Policy No 4060, an account will be considered uncollectible after the appropriate collection procedures have been followed. In an effort to clean up and resolve outstanding issues, Staff has identified four utility accounts and eighteen judgements as uncollectible debt.

- Utility Accounts - three were properties that went into foreclosures and one was owned by HUD Housing. There is no means of collection from the bank. Total debt write-off \$64.46.
- Two judgements are legally uncollectible due to bankruptcy and sixteen are uncollectible due to statute of limitations. Total debt write off \$3,487.00.

Staff is requesting council approve the write-off of 22 legally uncollectible accounts for total debt write-off of \$3,551.46

## CENTRAL BONDED COLLECTORS

As of 1-16-2020

<u>CITATION NUMBER</u>	<u>JUDGMENT DATE</u>	<u>CITATION DESCRIPTION</u>	<u>AMOUNT</u>	<u>WRITE OFF DESIGNATION</u>
EPI 028918	11/4/2009	Fireworks violation	\$60.00	Beyond Statues
Case # 09EPI1777	10/22/2009	Impound fee/tag	\$16.00	Beyond Statues
EPI 028509	7/10/2008	Public nuisance	\$1,919.00	Beyond Statues
#012160	3/14/2017	Blocking driveway	\$111.00	Took Bankruptcy
EPI 028816	4/8/2009	No license/at large dog	\$114.00	Beyond Statues
#011285	4/30/2009	Parked in handicap zone	\$114.00	Beyond Statues
EPI 028843	9/8/2009	No license/at large dog	\$114.00	Beyond Statues
EPI 028861	9/8/2009	No license on dog	\$95.00	Beyond Statues
#006149	9/8/2009	Parking in firelane	\$50.00	Beyond Statues
#011238	9/8/2009	Wrong way parking	\$30.00	Beyond Statues
EPI 028971	9/8/2009	Dangerous dog at large	\$210.00	Beyond Statues
EPI 028980	9/8/2009	Dog at large	\$228.00	Beyond Statues
#011631	2/5/2009	Blocking driveway	\$20.00	Beyond Statues
#011221	2/5/2009	Wrong way parking	\$30.00	Beyond Statues
#011933	8/28/2012	Wrong way parking	\$135.00	Took Bankruptcy
#011472	12/7/2010	Wrong way parking	\$30.00	Beyond Statues
#011245	12/16/2009	Wrong way parking	\$30.00	Beyond Statues
EPI 029173	12/16/2009	Residential loud music	\$181.00	Beyond Statues
		<b>TOTAL</b>	<u>\$3,487.00</u>	



## REQUEST TO WRITE-OFF UNCOLLECTIBLE DEBT

DATE: December 20, 2019  
TO: Ephrata City Council  
FROM: Utility Billing

I am requesting that the following accounts be written off as an uncollectible debt. All avenues of collection have been attempted. The first three properties were foreclosures that the bank owned and will not pay any additional fees. The last property listed was owned by HUD Housing and I have been unsuccessful in collecting the debt owed.

US Bank  
14590 Empire Road  
Acct #6222  
**Final Balance \$20.80**

US Bank  
255 F Street NE  
Acct #7169  
**Final Balance \$9.56**

Wilmington Savings Fund Society  
348 5<sup>th</sup> Avenue SE  
Acct #8264  
**Final Balance \$0.52**

PK Management  
405 Hilltop Drive  
Acct #8190  
**Final Balance: \$33.58**

**Total: \$64.46**

Thank you,

Kari Chornuk  
Utility Billing

# MEMO



DATE: 1/28/2020  
TO: City Council  
FROM: Interim Chief Erik Koch  
REF: Surplus Carriers and Panels

The following ballistic panels are expired and have been replaced. The Ephrata Police Department is requesting that the below listed items be approved for surplus and subsequently destroyed by incineration.

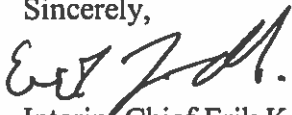
Brand	Model	Serial	Date MFG	Expired on	Value
Second Chance	Butterfly Lite	03070773	3/8/2007	3/8/2012	\$0.00
Second Chance	Butterfly Lite	03070773	3/8/2007	3/8/2012	\$0.00
Survival Armor	LT-II	218852	3/18/2013	3/18/2018	\$0.00
Survival Armor	LT-II	218852	3/18/2013	3/18/2018	\$0.00
Second Chance	Butterfly Lite	03070772	3/8/2007	3/8/2012	\$0.00
Second Chance	Butterfly Lite	03070772	3/8/2007	3/8/2012	\$0.00
Second Chance	322Z-IUI TLSC	06972256	6/1/1997	6/1/2002	\$0.00
Second Chance	322Z-IUI TLSC	06972256	6/1/1997	6/1/2002	\$0.00
Safariland	GII-4.0	01303807	6/25/2004	6/25/2009	\$0.00
Safariland	GII-4.0	01303804	6/25/2004	6/25/2009	\$0.00
ABA	II-XT-FS-Z02	02047758A	7/1/2002	7/1/2007	\$0.00
ABA	II-XT-FS-Z02	02047760A	7/1/2002	7/1/2007	\$0.00
Safariland	GII-1.4	931310	Pre 1/1/2001	1/1/2006	\$0.00
Safariland	GII-1.4	931311	Pre 1/1/2001	1/1/2006	\$0.00
Point Blank	SP+2LE	Illegible	Illegible	5/1/2020	\$0.00
Point Blank	SP+2LE	150000301423	5/1/2015	5/1/2020	\$0.00
Safariland	GII-4.0	01013765	6/27/2001	6/27/2006	\$0.00
Safariland	GII-4.0	01013757	6/27/2001	6/27/2006	\$0.00
Safariland	GII-4.0	01310717	8/16/2004	8/16/2009	\$0.00
Safariland	GII-4.0	01310721	8/16/2004	8/16/2009	\$0.00
Second Chance	Butterfly Lite	03070774	3/8/2007	3/8/2012	\$0.00
Second Chance	Butterfly Lite	03070774	3/8/2007	3/8/2012	\$0.00
Survival Armor	LT-II	175143	4/5/2012	4/5/2017	\$0.00
Survival Armor	LT-II	175143	4/5/2012	4/5/2017	\$0.00
Safariland	GII-4.0	01244875	9/13/2003	9/13/2008	\$0.00
Safariland	GII-4.0	01244870	9/13/2003	9/13/2008	\$0.00
Safariland	GII-4.0	01013764	6/27/2001	6/27/2006	\$0.00
Safariland	GII-4.0	01013766	6/27/2001	6/27/2006	\$0.00



The following ballistic carriers are worn and the panel specific for each carrier are now expired. The Ephrata Police Department is requesting that the below listed item be approved for surplus and subsequently destroyed by incineration.

<b>Brand</b>	<b>Model</b>	<b>Size</b>		<b>Value</b>
Second Chance	X-Static	25x16		\$0.00
Safariland	ZeroG Armorwear	Regular 52		\$0.00
Safariland	ZeroG Armorwear	Regular 44		\$0.00
Survival Armor		25x17	Front Only	\$0.00
Survival Armor		22x17	Back Only	\$0.00
Safariland	ZeroG Armorwear	Regular 36		\$0.00
Safariland	ZeroG Armorwear	Regular 44		\$0.00
Ponit Blank	Body Armor	48L1	Back Only	\$0.00
Ponit Blank	Body Armor	48R	Front Only	\$0.00
Second Chance	X-Static	22x15		\$0.00
Second Chance	X-Static	20x19		\$0.00
Second Chance	X-Static			\$0.00
Second Chance	X-Static	22x14		\$0.00
Second Chance	X-Static	22x17	Front Only	\$0.00
Second Chance	X-Static	20x17	Back Only	\$0.00
Safariland	ZeroG Armorwear	Long 44		\$0.00
ABA	Extreme Armor	XL Z02		\$0.00
Safariland	ZeroG Armorwear	Regular 46		\$0.00

Sincerely,



Interim Chief Erik Koch  
Ephrata Police Department