



CITY COUNCIL MINUTES

November 04, 2020

City Council of the City of Ephrata, Grant County Washington met in regular session on November 04, 2020. The meeting was called to order at 6:30 p.m. by Mayor Bruce Reim and adjourned to executive session to discuss sale or acquisition of real estate (RCW 42.30.110 (1) c) and evaluation of employee or applicant (RCW 42.30.110 (1) g) for approximately thirty minutes.

Executive session adjourned at 6:45 p.m., no decisions were made or action taken. Meeting reconvened at 7:00 p.m.

Due to the COVID-19 Pandemic and Governor Inslee's Proclamation 20-28, this meeting is being conducted remotely using the ZOOM video conferencing.

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 Mike Warren, City Attorney Anna Franz, Public Works Director Bill Sangster, Community Development Director Dan Leavitt, Fire Chief Jeremy Burns, and City Clerk/Finance Director Leslie Trachsler

Pledge of Allegiance was said.

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

Presentations: Major Jerome Bonneville along with Lt Col Maxwell, representing the Civil Air Patrol gave a brief presentation to Council regarding the Wreaths Across America Program scheduled for December 19, 2020. Last year the Civil Air Patrol placed nearly 2.2 million wreaths on veteran's graves at more than 2,100 participating locations across the nation. Locally, they laid approximately 1,000 wreath in the Ephrata, Quincy Valley and Valley View Cemeteries in 2019.

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

Items on the consent agenda are as follows:

Claims #92561 through #92592 in the amount of \$147,286.49
Payroll Check #46755 through #46768 in the amount of \$30,647.93
Payroll Claims #92542 through #92559 in the amount of \$227,547.39
Payroll Direct Debit in the amount of \$5,875.00
Payroll Direct Deposits in the amount of \$171,919.13
Claim #92541 in the amount of \$115,38
Claim #92560 in the amount of \$1,278.00
Minutes of the October 21, 2020 Council meeting
Special Event Applications: None
Set Public Hearing on 2021 Budget for November 18 and December 2, 2020 at 7:00 p.m.
Set Public Hearing on Abatement of weeds and dead tree at 326 7th SW for November 18, 2020 at 7:00 p.m.

Public Hearing on Ordinance 20-05 – Ad Valorem Taxes: Mayor Reim opened public hearing at 7:12 p.m. Director Trachsler gave a brief staff report advising Council that part of the budget process Council is required to hold a Public Hearing on the revenues projected to be raised by Ad Valorem Taxes. By law, the City can raise the amount to be collected from Ad Valorem Taxes by 1%. This is exclusive of additional revenues resulting from new construction and annexations. For 2021, the estimated increase in Ad Valorem Taxes is \$12,964.00.

There being no public comments or Council comments, Mayor Reim closed public hearing at 7:13 p.m.

Ordinance 20-05 – Ad Valorem Taxes: Motion to approve and accept Ordinance 20-05 fixing the amount of revenues to be raised by Ad Valorem Taxes for the 2021 Budget year. (m/s Allstot/Millard) Motion carried.

Resolution 20-013 – Granting an Easement to Public Utility District No. 2 of Grant County: Director Leavitt gave a brief staff report advising Council that this easement allows Grant County PUD to construct, operate and maintain a fiber optic cabinet on City property. Property is located at the south end of town between Railroad Avenue and Basin Street SW. It is undeveloped property with limited value and development potential.

Motion to approve and accept Resolution 20-013 – Granting an Easement to Public Utility District No.2 of Grant County. (m/s Millard/Wanke) motion carried.

Confirm appointment of Kurt Adkinson as Ephrata Police Chief: Motion to confirm Mayor Reim’s appointment of Kurt Adkinson as Ephrata Police Chief. (m/s Wanke/Moore) Motion carried.

Kurt Adkinson sworn in as Police Chief: Mayor Reim gave the Oath of Office to newly appointed Police Chief, Kurt Adkinson.

Report on 2019 Annual Financial/Accountability Audit: Director Trachsler gave a brief report on the results of the 2019 Annual Financial and Accountability Audit conducted by the Washington State Auditor's Office.

- **Financial Audit Report:** The City prepares their financial statements to meet the reporting requirements of state law using accounting practices prescribed by the State auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. The report states in part "...the financial statements present fairly, in all material respects, the cash and investments of the City of Ephrata, and its changes in cash and investments, for the year ended December 31, 2019..."
- **Accountability Audit Report:** "In the areas selected for more detailed examination, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources." Areas examined during this audit period were:
 - Electronic funds transfers – evaluated design of controls
 - Cost allocation plan – equitable distribution of indirect costs
 - Procurement – emergency declarations, public works projects, and purchases
 - Self-insurance for unemployment

There were three exit recommendations from the audit team. These recommendations do not represent any deficiencies but are areas of potential concern and are not referenced in the audit report.

- Adopt a procurement policy that addresses federal and state law requirements
- Adopt a cost allocation plan that memorializes the allocation methods and rationale that are currently being implemented
- Improve internal controls over procurement by ensuring contractors meet state law requirements

Staff is working on these recommendations and will bring the proposed policies to Council for approval.

Proclamation in support of Wreaths Across America: Motion to approve Proclamation in support of Wreaths Across America. (m/s McDonnell/Mora) Motion carried.

Contract Amendment with Consolidated Disposal Service, Inc.: Administrator Warren advised that our contract with Consolidated Disposal Service (CDSI) for the collection and transportation of solid waste provides for a biannual rate adjustment by the average of the prior two years CPI. The next rate increase is set for January 1, 2021 and

covers the September CPI rates for 2019 of 1.7% and 2020 of 1.4% for an average of 1.55%.

Warren also advised that the County Commissioners voted this week to increase the tipping fee effective March 1, 2021.

Motion to authorize Administration to execute contract amendment with Consolidated Disposal Service, Inc. (m/s Moore/McDonnell) Motion carried.

Authorize Bio-Solid Contract with King County and Boulder Park: Director Sangster advised that this is an annual contract for the removal of bio-solids from the Wastewater Treatment Facility. The City has contracted with King County and Boulder Park since 2005. The bio-solids are used as fertilizer on farmland near Mansfield.

Motion to authorize Administration to execute contract with King County and Boulder Park for Bio-Solid removal. (m/s Allstot/Mora) Motion carried.

City Administrator Report: None at this time.

There being no further business meeting adjourned at 7:31 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk