



AMENDED CITY COUNCIL MINUTES February 17, 2021

City Council of the City of Ephrata, Grant County Washington met in regular session on February 17, 2021. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

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, Police Chief Kurt Adkinson, Building Official Bill Cox and City Clerk/Finance Director Leslie Trachsler

Pledge of Allegiance was said.

No public signed up to speak. This meeting is not being recorded.

Agenda: Agenda was amended adding Item #2 to Section VI Ordinances and Resolutions.

Presentations: None

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

Items on the consent agenda are as follows:

Claims #92975 through #93021 in the amount of \$99,533.46

Claims #92972 through #92974 in the amount of \$356.25

Manual Checks #86022021, 87022021, 88022021 and 89022021 in the amount of \$3,403.83

Electronic Fund Transfer in the amount of \$21,656.03
Minutes of the February 3, 2021 Council meeting
Special Event Applications: None

Ordinance 21-02 Amending EMC 14 “Cemetery”: Director Trachsler reported that concerns had been raised by cemetery staff and the Nicoles Funeral Home that the Code is not very clear regarding monument sizing. Administration met with cemetery staff to discuss their recommended changes. They also had additional concerns regarding glass containers, and food items being left on graves, and individuals driving/parking off the paved pathway.

Motion to accept and approve Ordinance 21-02 amending EMC Title 14 entitled “Cemetery”. (m/s More/Moore) Council discussion regarding signage. Motion carried.

Ordinance 21-03 Adding a New Section to EMC 16.04 “Building and Construction”: Building Official Cox gave a brief staff report. With the recent changes to the energy code, staff is requesting Council consider adding the requirement that construction documents for commercial buildings be prepared and reviewed by a registered design professional before submission to the City and that all inspections required by the Washington State Energy Code be performed by an approved agency at the applicant’s sole expense.

Motion to accept and approve Ordinance 21-03 adding a new section to EMC 16.04 entitled “Building and Construction”. (m/s Coe/Mora) Council discussion ensued regarding the burden energy standards place on construction and how this might impact future commercial development in our community. Five yea, two nay, Motion carried.

2020 4th Quarter and Year End Financial Report: Director Trachsler reviewed the 2020 4th Quarter and End of Year Financial Report. Overall revenues are 5% below budget and expenses are 18% below. As compared to 2019, revenues were 2% higher and expenses 7% lower. Some of the major highlights of individual funds are:

- General Fund – revenues finished at 4% above budget and expenses 9% below. Sales tax revenue was 11% higher than in 2019. Each month sales tax revenues set record highs for the same period of previous years. Building Permits exceeded expectations. There were a total of 288 permits issued for the year. Of those 20 were for new homes and 58 were for residential and commercial remodels. This includes the two schools being renovated.
- Park Fund – revenues were 40% below budget and expenses 45% below. This is attributed to the pool not opening and the reallocation of property tax to the Street Fund.
- Library Fund – revenues were right on target and expenses were 6% below budget. The re-roofing project has been completed and went very well. Retainage has yet to be paid.
- Street Fund – Revenues finished at 12% above budget and expenses 14% below. Fuel Tax revenues were 9% below expectation, however the County Shared Fuel

Tax was 10% higher. The reallocation of a portion of property taxes from Parks to Streets off-set the shortfall from fuel tax revenues and allowed us to rebuild the cash balance in this fund. Transportation Benefit District tax dollars exceeded expectation and grew a healthy reserve. This is being used to finance the street projects for 2021.

- Water/Sewer Fund – revenues were 10% above projected and expenses 5% below. Connection fees were up due to the 20 new single family residence permits issued. User fees were 9% over projection even with the suspension of disconnection for non-payment. The number of delinquent accounts saw a 20% increase and the account balances were 48% higher than December, 2019. Overall, the delinquent account balance represents less than 2% of the total amount billed in 2020.

Overall, we finished the year very well. Council discussion ensued.

Lease Agreement for Xerox Copy Machine: Chief Burns reported that the lease on their current copier has expired. Xerox is on the State/Local Government Negotiated Contract. Through the state contract this machine will meet the needs of the department at a lower monthly rate. The lease agreement is for 60 months.

Motion to authorize administration to enter Lease Agreement with Xerox for copier. (m/s Wanke/Allstot) Motion carried.

C Street Sidewalk Project Acceptance: Director Sangster advised Council that the C Street Sidewalk Project was completed in November. All the final paperwork has been received. The final step is for Council to accept the project so the Notice of Completion can be sent to the State prior to releasing retainage.

Motion to accept the C Street Sidewalk Project as complete. (m/s Mora/Moore) Motion carried.

City Administrator Report:

1. Council Member term expiration: Administrator Warren advised Council that the following positions are up for election in November, 2021.
 - Mayor Bruce Reim
 - Council member Sarah McDonnell
 - Council member Mark Wanke
 - Council member Matt Moore

Filing period with Grant County Elections is May 17 – May 21, 2021. General Election Day is November 2, 2021.

Personal Financial Affairs Statements are a requirement with the Public Disclosure Commission and filing dates are as follows:

- Within 2 weeks of becoming a candidate
- Annually by April 15th for as long as you hold office

2. City crews went back to 8 hour days on Monday, February 15th since the Grant County region moved to Phase 2. Masking and social distancing is being practiced. Staff is very happy to be back together and working a full day.

There being no further business meeting adjourned at 7:42 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk