



## CITY COUNCIL MINUTES

### April 19, 2017

City Council of the City of Ephrata, Grant County Washington met in regular session on April 19, 2017. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

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

**Staff Present:** Fire Chief Jeremy Burns, City Attorney Katherine Kenison, Community Development Director Ron Sell, Public Works Director Bill Sangster, Community Relations Director Traci Bennett, Police Captain Erik Koch, and City Clerk/Finance Director Leslie Trachsler.

Motion to excuse Council members Millard and Knitter. (m/s Moore/Allstot) Motion carried.

Pledge of Allegiance was said.

No public signed up to speak.

**Agenda:** Agenda was amended deleting item 3 of Section VII and adding Item 4 to Section VIII.

**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:

- Payroll #44927 through #44955 in the amount of \$31,041.20
- Payroll Claims #86499 through #86516 in the amount of \$222,442.70
- Payroll Direct Debit in the amount of \$6,000.00
- Payroll Direct Deposits in the amount of \$166,771.77
- Manual Claims #86032017, 87032017, 88032017, 89032017 in the amount of \$1,880.20

Manual Claims #86042017, 87042017, 88042017, 89042017 in the amount of \$2,271.96

Manual Claims #86492 through #86498 in the amount of \$60,582.02

Manual Claims #86517 through #86548 in the amount of \$48,314.39

Claims #86549 through #86646 in the amount of \$395,130.39

Minutes of the March 15, 2017 Council meeting

Set Public Hearing: Ordinance 17-03 Community Street and Utility Standards for May 3, 2017 at 7:00 p.m.

Notice of Approved Special Event Applications:

- Taylor-Strzelczyk Wedding: Lions Park, April 8, 2017 – all day
- Flashlight Egg Hunt: Lions Park, April 14, 2017 – 8:00 to 8:30 p.m.
- Lions Club Fishing Derby; Oasis Park, April 15, 2017 – 5:00 to 11:00 a.m.
- Community Easter Egg Hunt; Lions Park, April 15, 2017 - 11:30 a.m. to 1:30 p.m.

Approval of Special Event Applications:

- Grant School Bike Rodeo: Grant School to Lions Park, April 27 & 28, 2017
- Beezley Burn Beer Garden; Lions Park, April 29, 2017 – 12:00 to 5:00 p.m.

**Community Clean Up of Lions Park and BBQ:** Director Bennett reported that in celebration of Earth Day the Parks and Recreation Commission has scheduled a 60 Minute Park Clean-Up and BBQ at Lions Park on Friday, April 21<sup>st</sup> at 5:30 p.m. The Columbia Basin Foundation is sponsoring the BBQ following the clean up.

**Resolution 17-963 – Setting Change Fund:** Motion to approve and accept Resolution 17-963 setting the amount and certification of responsibility of the “Change Fund”. (m/s Mora/Moore) Motion carried.

**Resolution 17-964 – Declaring an Emergency for Division Street Sewer 3 Project:** This Resolution retroactively authorizes the City Administrator to engage Gray Excavation and Eastside Asphalt to repair the collapsed sewer line, declares an emergency for said collapse and therefore waives competitive quotes for both the excavation and paving. Funds for the repair will come from Water/Sewer Reserves and will have no impact on rates.

Motion to approve and accept Resolution 17-964 declaring the existence of an emergency and waiving and dispensing with the statutory competitive bidding requirements. (m/s Allstot/Wanke) Motion carried.

**Authorize Administration to enter Agreement with Gray & Osborne for Water Comprehensive Plan:** City is required to maintain a Water Comprehensive Plan which is due for an update. When the update is complete, staff will make a presentation to Council.

Motion to authorize Administration to enter Agreement with Gray & Osborne for the Water Comprehensive Plan. (m/s Wanke/Moore) Motion carried.

**Draft Short-term Home & Room Rentals (Airbnb) Regulations:** Following a citizen request, Council directed staff to explore allowing short-term, Airbnb-style rentals in Ephrata. Staff has prepared a draft set of changes and a report explaining them. In general, there are three questions to consider:

- Should Ephrata allow short-term rentals – be “tourist friendly”
- Should Ephrata deny short-term rentals – preserve the character of residential neighborhoods
- What is the role of government in addressing either question

Discussion ensued regarding the process. Director Sell advised that if Council directs staff to move forward then this issue would go before the Planning Commission where they will hold two study sessions and a public hearing before presenting to Council.

Council raised concerns regarding the following:

- How are other communities addressing short-term rentals
- Definition of guest rooms to be specifically defined
- Is the term “bnb” a standard term by legal standards
- What are the parking requirements
  - ◆ would this be off-street parking
  - ◆ number of parking spaces
  - ◆ allow parking in front yard
- Host Management Services – is this a concern
- Collection of Hotel/Motel Taxes

Staff assured Council that these are the types of concerns that will be identified thru the Planning Commission Study Sessions. The proposal also requires those who want to operate short-term room and home rentals to obtain a business license which then allows the Building, Planning and Fire Departments to take a more in-depth look at the property for compliance with the Code.

Council consensus was to move forward with short-term home & room rentals (Airbnb) regulations.

**2016 Annual Report Review Committee:** Each year two elected officials review the City’s Annual Financial Report for the previous year. This review is a formal, technical and comprehensive review of the City’s finances and provides a more detailed look at the inner-workings of the budget, revenues, expenditures and accounting practices. The review typically takes about an hour and would be scheduled around the Council’s calendars.

Council members Moore and Mora volunteered to serve on the Audit Review Committee.

**Accept Donation from Walmart:** Walmart donated three \$50 iTunes cards for the Flashlight Easter Egg Hunt to be given away as prizes. Motion to accept donation of three \$50 iTunes cards from Walmart. (m/s Moore/Allstot) Motion carried.

**Surplus EMS Stretcher:** Ephrata Fire Department has a Rugged stretcher that is surplus to their needs. The Columbia Basin Hospital is interested in purchasing it, but it must first be surplus. Motion to surplus Rugged stretcher. (m/s Moore/Mora) Motion carried.

Council member Knitter joined the meeting at 7:29 p.m.

**Accept Donation from Columbia Basin Foundation:** Columbia Basin Foundation has donated \$250 for the Community Park Clean-up BBQ. Motion to accept the \$250 donation from Columbia Basin Foundation. (m/s Allstot/Moore) Motion carried.

**City Administrator Report:**

2017 Budget Report: Cash reserves are up slightly. Revenues and expenses are down but revenues are higher than our expenses. There have been discussions with staff to watching their spending.

Officer Jose Ramirez, Civil Servant of the Year: Officer Jose Ramirez was awarded Civil Servant of the Year at the annual Chamber Banquet. Officer Ramirez was caught doing good work during the harsh winter.

Grant PUD Award to Ephrata Fire, Police and Public Works: Grant County PUD presented Awards of Appreciation to the Ephrata Fire Department, Ephrata Police Department and the Ephrata Public Works Department in gratitude for the assistance rendered to Grant County PUD and the community in response to the fire at the Central Ephrata Substation on February 15, 2017.

City Hall closure on May 2<sup>nd</sup> from 11:30 a.m. to 1:00 p.m.: City Hall will be closed from 11:30 a.m. to 1:00 p.m. on May 2<sup>nd</sup> for a small celebration.

There being no further business meeting adjourned at 7:32 p.m.

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Bruce Reim, Mayor

ATTEST:

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Leslie Trachsler, City Clerk