



## **CITY COUNCIL MINUTES**

### **December 20, 2017**

City Council of the City of Ephrata, Grant County Washington met in regular session on December 20, 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, Stephanie Knitter, Tony Mora, and Kathleen Allstot.

**Staff Present:** City Administrator Wes Crago, City Attorney Anna Franz, Community Development Director Ron Sell, Public Works Director Bill Sangster, Community Relations Director Traci Bennett, Police Chief Mike Warren, 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 not being recorded.

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

**Presentations:** The new Utility Billing Clerk, Yasmina Alvarez, was introduced to Council. Mayor Reim welcomed Yasmina to the City.

**Key to the City Presentation:** Mayor Reim presented the Key to the City to Mike and Jane Montaney. Mayor highlighted the plethora of community service projects and organizations they have been involved in.

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

Items on the consent agenda are as follows:

Claims #87723, #87724 and #87725 in the amount of \$1,092.26

EFT in the amount of \$18,534.83

Manual Claims #86122017, 87122017, 88122017 and 89122017 in the amount of \$2,396.62

Manual Claims #85122017 in the amount of \$138.63

Claims #87726 through #87750; and #87764 through #87794 in the amount of \$76,634.59

Minutes of the December 6, 2017 Council meeting

Set Public Hearing for Resolution 18-972 – Six-Year Street Plan for January 17, 2018 at 7:00 p.m.

Set Public Hearing for Resolution 18-973 – Six-Year Capital Facilities Plan for January 17, 2018 at 7:00 p.m.

Set Public Hearing for Ordinance 18-01 – Transportation Benefit District for January 17, 2018 at 7:00 p.m.

**Ordinance 17-11 – Amending EMC 1.04 entitled “Penalty”:** Each year the City increases rates by the CPI. For 2017 that rate was 2.8%.

Motion to approve and accept Ordinance 17-11 Amending EMC 1.04 entitled “Penalty”. (m/s Millard/Mora) Motion carried.

**Ordinance 17-12 – Amending EMC 3.35 entitled “Fee Schedule and Charges for City Services:** There were corrections made to Exhibit A regarding those fees that reference the C Penalties. Those fees should be the same as EMC 1.04. Splashzone fees went up 10% to keep up with the adjustment in minimum wage, all other fees were increased by the CPI of 2.8%.

Motion to approve and accept Ordinance 17-12 with amended Exhibit A, amending EMC 3.35 entitled “Fee Schedule and Charges for City Services”. (m/s Knitter/Wanke) Motion carried.

**Ordinance 17-13 – Supplemental Appropriations for 2017 Budget:** This Supplemental Appropriations Ordinance balances our budget to the actual revenues and expenses and is an annual housekeeping item.

Motion to approve and accept Ordinance 17-13 amending the 2017 Budget. (m/s Wanke/Knitter) Motion carried.

**Council meeting for January 3, 2018:** Historically, due to staff and Councilmembers being away for the Christmas holiday, this meeting is cancelled.

Motion to cancel the January 3, 2018 meeting. (m/s Allstot/Moore) Motion carried.

**Confirm Mayor’s re-appointment of Alan Key to Ephrata Civil Service**

**Commission:** Motion to confirm Mayor’s re-appointment of Alan Key to the Ephrata Civil Service Commission. (m/s Moore/Wanke) Motion carried.

**Confirm Mayor’s re-appointment of Councilmember Wanke to Grant County**

**Health District:** Motion to confirm Mayor’s re-appointment of Councilmember Wanke to the Grant County Health District Board. (m/s Allstot/Millard) Motion carried.

**Confirm re-appointment of Mayor Reim to the Grant Transit Authority Board:** Motion to confirm the re-appointment of Mayor Reim to the Grant Transit Authority Board. (m/s Moore/Wanke) Motion carried.

**Confirm Mayor's re-appointment of Councilmember Coe to Grant County Economic Development Commission:** Motion to confirm Mayor's re-appointment of Councilmember Coe to the Grant County Economic Development Commission. (m/s Moore/Knitter) Motion carried.

**Confirm Mayor's appointment of Clerk Trachsler to Grant County Disability Board:** Motion to confirm Mayor's appointment of Clerk Trachsler to the Grant County Disability Board. (m/s Allstot/Mora) Motion carried.

**Approve Lodging Tax Advisory Committee Funding for 2018 Tourism Events:** The Lodging Tax Advisory Committee (LTAC) met on November 16, 2017 to review grant applications for funding out of the Stadium/Convention fund, also known as Hotel/Motel Tax. The 2018 budget appropriated \$63,000 for the Committee to award. There were seven applications submitted. The following is the Committee's recommendation:

• Ephrata Chamber of Commerce (ECC)	Promo	\$10,000
• City of Ephrata	Promo	\$13,225
• CB Youth Baseball	Event/Promo	\$ 7,500
• ECC-Sage-N-Sun	Event/Promo	\$14,000
• ECC-Are & Wind Walk	Promo	\$ 3,000
• ECC – Car & Toy Show	Promo	\$ 5,000
• ECC – Miracle on Main Street	Event/Promo	\$ 2,000

Proposed grant application awards total \$54,725.00.

Motion to approve Lodging Tax Advisory Committee recommendation as presented. (m/s Moore/Knitter) Council discussion, motion carried.

**2018 Audit Committee Schedule:** Crago presented the 2018 Bill Schedule outlining the dates each Councilmember is responsible to review and sign-off on the bills.

**Authorize Administration to enter Agreement with Transportation Improvement Board for 8<sup>th</sup> Avenue NW Grant:** The City has been awarded a Transportation Improvement Board (TIB) grant to resurface 8<sup>th</sup> Ave NW from Basin Street to Frey Road. Design and engineering will take place in 2018 with construction to begin in 2019.

Motion to authorize Administration to enter Agreement with Transportation Improvement Board for 8<sup>th</sup> Avenue NW project. (m/s Moore/Wanke) Motion carried.

**Amended Policy 2070 – Public Records:** Legal Counsel has reviewed the recent State law changes related to the Public Records Act and has recommended our Policy be updated to reflect those changes.

Motion to approve and accept Amended Policy 2070 – Public Records. (m/s Millard/Knitter) Council discussion ensued. Crago advised that a public records training is scheduled for the first meeting in February for Council and new staff members. Motion carried.

**City Administrator Report:**

2016 Audit Report: Crago reported that we had the Exit Conference with the State Auditors on the 2016 Audit today. The draft report shows that the City complied with state laws and regulations and its own policies and procedures in the areas they examined. The Auditors had a couple of exit item recommendations regarding IT Security and implementing a policy for deposit timeliness. Auditors commented that due to the efficiencies of city staff, which made the audit go quickly, their fees for the audit are less than budgeted.

2017 Budget Report: Overall budget snapshot shows revenues are 9% below budget and expenses are 17% below. Sales tax is still up, even though last month was not an all-time record high and the general fund cash reserves are up.

Presentation to Councilmember Knitter: Mayor Reim thanked out-going Councilmember Stephanie Knitter for her 8 years of dedicated service to the community and presented her with a plaque.

Mrs. Knitter addressed Council and the public stating it's been a privilege to learn about how local government runs. She reflected back on why she got involved to begin with noting that it all started with a public forum held on the Parks Master Plan where it was pointed out that one of the main positives of our community was the mature trees. She feel the City needs to plant some trees and it's been a good experience.

Swearing in of elected officials: Crago gave the Oath of Office to Councilmembers Justin Kooy, Mark Wanke, Matt Moore and Mayor Bruce Reim.

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