



## **CITY COUNCIL MINUTES**

### **February 07, 2018**

City Council of the City of Ephrata, Grant County Washington met in regular session on February 07, 2018. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

**Members Present:** Mayor Bruce Reim, Council members Matt Moore, Valli Millard, Justin Kooy, 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, Water Superintendent Scott Brown, Building Official Bill Cox and City Clerk/Finance Director Leslie Trachsler.

Motion to excuse Council members Coe and Wanke. (m/s Allstot/Mora) Motion carried.

Pledge of Allegiance was said.

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

**Agenda:** The agenda was corrected to show Resolution 18-976 is Ordinance 18-07.

**Presentations:** None

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

Items on the consent agenda are as follows:

Claims #87968 through #88041 in the amount of \$111,410.79

Claims #87943, 87944, 87965, 87966 & 87967 in the amount of \$6,933.85

Manual Checks #86012018, 87012018, 88012018 & 89012018 in the amount of \$2,320.94

Electronic Fund Transfer in the amount of \$21,233.01

Payroll #45641 through #45664 in the amount of \$34,598.99

Payroll Claims #87945 through #87964 in the amount of \$249,301.33

Payroll Direct Debit in the amount of \$6,125.00

Payroll Direct Deposits in the amount of \$176,157.86

Minutes of the January 17, 2018 Council meeting

Special Event Applications:

- Gran Fondo Ephrata – 1<sup>st</sup> Avenue Hill/EHS Area on March 11, 2018
- Grant Elementary Bike Rodeo – EHS Area to Lions Park on April 25-26, 2018
- Sage & Sun Festival – Courthouse Area, Basin Street on June 8-9, 2018

**Staff, Committee & Agency Reports: Report on Well House Cleaning and Repairs:**

Water Superintendent, Scott Brown, gave a brief presentation to Council. The Department of Health does a periodic sanitary survey of all the City's water facilities which includes the condition of our reservoirs, are pipes screened, are lids sealed tight and are our well houses in good condition. The City had 3 well houses which were in need of some touching up. He replaced old moldy insulation, repaired holes, corrected a drainage issue, added adequate lighting, cleaned and repainted the inside including the piping and made them more energy efficient. This will go a long way in showing the care taken in maintaining these facilities.

Mayor Reim presented Scott with a Certificate of Appreciation for going above and beyond in his job as well as in the community. Scott rendered first aid to a citizen during a band concert. Mayor Reim thanked him for his dedication.

**Public Hearing on Ordinance 18-04 Amending EMC 16.04 “Building Code”;**  
**Ordinance 18-05 Amending EMC 16.24 “Construction in Flood-Hazard Areas;**  
**Ordinance 18-06 Amending EMC 19.11 “Flood Damage Prevention:** Mayor Reim opened public hearing at 7:08 p.m. Director Sell gave a brief staff report. This update is a request by City Staff and the Ephrata Planning Commission to update the City's Building Code Standards including requirement for placement permits and fence permits, language clarifying electrical permits and requirement to obtain a business license for contractors. Proposed language has been added to require general development permits for properties in the flood plain.

A Determination of Non-Significance was issued on November, 29, 2017. The appeal period ended on December 13, 2017. No appeals were filed and no public or agency comments were received. A public hearing was held before the Ephrata Planning Commission on December 14, 2017. Planning Commission approved Resolutions 18-001 and 18-002 on January 11, 2018 recommending City Council approve and adopt the proposed changes.

Staff recommends approval to remain consistent with current construction and flood plain management standards and with state law and to meet new changes in the community.

There was no public comment.

**Public Hearing Ordinance 18-07 Vacation of Alleyway:** Administrator Crago advised that the property owner, Denver Morford, as owner of both sides of the alleyway, has

requested the City vacate 5-feet of the alley to allow for construction of his new building. This particular alley is 5-feet wider than the standard alley's and staff has no objection to the vacation.

There being no public comments, Mayor Reim closed public hearings at 7:12 p.m.

**Ordinance 18-03 Amending EMC 3.35 “Fee Schedule”:** This ordinance reflects two necessary changes to the Fee Schedule:

- Modifies the plan review fee by reducing it to 65% for major and 25% for minor projects.
- Rounding error in pool rates – modification to make the math consistent

Motion to approve and accept Ordinance 18-03 Amending EMC 3.35 entitled “Fee Schedule”. (m/s Mora/Allstot) Motion carried.

**Ordinance 18-04 Amending EMC 16.04 “Building Code”:** Motion to approve and accept Ordinance 18-04 Amending EMC 16.04 entitled “Building Code”. (m/s Moore/Kooy) Council discussion ensued and questions answered by Bill Cox. Motion carried.

**Ordinance 18-05 Amending EMC 16.24 “Construction in Flood-Hazard Areas”:** Motion to approve and accept Ordinance 18-05 Amending EMC 16.24 entitled “Construction in Flood-Hazard Areas”. (m/s Moore/Millard) Motion carried.

**Ordinance 18-06 Amending EMC 19.11 “Flood Damage Prevention”:** Motion to approve and accept Ordinance 18-06 Amending EMC 19.11 entitled “Flood Damage Prevention”. (m/s Millard/Allstot) Motion carried.

**Ordinance 18-07 Vacation of Alleyway:** Motion to approve and accept Ordinance 18-07 Vacating a portion of a public alley in the City of Ephrata. (m/s Allstot/Mora) Motion carried.

**Chamber of Commerce on CGI Communications:** CGI is a video production company who produces promotional/tourism videos. They recoup their investment by selling ads and videos to local businesses. After checking with the Chamber of Commerce, they have asked that the City not pursue this opportunity. Staff recommends Council take no action.

**Amend Policy 3090 – Work Hours, Pay Rates and Leaves:** Recent changes in state law have impacted our sick leave policy. This revision updates the definition of “family member” and allowable use of sick leave to be consistent with state law.

Motion to approve and accept Amended Policy 3090 – Work Hours, Pay Rates and Leaves. (m/s Moore/Kooy) Motion carried.

**Amend Policy 3091 – Regular Part-Time Employees:** Recent changes in state law have impacted our part-time employees including the Splashzone employees. Beginning January 1, 2018, all part-time workers are eligible to earn sick leave. This policy outlines how sick leave is earned and used per RCW. We've added an incentive for these employees who maintain a sick leave balance the opportunity to cash out a portion of their sick leave balance at the end of the season.

Motion to approve and accept Amended Policy 3091 – Regular Part-Time Employees. (m/s Millard/Mora) Motion carried.

**New Policy 4050 – Deposit of Collections:** This policy establishes guidelines of depositing city collected funds and granting an exception for weekends and holidays and that such deposits will not be held longer than one week. State Auditors have recommended we have a policy to document this procedure.

Motion to approve and accept Policy 4050 – Deposit of Collections. (m/s Kooy/Moore) Motion carried.

**Annual Section 125 Plan Approval:** Each year the City renews its Section 125 Plan Agreement with American Fidelity. This plan allows employees to receive pre-taxed benefits for their out-of-pocket medical and medical related expenses.

Motion to authorize Administration to execute renewal of Section 125 Flexible Benefit Plan. (m/s Allstot/Mora) Motion carried.

**Authorize Administration to Advertise for Bids on 1<sup>st</sup> Avenue Project:** Staff anticipates being ready to advertise for bids on the 1<sup>st</sup> Avenue sidewalk, paving and retaining wall project. This project is being funded largely by Transportation Improvement Board grant.

Motion to authorize Administration to advertise for bids on the 1<sup>st</sup> Avenue Project. (m/s Millard/Kooy) Motion carried.

**City Administrator Report:**

Basin Street Waterline Project update: The State Legislature passed the capital budget in mid-January. City has received notice from DWSRF that the project has been funded and the suspension has been lifted. Staff has made contact with the contractor to begin moving forward.

There being no further business meeting adjourned at 7:27 p.m.

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Bruce Reim, Mayor

ATTEST:

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Leslie Trachsler, City Clerk