

City of Grand Coulee
Regular Meeting of the City Council
June 21, 2022

MINUTES

1. CALL TO ORDER:

Mayor Townsend called the meeting to order at approximately 6:00pm.

ROLL CALL:

The following were:

Present: Mayor Townsend, Council Members Anita Eylar, Tom Poplawski, Mike Horne, Alan Cain and Gary Carriere

Excused:

Also Present: Deputy Clerk Andrea Schumaker, Officer Andrew Kline, Nick Alexander, Holm Schmidt, Z Gaston, attending via ZOOM were Travis Irwin and Jacob Wagner, Star Newspaper

PLEDGE OF ALLEGIANCE:

2. VISITOR INPUT:

Holm Schmidt requested relief of late fee. Alan Cain motioned to approve removal of late fee, and Anita Eylar second, none were opposed. Mayor Townsend also noted that the removal of a late fee is allowed one time per customer.

Nick Alexander stated he was there to be a part of the community and representing the many different roles he plays in the community, as part of Centerline Development, Assistant Fire Chief, EMS, etc. He did mention he would likely be on the agenda for next month, for several of these roles, and mentioned that the progress at the school may seem slow, but there is a lot going on behind the scenes, and that they would like to inform council as the process moves along, so they are more engaged and aware of the progress.

3. DEPARTMENT REPORTS:

Chief Tufts was not in attendance, but the police department provided Mayor Townsend with a list of police reports, which was available for council members to look over.

Dennis Francis was not in attendance, but Mayor Townsend commented on behalf of him and made council aware that the company that will be doing the pavement for the Federal Avenue project will be here next week and can repair the cut out on Main Street for approx. \$7500, and that the money could come out of the sewer department, water department, or be split between both.

Clerk Lorna Pearce was not in attendance and Deputy Clerk Andrea Schumaker did not have anything to report on.

4. COMMITTEE REPORTS:

Solid Waste Committee – Draft Language for Ordinance Revision: Ms. Eylar reported that the committee has created a draft form that will need to be signed by all customers requesting suspension of garbage services. This would pertain to strictly properties where nobody is residing whether water is used or not, and be allowed for a maximum of one year, at which point a new form would need to be signed if the property is still vacant. The committee is asking that all vacant status accounts also be asked to fill out this form along with anyone who's property is vacant, but water is on. The

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form would include a perjury statement and if violated it would be an automatic reinstatement of services. The form and draft language were included in the council member's packets.

Street Committee – Morison Street Sidewalk Discussion: The committee is still actively looking into it. Mr. Cain reported that figuring out who owns the sidewalk will determine where they go with their recommendations for repair/replacement. Mr. Cain stated that the city is missing a key section in our code stating who is responsible for repair of adjacent sidewalks.

Labor Committee – Update on Job Descriptions: Mr. Poplawski stated the committee looked at a couple of different job descriptions from different cities, and said they still need to compile which job descriptions the city already has in place, and whether those job descriptions accurately represent what the employees are doing. Mr. Poplawski also mentioned that there may be some job duties that will need to be shifted from one department to another, or from person to person within the departments. More specifically, he mentioned that the code enforcement officer may be better suited under the police department, so they can write infractions.

Water Committee – Ordinance Update: Ms. Eylar stated the committee is proposing the wording that Dennis Francis came up with, with just a few minor changes.

5. AGENDA REVISIONS:

New Business 8.5 – Main Street Pavement Repair

New Business 8.6 – Discussion about sending Voucher directory to all council members

6. CONSENT AGENDA:

- 6.1** Motion to approve Regular Council meeting minutes of May 17 2022.
- 6.2** Motion to approve for Payment Vouchers, dated June 21, 2022, certified by the City Clerk/Treasurer as required by RCW 42.24.080, and expense reimbursement claims, dated June 21, 2022 certified by the City Clerk/Treasurer as required by RCW 42.24.090, voucher numbers 42257 through 42295 and EFT items in the amount of \$96,271.83
- 6.3** Motion to approve Payroll Vouchers, dated May 31 2022, certified by the City Clerk/Treasurer as required by RCW 42.24.080, vouchers numbered 4239 through 42256 and Direct Deposit and EFTs (no sequenced numbers) as listed on the Payroll register in the total amount of \$144,175.58.

Mr. Cain motioned to approve the consent agenda, Mr. Carriere second, motion carried with no opposed.

7. OLD BUSINESS:

7.1 Garbage Charges Ordinance Update: Mayor Townsend mentioned that he believes the reason that garbage service in the past has always been attached to the water service is because it was reasonable to assume if water is on there would be some presence at the property. Mayor Townsend also mentioned, however, that there was a residence at the previous meeting that had water service on, but stated she only comes to water the lawn, and does not reside there. Mr. Townsend felt like keeping the water and garbage service separate may make it simpler, but it will likely not help any of the people that have come to previous council meetings stating that they were only coming on weekends, because they are technically still residing there. Ms. Eylar believes that the form the committee is proposing will cover most situations, and that unfortunately we cannot cater to everyone's situation. Mr. Carriere argued that there are likely more than just a handful of people who are coming just for the weekends. Ms. Eylar, and Mayor Townsend agreed that the amount of part time and sporadic residence very well could increase. Mayor Townsend noted that the garbage rates continue to increase, and part of those costs are based on the support of all residence. Ms. Eylar would like the garbage requirement code and the proposed form requiring signature stating that the property is vacant be sent to all vacant status accounts and clarified

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that the maximum of one year can be renewed indefinitely, but the form would need to be filled out yearly. Mr. Poplawski mentioned that the form needs to be sent to the City Attorney. Mr. Cain made a motion to approve sending the form to the attorney for review, Ms. Eylar second, motion carried with no opposed.

7.2 Morrison Street Sidewalk: Mayor Townsend mentioned that the property owner next to the sidewalk has an eve that hangs over the sidewalk, that creates runoff, and has caused some issues with the sidewalk. Mr. Cain stated that if the city is responsible for the sidewalk, that the city also has the right to request proper drainage be added to the property that is next to the sidewalk, but Mr. Cain also stated that the code needs to be updated and clarified to include who is responsible for sidewalk repairs. Mayor Townsend stated that he believed most cities require property owners to clear and clean sidewalks but that he believed most cities are responsible for repair and maintenance. Ms. Eylar stated that because of the runoff produced by the property next to the sidewalk, according to our code, that could qualify as a public nuisance, which is enforceable by infraction. Mr. Horne mentioned that when the PUD put up the powerlines/poles, it also caused damage in that area. Ms. Eylar stated the council needs clarification on who is responsible for the sidewalk. Mr. Townsend stated the council needs to make sure it is city property and clarify our ordinances, so the city will know how to proceed in the future. Mr. Poplawski mentioned that the city has a six-year street plan, and that it would be a good idea to also have a plan for the sidewalks. Mayor Townsend would like this moved to the next meeting.

7.3 Water Committee Ordinance Update: Mr. Cain stated the committee is proposing that a request to upsize a service connection will be treated as new service installation, and a request to downsize a service connection will be treated as a replacement, and that all expenses will be the property owner's responsibility. Ms. Eylar stated that Mr. Francis' original draft stated a request to downsize a service connection would be treated as a new service installation, and the committee felt that it was contradictory language, so that was the only change they made from the information Mr. Francis originally gave them. Ms. Eylar made a motion to approve the update as proposed, Mr. Carriere second, motion carried with no opposed.

7.4 Resolution 22-07 RBOM ILA: Mayor Townsend stated that it is a moot issue to approve signature on the ILA, because it has already happened. Mr. Poplawski stated that it should have not taken place prior to it being brought to council, and that he will vote no. Mr. Carriere wanted to clarify this was regarding the 15% administrative fee, and it was acknowledged that yes, that is what this discussion is about. Mayor Townsend said he did get clarification though, that RBOM is taking it out of their budget, and that the cities will not be responsible for the 15% matching. Mr. Poplawski agreed that is helpful, but that the RBOM budget was approved, before it was brought to council, which is not acceptable. Mr. Carriere felt like it was double dipping. Mr. Poplawski and Mr. Townsend then stated what Mr. Carriere was discussing was a different topic. Mr. Townsend stated that this was regarding wood chipping and cleanup not to the agreement between the cities. Mayor Townsend stated that there was a matching grant used that required partial payment which would require RBOM to pay 25 percent of whatever the total bill was. Paul stated that the time frame for the grant meant that to receive it, it had to be approved prior to going to council. Mayor Townsend agreed that in the future it will not happen again without going through council approval. Mr. Poplawski stated that all other cities have signed this, and it is required that we sign it, and if we don't likely nothing would happen, other than auditing issues for the RBOM. Mayor Townsend stated that the cost was a little over three thousand dollars, split between the cities, which was less than a thousand dollars per city. Mr. Carriere made a reluctant motion to approve with the caveat that this does not happen again, Mr. Cain second with the same language, motion carried with Council Member Eylar, Horne, Carriere, and Cain voting in favor, Mr. Poplawski opposed.

8. NEW BUSINESS

8.1 Progress Report #1 and Pay Estimate Federal Avenue Project: Mayor Townsend stated the total amount being paid to contractor was \$198,521.07, and the amount to be deposited into the retainage is 10,109.12, and this is being funded primarily through a TIB grant. Mayor Townsend stated there has been some unforeseen issues that the contractors ran into on the project and there will be some additional costs for those things, but TIB may help to cover some of those costs. Mr. Poplawski made a motion to approve the partial payment, Mr. Cain second, motion carried with no opposed.

8.2 Discussion of Painting Exterior of City Hall: Mayor Townsend stated that he did not believe painting the building was budgeted for this year, but there was a citizen complaint of the exterior of the building. Mr. Carriere mentioned that this has been a topic of discussion in the past, and there was talk of doing most of the work themselves. Mr. Horne mentioned the possibility of getting a community service project in place for painting the building. The quote from KD Painting in the amount of 14,225.00 for painting the entire building was also discussed. Mr. Poplawski would like to address whether the city should paint the building during next year's budget. Mayor Townsend sent this topic of discussion to The City Hall Facilities Committee which include Mr. Horne, and Ms. Eylar and expects a response next meeting.

8.3 Authorizing Mayor's Signature on Interlocal Agreement for Wood Chipping: Mayor Townsend stated this was basically already approved earlier in the meeting except for Mr. Poplawski's name, based upon principal, which he understands.

8.4 Ordinance 1084 Amending Section 4 of Ordinance 908 Pertaining to Civil Service: Mr. Carriere stated that this amendment was changing the probationary period from six months to a year, and felt this new change was a standard probationary period. Mr. Poplawski asked if this request for a change was coming from the Civil Service Commission, and Mr. Townsend stated he believed that was the case. Mr. Cain made a motion to approve the changes, Mr. Carriere second, motion carried with no opposed.

8.5 – Main Street Pavement Repair: Mr. Poplawski made a motion to approve repairing the section of road on Main Street using the contractors that are working on the Federal Avenue Project, Mr. Cain second, motion carried with no opposed.

8.6 – Discussion about sending voucher directory to all council members: Mr. Poplawski stated that the vouchers are not ready until around 3:00 PM the night of council meetings, and prior to that, there would be nothing available to email or send to council members. Ms. Eylar feels that since council members are required to approve these vouchers in the council meeting, that they should be able to review them, before approving them. Mr. Poplawski felt that it would be best for any other council members interested in viewing the vouchers to come in after they are approved.

ADJOURNMENT

As there was no objection, the mayor adjourned the meeting at approximately 7:10 pm.



Paul A. Townsend, Mayor



Andrea Schumaker, Deputy Clerk