

## Waitsburg City Council Meeting – August 18, 2021\*

Mayor Dunn called the meeting to order at 7:00 p.m.

### Roll Call

City Clerk Randy Hinchliffe called the roll. The following were present:

**Mayor:** Marty Dunn

**Council Members:** Jim Romine, Karen Gregutt, Kevin House, Karl Newell and Jillian Henze

**Others:** On file at City Hall.

### Agenda Approval

City Administrator Randy Hinchliffe asked for a change to the agenda to add item (g) to new business regarding contractor retainage release for the TIB Complete Streets sidewalk improvement project. With no other changes, agenda was approved and passed unanimously.

### Approval of Minutes – July 21, 2021 Regular Meeting

With no corrections, minutes were approved and passed unanimously

### Public Comment

Kate Hockersmith informed the City Council that local resident and former Council member Terry Jacoy fell and was severely injured.

Donna Morris commented that she felt offended by the questions asked of her during the interview process for the vacant council position.

### New Business

#### a. Walla Walla County Sheriff Office Update

Walla Walla County Sheriff Mark Crider updated the City Council on various police related matters, including past legislative action that have impacted us of force and other police response activities.

#### b. Public Hearing – Capital Facilities Plan Update

Public Hearing regarding the City's annual update to the City's Capital Facilities Plan for the upcoming fiscal year. City Staff presented the plan and any related updates from the prior year plan. With no questions or public input, Mayor Dunn closed the hearing at 7:51pm.

#### c. Resolution 2021-730

Resolution adopting the City's Capital Facilities Plan. With no more discussion, Council member Romine moved to approve and with Council member Henze seconding. The motion to approve was approved and passed unanimously.

#### d. Resolution 2021-732

City Staff provided some background on the Housing Plan and its purpose as well as covered some high points related to it and how it applies to the City of Waitsburg. Planning Commission had previously held a public hearing and was recommending approval. With no more discussion, Council member Gregutt moved to approve with Council member House seconding. Motion to approve the Walla Walla Regional Housing Plan was approved and passed unanimously.

#### e. Site Location Agreement

Update to the site agreement previously held by Touchet Valley Communications for use of the City's radio tower on top of Buttercup Hill that is used to broadcast the wireless internet signal. Council discussed the agreement and potential future use of the tower by other companies. With no more discussion, Council member Romine moved to approve with Council member Gregutt seconding. Motion to approve was approved and passed unanimously.

**f. Resolution 2021-731**

Resolution awarding the Millrace Grade Improvement Project to Culbert Construction and authorizing the City Administrator to enter into an agreement for the work. City Staff presented the bid tally sheet in relation to the bids received and how it compared to the engineers estimate. With no more discussion, Council member Romine moved to approve with Council member Henze seconding. Motion to approve was approved and passed unanimously.

**g. Resolution 2021-733**

Resolution releasing retainage owed to Nelson Construction for the TIB Complete Streets sidewalk project. City Staff explained the delay in getting state releases and with no more discussion, Council Member Gregutt moved to approve with Council Member Romine seconding. Motion to release retainage was approved and passed unanimously.

**Unfinished Business**

**a. Touchet River Rehabilitation Project**

Prior to the state of discussion on this topic, Council Member Henze moved to table the matter until a future date with Council Member Romine seconding. Motion to table was approved and passed unanimously.

**b. Ordinance 2021-1073**

Ordinance updating the City’s municipal code to clear up the confusion surrounding the Library Advisory Committee and the Library Board of Trustees. With no future discussion, Council Member Romine moved to approve with Council member Newell seconding. Motion to approve was approved and passed unanimously.

**c. Library Board of Trustees appointments**

Appointment of Members to fill the vacant positions on the Library Board of Trustees and are as follows:

Jim Leid, Sherri Erikson, Marie Gagnon, Terry Lawhead, Mike Hubbard and Twila Johnson Tate as an alternate should a vacancy arise. Council to approve terms at the next Council meeting once the Library Board has time to meet and install new officers.

**Mayor’s Report**

No report.

**Council Reports**

Council Member Henze commented on her new email address and assigned committees  
Council Member Gregutt updated the Council about work related to the Planning Commission

**City Clerk Report**

City Clerk Randy Hinchliffe reported on a variety of day to day operational items; specifically an update on the City Budget through the end of the second Quarter.

**Approval of Bills**

With no questions related to the City’s obligations, Council Member Newell moved to approve with Council Romine seconding. Motion to approve the bills was approved and passed unanimously.

July Payroll Clearing (Warrants 23998 - 24004)	\$17,971.83
-Includes direct deposit run on 7/28/2021 for \$9,239.20	
August Payroll Clearing (Warrants 24005 – 24011)	\$18,400.22
-Includes direct deposit run on 8/12/2021 for \$9,521.84	

Claims Clearing Vouchers (Warrants 24012 - 24050)

\$160,136.19

\*Includes retainage release for Nelson Construction

**Total \$195,508.24**

**Adjournment of Meeting**

There being no further business, the meeting was then adjourned at 8:37 p.m.

Approved:

8/15/2021

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\* City Council met on August 9 2021 for a Council workshop. No formal decisions made.

\* City Council met prior to the regular meeting on August 18<sup>th</sup> at 6:30pm for an executive session under RCW 42.30.110 (i) for approximately 25 minutes.