

Waitsburg City Council Meeting – December 15, 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: Kevin House, Karen Gregutt, Jim Romine, Karl Newell and Jillian Henze

Others: on file at City Hall

Agenda Approval

City Staff asked to have the agenda updated to include a Resolution releasing retainage to Don Jackson Excavation. With no other changes, agenda was approved and passed unanimously.

Approval of Minutes – November 17, 2021 Regular Meeting

With no corrections, minutes were approved and passed unanimously

Public Comment

Marie Gagnon representing the Library Board provided updates on the ongoing work at the library.

Joy Smith commented about the upcoming Christmas Parade and Entry sign updates

New Business

a. Public Hearing – 2022 City Budget

City staff presented the 2022 City Budget. After a short question and answer period with the City Council, Mayor Dunn opened the hearing to the public and took public comment on the budget, Mayor Dunn closed the hearing at 7:20pm.

b. Ordinance 2021-1075

Ordinance adopting the City budget for 2022. With no more discussion, Council Member Henze moved to approve with Council Member Romine seconding. Motion to approve the budget was approved and passed unanimously.

c. Application for Payment #3

Application for payment related to the remaining items associated with work on the Millrace Grade improvement project. With no more questions, Council member Romine moved to approve the pay application with Council member Gregutt seconding. Motion to approve payment was approved and passed unanimously.

d. Real Property Surplus Property

City Attorney briefed the Council on the proposed changes to the City's surplus property policy and took questions regards the suggested changes. With no more discussion, Council member Gregutt moved to approve with Council member Romine seconding. Motion to approve the changes were approved and passed unanimously.

e. Fuel Tax agreement

Grant agreement for chipseal work with Washington State Transportation Improvement Board. After a short discussion, Council member Henze moved to approve with Council member Gregutt seconding. The motion to approve the agreement was approved and passed unanimously.

f. Legal Services Agreement

Update to the legal services agreement with Hawkins Law to reflect changes in billing rates. Council member Romine moved to approve the pay application with Council member Gregutt seconding. Motion to approve agreement changes was approved and passed unanimously.

g. Engineering Services Agreement

Agreement with Anderson Perry and Associates for GIS work associated with the City Utility systems. With no more discussion, Council member Romine moved to approve with Council member Gregutt seconding. Motion to approve the agreement was approved and passed unanimously.

h. Resolution 2021-742

Retainage release to Don Jackson excavation for work done on the Coppei Creek Dike Project. With no more discussion, Council member Henze moved to approve with Council member Romine seconding. Motion to approve was approved and passed unanimously.

Unfinished Business

a. Resolution 2021-741

Resolution surplusing the vacant lot at 124 Main Street. Council discussed the process under the new procedure and how to proceed with offers. After a short discussion with Legal Counsel, Council member Romine moved to approve the resolution and proceed with requests for proposal for the vacant lot. Council member Newell seconded and the motion to approve was approved and passed unanimously with legal counsel to draft the RFP guidelines.

b. Resolution 2021-739

Resolution surplusing the former City Hall building at 147 Main Street. Council again discussed the process under the new procedure and how to proceed with offers. After a short discussion with Legal Counsel, Council member Romine moved to approve the resolution and proceed with requests for proposal for the City owned building. Council member House seconded and the motion to approve was approved and passed unanimously with legal counsel to draft the RFP guidelines.

Touchet River Levee

City Council decided to table the agenda item until further information could be obtained.

Mayor’s Report

Mayor Dunn thanked the City Staff and crew for their work over the preceding year and offered his appreciation to the outgoing members Gregutt and Newell.

Council Reports

Council Members Gregutt reported on activities involving the Planning Commission and thanked the Council members, staff and City attorney for their support over the last Council term
Council Member Romine commented about a solicitor in the City recently.
Council Member Henze reported on committee work; upcoming date for a Joint City/FD meeting and attendance at a recent AWC training

City Clerk Report

City Clerk Randy Hinchliffe had no report.

Approval of Bills

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

November Payroll Clearing (Warrants 2400 – 24206)	\$16,716.31
-Includes direct deposit run on 11/24/2021 for \$8,341.92	
December Payroll Clearing (Warrants 24244 - 24250)	\$17,018.06

