



# McCleary City Council

## PROPOSED AGENDA

March 11, 2009

6:30 Worksession

7:00 Council Meeting

Flag Salute

Roll Call

Minutes

Public Comment

Mayor's Report

Staff Reports:

Busse Nutley, City Administrator

Dan Glenn, City Attorney

Department Heads

Public Hearing:

Six-Year Transportation Improvement Plan Amendment

Resolutions:

Six-Year Transportation Improvement Plan Amendment

Placement of Street Banners

Old Business:

New Business:

PWTF Loan for Stormwater CIP

Contract Amendment for Stormwater CIP – Gray & Osborne

Contract Amendment for Paving Parking Lot – Gray & Osborne

Contract Amendment for Wildcat Creek Aquifer – Jim Arthur

Ordinances:

Vouchers

Mayor/Council Comments

Public Comment

Executive Session

Adjournment

Americans with Disabilities Act (ADA)  
Accommodation is Provided Upon Request

Please Turn Off Cell Phones – Thank You

CITY OF McCLEARY

February 25, 2009  
Regular Council Meeting

The regular meeting of the Council was called to order by Mayor Bentley with the flag salute.

Roll Call: Mayor Wallace Bentley  
Council Members: Vatne, Vessey, Boling and Lake

Staff Present: Attorney Glenn, Administrator Nutley, Police Chief  
Crumb, Clerk-Treasurer Rostedt, Facilities Manager Baun,  
Engineer Jon Hinton

It was moved by Councilman Vatne, seconded by Councilman Boling, to approve the minutes as distributed. Carried.

Mayor Bentley referred the Council to the letter from Clerk-Treasurer Rostedt, stating that she will be retiring on June 30, 2009 after 35 years with the City.

It was moved by Councilman Boling, seconded by Councilman Vatne, to amend the scope and budget of the Simpson Sidewalk design with Jerome Morrissette and Associates in the amount of \$7,500.00. Carried.

Administrator Nutley referred the Council to the January financial report.

It was moved by Councilman Vatne, seconded by Councilman Boling, to hold an executive session of approximately 30 minutes for discussion of the proposed contract between the City and the IBEW for the police bargaining unit. Carried. Time out: 7:05 PM.

Back in regular session at 7:26 PM, it was moved by Councilman Vatne, seconded by Councilman Vessey, to accept the IBEW contract for the police officers as proposed. Carried.

It was moved by Councilman Vatne, seconded by Councilman Boling, to approve the vouchers as audited. Carried.

It was moved by Councilman Boling, seconded by Councilman Vatne, that the meeting be adjourned. Carried.

# In 1959, McCleary Timber Co. locomotive given to town's park board

**75 YEARS AGO**  
**FEBRUARY 26, 1934**

• Having consummated orders for veneer and plywood fruit boxes which will keep the plant in continuous operation, A.J. DeLateur, president of the Grays Harbor Veneer Company, returned Saturday night from a five weeks' trip to the fruit and vegetable districts of California, Arizona, New Mexico and Texas. "I believe business will be from 15 to 20 percent better than last year, if not more," DeLateur said.

• Essays written by

grade, junior and senior high students of Aberdeen for the "Buy on Grays Harbor" contest are now in the hands of the judges and winners will be announced within a few days. More than 1,000 youngsters took part in the big contest, each writing an essay of 200 words on the subject.

**50 YEARS AGO**  
**FEBRUARY 26, 1959**

• An old steam locomotive, part and parcel of McCleary's history, has been given to the town's park board for use as a tourist

attraction. Relinquishing his claim on the venerable relic this week was Hal McCleary, vice-president and general manager of the Simpson Logging Co. and a collector of such historical items. The locomotive had been used by the original Henry McCleary Timber Co. and was the town's principal vehicle of transportation in its early days.

• Some 80 Harbor women visited the state capital yesterday and heard Governor Rosellini express confidence that the legislature will face up to the

job of providing sufficient money to run the government and will get the work done within the 60-day period. The trip to the legislature was organized by the Grays Harbor Democratic Women's federation on a non-political basis.

**25 YEARS AGO**  
**FEBRUARY 26, 1984**

• Bradley McQuarrie, a high school sophomore at New Mexico Military Institute, has been named Distinguished New Cadet in his troop for the month of February. He is the son

of Mr. and Mrs. Larry McQuarrie of Westport.

• Ethel Strong of Ocean Shores is the grand prize winner of the 12-month recipe contest co-sponsored by Harbor Thriftway, Pickrite Thriftway, Stouffer Appliance and The Daily World. Mrs. Strong, earlier named winner in the pork category for her "Mock Duck" recipe, wins a trip for two to Las Vegas.

• Wishkah's dream of a first-ever berth in the state Class B boys basketball tournament fell two points and two seconds

short Saturday afternoon in Centralia. Adna's Brent Moon sank a 12-foot shot from the baseline with two seconds remaining in overtime to give the Pirates a 41-39 victory over the Loggers and the district's third and last spot in the state B tournament in Spokane. "It wasn't that we didn't come to play," coach Dave Busz said. "It's just that Adna did too."

Compiled by Karen Barksstrom from the archives of The Daily World.

## **STAFF REPORT**

To: Mayor and City Council  
From: Busse Nutley, City Administrator  
Date: March 9, 2009  
Re: Current Non-Agenda Activity

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### **Ambulance Service**

The issue will be discussed at the Council meeting. A meeting of the representatives of the four jurisdictions will be held at Elma City Hall at 6:00 pm on Monday, March 9.

### **FEMA Snowstorm**

The snowstorm has now been declared a FEMA disaster for snow removal issues only in Grays Harbor County. While this is good news about paying for those costs, it probably will not cover the loss of gutters at the Treatment Plant. Insurance will pay for the cost above our \$1,000 deductible.

### **Computers and Email**

At long last, our email is finally working properly. Our new server was installed, allowing us to keep our email here, rather than at the Comcast. Comcast "upgraded" their email service three times in 2008, and each time we were forced to reconfigure our system. Now we are expecting that all will be calm.

### **Accounting Software**

We are working toward the purchase of new accounting software later this year. Ardyce, Chris and I have already had one potential vendor present his product, and we will be meeting with another vendor on Wednesday before the Council meeting. Once we have a good feel for what is available, we will be sending out a Request for Proposals that will state our needs that the selected vendor will have to satisfy.

One of our big issues is that we will also be going out to bid soon for automated meter reading. The vendors we select for both products will have to guarantee that the two systems will work together seamlessly.

### **Water System Improvements Loan**

When we adopted the updated Water System Plan and increased the rates, we committed ourselves to a number of capital improvements, nearly all to be financed. The projects for 2009 include the automated meter reading software and either meter upgrades or new meters for about one-half of the system, the investigation of Wells 2 and 3 to determine

their condition, and work on water rights and other issues involved with the relocation of Well 1. The estimated cost for these projects is just over \$150,000.00.

I am now in the process of inquiring at various banks and USDA about what kind of terms we might be able to get to borrow this amount of money. Our budget envisions new debt service of about \$12,000.00 per year to finance this set of projects. Of course, when we have a proposal, it will be presented for your review and approval.

### **Comprehensive Plan and Zone Changes**

At your last worksession Dan and I discussed with you the processing problem we have with combination comp plan and zone changes for specific parcels. Dan suggested that the Hearing Examiner, rather than the Planning Commission, would be a good process. You asked that the Planning Commission be apprised of the proposal.

They will discuss it at their next meeting on March 17.

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL, City of McCleary  
FROM: DANIEL O. GLENN, City Attorney  
DATE: March 9, 2009  
RE: LEGAL ACTIVITIES as of MARCH 11, 2009.

THIS DOCUMENT is prepared by the City Attorney for utilization by the City of McCleary and its elected officials and is subject to the attorney-client privileges to the extent not inconsistent with laws relating to public disclosure.

1. **EMS SERVICE:** By the time of this meeting, there will have been a presentation to the four entities of the information developed through the efforts of Busse, Ms. Easton, and Mr. Huff. Given the fact that we are now nearly the middle of March and the extension ends at the end of April, it is apparent some type of finalization of the relationship, or lack thereof, is becoming more important. The Mayor has been working on the consideration of approaches.

2. **SIX YEAR STREET PLAN AMENDMENT:** As you are aware, last year you adopted a resolution setting out the priorities for street improvements which would be potentially subject to funding through the Transportation Improvement Board (TIB) grants. Based upon a communication from Busse, apparently there is consideration of an additional site which, if approved by you, may be submitted for funding. To amend the Plan requires the Council to go through the same procedure as was required for the original adoption. (Published notice, hearing, and written resolution.)

Pursuant to request, I have prepared an amending resolution to reflect the addition. Obviously, until you approve it, it has no effect upon the existing plan. Parenthetically, the sequence in which a site appears on the list has no effect upon the sequence the City must submit a project for funding. If the City chose, it could submit the project which is eighth on our list for funding before any other project.

3. **BANNER PLACEMENT RESOLUTION:** Last week Busse inquired as to protocols for the placement of banners upon public facilities, such as across our rights of way. Naturally, such placement would require the use of the City's poles. Since Elma has previously implemented a resolution to cover a somewhat similar situation, I provided her with a draft based upon the Elma protocol. Friday afternoon, she provided me an email making certain requests as to modifications. I have incorporated those requests into the "B" draft which is provided to you for your review and consideration.

As you will note, various aspects, including the cost related to the permit and installation, are left blank. As to the cost, I assume that L & P will provide a suggested per hour rate with a base rate involved. It will have to cover both placement and removal. As you will note, I am suggesting that an applicant be required to provide proof of the necessary insurance to protect it and the City.

As always, this is not meant to be all inclusive. If you have any questions or comments, please direct them to me.

DG/le

## STAFF REPORT

To: Mayor and City Council  
From: Jennie Reed, Court Administrator *JRR*  
Date: March 2, 2009  
Re: February Report

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	Court Filings		Court Fines Paid	
	February	YTD	February	YTD
Traffic Infractions	9	12	\$2,780.00	\$3,670.10
Non Traffic Infractions	0	0	\$54.00	\$54.00
Criminal Traffic	5	5	\$1,078.00	\$1,897.65
Criminal Non Traffic	3	5	\$117.00	\$341.26
Collection Fees Collected	0	0	\$0.00	\$0.00
<b>TOTAL ISSUED</b>	<b>17</b>	<b>22</b>	<b>\$4,029.00</b>	<b>\$5,963.01</b>

## STAFF REPORT

To: Council and Mayor  
From: Colin Mercer Webmaster   
Date: March 2, 2009  
RE: February Website

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### RE-OCCURRING WEBSITE ACTIVITIES

Council Agenda/ Packet .  
Previous Council Meeting approved minutes.  
Planning Commission Agenda.  
Previous Planning Commission approved minutes.

### NEW WEBSITE ACTIVITIES

Post new water, sewer, storm water and garbage rates on website (electric rates were already updated).  
New garbage rate added 65 gal totor once a month \$15.00.  
Post that the Planning Commission meeting was cancelled for this month.  
Changed link to Mark Reed Hospital to new web address.  
Changed titles on the FAQ page to larger print and green color.  
Added links to the City of Elma and Montesano.  
Added 2 Information meetings at the library to the events calendar.  
Changed 2 of the application forms on the bear festival page.  
Added bear festival auction to the events calendar.  
Added a picture of the new fire department siren and a small explanation on the main page.  
Posted the Planning Commission vacancy on the main page and also the Planning Department page.  
Posted update to the State Route 8 east bound lane closure scheduled to end late March.  
Post notice of Water System Flushing for the month of March.

Current Section: [Home](#) > [Tell Us What You Think!](#) (Online Form)

**First Name:** Jerry  
**Last Name:** Mulder  
**Address:** PO Box31  
**Phone Number:** (360) 495-0515  
**Email:** Bosscat2@Centurytel.net  
**Comments:** This is the most Beautiful site of any that I have ever viewed, also the most informative.  
**Date:** 2/25/2009 7:07:06 PM  
**Options:**  
No options have been selected.

## Website Traffic Report

February 1, 2009 through February 28, 2009

<b>Page Views by Section</b>		
<b>Section</b>	<b>Page Views</b>	<b>Percent of Total</b>
<a href="#">Default Page</a>	1446	37.73%
<a href="#">Events</a>	275	7.18%
<a href="#">City Jobs</a>	264	6.89%
<a href="#">City Departments</a>	167	4.36%
<a href="#">City Staff</a>	132	3.44%
<a href="#">Agendas and Minutes</a>	128	3.34%
<a href="#">City Photos</a>	112	2.92%
<a href="#">Code, Ordinances &amp; Standards</a>	110	2.87%
<a href="#">Mayor and Council</a>	107	2.79%
<a href="#">Police</a>	106	2.77%
<a href="#">Search Results</a>	100	2.61%
<a href="#">Home</a>	92	2.4%
<a href="#">FAQ's</a>	85	2.22%
<a href="#">Bear Festival</a>	69	1.8%
<a href="#">Helpful Links</a>	69	1.8%
<a href="#">Water / Wastewater</a>	61	1.59%
<a href="#">Fire</a>	51	1.33%
<a href="#">Development Services / Building</a>	49	1.28%
<a href="#">Chamber of Commerce</a>	44	1.15%
<a href="#">Public Facilities</a>	43	1.12%
<a href="#">Community Center</a>	40	1.04%
<a href="#">Surveys &amp; Questionnaires</a>	37	0.97%
<a href="#">Flood Photos 2009</a>	37	0.97%
<a href="#">Light &amp; Power</a>	36	0.94%
<a href="#">Administration</a>	36	0.94%
<a href="#">2008-09 Budget</a>	33	0.86%
<a href="#">Planning Department</a>	32	0.84%
<a href="#">Tell Us What You Think!</a>	29	0.76%
<a href="#">Christmas Photos 2007</a>	24	0.63%
<a href="#">Municipal Court</a>	18	0.47%
TOTAL	3832	100%

## STAFF REPORT

To: Mayor and City Council  
From: Mick Schlenker, Building Official   
Date: March 3, 2009  
Re: February Activity

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### Building Permit Activity

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	February		Total 2009	
	Current	Fees	YTD	Fees
Last Month		\$595.00	220	\$595.00
Customer Service	125		125	
Building Permits				
Issued	2	\$429.65	5	\$429.65
Nuisance Letters	0		0	
Inspections				
Performed	54		122	
Plan Reviews	2	Inc in Permit	3	
Stop Work Issued	0		0	
City Projects	0		0	
Complaints	7		12	
Demo Permits	0		0	
Court Issues	0		0	
Fire Projects	0		0	
Cars	0		0	
Abatements	0		0	
Total	190	\$1024.65	487	\$1024.65

#### Summit II

1. Call for a final inspection on (1) of the (2) homes left.

#### Cedar Heights/Kingbuilt Homes

1. No new activity at this time.

### **Beehive**

1. No new activity at this time.

### **McCleary School**

1. They have received Temporary Occupancy for the remodel section of school.
2. Contractors are working on the demo of (4) classrooms in the existing school.
3. Contractor and Sub Contractors are in different stages of work on the new part of the school

### **Rossvale Plat**

1. No new activity at this time

### **Brookside MH Park**

1. Larry Brinidelli has finished with his demo project of the old Mobil Home park and has received final inspection. I think this project has made the north end of town look extremely good.

The building department is still working on different small projects within its boundaries.

Thank you

Mick Schlenker  
Building Official  
City of McCleary  
360 495-3667 ext. 5

## STAFF REPORT

To: Mayor and City Council  
From: Todd Baun *TB*  
Date: March 5th, 2009  
Re: Month of February

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Here are the projects I've been working on for February,

- The Recreation and Conservation office is ready to start taking applications for trail planning. Applications are due April 1, 2009. I have started working with Nick Bird on the application to the RCO. We have come up with a better project proposal, that we feel will be more competitive in the grant process this time around. I will explain more about the project at the next council meeting.
- The Salmon Recovery Funding Board (SRFB) is opening a grant for projects that benefit salmon in the Chehalis River Basin. Nick and I are working on a small proposal that will hopefully remove the fish barrier behind the shop.
- The Simpson sidewalk design and specifications are on its way to completion. Once the design and specifications are complete, we will be ready to start our bidding process.
- We have been receiving good news from the GHCOG about the stimulus package that we submitted. We are recommended to receive close to \$130,000 of additional funding for the Simpson Sidewalks. We have a few hoops to jump through with the state and will hopefully be granted the funds by mid March.
- I have submitted a letter to the WSDOT requesting them to come in and sweep up the maintenance sand that is left on the roads. They have told me they will be in Mid March.
- I have been inspecting the water line installation at the McCleary School. Everything is looking good.
- I have been also researching into the requirements of an Emergency Management Plan for the City. It is a very extensive process to come up with a plan and we are now starting on the first steps.
- For one day a month, for the next couple of months, I will be at training (for free) in the field of Ecosystem Diagnosis and Treatment. It will be for the local area around McCleary and will help with salmon recovery along with some information that we may be able to use for information on the aquifer.
- The public works crews have been back on normal schedule and have been working on their scheduled tasks.

If you have any questions, don't be afraid to ask. If you see something that needs attention or have any ideas that you would like me to pursue, my door is always open, so please come and talk to me.

# STAFF REPORT

To: Council and Mayor  
 From: John Allardin, Maintenance Crew Foreman   
 Date: March 05 2008  
 RE: February status report

TASK	DESCRIPTION	MONTH		YEAR TO DATE	
		NO.	HOURS	NO.	HOURS
Building maintenance	Park, transit station restrooms, city compound, library, float shed & museum.		46		63
Meetings and appointments	Safety meeting, interviews, public works meetings, outside agencies and contractors.	11	10	17	16
Training	Professional growth classes				
Water leaks	water leaks	2	9	3	15
Water complaints	Dirty, smelly or low water pressure.	1	.5	2	1.5
Garbage collection	Down town, park, cemetery, city compound and city park trash cans.		10		18
Grounds maintenance	Gardening, hanging baskets, mowing, raking, baseball field maintenance and pressure washing		60		80
Motor pool maintenance	Motor pool maintenance in house and contract work	10	15.5	15	19.5
Pot hole program	patching potholes	30	15	30	15
Utilities locates	Locating underground utilities	1	.5	3	1.5
Meter reading	Three people task includes meter reading, shut off list and re-reads		48		96
Flagging traffic	Flagging for Light and Power crew				
Citizen requests	Forms generated by requests from citizens	6	4.5	9	6
Valve exercising program	Checking for valve operation, location, and maintaining proper valve operation	7	12	7	12
Sanding streets and street sweeping	sweeping streets			1	6
Hydrant flushing program	Maintenance, flushing and exercising hydrants	5	4	5	4

## STAFF REPORT

To: Mayor and City Council  
From: Vern Merryman, Water/Wastewater   
Date: March 2009  
Re: Monthly Council Report

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We are well under way into the new year. One of the projects that are nearing completion is the update of our Wellhead Protection Plan; this project is now in draft form.

The investigation into the condition of wells 2 and 3 will begin in April. This will consist of putting a camera down the well casing to inspect its condition.

Reservoir cleaning is being scheduled. The company doing the work is making their Washington schedule up and they will be contacting me toward the end of April to lock in a specific date, we hope to have this maintenance completed by the end of May.

Hydrant flushing is to take place this month. I am hopeful that this year it will be part of a proactive schedule.

Although we are currently meeting our permit requirements the treatment plant has not fully recovered from the January floods.

A wiring problem has surfaced with one of the equalization basin pumps and the problem has been traced to the wiring in a conduit run.

A level transmitting sensor has malfunctioned in one of the digesters and a replacement has been ordered.

During the snows in December a rain gutter was destroyed on the east process building. A quote for the repairs is being submitted by the contracted company that did all the tin work during the expansion and upgrade at the treatment plant.

I am having discussions with our engineers about installing a septage dump site at our headworks; this could offset the cost of biosolid removal with the possibility of producing an income.

We are in the beginning stages to developing an emergency response plan for the city, there are different ideas about how it should be written. Our goal is to have one in place by the end of this year.

## STAFF REPORT

To: Mayor and City Council  
From: Paul Nott, Light & Power  
Date: March 11, 2009  
Re: February



	Monthly statistics	YTD Totals
New Services:	0	0
System Outages:	2	4
Pole Replacements:	2	2
Maintenance Work Orders:	4	9
Billable Work Orders:	2	2

### Report:

The Light and Power crew completed the cut over to the new electrical service at the McCleary Grade School this last month. We are currently working with the engineers for the school estimate the costs to install another single phase transformer and electrical service from Fourth St. to serve the play shed and new music building.

We are also in the estimate process with M&M Harbor Properties for a single phase transformer and service to feed the proposed apartment buildings located by the overpass.

This last week we set a new pole and siren to the east of the fire hall. We also had to set the new electrical service and install the control wiring. Once again we lucked out because it worked perfectly the first try.

The Light department will be going out to bids for an order of 35 foot poles this month. This was a budgeted item.

We had two outages this month, mostly involving old equipment failure.

This next month we will be addressing some danger poles that need to be changed and also starting another project that coordinates with the cut-over that's in progress.

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: March 9, 2009  
Re: Six-Year Transportation Improvement Plan (STIP)

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This used to be the Six-Year Street Plan, but has had a name change, compliments of WSDOT.

Last June when the newest version was adopted, we anticipated that the Simpson sidewalk project would be constructed by that fall, so the project was dropped from the list. Unfortunately, we ran into design issues and funding problems and the project has still not been put out to bid.

We received official word this morning that we have obtained \$86,914.00 in Stimulus funding (ARRA – American Recovery & Reinvestment Act) through the Grays Harbor Council of Governments (COG) and the state Department of Transportation. In addition, we have also been granted \$47,680.00 in other funds. However, to be eligible to receive these important funds, the project must be contained on the city's STIP by March 12, 2009.

The proposed amendment restores the Simpson sidewalk project to its first priority position on the city's STIP.

### **Requested Action:**

Approve the Resolution.

**Grays Harbor STP ARRA Priority List (\$1.761 million regional allocation)**

Prior ity	Con Dist	Leg Dist	WSDOT Region	Agency	Project Title	Stimulus Amount (\$ tho)	Total Const (\$ tho)	Ad Ready (P&E Complete) (Mo/Yr)	Number of Jobs Created	Work Description	NEPA Approved/ Anticipated (Mo/Yr)	ROW Certified Approved/ Anticipated (Mo/Yr)
<b>Grays Harbor County Projects</b>												
1	6	24	OR	Hoquiam	City Wide Pedestrian Safety and Mobility Improvement Project Phase II	195	700	Mar-09	12 - 20	Downtown Sidewalk and ADA ramp Improvement Project.	Jul-09	N/A
2	6	24	OR	Grays Harbor Co.	Wynoochee-Wishkah Road 13 Corners Realignment	750	2,800	Mar-09	20 - 30	Replace 13 substandard curves, 0.94 mile of narrow gravel road with 0.85 mile 40 mph paved roadway that meets current design standards.	Nov-08	Aug-08
3	6	19	OR	Aberteen	Heron Street Sidewalk Bulb-out Project	730	948	Mar-09	10	Extend Heron Street Sidewalk Bulb-out Project	May-09	N/A
4	6	35	OR	McCleary	Simpson Ave Sidewalks	*298	528	Mar-09	10	New sidewalks north and south side of Simpson Ave.	Apr-09	N/A
5	6	35	OR	Oakville	State Street Overlay	61	72	Mar-09	10	A 2 inch overlay of asphalt concrete pavement covering 5 city blocks.	Jun-09	N/A
6	6	24	OR	Quinault Nation	5th Ave Sidewalk Completion	94	110	May-09	15	Complete Taholah Path to meet School Pedestrian Path, (Safe Routes Program)	Jun-09	N/A
7	6	24	OR	Ocean Shores	Point Brown Avenue and Chance a la Mer Improvement Project	800	3,702	Mar-09	20 - 30	Pedestrian improvements including sidewalks, bicycle lanes, traffic calming strategies, intersection improvements, ADA work, and rehabilitation of an existing street corridor.	Sep-08	Jan-09

Note: Top 3 bolded priority projects are fully funded. Remaining \$86,914 is to be applied to priority project #4 (McCleary). \*Also applied - \$47,680 regional allocation of Enhancements funding. Any additional funds shall be applied to priority #4 before dropping down the list. Priority projects 4 & 5 are flexible/scaleable in relation to funding amount.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING AN AMENDMENT TO THE SIX-YEAR STREET PLAN FOR THE CITY OF McCLEARY AS SET OUT IN RESOLUTION 566.

R E C I T A L S:

1. Pursuant to the mandates of RCW 35.77, through the adoption of Resolution 566, the City set forth its most recent six year plan for improvement of its public streets and roads. Since that time, the City Council and Mayor have received the recommendations of City staff in relation to a modification of that listing.

2. The Council wishes to formally adopt those recommendations as they have been established by the City Engineer.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: Pursuant to the provisions of RCW 35.77 and other applicable authority, that certain listing of streets and the priorities established thereon attached hereto as Attachment Number 1 and incorporated by this reference shall be and is

hereby adopted as the amended six-year street plan for the City of McCleary, as that plan is required and designated by the appropriate divisions and agencies of the State of Washington, including but not limited to the Department of Transportation.

SECTION II: The Clerk-Treasurer and the City Engineer shall provide such distribution of this Resolution as may be required from time-to-time.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009,  
by the City Council of the City of McCleary, and signed in approval therewith this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

CITY OF McCLEARY:

\_\_\_\_\_  
WALLACE BENTLEY, Mayor

ATTEST:

\_\_\_\_\_  
DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL O. GLENN, City Attorney



Washington State Department of Transportation

Transportation Improvement Program - All Years All Phases

Agency: McCleary

Co. No.: 14

City No.: 0720

Co. Name: Grays Harbor Co.

MPO/RTPO: NON/SWW

MPO/RTPO: NON/SWW

Hearing Date: \_\_\_\_\_

Amend Date: \_\_\_\_\_

Adoption Date: \_\_\_\_\_

Resolution No.: \_\_\_\_\_

From 2009 to 2014

Functional Class	Priority Number	Project Identification A. PIN/Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars						Expenditure Schedule (Local Agency)					Federally Funded Projects Only						
							Phase Start (mm/dd/yyyy)	Federal Fund Code	Federal Fund Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd	4th Thru 8th	Envt. Type	RW Required Date (MM/YY)					
																				Federal Fund Code	Federal Fund Cost by Phase	State Fund Code	State Funds	Local Funds
02	1	Simpson Avenue Sidewalks from: 5th Street to: 10th Street The project will add new sidewalk on the north side of Simpson Avenue (SR 100) from 5th Street to the community center (10th Street). The project will also reconstruct existing sidewalk on the south side of Simpson Avenue from 5th Street to 10th Street.	06	P	0.24	P					370	20	390	20	16	17	18	19	20	21	CE	No		
Totals							ALL	7/1/2010				370	20	390	20	16	17	18	19	20	21	CE	No	
02	2	North Summit Road Improvements from: East Beck Street to: Larson Street Reconstruct, install new curb and gutter, stormwater collection system, sidewalk, planter strip, and streetlights.	07	P	0.78	C P W T S					3164	187	3331	167								EA	Yes	
Totals							ALL	7/1/2011				2202	116	2318	167								EA	No
06	3	South 4th Street Improvements from: West Simpson Street to: South City Limits This project will reconstruct and widen the existing roadway and provide new curb and gutter, storm sewer, sidewalk, planter strip, trees, and parking lanes.	03	P	0.49	P S T W C					2202	116	2318	116								EA	No	
Totals							ALL	7/1/2012				2202	116	2318	116								EA	No
06	4	South 3rd Street Improvements from: West Simpson Avenue to: McCleary-Sine Road This project will resurface the existing roadway and provide approximately 1800 linear feet of new curb, gutter, and sidewalk.	07	P	0.50	P					795	42	838	42								EA	No	
Totals							ALL	7/1/2013				795	42	838	42								EA	No
06	5	West Maple Street Improvements from: West Maple Street to: South 3rd Street This project will reconstruct and widen the existing roadway and provide new curb and gutter, sidewalk, planter strip, trees, and parking lanes.	03	P	0.14	C P S T W					761	40	801	40								EA	No	
Totals							ALL	7/1/2014				761	40	801	40								EA	No
07	6	North 8th Street Improvements from: West Simpson Avenue to: West Ash Street This project will reconstruct and widen the existing roadway and provide new curb and gutter, sidewalk, planter strip, trees, and parking lanes. This project will also provide a center island.	06	P	0.09	C P S T W					530	28	558	28								EA	No	
Totals							ALL	7/1/2015				530	28	558	28								EA	No
08	7	West Ash Street Improvements from: North 10th Street to: North 7th Street This project will reconstruct and widen the existing roadway and provide new curb and gutter, sidewalk, planter strip, trees, and parking lanes.	03	P	0.24	C P S T W					1233	65	1298	65								EA	No	
Totals							ALL	7/1/2015				1233	65	1298	65								EA	No
Totals							ALL	7/1/2015				1233	65	1298	65								EA	No

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator  
Date: March 9, 2009  
Re: Street Banners

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We have received a request from the Hospital to hang a banner across Simpson Avenue to advertize its Foundation's upcoming fundraiser. We do not have any policy about hanging banners, as we have only had the ones for the Bear Festival and the city-wide garage sale.

We need to be sure that we have some standards for what will be allowed, and a process for organizations to receive permission.

### **Requested Action:**

Approve the Resolution

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION IN RELATION TO THE PLACING OF STREET BANNERS; AUTHORIZING THE ISSUANCE OF ADMINISTRATIVE RULES; AND PROVIDING AN EFFECTIVE DATE.

R E C I T A L S:

1. Within the course of its normal operations, the City may identify one or more locations at which banners may be attached which cross the public rights-of-way or are placed upon poles maintained by the City.

2. Pursuant to the recommendation of City Staff, the Mayor and Council desire to establish a uniform method of considering and authorizing or denying such requests as may from time-to-time come in to allow the display of such banners.

3. To facilitate the administration of the provisions of this resolution, it is found appropriate to grant authority for the issuance of rules relating to such administration, such rules being subject to prior review by the Council.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: Subject to compliance with the terms and conditions of Section II, banners may be attached and maintained to those certain light or power standards maintained by the City within its rights-of-way.

SECTION II: Any placement or maintenance of a banner authorized by Section I shall be subject to the following terms and conditions:

A. With the exception of such banners as may from time-to-time be placed by the City, any banner placed upon the City's poles and light standards for display shall relate only to specific events or occurrences scheduled to occur within the corporate limits and the area generally surrounding McCleary or within the County of Grays Harbor.

B. The applicant shall be either a municipal corporation or a subdivision or agency thereof or a non-profit entity, whether corporation or otherwise, recognized as such under the laws of the State of Washington or the Internal Revenue Code of the United State of America: PROVIDED THAT, upon a finding that the interests of the public will be served by the allowance of a banner for some other person or entity, the Council and Mayor may waive the limitations set within this section.

C. An application in compliance with any rule issued pursuant to the provisions of Section IV and providing adequate detail as to the contents of the banner, the size, nature of design, desired time period, and such other information as may be reasonably requested by the City Administrator shall be submitted to the Office of the City Administrator at a reasonable time prior to the desired period.

D. At the time of submitting such written application, the applicant shall provide proof of the maintenance of insurance, having the City as a named insured, to cover any and all liabilities arising out of the installation, placement, and maintenance of the desired item: PROVIDED THAT, in the discretion of the Council, in lieu of such insurance, the City may accept ownership of such banner.

In the event that the City accepts ownership, the placement and utilization of the banner shall be in the sole discretion of the City. It shall be subject to return to the applicant upon the earlier occurring of

1. a decision by the Council to do so or;
2. a request for such return from the applicant following the passage of eleven calendar months since its last placement for purposes of display by the City and the absence of any decision by the City as to when the next placement will be undertaken, such placement to have been scheduled for no more than thirteen months from the prior display.

E. The application shall be reviewed by the Administrator. The decision to allow or to disallow the placement of the banner shall be in the discretion of the Administrator. The decision shall be issued in writing.

1. An approval may be granted upon condition.
2. If the Administrator denies the request, the denial shall set forth the reason/s for the denial. The applicant may appeal that decision to the City Council by giving written notice

through a filing with the Office of the Clerk-treasurer within seven calendar days of the notice of denial. The decision of the Council shall be final.

F. The banner or device to be displayed shall be provided following approval. It shall be provided to the Administrator no less than \_\_\_\_\_ days prior to the date of the desired commencement of display. Upon receipt of the banner or item to be installed, the Administrator may, for the sole benefit of the City, review the particular item and if, in his or her sole discretion, determines that such item is not reasonably safe for installation or is non-compliant with the information provided by the applicant, may determine it appropriate not to install the item. In making such a determination, the Administrator shall notify both the applicant and the Mayor and Council. That decision may be appealed in the manner set forth in SE.2.

G. If the Administrator determines it satisfactory for installation, the applicant shall pay to the Office of the Clerk-treasurer the sum of \$\_\_\_\_\_ to reimburse the City for the cost of installation and removal of the banner.

H. Installation shall be carried out by the City staff under the direction of the Administrator. It shall be subject to removal at such time as may be determined necessary and appropriate by the Administrator and, upon removal, shall be returned to the applicant or the applicant's designee.

I. Any installation shall be at the sole risk of the provisioner and the City shall have no responsibility whatsoever for any damage which may arise to the item during the course of the City's possession, installation, maintenance, or removal of the item.

J. The provisioner shall agree in writing to hold the City, its agents, officers, officials, and employees, harmless from any and all liability arising out of the placement, maintenance, and removal of the item.

SECTION III: Administration

A. The Administrator shall have the authority to develop and issue such rules and regulations as may be necessary to administer the provisions of this Resolution. Any such rule or regulation shall be submitted in writing to the Council no less than thirty calendar days prior to its anticipated effective date. If during that period the Council either rejects or suspends the effective date, the rule or regulation shall not go into effect until approval by the Council. In the event of no action by the Council, the regulation shall go into effect upon the date set by the Administrator: PROVIDED THAT, the Administrator may propose and the Council may authorize an effective date earlier than the thirty days otherwise required.

B. Such rules and regulations issued by the Administrator as go into effect shall be kept on file in the office of the Administrator or at such other location within the

City's offices as the Administrator may authorize. They shall be available to the public upon request.

SECTION IV: Any resolution or provision in conflict with the provisions of Sections I and II shall be repealed as of the effective date of this resolution, such effective date to be 12:01 A.M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009, by the City Council of the City of McCleary, and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

CITY OF McCLEARY:

\_\_\_\_\_  
WALLACE BENTLEY, Mayor

ATTEST:

\_\_\_\_\_  
DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL O. GLENN, City Attorney

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: March 9, 2009  
Re: PWTF Loan for Stormwater Plan

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We have received approval of our application for a \$50,000.00 loan from the state Public Works Trust Fund. It is a six-year, zero percent loan, with a debt service of \$8,333.33 per year.

### **Requested Action:**

Authorize the Mayor to sign the six-year, zero percent loan agreement with the Public Works Trust Fund for \$50,000.00.

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: March 9, 2009  
Re: Contract Amendment for Stormwater CIP – Gray & Osborne

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Although flooding has been an annual problem for McCleary residents, the January flood proved that there are at least 22 “choke” points where unacceptable water levels occurred. There is no simple solution, as the amount of water that attempted to flow through various culverts, pipes and ditches was greater than the capacity of the system. We are attempting to channel these flood waters through a converted sewer system that was sized for household waste, not stormwater volumes.

The proposed Capital Improvement Plan will identify the capacity and condition of the existing system and the character of the complete drainage system. It will identify solutions, produce a financial plan, and put all of this information into a stormwater comprehensive plan.

The Public Works Trust Fund has accepted the city’s request for a six-year, zero percent loan to fund this project.

We have reviewed the City’s current Professional Services Roster and determined that the best qualified engineering firm to undertake this work for us is Gray & Osborne.

### **Requested Action:**

Authorize the Mayor to sign the Contract Amendment for a Stormwater CIP with Gray & Osborne in the amount of \$50,000.00.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of McCleary  
Comprehensive Stormwater Management Plan*

Tasks	Principal Hours	Project Mgr. Hours	Project Eng. Hours	Civil Eng. Hours	GIS Tech. Hours	PLS Hours	Survey Tech. Hours	Survey Crew Hours
1 Initiation and Coordination	2	16	24					
2 Stormwater Infrastructure Verification and Mapping		2	8		40	4	4	20
3 Drainage Area Characterization		2	4	16	8			
4 Stormwater Regulations		2	8					
5 Existing Drainage System		4	16	40	8			
6 Operation and Maintenance Program		4	12					
7 Identify Conveyance Problems		4	8	4				
8 Identification of Water Quality Problems		2	8	4				
9 Identify Possible Solutions		8	16	16	8			
10 Capital Improvement Plan	2	4	8					
11 Financial Plan	2	8	8					
12 Stormwater Comprehensive Plan		4	8	16	8			
QA/QC	4	4	4	4				
Hour Estimate:	10	64	132	100	72	4	4	20
Estimated Hourly Rates:	\$56	\$46	\$38	\$36	\$23	\$42	\$30	\$75
Direct Labor Cost	\$560	\$2,944	\$5,016	\$3,600	\$1,656	\$168	\$120	\$1,500

Subtotal Direct Labor: \$15,564  
 Indirect Costs (171%): \$26,614  
 Total Labor Cost: \$42,178  
 Fee (15%): \$6,327  
 Subtotal Labor & Fees: \$48,505  
 Direct Non-Salary Cost:  
     Mileage & Expenses (Mileage @ \$0.55/mile) 495  
     Printing 600  
     Flow Meter Rental (2 meters/2 months) 400

**TOTAL ESTIMATED COST: \$50,000**

## **EXHIBIT A SCOPE OF WORK**

### **COMPREHENSIVE STORMWATER MANAGEMENT PLAN**

The City of McCleary will prepare a Comprehensive Stormwater Management Plan. An estimated budget has been attached as Exhibit B. The tasks that will be completed include the following.

#### **Task 1 – Initiation and Coordination**

Meet with City staff to develop a strategy and road map for the project. A list of requested information will be provided to the City in advance of the kick-off meeting to allow the City time to determine what information is on-hand. The group will focus on the most efficient and cost effective method to obtain the missing information. The goal of the kick-off meeting is to identify key points in the project development that impact the schedule.

The list of requested information will include, but not be limited to, the following:

- Inventory of existing facilities
- Revenue and expenses associated with operation and maintenance of the stormwater system for 2006, 2007 and 2008. 2009 budget for operation and maintenance of the stormwater system.
- Operation and maintenance FTEs currently maintaining storm facilities and labor rates.
- Equipment (make, model, and value) allocated to the storm water facilities.
- Labor rates of administrative staff allocated to the stormwater utility.
- Current stormwater system maintenance procedures and policies.
- Number of single family residential units.
- Records of the condition of the existing system.
- Records of citizen complaints regarding the stormwater system.
- As-built storm drainage plans.

#### **Deliverable:**

- Written project reports will be submitted by the 5<sup>th</sup> of each month. The project reports will identify the progress made during the previous month, difficulties encountered and potential resolution of project problems.

#### **Task 2 - Stormwater Infrastructure Verification and Mapping**

The City has completed an inventory and identified the location of the facilities of approximately 50% of the drainage system facilities located in the City. These records are in various formats and mediums, ranging from hand sketches to GIS information, with varying amounts of gathered facts. The City will complete the inventory by taking handheld GPS shots at each end of culverts and the rims of existing catch basins. Gray &

Osborne will prepare a form for the City's use to record measure downs in existing catch basins, to determine the existing pipe diameter, and direction for each pipe entering and exiting the existing catch basins. Gray & Osborne will work with City staff to complete the inventory of the stormwater facilities in the City, by establishing survey grade GPS rim elevations at each catch basin and invert elevations at the existing culverts. This information will be incorporated with as-built information for the newer developments, on file at the City, into a stormwater base map. The map will be generated in GIS format. Gray & Osborne will coordinate with the Grays Harbor Council of Governments (COG) program to ensure that the map can be incorporated in the COG's GIS system.

Drainage basins and subbasins will be delineated using the base map that is created.

**Deliverable:**

- Stormwater base map including existing stormwater facilities and delineation of drainage basins.

**Task 3: Drainage Area Characterization**

Gray & Osborne will review existing studies and reports regarding the physical characteristics of the City that have a bearing on stormwater management policies and facilities. The information will be included in a Stormwater Management Plan chapter that will include the following information:

- Drainage basins
- Waterways and waterbodies
- Water quality
- Topography
- Geology
- Soils
- Climate
- Critical Areas
- Population Trends
- Land Use and Zoning
- Existing stormwater conveyance system
- Point and Nonpoint Sources of Pollution
- Storm system design criteria.

A questionnaire will be sent to residents requesting information on individual drainage problems. Gray & Osborne and the City will develop the questionnaire and the City will reproduce and distribute the questionnaire.

**Deliverables:**

- Drainage Area Characterization chapter including figures and maps.

#### **Task 4: Stormwater Regulations**

Regulations affecting stormwater management have been developed at the federal, State, County and local levels. Gray & Osborne will prepare an analysis of the requirements and impact of the various regulations on the City's administration and operation and maintenance of stormwater systems in McCleary.

Review City's design standards and policies for stormwater conveyance and water quality facilities. Recommend modifications to design standards if necessary. Use information from other jurisdictions, agencies, and academic and research organizations to institute the appropriate Best Management Practices.

Review the City's stormwater ordinance addressing erosion control practices, water quality control and water quantity control measures. Recommend ordinance revisions, if necessary, to ensure that the City's ordinances are compatible with the requirements of the 2005 Ecology Stormwater Management Manual for Western Washington.

Provide ordinance revisions that will enable the City to encourage the use of Low Impact Development (LID) practices. Identify benefits of LID including the potential for aquifer recharge and maintenance of stream flows.

#### **Deliverables:**

- Stormwater Regulations chapter.

#### **Task 5: Existing Drainage System**

The stormwater base map will be used for this task. Gray & Osborne will prepare a chapter for the Stormwater Management Plan that includes information on the drainage facilities in each basin. A hydrologic/hydraulic model of the City's storm drainage system will be prepared.

1. Using inventory information from the base map prepare a hydrologic/hydraulic model of the existing system for the design storms defined in the 2005 Ecology Stormwater Management Manual for Western Washington under existing and future land use conditions.
2. Evaluate impact of the runoff flows on the existing system in the modeled basins.
3. Install two flow meters in selected basins during dry (one month duration) and wet weather (one month duration) to obtain flow data. Install a rain gauge in the vicinity of the flow meters. Rainfall data from the City's Wastewater Treatment Plant will also be used.
4. Using actual flow and rainfall data, calibrate the model and make adjustments as necessary.

**Deliverables:**

- Limited hydrologic/hydraulic model and chapter discussing model results.

**Task 6: Operation and Maintenance Program**

Gray & Osborne will review the current operation and maintenance procedures and provide recommendations as necessary.

1. Identification of the current level of maintenance of public and privately owned systems through field survey and discussions with maintenance personnel.
2. Development of a maintenance schedule, procedure, and costs for performing facility maintenance.

**Deliverables:**

- Recommended operation and maintenance program including staffing and budget.

**Task 7 – Identify Conveyance Problems**

Using data from the model, and information from field surveys and interviews, identify portions of the drainage network that are not capable of conveying the design storm. Evaluate possible flood damage to life and property.

Evaluate the probability of water quality related problems such as erosion, sedimentation and pollutant transport due to conveyance system deficiencies.

**Deliverable:**

- Conveyance Problem chapter identifying system water quantity control problem areas.

**Task 8: Identification of Water Quality Problems**

Gray & Osborne will perform field surveys to identify areas that are possible sources of pollution. Specifically evaluate outfalls, erosion control practices, thoroughfares, development, and commercial activities. Distinguish point and non-point sources of pollution. Identify water quality problems in runoff and receiving waters.

Prepare a chapter for the Comprehensive Stormwater Plan that includes the following:

- A discussion of probable adverse impacts related to stormwater pollution, including water quality degradation, stream channel destabilization, fish habitat modification, and impacts to the Wildcat Creek Aquifer;
- A discussion of measures to avoid identified impacts, including:
  1. Facilities to collect, convey, treat, detain, discharge, and infiltrate stormwater runoff;

2. Stormwater management program activities, including facility inspection, maintenance, repair, and retrofit; program administration, data management, and planning; and water quality and stream monitoring;
3. Land use and zoning policies and regulations;

**Deliverables:**

- Water Quality Problem chapter identifying existing or potential water quality problem areas.

**Task 9 – Identify Possible Solutions**

Identify possible structural and non-structural solutions to the conveyance system and water quality problem areas identified in Tasks 7 and 8.

1. Propose facilities improvements for conveyance problems, including costs.
2. Propose facilities improvements for water quality problems, including costs.
3. Propose potential aquifer recharge facilities, including costs.
4. Propose modifications to existing City drainage ordinance to address erosion and sediment control practices, construction and post-construction stormwater control, as necessary.
5. Recommend a public involvement plan that may involve water quality monitoring, volunteer projects for trash cleanup, storm drain stenciling and education field activities.

A public workshop will be held to discuss existing drainage and water quality problems and recommended improvements.

**Deliverables:**

- Water Quantity and Quality Control chapter. Recommended revisions to existing ordinances or recommendations for new ordinances.
- Provide exhibits, pictures, handout materials, etc. for a public workshop

**TASK 10 – CAPITAL IMPROVEMENT PLAN**

Based on the improvements recommended in previous tasks, propose a schedule of capital improvements for the six-year and twenty-year planning horizon.

Prepare rate analysis that includes operation and maintenance costs, the CIP program and Phase II compliance programs.

**Deliverable:**

- Capital Improvement Plan chapter including recommended structural and non-structural projects, estimated costs and schedule.

**Task 11: Financial Plan**

- a) Identify alternatives available for financing the improvements identified in the Capital Improvement Plan.
- b) Assist the City in the development of the 6-year and 20 year budget plan for the stormwater utility based on the CIP and operation and maintenance cost.
- c) Identify costs for additional staff and equipment.
- d) Identify the impact to existing rates of the various alternatives for financing the Capital Improvement Plan.

**Deliverable:**

- Financial Plan chapter including discussion of potential funding scenarios for capital improvements and utility operation. Identify rate impacts of the capital improvement plan.

**Task 11: Compile Comprehensive Stormwater Management Plan**

The Consultant will compile the work performed under Tasks 1-11 and develop a draft Comprehensive Stormwater Management Plan for review by City staff. Based on staff comments, the Consultant will make revisions to the draft Plan.

Gray & Osborne will provide 6 copies of the draft plan and 6 copies of the final plan. An additional 10 copies of the executive summary will be provided. Gray & Osborne will provide one compact disk of the Plan information in its native format, Microsoft Office (Word, Excel, etc), AutoCAD, and ArcInfo. One PDF of the entire document will also be included on the compact disk provided. All documents, correspondence, technical data, and graphics prepared in conjunction with this project become the property of the City for its use and distribution.

Prepare a SEPA Checklist

**Deliverable:**

6 copies of the draft Comprehensive Stormwater Management Plan and 6 copies of the final Comprehensive Stormwater Management Plan. One native copy and one complete PDF of the final Comprehensive Stormwater Management Plan.

## STAFF REPORT

To: City Council

From: Busse Nutley, City Administrator 

Date: March 9, 2009

Re: Contract Amendment for Paving Parking Lot – Gray & Osborne

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At long last we are just about ready to go out to bid to pave the parking lot before Bear Festival. As you recall, we had “difficulty” with our previous engineering firm about this project. Our current engineers will need to make a few modifications to the bid documents and will be managing the project. This requires a contract amendment.

Because we decided to move ahead quickly, the engineers did not have room in their schedules this week to write up the scope and budget. They have been working on getting projects ready for stimulus money deadlines. Therefore, the scope and budget will be available at the Council meeting for your consideration.

### **Requested Action:**

Authorize the Mayor the sign the Contract Amendment for paving the parking lot with Gray & Osborne.

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: March 9, 2009  
Re: Contract Amendment for Wildcat Creek Aquifer – Jim Arthur

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As you recall, the County and McCleary have been benefitting from work performed by Jim Arthur for the Wildcat Creek Aquifer. There are still some remaining tasks to be done that will bring us to the adoption of a new interlocal agreement to jointly manage the aquifer.

The scope is as follows:

- Assist the city and county staffs in completing the interlocal agreement
- Develop a policy for how unincorporated area would transition into the city
- Improve the process for coordinating land use policies and for reviewing land use proposals
- Develop the first work plan

### **Requested Action:**

Authorize the Mayor to sign the contract for one-half of \$3,275.00 (\$1,637.50).

## PERSONAL SERVICES CONTRACT AMENDMENT FOUR

THIS AGREEMENT (hereinafter referred to as "Contract Amendment Four") amending the below-referenced agreements is made and entered on the latest date signed by the parties hereto, by and between Grays Harbor County, a political subdivision and municipal corporation of the State of Washington, hereinafter referred to as the "County," the City of McCleary, a municipal corporation, hereinafter referred to as the "City," and James Arthur, hereinafter referred to as the "Contractor," and each agreeing to be bound by the terms and conditions of this Contract Amendment.

WHEREAS, the parties executed a Personal Services Contract dated May 23, 2007 (hereinafter "the Basic Contract") with a term commencing the 23<sup>rd</sup> day of May, 2007, and terminating on the 23<sup>rd</sup> day of November, 2007; and

WHEREAS, the parties subsequently executed an agreed extension of the Basic Contract (hereafter, "the Contract Extension") for an additional period commencing on the 24<sup>th</sup> day of November, 2007, and terminating on the 30<sup>th</sup> day of May, 2008, and

WHEREAS, the parties subsequently executed a second agreed extension of the Basic Contract (hereafter, "the Second Contract Extension") for an additional period terminating on the 31<sup>st</sup> day of August, 2008, and

WHEREAS, the parties subsequently executed a third agreed extension of the Basic Contract (hereafter, "the Third Contract Extension") for work in implementing and coordinating recommendations by the Contractor for the Wildcat Creek Aquifer System, which further extended said Basic Contract to December 31, 2008; and

WHEREAS, the parties find that further work is necessary by the Contractor to assist in implementing his recommendations through an interlocal agreement and task completion and the parties desire to revive, extend and amend the Basic Contract, as previously amended to facilitate such work by reviving and extending the term of the Basic Contract to June 30, 2009.

NOW THEREFORE, in consideration of the covenants and obligations contained herein and of other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. PRIOR CONTRACT:** All terms, conditions, and provisions of the Basic Contract, Contract Extension, Second and Third Contract Extensions, each of which is attached hereto and incorporated herein by reference, are hereby revived and shall remain in full force and effect as hereinafter amended.
- 2. EXTENSION OF PRIOR CONTRACT TERM:** The Basic Contract, as extended by the Contract Extension, and Second and Third Contract Extensions, is hereby extended to June 30, 2009, unless sooner terminated by mutual written agreement of the parties.

**3. SCOPE OF WORK AMENDED:** The Scope of Work identified in Exhibits A-1 and A-2 to previous amendments to the Basic Contract is hereby amended to require the following work by Contractor:

- a. Assist the City and County staffs in completing the interlocal agreement;
- b. Assist the City and County in completing tasks under Principles 4 and 5 of the December 31, 2008 draft interlocal agreement: Develop a policy for how unincorporated areas would transition into the City and improve the process for coordinating land use policies and reviewing land use proposals;
- c. Write a work plan to accomplish the above tasks.

**4. ADDITIONAL FUNDING:** The Contractor shall receive as compensation for the additional services performed hereunder the sum of three thousand two hundred seventy-five dollars (\$3,275.00), of which the County and City shall each contribute fifty percent (50%) thereof.

**CONTRACTOR**

**BOARD OF COMMISSIONERS  
Grays Harbor County**

\_\_\_\_\_  
James Arthur  
Date:  
Address: 1825 Lenox Court NW  
Olympia, WA 98502  
  
Phone: (360) 357-7044  
(360) 280-1895 (cell)

\_\_\_\_\_  
Mike Wilson, Chair, Commissioner  
  
\_\_\_\_\_  
Terry Willis, Commissioner  
  
\_\_\_\_\_  
Albert A. Carter, Commissioner

**CLERK OF THE BOARD**

**CITY OF MCCLEARY**

\_\_\_\_\_  
Donna Caton

By: \_\_\_\_\_  
Wallace Bentley

**CITY CLERK**

\_\_\_\_\_  
Donnie Rostedt

Date: