



McCleary City Council

PROPOSED AGENDA

October 14, 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

Old Business:

New Business: Bid Award – Clerk's Office Counter
 Bid Award – L & P Bucket Truck
 Bid Award – Cemetery Fencing

Resolutions:

Ordinances: State Treasurer – Bucket Truck Loan

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

NEW BUSINESS

The new Mark Reed Hospital sign was proposed by the hospital CEO Rene Dunham and Kristin Goldy. The hospital signs are in terrible shape and citizens made complaints regarding desiring signs that are easy to read and located so they are more easily seen. The hospital is in the process of renovations and wanted to include signage in their improvements to better meet the needs of the community. Ms. Goldy met with the property owner where the new sign is to be placed and he reviewed the drawings and made changes they both agreed with. Due to it being placed in the right of way, it had to come in front of the Council for their approval. It was moved by Councilmember Lake seconded by Councilmember Vessey to approve the placement of the new Mark Reed Hospital sign. Motion Carried.

BID AWARD
NEGOTIATIONS

At the last meeting, the Council approved the light and power portion of the automated meter reading system. We were short one piece in the water meters and we now have the bids back. The loan we negotiated could not cover the additional expense. The USDA agreed to add the extra to our existing loan. Another issue is our two reservoirs need painting, which is more urgent than was originally thought. USDA was approached to cover the loan for this too, if our federal stimulus money is not granted. It will be a new debt service in water the first year of \$11,000 and after that will be \$24,000. Our estimates for revenues for next year are adequate to cover this. There are three requested actions: first to award the bid for the automated meter reading system from General Pacific for \$57,000. Second, to approve the meter registers for \$64,000. Third to authorize the Mayor to approve the larger loan from the USDA.

It was moved by Councilmember Vatne seconded by Councilmember Vessey to award the bid to General Pacific for the automated meter readers for \$57,476 including tax. Motion Carried.

It was moved by Councilmember Vessey seconded by Councilmember Vatne to approve the purchase of the meter registers from United Pipe and Supply for \$64,000, including tax. Motion Carried.

It was moved by Councilmember Vatne seconded by Councilmember Boling to authorize the Mayor to sign the required documents to increase the USDA rural development loan to cover the additional costs of the water meter registers and the interior repairs to the two water reservoirs. Motion Carried.

CONTRACT AMENDMENT
#4 FOR JERRY
MORRISSETTE ON THE
SIMPSON SIDEWALK
PROJECT

Ms. Nutley informed the Council we have received an additional \$100,000 from the Federal ARRA funds for the Simpson Sidewalk Project. The contract with the project engineer, Jerry Morrisette and Associates, requires adjustment for the engineer's compensation. The percentage has already been set by an earlier contract amendment at 17.5% of the funded construction cost, or an additional \$14,894.00. It was moved by Councilmember Vatne seconded by Councilmember Vessey to authorize the Mayor to sign the contract amendment #4 with Jerome W. Morrisette & Associates, Inc., in an amount not to exceed \$14,894.00. Motion Carried.

CONTRACT -BOND
COUNSEL FOR USDA
LOAN FOR WATER
IMPROVEMENTS

A Water Fund Revenue Bond issuance is required for the USDA loan to fund the automated meter reading system and to evaluate the wells. Cynthia Weed of K&L/Gates provides those services for the City. It was moved by Councilmember Boling seconded by Councilmember Vatne to authorize the Mayor to sign a contract with K&L/Gates for bond counsel service in an amount not to exceed \$2,500.00. Motion Carried.

FIRE STATION SPACE
STUDY

The City needs to determine a space needs study before we can move forward on a new fire station. After issuing a Request for Proposal, the City selected two firms from those that responded, and interviewed them. After the interview process, Ms. Nutley, Mike Lant, and Mick Schlenker heartily endorsed TCA Architecture-Planning, Inc., and the Mayor also concurred. They provided a scope and budget that meets our needs and out of our \$20,000 budget, they are offering the study for a flat fee of \$15,000. Attorney Glenn is currently reviewing the details of the proposed contract. It was moved by Councilmember Lake seconded by Councilmember Vatne to authorize the Mayor to sign a contract with TCA Architecture-Planning Inc for a Fire Station Space Needs Study in an amount not to exceed \$15,000. Motion Carried.

RESOLUTION NO. 598

Ms. Nutley spoke to the State Treasurer regarding available loans and they informed her that we would qualify for a low-interest loan to purchase the 60-foot boom bucket truck for Light & Power. The proceeds from the loan will not be distributed until November 17, 2009. To assure that the truck is available for purchase, the Mayor entered into a rental agreement with Altec on September 17 for a maximum of 90 days. If the city purchases the truck within the first 30 days of the rental agreement, 100% of the rent will be applied to the purchase. It was moved by Councilmember Vessey seconded by Councilmember Boling to adopt a Resolution No. 598 to authorize the acquisition of equipment and a financing contract and related documentation for said equipment. Motion Carried.

RESOLUTION NO. 599 It was moved by Councilmember Boling seconded by Councilmember Vatne to adopt Resolution No. 599 relating to specifying the source of the reimbursement of certain anticipated expenditures. Motion Carried.

RESOLUTION NO. 600 It was moved by Councilmember Vatne seconded by Councilmember Boling to adopt Resolution No. 600 authorizing the purchase of certain equipment for the Light & Power division of the City under the provisions of RCW 39.04.280 and subject to certain conditions. Motion Carried.

ORDINANCE NO. 759 Ordinance No. 759 was introduced at the September 2, 2009 Council Meeting. This Ordinance amended the 2009 budget to include the Public Works Trust Fund \$50,000 loan to the Stormwater Fund for a Capital Improvement Plan. The BARS codes were incorrectly included in the Ordinance, making it impossible to actually make the adjustment. The new Ordinance corrects this issue. We received official word from the DOT that the ARRA grant for the Simpson Sidewalk Project has been increased by \$100,000 to \$234,309. We also received notice from USDA Rural Development that we will be receiving a loan of \$105,000 to make improvements to the water system and purchase an automated meter reading system. The ending fund balances must be increased in the street and water budgets so that expenditures will not exceed the actual revenue amount. It was moved by Councilmember Vatne seconded by Councilmember Lake to adopt a Ordinance No. 759 to amend the 2009 budget. Roll Call made and all Councilpersons in attendance voted in favor of the Motion. Motion Carried.

VOUCHERS It was moved by Councilman Boling, seconded by Councilman Vatne, to pay the vouchers. Motion Carried.

MAYOR/COUNCIL COMMENTS Councilmember Vessey asked Chief Crumb how the search for a new Police Officer was going and the Chief was happy to introduced Officer Gabriel Tarnowski, our new officer from the Cosmopolis Police Department. The Council welcomed him to the City of McCleary Police Department.

PUBLIC COMMENT None.

EXECUTIVE SESSION 7:53 pm it was moved by Councilmember Vessey, seconded by Councilmember Boling to have an Executive Session for 20 minutes or less on three items, first is on Labor negotiations, second is personnel attendance and the third is requirements and personnel wages. Action will be taken after the Executive Session. Motion Carried.

At 8:13 Deputy Clerk Mercer informed them their time was expiring and the Council requested an additional 15 minutes.

8:28 the Council resumed the Regular Meeting.

It was moved by Councilman Boling, seconded by Councilman Vatne, to call for bids on the Simpson Sidewalk Project. Motion Carried.

It was moved by Councilman Vatne seconded by Councilman Boling, to authorize the execution of the labor contract with IBEW for the Administrative Employees. Motion Carried.

It was moved by Councilman Boling seconded by Councilman Vessey to approve the renaming and redefinition of the duties for the current employees in the positions of Utility Accounts Manager and the Public Works/Planning Assistant. Motion Carried.

Mr. Vessey stated he purchased a calendar from the Historical Society for \$10 and stated how they represent our City very nicely. Councilmember Lake said she would like the City to purchase 10 calendars for the City Hall offices. No motion was needed.

The Local Formula Grant was issued to the Police Department in the amount of \$9999.00 to help pay for overtime for the police during the missing child case. The recommendation is to take \$7,000 off the top to pay Chief Crumb for all the hours he gave to this case and the remaining money to be spent to offset the overtime of the other officers. It was moved by Councilmember Vatne, seconded by Councilmember Boling to use the grant money as requested. Motion Carried.

ADJOURNMENT 8:35 pm it was moved by Councilman Boling, seconded by Councilman Vatne, to adjourn the meeting until October 14, 2009. Motion Carried.

STAFF REPORT

To: Mayor and City Council
From: Busse Nutley, City Administrator
Date: October 12, 2009
Re: Current Non-Agenda Activity

Budget

If all goes well, the Mayor's Preliminary Budget will be distributed at the Council meeting on Wednesday. And then I should have some time for some other issues!

New Accounting Software

Wendy and Chris attended training sessions last week for the new accounting software. A trainer will be here Tuesday through Thursday to transition the accounts from the old system to the new and to provide Wendy, Chris and Ardyce hands-on training with our own records. Jennie and Colin will be taking care of the counter work while the training occurs.

Census

Colin and I will be meeting Wednesday afternoon with some people who are helping communities get the word out about responding to the Census on April 1, 2010. As you know, it is critical for everyone in the city to be counted, as this decennial figure is used in so many calculations for funding distributions from both the federal and state levels of government.

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: October 12, 2009
RE: LEGAL ACTIVITIES as of OCTOBER 14, 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. **STATE TREASURER DOCUMENTATION:** Assuming that the bid to purchase the successor boom truck for L & P is awarded, the documents for the State Treasurer are back before you. As you remember, they were before you and adopted last session in a resolution form. Well, in the interim Busse was informed that, although they provide forms in both ordinance and resolution formats, their bond folks want them in an ordinance form. Thus, as Yogi Berra is quoted as saying, "it is deja vu all over again." All is basically the same with the exception of the ordinance tied to repayment source. It now indicates the repayments, as to the City, will be from a particular account tied to debt specified in the L & P Fund.

2. **SOLID WASTE CONTRACT MATTERS:**

A. **Meeting:** Last week I met with Mr. Cox to discuss certain information he was able to provide pursuant to a request for information generated at the last gathering involving Mr. Vessey. By the time of this meeting, we will have met with Mr. Cox and other representatives of LeMay and hopefully will have additional information to provide to the Council as to the status and nature of their contractual goals.

B. **Billing Process:** Historically, McCleary has billed the citizens for the services provided by LeMay and its predecessor. The same was true for Elma and Montesano and is still true for Montesano. However, some years ago, Elma ceased

doing the billing and transferred the responsibility to LeMay. It is my understanding Elma has felt the change was an economic benefit to the City. So, why am mentioning this to you at this stage? The reason I raise this for initial review by Busse, Ms. Collins and the Finance Committee is tied to something which has occurred in Montesano in the last couple of weeks. Ms. Powell, the Clerk-controller, has made the same recommendation to the Montesano Council. It is my understanding they undertook a benefits and burdens analysis. After review by City Staff, they concluded the billing and the fiscal costs tied to it, including staff costs and tax exposure for B & O outweighed the benefits. The Council is now considering her recommendation.

The reason I raise this to you at this time is, if McCleary wished to review that situation, it would be timely since we are in the contract review process with LeMay. If after review by Staff you chose to go down that path, it would result in a few changes in our Municipal Code and billing resolutions.

3. BUDGET ANALYSIS:

A. Ad valorem ordinance: Since we are now in the budgeting season, I can indicate the County has begun to provide the initial documentation upon which any ordinance as to the level of tax upon real property will be based. The indication is that the Assessor added \$2,296,795.00 in new construction to the City's tax base since August, 2008. The extent to which that may affect the maximum amount capable of being collected through the ad valorem tax is something upon which Busse will be reporting more fully. The hearing on the matter is set for next meeting.

B. Analysis: As usual, I continue to search all of the valid legal bases for information in relation to the budgeting process. Of course, that includes *Dilbert*. Attached is one of *Dilbert's* recommendation on how to handle matters in rough budget seasons, such as the one facing the City.

4. ABSENCE: As you will note, I am not physically present tonight. I will be at the Municipal Attorneys Conference in Spokane. Given the nature of the agenda, I spoke to the Mayor and Ms. Nutley and the indication was that it was not necessary for Mr. Coker to come down tonight in my place.

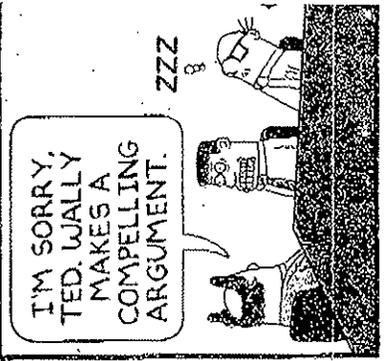
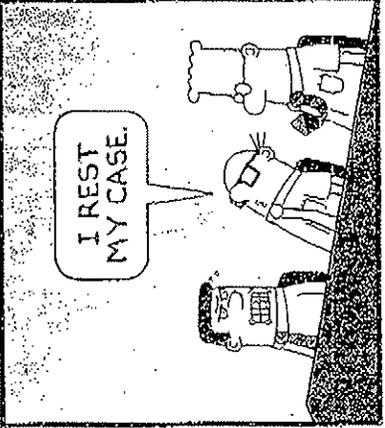
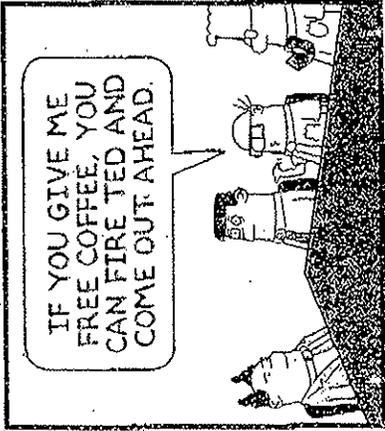
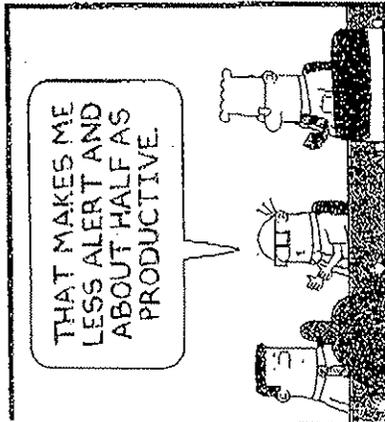
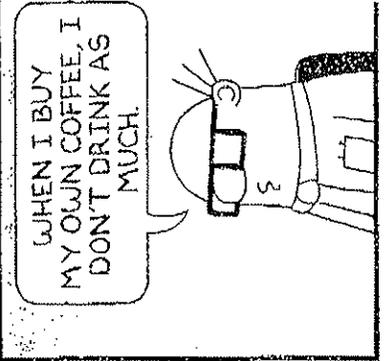
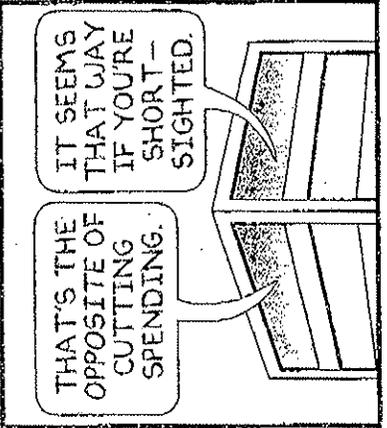
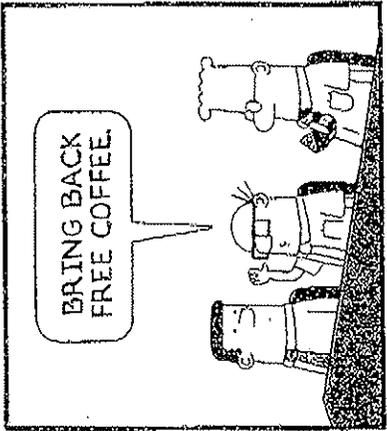
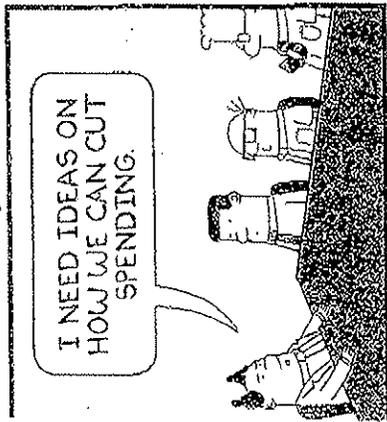
As a piece of information, also this happens to be the day WCIA is putting on their training session for City Attorneys prior to the Municipal Attorneys Conference. Attendance at one of their sessions is a condition precedent to compliance with WCIA's membership requirements. Thus, as it turns out, it really is two for the price of one since that session, which is tied to the electronic communication world which is becoming ever more

immediate and dangerous for elected officials, is being held in the same location as the actual WSAMA conference.

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

DG/le

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STAFF REPORT

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

Lift station repairs that were done in June to Summit Place II are still holding up.

Testing of biosolids treated with lime has been completed and we are waiting for the engineers results of different treatment options that are available and affordable.

The water reservoirs are due for new interior coatings. Samples of the current interior coatings have been sent to a lab for testing so that we know what we have and also for disposal purposes.

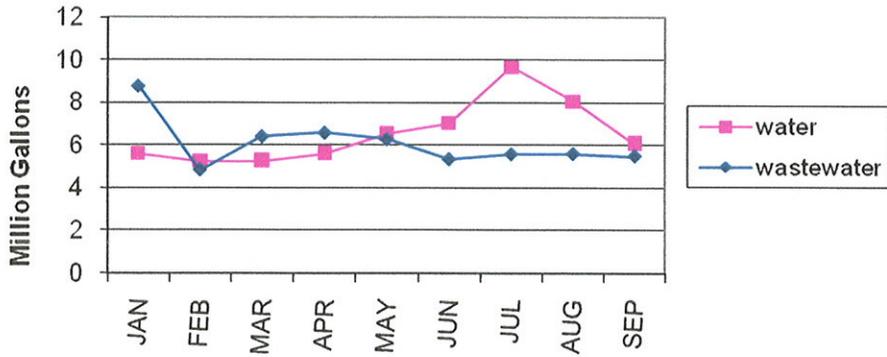
A ceramic mechanical seal failed on one of the main lift pumps at the treatment plant and was replaced. The flow transmitter for the main lift has also gone down and we are in the process of replacing that sensor. A level transmitter has also failed on the headworks. Authorized factory representatives came out to attempt repair to it, only to find out it was non repairable and will need replacement. Recently the treatment plant has had several level transmitters go down and I haven't been able to trace down the source of the problem.

We recently won the Chehalis Basin Water Tasting Event held at the Watershed Festival in Aberdeen. Continued flushing of water hydrants may have played a role in that victory. Keep up the continued efforts and hard work Utility Maintenance.

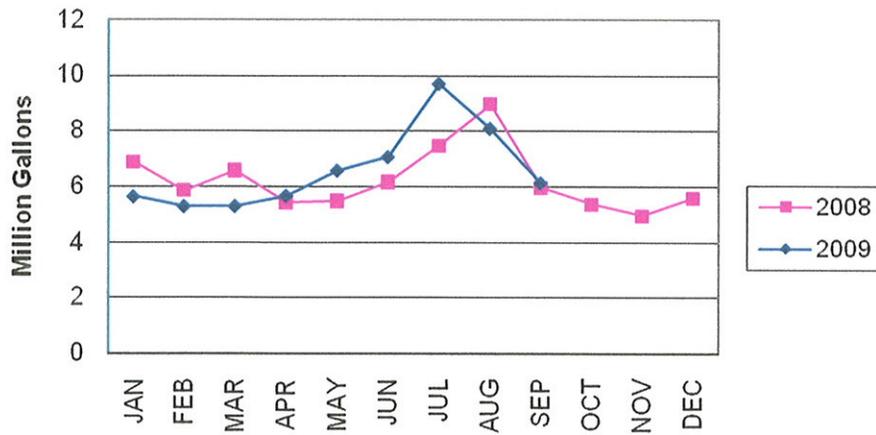
Water Use Efficiency (WUE) totals for unaccountable water is less than 10% for 2008.

Comparison charts of water and wastewater follow.

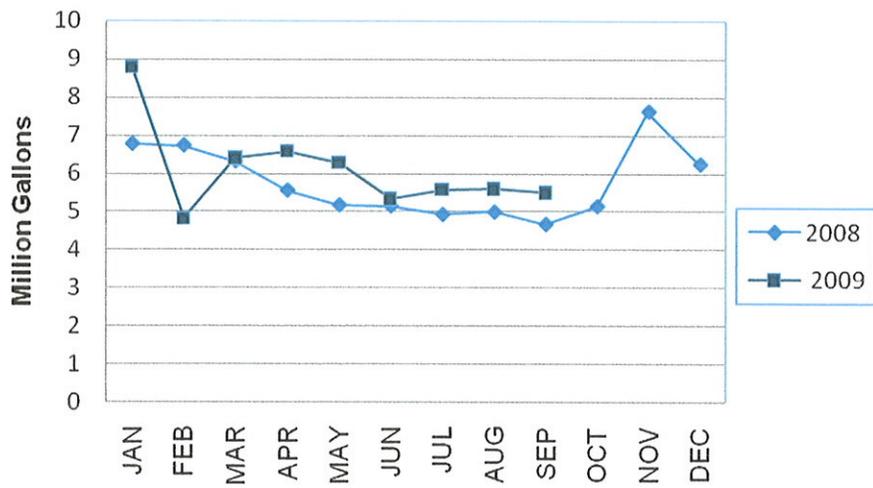
WATER / WASTEWATER 2009



WATER PRODUCTION 2008/2009



WASTEWATER FLOW 2008/2009



STAFF REPORT

To: Council and Mayor
From: Colin Mercer Fleet Manager 
Date: October 1, 2009
RE: September Fleet

Management of the fleet was assigned to Colin Mercer by Ms. Nutley on September 23, 2009.

I have created a new maintenance log on the intranet to track maintenance and repairs for each vehicle, I also created a calendar to show when each vehicle is due for its scheduled maintenance.

I went back to January of 2009 and made copies of all invoices and purchases orders, created a file for each vehicle to save all paperwork related to that vehicle for future reference.

I also met with J&F Automotive for their recommended service schedule and costs for lube oil and filter for the standard vehicles. American Fleet takes care of the Fire Departments and Light and Powers vehicles. Other vendors the city uses on a regular basis are: Les Schwab, Pape (PW) and Altec (L&P).

Regular Maintenance

Lube oil and filter :

Orange dump truck
International dump truck
Chevy S-10
Ranger Pick Up (Mick)
Chevy Lumina (City Car)
Bobcat

Repairs

Orange Dump Truck: Heater core and line replaced.
International Dump Truck: In cab control box repair, exterior lights repaired.
Bucket Truck: Replace parts to air brake system.
Ranger Pick Up (Mick): Starter replaced.
Bobcat: Lights repaired.
Vermeer Chipper: Muffler work and head gasket replaced.
Kubota Tractor: Front end greased and repaired.

STAFF REPORT

To: Council and Mayor
From: Colin Mercer Webmaster 
Date: October 1, 2009
RE: September Website & Help Desk

RE-OCCURRING WEBSITE ACTIVITY

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

NEW WEBSITE ACTIVITY

Post Resolution 592 to the main page and the L&P page.
Post McCleary School 100th year celebration on events calendar.
Posted the notice regarding the Lifted Burn Ban.
Post Public Hearing Notice on Wildcat Creek Aquifer Interlocal Agreement.

ADDITIONAL TASKS

Continue uploading Deeds on the City intranet .
Work on a layout and quote for shelving in the police bay for archive storage.
Uploaded Resolutions 594, 595, 596, 597 to the intranet.
Re-do Boundary Line Adjustment Application.
Start locating and uploading Easement documents to the intranet.
Take over Fleet management from Public Works, create files and spread sheet to track maintenance & repairs.

HELP DESK ACTIVITY

Month	Number of Incidents reported	Staff Reported / Closed / Open	Citizens Reported / Closed
JULY	7	3 / 3 / 0	4 / 4
AUGUST	28	2 / 2 / 0	26 / 19 / 7
SEPTEMBER	32	13 / 4 / 9	19 / 23 / 12

WEBSITE COMMENTS

First Name: sharon

Last Name: watts

Address:

Phone

Number:

Email:

Comments: i like your new website design! really nice. I attended this years 50th bear festival. It was one of the best in a long time. i felt so bad about the little girl who was abducted though. hopefully she will be found soon sincerely, sharon watts

Date: 9/2/2009 6:50:58 PM

Options:

First Name:

Melodie

Last Name:

Cole

Address:

PO Box 778 Lamar, AR

Phone Number:

(479) 733-0004

Email:

mmueller@atu.edu

Comments:

I enjoyed the phoyos of McCleary. My family moved away in 1986, I still get home sick. Would like to see some photos of Wildcat creek, Pig Lot, Clay Bank, if possible. Thank you,
Melodie Cole Mueller

Date:

9/16/2009 7:54:12 AM

Options:

WEBSITE TRAFFIC 9-1-09 through 9-30-09

Page Views by Section		
Section	Page Views	Percent of Total
Default Page	1940	34.51%
Events Calendar	598	10.64%
City Jobs	342	6.08%
Agendas and Minutes	338	6.01%
Mayor and Council	222	3.95%
City Departments	211	3.75%
Police	204	3.63%
City Staff	194	3.45%
Code, Ordinances & Standards	165	2.94%
City Photos	154	2.74%
Home Page	120	2.13%
Search Results	116	2.06%
Community Center	96	1.71%
FAQ's Page	75	1.33%
Public Facilities	75	1.33%
Bear Festival	68	1.21%
Fire	68	1.21%
Helpful Links	68	1.21%
Chamber of Commerce	62	1.1%
Light & Power	58	1.03%
Christmas Photos 2007	57	1.01%
Flood Photos 2009	53	0.94%
Administration	46	0.82%
Water / Wastewater	44	0.78%
65th Anniversary Photos	41	0.73%
2008-09 Budget	39	0.69%
Tell Us What You Think!	38	0.68%
Development Services / Building	38	0.68%
Interlocal Agreements	37	0.66%
Municipal Court	31	0.55%
Planning Department	17	0.3%
Surveys & Questionnaires	6	0.11%
TOTAL	5621	100%

STAFF REPORT

To: Mayor and City Council
From: Jennie Reed, Court Administrator *JR*
Date: October 1, 2009
Re: September Report

	Court Filings		Court Fines Paid	
	Sept	YTD	Sept	YTD
Traffic Infractions	4	74	\$1,166.10	\$15,986.66
Non Traffic Infractions	0	3	\$0.00	\$169.60
Criminal Traffic	2	27	\$1,024.40	\$8,632.95
Criminal Non Traffic	1	28	\$35.14	\$2,602.94
Collection Fees Collected			\$0.00	\$500.00
TOTAL ISSUED	7	132	\$2,225.64	\$27,892.15

STAFF REPORT

To: Mayor and City Council Members
From: Mick Schlenker Building Official *MS*
Date: Sep 12, 2009
Ref: Sep Staff Report

Building Permit Activity

	September Current	Fees	Total 2009 YTD	Fees
Last Month				
Customer Service	136		911	
Building Permits Issued	3	\$455.59	14	\$3,015.75
Nuisance Letters	3		15	
Inspections Performed	36		223	
Plan Reviews	3	Inc in Permit	8	
Stop Work Issued	1		2	
City Projects	1		2	front counter
Complaints	6		32	
Demo Permits	0		0	
Court Issues	0		0	
Fire Projects	0		0	
Cars	0		5	
Abatements	0		0	
Elma Inspections	0			
Total	189	\$455.59	1,212	\$3,471.34

Summit II

No new activity

Cedar Heights/Kingbuilt Homes

No new activity

Beehive

Talked with Fred Murray on Friday Sep

McCleary School

1. working on out side rails
2. working on swale for storm water
3. working on inside corrections
4. finishing kitchen equip hold down
5. Contractor is working on framing, plumbing, electrical North side of school
6. elevator is waiting for L&I aproval and sing off
7. finish sheet rock shop area w/2hr door

Brookside MH Park

No new activity

The building department has had a larger amount of complaints about nuisance's.

We have been solving them in (2) ways:

1. is the direct approach of clean up your area or
2. send out cerified letters

STAFF REPORT

To: Mayor and City Council
From: Paul Nott, Light & Power
Date: Oct. 9, 2009
Re:



	Monthly statistics;	YTD Totals
New Services;	0	5
System Outages;	1	12
Pole Replacements;	1	21
Maintenance Work Orders;	1	28
Billable Work Orders;	1	9

Report;

This last month has consisted of; line clearance tree trimming, meter inventory, budget, and an emergency outage at Sterling Bank.

We are still in the process of clearing trees from our primary feeders in our service area. We ran into a delay when we blew a head gasket on the chipper but we ordered the parts and did the repair ourselves. The chipper is now back on business, so look out brush were coming through!

We've been doing an actual physical inventory of every electrical meter in our system so that we have a better than "dang close" number to use to order the Automated Meter Reading meters. The representative came and met with us on Wed. and we went over our order and he will be sending a quote on the actual order.

The budget is complete as far as our end and now Ms. Nutley is working her magic on it.

Some of you may have noticed on Tues. evening we changed a pole out in the parking lot of Sterling Savings Bank. We noticed that the pole was either hit or maybe a result of the little earthquake that we experienced last week that it was actually rotten on the inside and that something jarred the pole enough to almost rip the transformer out of the pole. Since it was a double dead end pole and the pole had to go back onto the same hole we had to do the job under an outage. It should be noted that we utilized the rental truck on hand and it proved to be a huge asset to getting the job done on a timely manner.

Next week we will be meeting with Theresa from GHCOG and she will be bringing by a GPS unit for us to borrow so that we can have a more accurate map of all of our distribution poles and underground equipment. Once all the locations are plotted we will have them overlaid on a system map.

STAFF REPORT

To: Council and Mayor

From: John Allardin, Maintenance Crew Foreman 

Date: October 2, 2009

RE: September Status Report

TASK	DESCRIPTION	MONTH		YEAR TO DATE	
		NO.	HOURS	NO.	HOURS
Building maintenance	Park, transit station restrooms, city compound, library, float shed & museum.		42		480
Meetings and appointments	Safety meeting, interviews, public works meetings, outside agencies and contractors.	5	4	62	67
Training	Professional growth classes	1	2	9	58
Water leaks	water leaks	2	10	14	39
Water complaints	Dirty, smelly or low water pressure.	2	1	12	10
Garbage collection	Down town, park, cemetery, city compound and city park trash cans.		10		92
Grounds maintenance	Gardening, hanging baskets, mowing, raking, baseball field maintenance and pressure washing		220		1580
Motor pool maintenance	Motor pool maintenance in house and contract work	6	5	116	77
Pot hole program	Patching potholes.	4	3	124	74
Utilities locates	Locating underground utilities	3	1	24	15
Meter reading	Three people task includes meter reading, shut off list and re-reads		48		448
Flagging traffic	Flagging for Light and Power crew			3	5
Citizen requests	Forms generated by requests from citizens	6	20	27	50
Valve exercising program	Checking for valve operation, location, and maintaining proper valve operation			112	118
Sanding streets and street sweeping	sweeping streets			4	23
Hydrant flushing program	Maintenance, flushing and exercising hydrants	48	46	154	157

STAFF REPORT

To: Mayor Bentley and Council
From: George M. Crumb, Chief of Police
Date: October 12, 2009
RE: October 14, 2009 City Council Meeting

SUMMARY OF POLICE INCIDENTS / ACTIVITIES:

- *001756 Incidents reported as of 1130 today's date and this year.
- * Sergeant Graham received 40 hours of training at Aberdeen PD
- *All four officers were certified on new patrol rifles Friday, 100909.

Discussion: Open

All 4 Police Officer Positions are filled.
New officer will start working mid-night shift soon

Council Members Present: ALL.... Mr. Vessey, Mr. Vatne, Ms. Lake, Mr. Hays, Mr.
Boling. Mayor Bentley: Present / Not Present
Officer Reporting: Chief Crumb _____

STAFF REPORT

To: Mayor and City Council
From: Todd Baun *TB*
Date: October 12, 2009
Re: Month of September

Here are the projects I've been working on during September.

- Beerbower Park is green again. The park has been hydroseeded and the grass is growing well now. The irrigation is working well and we now are down to the last couple of outstanding items for the park. Early next year, we will be completing the trail around the facility and also be installing dirt on the infield of the softball field. Funding from this project is coming from a Youth Athletic Facilities grant we received last year.
- Bid opening for the Simpson Ave Sidewalks will be on October 23 at 11:00 am. We are crossing our fingers for some good bids for this project.
- The McCleary School is nearing completion. In the next couple of weeks we will be going through a punch list of items to be fixed or completed.
- The crew has been out and about verifying the location of our storm water system. We have been using the engineer's map that was provided to us and have been making numerous changes.
- The pine trees have been removed from the west end of the cemetery. We saved the logs and people have been cutting them up for firewood. We hauled the limbs and stumps away to be ground up.
- We have gone out to bid for new fencing around the cemetery. We asked for several different options and hopefully get a good price on what we want.
- We have also gone out to bid for stormwater cleaning and camera. With good bids, we expect to have around 3500 feet of storm lines cleaned and camera.
- The crew has cleaned out the lower part of Sam's canal. They removed all potential blockages and debris from the stream. We have a permit for this, from WDFW, which is good for 5 years.
- I have been working with Nick on finding a temporary solution to the broken storm line next to the Gravatt house on Simpson Ave. You should be seeing something coming in soon for this project.
- I have been working on my portion of the 2010 budget. I was conservative and hopefully made it without too many cuts to them.
- I did some research on our city reservoirs. I actually found the specifications of both the reservoirs and information on who built them and when each one was built.
- I also went around the whole city and surrounding areas and counted water meters. I am now confident on the number of meters we have and their sizes.

- Mr. Dreyer, who owns property on Mommsen, has logged a portion of his property. He has permits from the city and also DNR to do this. His contractor has been very cooperative and has been following the permit.

If you have any questions, don't hesitate 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: City Council
From: Busse Nutley, City Administrator 
Date: October 12, 2009
Re: Bid Award – Clerk’s Office counter

As you may recall, nearly two years ago the State Auditor expressed concern that the city did not have a good system for cash receipting and that each person handling money should have a separate cash drawer.

In the budget for 2009 the Council determined that the city should update its entire accounting software to keep up with the many changes and improvements in software design that have occurred in the 20-plus years since the existing system was purchased. The new system is being installed this week.

The cash receipting portion of the system includes four cash drawers, computer, monitor, keyboard, mouse and printer. This equipment will not fit into the counter that exists, which will be evident as we await the new counter and already work with the new system (a temporary shelf was installed for the cash drawers). In addition to the new counter, new filing cabinets and counter area will also be installed along the north bank of windows. These design changes will also allow a small work area and a phone (right now phone cords are many feet long to stretch from desks to the counter).

Bids were received from:

Bill’s Design Carpet One, including tax	\$11,001.86
Cabinet Distributors, Inc.	\$9,985.00

Requested Action:

Award the bid for the new counter in the Clerk’s Office to Cabinet Distributors, Inc. in the amount of \$9,985.00, including Washington State Sales Tax.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: October 12, 2009
Re: Bid Award – Light & Power 60-foot Bucket Truck

The following bid was received for the purchase of a slightly used 60-foot bucket truck:

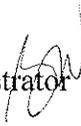
Global Rental Company	\$160.000
WA State Sales Tax	<u>13,280</u>
TOTAL	\$173,280

Requested Action:

Award the bid for a 60-foot used Bucket Truck to Global Rental Company in the amount of \$173,280.00

Note: Because this is the truck that is currently being rented, the city will receive a credit for about 65% percent of the rent paid.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: October 12, 2009
Re: Bid Award – Cemetery Fencing

At the last Council meeting the staff was asked to let bids for new fencing around the cemetery. It was not yet known what style of fence the Council preferred, so five alternatives were provided: 3 and 4-foot black chain link; 3 and 4-foot green chain link; and 4-foot white picket vinyl.

Bids are due on Wednesday.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: October 12, 2009
Re: State Treasurer Loan for Bucket Truck

At the last Council meeting Resolutions agreeing to the terms of the loan from the State Treasurer for Light & Power's 60-foot bucket truck were adopted. After they were submitted and the loan approved, it was discovered that the State Treasurer's bond counsel requires cities to adopt these terms by Ordinance by, not by Resolution. Because the intent of the city was made clear through the adoption of the Resolutions, the loan is not in jeopardy; however, the actions must be redone in order to comply with the requirements of the loan.

Requested Action:

Adopt the two Ordinances.

ORDINANCE NO. _____

**AN ORDINANCE RELATING TO SPECIFYING
THE SOURCE OF THE REIMBURSEMENT OF CERTAIN
ANTICIPATED EXPENDITURES.**

R E C I T A L S:

1. The City (the Local Agency) has or will be submitting an application to the Office of the State Treasurer for certain funds in the form of a loan. It so expressed its intent through the adoption of Resolution 599.

2. The Office of the State Treasurer requires certain confirmation of that intent in the form of an ordinance.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: The City of McCleary (the "Local Agency") reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency with the Office of the State Treasurer (the "Reimbursement Obligation").

SECTION II: The expenditures with respect to which

the Local Agency reasonably expects to be reimbursed from the proceeds of the Reimbursement Obligation are for a sixty foot "squirt" boom bucket truck for use by its Light and Power Utility.

SECTION III: The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from Light and Power Fund: Debt Service.

SECTION IV: The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$160,000.00.

SECTION V: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full

force and effect.

SECTION VI: This Ordinance shall take effect upon the fifth day following date of publication.

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:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

STATE OF WASHINGTON)

: ss.

GRAYS HARBOR COUNTY)

I, WENDY COLLINS, being the duly appointed Clerk-Treasurer of the City of McCleary, do certify that I caused to have published in a newspaper of general circulation in the City of McCleary a true and correct summary of Ordinance Number _____ and that said publication was done in the manner required by law. I further certify that a true and correct copy of the summary of Ordinance Number _____, as it was published, is on file in the appropriate records of the City of McCleary.

WENDY COLLINS

SIGNED AND SWORN to before me this _____ day of

_____, 2009, by WENDY COLLINS.

NOTARY PUBLIC IN AND FOR THE STATE OF

WASHINGTON, Residing at:

My appointment expires:

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ACQUISITION OF
EQUIPMENT AND A FINANCING CONTRACT AND
RELATED DOCUMENTATION FOR SAID EQUIPMENT.

R E C I T A L S:

1. The City of McCleary (the Local Agency) has executed a Notice of Intent to the Office of State Treasurer, in the form attached hereto as Annex 1, for the financing of the Property under the provisions of RCW 39.94.

2. In the opinion of the Mayor and Council of the City, it is deemed necessary and advisable that the City of McCleary (the "Local Agency") acquire the equipment and personal property identified on Annex 1 attached hereto ("Property"). It so expressed that opinion through the adoption of Resolution 598.

3. The Local Agency has undertaken or will undertake to acquire the Property in accordance with all applicable purchasing statutes and regulations.

4. The Local Agency desires to enter into a Local Government Financing Contract with the Office of the State Treasurer, in the form attached hereto as Annex 2, in an amount not to exceed \$160,000.00, as the method of payment for the Property.

5. Wallace Bentley is the duly elected Mayor of the

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10/06/2009
DG/le

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557

Local Agency ("Authorized Representative").

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: The form of the Local Government Financing Contract is hereby approved and authorized to be executed and delivered to finance the acquisition of the Property.

SECTION II: The City Council of the Local Agency hereby authorizes the acquisition of the Property and hereby empowers Wallace Bentley, as the authorized representative of the City, to execute the Local Government Financing Contract for the Property.

SECTION III: The Authorized Representative is hereby further authorized to execute and deliver to the Office of State Treasurer all other documentation in connection with the financing of the Property, including, but not limited to, an amendment to the NOI and agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the Local Government Financing Contract.

SECTION IV: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections,

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10/06/2009
DC/1e

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557

_____ and that said publication was done in the manner required by law. I further certify that a true and correct copy of the summary of Ordinance Number _____, as it was published, is on file in the appropriate records of the City of McCleary.

WENDY COLLINS

SIGNED AND SWORN to before me this _____ day of _____, 2009, by WENDY COLLINS.

NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, Residing at:
My appointment expires:

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10/06/2009
DG/le

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557