



McCleary City Council Agenda

05/13/2020- 6:30PM

Flag Salute

Roll Call: ___ Pos. 1-Amsbury, ___ Pos. 2-Huff , ___ Pos. 3- Heller, ___ Pos. 4- Blankenship, ___ Pos. 5- Iversen

Presentation	<input type="checkbox"/>	
Executive Session	<input type="checkbox"/>	
Public Hearing	<input type="checkbox"/>	
Mayor Comments	<input type="checkbox"/>	
Public Comment	<input type="checkbox"/>	
Minutes	<input type="checkbox"/>	Tab A Minutes
Approval of Vouchers	<input type="checkbox"/>	Tab B Accounts Payable April 16-30 Payroll April 2020 COVID Expenditures
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Staff Reports	<input type="checkbox"/>	Tab C L&P, Water & Wastewater, Finance
	<input type="checkbox"/>	
Old Business	<input type="checkbox"/>	
New Business	<input type="checkbox"/>	Tab D COVID-19 Update
	<input type="checkbox"/>	Tab E Summer Council Schedule
	<input type="checkbox"/>	Tab F Surplus Vehicle
	<input type="checkbox"/>	Tab G Local Agency Agreement Supplement #4
	<input type="checkbox"/>	
Ordinances	<input type="checkbox"/>	
Resolutions	<input type="checkbox"/>	
Contracts	<input type="checkbox"/>	
	<input type="checkbox"/>	
Mayor/Council Comments	<input type="checkbox"/>	
Public Comments	<input type="checkbox"/>	
Adjourn/Recess Meeting	<input type="checkbox"/>	

[WebEx Link](#)

Join By Phone: +1-408-418-9388

Meeting number (access code): 621 824 514

Meeting password: McCouncil5132020 (62268624 from phones and video systems)

Please turn off Cell Phones- Thank you

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

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador

TAB - A

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, April 22, 2020

ROLL CALL AND FLAG SALUTE	Due to the COVID-19 Pandemic state-wide Stay Home, Stay Healthy mandate, the City Council held their meeting electronically through WebEx Meetings. Councilmembers Present were: Jenna Amsbury, Brycen Huff, Jaron Heller, Ben Blankenship and Joy Iversen. Mayor Brenda Orffer was also present.
ABSENT	None.
PUBLIC HEARING	None.
STAFF PRESENT	Present at the meeting were Clerk-Treasurer Wendy Collins, Public Works Director Todd Baun, Police Chief Steve Blumer and City Attorney Chris Coker.
EXECUTIVE SESSION	None.
MAYOR COMMENTS	The Mayor reported the city is still working in Emergency mode. The Governor will move to recovery plan slowly and methodically and will open in the same order as he closed things down. Chris Coker added the public meetings act expires tomorrow and he will follow up with any changes. Until then, we will maintain the status quo.
PUBLIC COMMENT	None.
CITY ATTORNEY REPORT	Chris Coker has been working with the Mayor on emergency protocols and legal process.
DIRECTOR OF PUBLIC WORKS REPORT	Todd provided a written report for the Council.
MINUTES APPROVED	It was moved by Councilmember Huff, seconded by Councilmember Heller to adopt the minutes from the April 8, 2020 meeting. Motion Carried 5-0.
VOUCHERS	Accounts Payable checks approved were 47627 - 47649 including EFT's, in the amount of \$30,111.58 and 47652 - 47703 including EFT's in the amount of \$244,693.07. It was moved by Councilmember Iversen, seconded by Councilmember Huff to approve the vouchers. Motion Carried 5-0.
COVID-19 UPDATE	Mayor Orffer said the city crews are working hard on following social distancing rules and she is proud of everyone and how they have been handling everything during the pandemic.
TEAMSTERS MOU	The Teamster Union has submitted an MOU requesting \$500 compensation for four employees who covered their department during the time when the previous foreman retired and a new one was hired. Councilmember Huff asked if Todd covers during the absence of a Foreman and Mayor Orffer answered yes. He added that this employee appointed themselves to this roll without being appointed to it and Mayor Orffer agreed by stating yes, that his statement was accurate. Chris Coker commented that this grievance is an asset cost settlement and it is less expensive to settle than to fight it. He added that the crew did step up and work additional duties during the absence. Councilmember Blankenship stated this is setting a precedence we don't want to set. He added that Police Officers work every shift without being supervised and this should be negotiated in their next contract. Mayor Orffer added that the person who brought this forward felt they were delegated tasks that they relayed to the crew. They had text messages verifying this. This situation is a gray area and the person has an argument, which is why it is being brought to Council to approve it. Councilmember Iversen said she messaged the Mayor with concerns but does not want to create a large cost to fight this. Councilmember Blankenship thinks the city should look at a better labor attorney because this should have been fixed a long time ago. He added we are all adults and shouldn't need our hand held and are not entitled to this. Councilmember Iversen said the bigger concern is not the lack of a supervisor, it is being short a person on

After further discussion, Chris Coker stated he is not actively involved in this grievance and he understands not setting precedence, but it's tough to tell the city to go to the mat for \$2,000. Mayor Orffer added in the future, the city needs to be clear who is in charge and who does what. She did not clearly state to them that Todd was in charge. Councilmember Iversen said there are good, hard working people at the city. Councilmember Amsbury added that this is a learning thing and it is very small and will be more costly if it goes to arbitration. Councilmember Blankenship said at some point, this crap is enough. We pay astronomical money for a labor attorney and we'd be better served with cheaper cost with someone else.

It was moved by Councilmember Iversen, seconded by Councilmember Amsbury to authorize the Mayor to sign the MOU with Teamsters union to pay four employees \$500 each for coverage during the transition time after the Foreman retired and the crew was shorthanded. Roll call taken with Councilmember's Amsbury, Heller and Iversen voting in the affirmative and Councilmember's Huff and Blankenship voting against. Motion Carried 3-2.

2020 BUDGET REVIEW

The Mayor met with staff to identify budget areas to increase due to the pandemic. We are waiting until after the second quarter to see where the budget stands before we spend certain budgeted dollars. Councilmember Huff asked if the public safety tax dollars allow us to still afford the fourth officer the Chief talked about and Mayor Orffer said we had an officer ready to hire but waited due to the pandemic. We can't train him and social distance but we plan to bring him on when we can.

Mayor Orffer said we are still running and paying salaries and buying items because of COVID while other cities have shut down. She said Wendy worked with our software company to get a specific fund set up for COVID-19. Councilmember Iversen asked if we owe the tribe for anything and Mayor Orffer said, not to date. Everything has been at no cost so far. She added that we gave them a case of hand sanitizer to help them out.

EMERGENCY MANAGMENT PLAN

The Council received a draft plan to review. Councilmember Iversen caught misspellings and she said she contacted Todd with many questions.

PUBLIC COMMENT

Councilmember Iversen knows there are a lot of people in town that are still working and providing services. She thought it would be nice to do something to recognize all the essential workers in McCleary. Mayor Orffer would love to bang pots and pans together with all the residents in McCleary! Councilmember Heller has seen a similar thing with people living near hospitals to recognize the healthcare workers during their shift changes by honking horns. Councilmember Huff thinks it would be nice to paint thank you to the essential workers on the windows at city hall.

MEETING ADJOURNED

It was moved by Councilmember Blankenship, seconded by Councilmember Huff to adjourn the meeting at 7:55 pm. The next meeting will be Wednesday, May 13, 2020 at 6:30 pm. Motion Carried 5-0.

Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.

TAB - B

TAB - C

City of McCleary

STAFF REPORT



To:	Mayor Orffer and City Councilmembers
From:	Wendy Collins, Clerk-Treasurer
Date:	May 13, 2020
Department:	Finance & Administration

Mayor and City Council,

I am happy to report the Finance Department began working in the office full-time on May 4, 2020, with the exception of one employee who will be working one day a week at home. We are all practicing safe social distancing and we are healthy and happy to be back in the office.

A resident in McCleary dropped off a very generous check to be used for a one-time offer of paying peoples bills for the amount owed on the current shutoff list. This was a heartfelt kind offer that helped many. This individual requested they remain anonymous. The person instructed the balance to be applied to local business accounts from a confidential list. We truly have angels among us in our community!

We continue to work on required FEMA reimbursement forms and processes.

Utility payments are coming in through alternative options other than in person, which has helped a great deal with practicing social distancing. We encourage our customers to consider setting up auto pay for their utility payments. We are more than happy to assist them in setting this up. Please contact the utility billing department and we will be happy to help explain the various options we have to offer and to help set things up.

I continue to work on the annual audit and the Annual Financial Report.

I am proud to announce the office staff have completed the following FEMA Courses:

IS-00100.c
IS-00200.c
IS-00700.b
IS-00800.b

Thank you,

Wendy

City of McCleary
STAFF REPORT



To:	Mayor Orffer and Council
From:	Paul Nott
Date:	5/1/2020
Department:	Light and Power

Hello All,

I am happy to report at this time all L&P staff is still healthy and reporting to work as assigned. We are still on a social distancing schedule with assigned tasks for no more than 3 crew members at a time at our shop. All crew members are still reporting available for emergency service every day with at least three of us coming in to work and then checking out at 16:30.

Currently we are trying to formulate a plan to have a full crew by the end of next week where we can all work together while maintaining social distancing guidelines set forth by the state.

Otherwise, the crew has been keeping up with day to day operations and we are all eager to get back to work on some of our larger projects that require more personnel.

If you have any questions or concerns feel free to contact us.

Be safe and keep in the clear....

Paul

STAFF REPORT

Date: May 4, 2020

To: Todd Baun, Director of Public Works

From: Kevin Trewhella, Water & Wastewater Manager

Subject: WWTP and Water Treatment Plant

I am pleased to announce that both Jon and I are operating the Water & Wastewater Treatment plants full time and we are healthy.

Over the last month we had more people home, we saw more demands on our systems. With more businesses reopening in May this may bring down some of the demands on our system.

We are keeping on top of all regulatory testing and reports that the Department of Ecology and the Department of Health require of us.

Please do not be concerned about the extra demands on our systems, we are nowhere near capacity on either our Wastewater Treatment Plant nor are we anywhere near capacity on our Water Supply!

I do not foresee any problems with either of these facilities.

City of McCleary
STAFF REPORT



To:	Mayor Orffer and Council Members
From:	Steve Randich
Date:	May 12, 2020
Department:	Public Works

Mayor and Council,

I am happy to report that all personnel within the Public Works department are healthy and practicing safe social distancing at this time.

As it stands, as of Monday the Public Works Dept is back to full staff practicing social distancing. Our weekly routine consists of all personnel reporting at 0700 a.m. until 1530p.m. All personnel are aware that priority tasks are currently on an "as needed" basis. Meaning, any job that may come up will be evaluated for personnel required and only the amount required will respond to complete each task.

We have also created a schedule to clean and organize the department. Each day prior to going home we spend 45 minutes disinfecting the city vehicles and any equipment that has been used, along with wiping down all computers and cleaning our office.

It is my hope that by taking these precautions we will be able to keep our crew safe and healthy. If you have any questions, comments or concerns please let me know.

Thank you,
Steve

TAB - D

TAB - E

TAB - F



TAB - G

Agency		Supplement Number
Federal Aid Project Number	Agreement Number	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on
 All provisions in the basic agreement remain in effect except as modified by this supplement.
 The change to the agreement are as follows:

Project Description

Name _____ Length _____
 Termini _____
Description of Work No Change

Reason for Supplement

Are you claiming indirect cost rate? Yes No Project Agreement End Date

Does this change require additional Right of Way or Easements? Yes No Advertisement Date:

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE					
% a. Agency					
b. Other					
Federal Aid Participation Ratio for PE					
c. Other					
d. State					
e. Total PE Cost Estimate (a+b+c+d)					
Right of Way					
% f. Agency					
g. Other					
Federal Aid Participation Ratio for RW					
h. Other					
i. State					
j. Total R/W Cost Estimate (f+g+h+i)					
Construction					
% k. Contract					
l. Other					
Federal Aid Participation Ratio for CN					
m. Other					
n. Other					
o. Agency					
p. State					
q. Total CN Cost Estimate (k+l+m+n+o+p)					
r. Total Project Cost Estimate (e+j+q)					

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By
Title

By
Director, Local Program
Date Executed

Agency		Supplement Number
Federal Aid Project Number	Agreement Number	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).