



McCleary City Council Agenda

02/26/20- 6:30PM

Flag Salute

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

Presentation			
Executive Session			
Public Hearing			
Mayor Comments			
Public Comment			Mayor Pro Tem Huff - January Mayor Business Forum Report
Minutes		Tab	A 2/12/2020
Approval of Vouchers			
Staff Reports			Chris Coker - Verbal Memo Staff Reports - First Meeting Only
Old Business			
New Business		Tab	B Mission/Vision /Core Values - Discussion
		Tab	C Hoquiam Sidewalk Program
		Tab	D NASPO software contract
Ordinances			
Resolutions			
Contracts			
Mayor/Council Comments			
Public Comments			
Adjourn/Recess Meeting			

Please turn off Cell Phones- Thank you

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

TAB - A

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, February 12, 2020

ROLL CALL AND FLAG SALUTE Councilmembers Amsbury, Heller, Blankenship and Iversen were in attendance.

ABSENT Councilmember Huff was absent and asked to be excused. **It was moved by Councilmember Heller, seconded by Councilmember Amsbury to excuse Councilmember Huff from the meeting. Motion Carried 4-0.**

PUBLIC HEARING None.

STAFF PRESENT Present at the meeting were Clerk-Treasurer Wendy Collins, Director of Public Works Todd Baun, Police Chief Steve Blumer and City Attorney Chris Coker.

EXECUTIVE SESSION None.

MAYOR COMMENTS Mayor Orffer advised everyone there are trees coming down in the park that are diseased and having issues and we didn't want them to fall on anybody. There are new replacement trees on the way, along with new park benches. It will be really nice when it is all done.

The City Council had a retreat over the past weekend and we had a good discussion on the mission, vision and core values for the City and will continue the conversation in the coming weeks.

PUBLIC COMMENT Roger Smith referenced Ordinance 851 regarding trucking permits. He was totally unaware of this ordinance. He would have to pay \$280 for each one of his trucks to use 3rd Street and that is a lot of money and he can't see anyone paying that. He said the west end exit is really dangerous for his drivers to turn left and cross oncoming traffic. He has eleven trucks and that amount of money per truck really adds up on a small company. His trucks would be empty when they use 3rd Street and the amount of the permit is really steep for an empty truck. He asked what was the reason for creating this ordinance; was because of truck traffic, noise or weight of the trucks on the road?

Mayor Orffer said it was a combination of all of those things. Small cities like McCleary do not get support from the State or from the Department of Transportation and we do not have a revenue flow coming in to maintain streets. The Council is looking at what causes wear and tear and what causes breakdowns and we just completed the renovation on 3rd Street and we need to know how we can sustain it and maintain it. Another consideration was the amount of travel and noise of the trucks driving through.

Councilmember Blankenship agreed and said we just finished the road project for two and a half million dollars and we are trying to save the road. Mr. Smith said he has a two to three month job and the cost to permit his trucks isn't worth it for his small business. He believes a permit that is needed for a short time should be around \$50. If the City made them more affordable, he might be able to buy five of them, especially for an empty truck. He said it is so dangerous at the west exit for trucks to turn left. He would hate to see a bad accident out there because he remembers how bad the accidents used to be out there before the overpass was put in. He added the reason the State put the overpass in was for safety so new law doesn't make any sense to him.

Carmen Smith spoke on behalf of the trucking permit. She handed out copies of her statement. She noticed the ordinance has been on the books and never been enforced. Their trucks have always come down 3rd Street. There is no signage on the freeway so if you are a newbie coming from capital forest in a truck, once you get off the freeway and see the sign, there is no where to go except down the hill on 3rd Street. There is no de-acceleration lane or acceleration lanes for trucks turning on the highway at the west exit. When trucks have to sit at the stop sign waiting for an opening to pull onto the highway, it is going to cause congestion for all other vehicles going to the same exit. Ms. Smith said her uncle was in a bad accident in Monte, where they now have the overpass, and from personal experience, she does not want anybody to have to go through that. She is worried one of her trucks could be headed to Aberdeen and someone is trying to make it across and then you have a T-bone accident. She is worried about people's safety, which is why we now have an overpass. If they have to purchase a permit, she hopes it would be a lesser cost. Her main concern is peoples safety.

Jeff Geer also spoke regarding the trucking permits. He stated, as a citizen of this town, he wants the Council to know just how disappointed he is that they passed this ordinance, especially for 3rd Street. He told the Council to go down and watch traffic at the west exit. He has cut people out of both exits before the overpass. Since the overpass was put in, we have had fatality accidents at the west exit he is aware of because he is a Fireman for the McCleary Fire Department. Pushing more truck traffic to the west exit is dangerous and it is a matter of time before a bad accident happens. The safest place to get on the highway is at the overpass. For the Council to say the overpass is no longer available for trucks makes him very disappointed in Council for how they did it. The street has been the safest it has been in years. With a little maintenance here and there, it is going to stay that way. He urged the Council to please leave 3rd Street open for trucks.

Councilmember Blankenship responded by stating they had several meetings with the Department of Transportation prior to the City putting this ordinance out and those concerns were brought up. The overpass was put in because of the blind curve and not because of a sight distance issue. We don't have a sight distance issue with the west exit. He's worked out on the highway for quite a long time and he has not seen a time when we've ever had a backup issue. Jeff Geer said it was because they came up to the overpass entrance. Councilmember Blankenship asked when was the last fatality accident from a commercial vehicle at the west exit and Jeff Geer responded that there has not been a commercial related accident in awhile. Councilmember Blankenship stated we haven't had a commercial related accident in quite awhile and driver's are just going to have to exercise a little more patience at that exit. That is the bottom line. From the City's standpoint, we are trying to protect the road we just spent two and a half million dollars on with a grant. Jeff Geer asked who provided the grant and Todd said it was federal money. Mr. Smith said it was from federal excise tax from his trucks.

Jeff Geer said he just wanted to state his disappointment in this Council for passing this ordinance through. Councilmember Blankenship stated it has been on the table a long time and Mr. Geer said he heard rumor of it but he did not think his Council would have actually succumbed to doing it. He thought they would look at the big picture.

Carmen Smith asked if anyone knew why the State did not put in acceleration and de-acceleration lanes in when they did the fish passage and Mayor Orffer commented it was two different jurisdictions and that project was a DOT project. This ordinance is from us, not them. The DOT had no way of knowing this was coming down the lane toward them for them to make that planning.

Roger Smith said they should just let the empty trucks go up 3rd Street instead of the west exit. He added, it is just like if you were telling your kids to drive. Which way would you have them drive? This way or that way? You are going to tell them this way (overpass), because it is a lot safer. Carmen asked the Council to think about older people, which she believes she is not that far away. She will not cross Schouweiler Road because it is too dangerous and instead, drives back through town to hit a real exit.

Councilmember Blankenship said the argument they are going to have is with the DOT because that is their truck route and officially HWY 108 is the truck route. He stated in the last meeting with the DOT, there was talk about putting de-acceleration/acceleration lane out there.

Roger Smith would like to see the permit fee go down so the City could generate a little revenue. Councilmember Blankenship doesn't believe they even discussed fees for empty rigs. He asked if the empty chip trucks want to go this way and Mr. Smith said yes, they do want to go down 3rd Street. He also stated his empty trucks weigh more than the allowable weight in the ordinance so he cannot use them as it stands.

Mayor Orffer thanked everyone for their feedback and sharing their perspective and it has given Council information and something to think about and if anybody wants to have a conversation, we can do that.

A resident reported trucks take the corner wide at the stop sign, especially where the trees are coming down. He has dodged cars there a couple of times in town and it's dangerous. He doesn't feel safe walking around town. Councilmember Iversen informed him the street he is referring to is a DOT street, not a City street. He said his issue is with the wide turns.

Bob Dahl asked if there has been any consideration or discussion about having a quarterly permit for truckers that do not need a full year and Councilmember Blankenship said he didn't believe they ever had that discussion. He said the only two permits we have are for a daily permit and a yearly permit. Mr. Dahl stated when someone is taking a left at the west exit, it takes half a day to get up to 40 miles per hour. He asked the Council if there is wiggle room for the local business owner that doesn't need an annual permit. He said this is a huge safety thing and it would be great to make it more affordable so the City could make a little revenue and keep the driver's safe. He is trying to find a solution. Councilmember Blankenship is not opposed to revisiting a quarterly permit. Chris Coker added we can modify that ordinance any the Council wants. Mr. Dahl is a 40-year Teamster and that exit is a dangerous turn out of there. He said we have to assume if we direct all of the trucks to the west exit, there is going to be increase the window of opportunity for accident issues.

Mayor Orffer asked to have copies of the ordinance made for the residents to look over for a discussion. Chris Coker said this is a perfect time for a transportation committee to have a discussion. She will readdress this again at the end of the meeting.

Councilmember Amsbury asked the Finance Committee about the additional money brought in for permitting last year. She asked what happens to that revenue and Mayor Orffer responded it goes into current expense as ending/beginning cash.

CITY ATTORNEY REPORT

Chris Coker did the annual discrimination training with the City staff. We have some public disclosure things going on that he is working with Officer Morrison and Chief Blumer on and he has some other things he is working on with Wendy.

DIRECTOR OF PUBLIC WORKS
REPORT

Todd Baun provided a report for the Council.

MINUTES APPROVED

It was moved by Councilmember Iversen, seconded by Councilmember Blankenship to adopt the minutes from the January 22, 2020 meeting. Motion Carried 4-0.

VOUCHERS

Accounts Payable checks approved were 47276 - 47318, including EFT's, in the amount of \$111,467.25.

It was moved by Councilmember Heller, seconded by Councilmember Amsbury to approve the vouchers. Motion Carried 4-0.

DEFERRRED COMP MATCH FOR
ADMINISTRATIVE EMPLOYEES

At the last meeting, Councilmember Blankenship asked for confirmation that the city match dollars could go into the same State pool as the employees contribution. After contacting the Department of Retirement, it was confirmed to be accurate. The amount per year would be approximately \$2,600. Councilmember Blankenship doesn't have a problem with doing this at all and the only thing he wants staff to quit doing is bringing things to the meetings after the budget has been adopted because this is something that should have gone into the budget. **It was moved by Councilmember Amsbury, seconded by Councilmember Iversen to approve the deferred comp match up to 1% of the annual salary for administrative employees. Motion Carried 4-0.**

ILINX DOCUMENT RETENTION
SOFTWARE AGREEMENT

Todd first started looking into this in March of 2018. He looked at different companies but didn't go out for an official RFP. He said this company came to light because they provide services for the DOT and Washington State Patrol. We looked at their stuff and the company came out and did demos for us to see what we would like. Mayor Orffer informed the Council we had submitted several grant applications for the software and we discovered grant money is more readily available for labor to scan rather than it is for the software. She said we also utilized some part time temporary help last year to do a bunch of copying in house. When we received about 50 boxes of information from our previous City Attorney, we were able to convert all of that into electronic storage. This would be a big help to the City. She isn't sure if the Council has any questions but what she is looking for is an approval for this purchase and it is in the budget.

Councilmember Amsbury was looking at the requirements for purchasing software and she believes from what she read, it has to go out for Request for Proposal (RFP). She personally would like to see more options with cost breakout of items to see what is available for our cost bracket. She just went through this at her job and she knows there are a lot of different options from a lot of different price points. She added there are three that are on the State contract that can be looked at that are pretty big systems. Wesport and Ocean Shores use I-Compass and she reached out to their staff to see how they liked it. Looking into the future, she would like to find a company that also has other materials that can go along with it. There are lots of modules that can be added and she wouldn't want to get into a system that doesn't have the room for growth. She didn't get a chance to look at this proposal too much in advance so these are just some of the things she saw.

Chris Coker said it is always a safe bet to go out for an RFP. He stated this is a contract and if there's other options, it makes sense to put it out there.

Councilmember Iversen asked if it has redundant backup and Todd said it does but he doesn't know where the offsite backup storage is located. He said this is a local company out of Olympia and they can respond to issues quickly. She asked Todd if there are other modules and if yes, what are they and Todd responded it has one to two dozen other modules. Councilmember Blankenship asked what are the requirements the City is looking for. Todd said the software is for record management. You scan a document and put it in a file and you will have the ability to search the record by key words and has a retention schedule to auto destroy on a specified date.

Chris Coker added that this is a software purchase, which is competitive negotiation instead of a competitive bid process per RCW 39.04.270. It does have to go out for bid, but the City does not have to take the lowest bid. Councilmember Amsbury is more than happy to share the information she used at the County for their RFP. Councilmember Iversen wants to see the other modules for future use and planning.

PUBLIC WORKS TRUCK
PURCHASE

This truck purchase is in the 2020 budget and staff is ready to purchase. **It was moved by Councilmember Iversen, seconded by Councilmember Amsbury to authorize the purchase of a 2020 Ford F250 pickup with 4WD for \$49,054.25. Motion Carried 4-0.**

BKI ELECTRIC CAPITAL
IMPROVEMENT PLAN
CONTRACT

This contract cost was included in the 2020 budget and staff is ready to begin work on the capital improvement plan with BKI Electrical. **It was moved by Councilmember Amsbury, seconded by Councilmember Blankenship to approve the State of Work for BKI Electric for the Capital Improvement Plan Contract. Motion Carried 4-0.**

AWC GIS CONSORTIUM

It was moved by Councilmember Iversen, seconded by Councilmember Heller to authorize the Mayor to sign the agreement for the City to join the GIS Consortium Program at the Tier 3 Level. Motion Carried 4-0.

PUBLIC COMMENT

Chris Coker suggested creating a committee for the public present this evening to work with one or two Councilmembers on the suggestions made. Councilmember Blankenship agreed to be on the committee and Councilmember Huff will be contacted to see if he is willing to join him. Roger and Carmen Smith, Jeff Geer and Bob Dahl will provide Wendy with their contact information so they can be contacted with a meeting time. In the meantime, the ordinance stands and will continue to be enforced. The committee will plan to meet before the next City Council Meeting.

Councilmember Heller attends the Chehalis Basin Partnership meetings and they are moving towards the approval process for their watershed addendum. They want him to talk to the Council about how they want him to structure voting on addendum when it is brought forward. It makes sense to him to bring it to Council for comment and have the Mayor approve it. The Council agreed this is a fair process. The timeline is toward the end of the year.

Councilmember Iversen spent a lot of time working on word-smithing the mission statement and asked the Council to let her know if they have any comments or ideas regarding her statement. She wanted to make it specific to our City.

Mayor Orffer announced there is a meeting announcement she saw hanging on the post office bulletin board to change the name of McCleary to Funky Town.

MEETING ADJOURNED

It was moved by Councilmember Iversen, seconded by Councilmember Amsbury to adjourn the meeting at 7:40 pm. The next meeting will be Wednesday, February 26, 2020 at 6:30 pm. Motion Carried 4-0.

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

TAB - B

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Discussion item only.

TAB - C

CITY'S SIDEWALK REPLACEMENT PROGRAM

Many landowners may not know that normal repair and maintenance of public sidewalks is the responsibility of the abutting property owner, occupant or agent. In order to assist landowners in meeting this responsibility and to improve the overall safety of the public sidewalk system, the City has established a sidewalk replacement program. This program provides property owners the ability to have eligible sidewalks replaced by the City, provided the benefiting property owner is willing to pay for material cost.

Landowners that would like sidewalks that are in poor condition to be considered for this program may call the City's Public Works Office at 36-532-5700 ext. 240 or submit a written request to the City, ATTN: Public Works Department, 609 8th Street, Hoquiam, WA 98550. Landowners can also email their requests to the City at:

twood@cityofhoquiam.com

Once a request has been made the City will evaluate the sidewalk and provide the landowner with a contract providing an estimated cost for replacement. Once a contract is signed and returned with payment to the City the landowner will be added to the list to be considered for sidewalk replacement. If payment can be made directly to the concrete provider by the landowner, there is no payment due to the City.

SCHEDULE OF SIDEWALK WORK

The City's Public Works Director will determine the scheduling and priority of sidewalk replacements based on the need to most effectively improve public safety and benefit. Examples of the factors that will be considered in ranking projects are the severity of safety hazards, volume of pedestrian traffic, visibility of condition, time that the condition has existed and availability of City resources.

Depending upon the availability of City resources and the demand for program services, the time required for a sidewalk to be constructed may be a lengthy period. During this time, property owners retain their normal responsibility for the condition of the abutting public sidewalk. For this reason, property owners may need to perform interim measures to mitigate sidewalk hazards. Sidewalk work eligible to be performed by the City includes all public sidewalks and sidewalk sections of driveways that are located on City right-of-way or City easements. Work will be solely for the purpose of repair and maintenance of existing sidewalks to a reasonably safe condition, or installation of new sidewalks when permitted under this program. Work will not take place in areas outside the City right-of-way or easements, except minor accessory work that is needed to match grades of the replaced sidewalk with existing ground and facilities. Properties with existing curbs but no sidewalks are eligible for installation of a new sidewalk using this program.

FREQUENTLY ASKED QUESTIONS

Is a landowner responsible to replace and repair sidewalks removed by the City or a utility? Under normal circumstances, the City, developer, and/or other utilities must replace sidewalks that are removed or damaged while constructing utilities and infrastructure projects under their control.



Is the property owner responsible for sidewalks damaged by trees in the right-of-way? Property owners are normally responsible for sidewalk repairs even though the damage may have been caused by trees in the public right-of-way.

Will the city replace landscaping? Landscaping damaged by the City's sidewalk replacement work will be restored as part of the sidewalk work. We will restore landscaping as near to its original as possible.

FREQUENTLY ASKED QUESTIONS (continued)

Are there other options available for completing work? Abutting property owners may need to proceed with sidewalk repairs on their own, because of scheduling limitations for the City's sidewalk replacement program or due to the difficult nature of the requested replacement. In this situation, property owners would need to obtain a right-of-way permit before proceeding with sidewalk replacement. This permit can be obtained from the City's Public Works Department for a \$25.00 fee.

Are permits required for those participating in the sidewalk replacement program? Yes, a \$25.00 sidewalk is required for those participating.

All work must be completed in accordance with City standards and specifications. Any work done in the right-of-way must be inspected by a City representative.

The City reserves the right to determine which sidewalks are eligible for this program.



CITY OF HOQUIAM PUBLIC WORKS DEPARTMENT

Sidewalk Replacement Program



609 8th Street
Hoquiam, WA 98550
360-532-5700, ext. 240
twood@cityofhoquiam.com

TAB - D

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Discussion item only.