



McCleary City Council

Agenda

December 9th, 2015- 7:00 PM

Flag Salute

Roll Call

Public Hearings

Final Budget

Public Comment

Executive Session

Minutes

Tab A Approval

Introduction X Action X

Mayor Comments

Staff Reports

Old Business

Tab B Building Official Contract

Introduction Action X

Tab C Pole Attachment Fees

Introduction Action X

Tab D 3rd Street Water Line-Contact and Scope

Introduction Action X

Tab E Purchase of Shoring and Steel Road Plates

Introduction Action X

New Business

Council Position #4 Appointment

Introduction X Action X

Budget Discussion

Introduction X Action

Ordinances

Stormwater rate for 2016

Introduction X Action

Resolutions

Approval of Vouchers

Introduction X Action X

Mayor Council Comments

Public Comments

Executive Session

Adjournment or Recess Meeting

Please turn off Cell Phones- Thank you

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CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, December 2, 2015

ROLL CALL AND FLAG SALUTE Councilmember's Reed, Ator, Orffer, Peterson and Mayor Pro Tem Schiller were in attendance.

ABSENT None.

STAFF PRESENT Present at the meeting were Todd Baun, Wendy Collins, George Crumb, Paul Nott, Randy Bunch, and Dan Glenn.

EXECUTIVE SESSION None.

PUBLIC HEARING Mayor Pro Tem Schiller opened the public hearing at 7:01 pm on the final proposed budget. He stated the City is still negotiating with the FOP (Fraternal Order of Police) union. He is also working with Elma on contract discussions for police services. All options are still being considered and researched. The public hearing recessed at 7:05 pm until December 9, 2015.

PUBLIC COMMENT Bob Pringle lives on West Oak Street and he told the Council there was a tenant at 503 3rd Street that passed away. The owner let the house sit vacant until recently when a young couple moved in. He said the chimney is cracked, which makes the fireplace unsafe and the new tenants are still using it. He also reported there is a 25 foot trailer that is parked in the street and is not licensed. He said there are rats all over the property and he has witnessed the roof leaking and is concerned the kitchen ceiling may collapse. He believes this house is uninhabitable. Mayor Pro Tem Schiller asked for Mr. Pringle's contact information so he can look into the code violations.

 Helen Hamilton complimented the City crew over the Christmas decorations around town. She also asked about potential asbestos in the water lines the city is replacing. Todd Baun assured her the pipes are not dangerous unless the asbestos becomes airborne, which great precaution is taken to prevent that from happening. Also the water is tested for asbestos along with other specific contaminates.

MINUTES APPROVED **It was moved by Councilmember Peterson, seconded by Councilmember Reed to approve the November 12, 2015 minutes. Motion Carried 5-0.**

It was moved by Councilmember Ator seconded by Councilmember Peterson to approve the November 18, 2015 minutes. Motion Carried 5-0.

CITY ATTORNEY REPORT Dan Glenn provided a written report for the Council and is available, if they have any questions.

MAYOR'S COMMENTS None.

DIRECTOR OF PUBLIC WORKS REPORT Todd Baun provided a written report for the Council and is available, if they have any questions.

MAYOR APPOINTMENT Six residents submitted their interest in the Mayoral vacancy. They were Michael Cattlet, Dana Smith, Christopher Miller, Brenda Orffer, Chris Vessey and Brent Schiller. Michael Cattlett was the first candidate to speak. Dana Smith was called on to speak next but was not present. Christopher Miller spoke next and then Brenda Orffer spoke. Chris Vessey made his statements and Brent Schiller spoke last. All candidates shared their reasons for why they wanted to be mayor and what they could contribute to the position of Mayor along with their relevant experience and their ideas for the direction they want to take the City. Members of the community were given an opportunity to address the candidates and ask questions.

At 7:37 pm, it was moved by Councilmember Ator to go into executive session for ten minutes to discuss the candidates per RCW 42.30110 (1) (h). She said they will return to make a decision. The executive session ended at 7:50 pm.

It was moved by Councilmember Peterson, seconded by Councilmember Ator to appoint Brent Schiller as Mayor of McCleary. Roll Call taken in the affirmative. Mayor Schiller was appointed 5-0.

It was moved by Councilmember Ator, seconded by Councilmember Peterson to appoint Brenda Orffer as Mayor Pro Tem. Roll Call taken in the affirmative. Mayor Pro Tem Orffer was appointed 5-0.

RATE STUDY RFP	It was moved by Councilmember Ator, seconded by Councilmember Reed to move forward on the rate study request for proposal. Motion Carried 5-0.
BUILDING OFFICIAL	Tabled.
POLE ATTACHMENT AGREEMENT - WAVE/ASTOUND BROADBAND	Tabled.
HEARINGS EXAMINER REFERRAL - ZONING AMENDMENT CHANGE	It was moved by Councilmember Peterson, seconded by Councilmember Reed to rescind the zoning amendment for the marijuana ordinance and to send back to the hearing examiner for a new hearing. Motion Carried 5-0.
WILDCAT LIFTSTATION REHAB SCOPE OF WORK	The sewer pump lift station on Wildcat Drive is 32 years old and serves approximately 15 homes. It has started failing over the past few months and the City needs to upgrade the system. Gray & Osborne is very familiar with the city sewer lift station and can assist in rehabilitating it. The estimated cost for the work is \$38,000 and the estimated construction cost will be \$130,000 to \$150,000. The City budgeted \$200,000 in 2016 for this project. It was moved by Councilmember Ator, seconded by Councilmember Orffer to authorize the Mayor to sign the professional services contract for the Wildcat lift station rehabilitation.
3RD STREET WATER LINE REPLACEMENT SCOPE OF	Tabled.
PURCHASE OF SHORING AND STEEL ROAD PLATES	Tabled.
CHILDREN'S ADVOCACY CENTER CONTRACT	It was moved by Councilmember Ator, seconded by Councilmember Reed to authorize the Mayor to sign the Children's Advocacy Center annual contract. Motion Carried 5-0.
COUNCIL VACANCY	Mayor Schiller wants to move to fill his Council vacancy at the next meeting on December 9th. He asked to have the vacancy information added to the city website in an effort to get the word out. The notice will also be posted at city hall, McCleary Library and the post office.
APPROVAL OF VOUCHERS	Accounts Payable vouchers/checks approved were 40256 - 40315 including EFT's in the amount of \$70,790.62. It was moved by Councilmember Ator, seconded by Councilmember's Peterson and Reed to approve the vouchers. Motion Carried 5-0.
EXECUTIVE SESSION	None.
MEETING ADJOURNED	It was moved by Councilmember Ator, seconded by Councilmember Orffer to adjourn the meeting at 8:20 pm. The next meeting will be Wednesday, December 9, 2015 at 7:00 pm. Motion Carried 5-0.

Approved by Mayor Brent Schiller and Clerk-Treasurer Wendy Collins.

STAFF REPORT

To: Mayor and Council
From: Todd Baun- Director of Public Works
Date: November 25, 2015
Re: Building Official Contract

This issue has been in front of you for the past couple of months.

I have been in contact with you about the Building Official duties. We currently don't need a full time Building Official, so contracting with a consultant that provides the Building Official services is going to be our best way to keep up with our Building Department duties.

I have had 3 proposals come in for the Building Official duties. I have met with representatives from each company. Each company is highly qualified to perform the work and each has outstanding references. The only real difference is the cost to the City and its permit applicants, since the cost will be passed on to the permit applicants. Here is the cost break down.

- Code Pros- Based out of Allyn, WA. Will provide plan review, permit issuance and inspection at 80% of our permit fees. Additional items (code enforcement, re-inspection fees etc...) will be billed on an hourly basis that ranges from \$75.00 to \$125.00 per hour.
- Skillings Connolly – Based out of Lacey, WA. Will provide plan review, permit issuance, inspection and additional items at an hourly basis. Their rates range from \$91.38 to \$110.00 per hour.
- BHC- Inspector based out of Aberdeen, WA. Will provide plan review at 75% of our plan review fee. Permit issuance, inspection and additional items at an hourly basis. Their rates range from \$70.00 to \$150.00 an hour.

Based on our needs, I feel that BHC will provide the best value for the City and its customers. Our current building rate structure will be able to pay for the services, plus give the city more revenue than the other consultants.

Action Requested:

Please discuss and let me know if you would like to enter into a contract with BHC Consultants or another consultant.

STAFF REPORT

To: Mayor and Council
From: Todd Baun- Director of Public Works
Date: November 25, 2015
Re: Pole Attachment Agreement

Paul, Dan and I have been working on a pole attachment agreement with Astound Broadband. This is an agreement that will allow Astound to attach communication wires to our poles for a small fee for each connection. We currently have a franchise agreement with Astound Broadband that allows them to perform their business in the City.

This draft of the agreement is the same agreement that they have with Grays Harbor PUD. Grays Harbor PUD charges somewhere in the area of \$20 + per attachment. Other utilities are all charging similar pole attachment rates.

In our draft, we still have to complete the appendix sections, but in order to complete that, we need to know what the City would like to charge per attachment. Currently, we charge CenturyLink and Comcast, each April, a "pole rental fee" of \$7.00 per pole. CenturyLink is charged for 574 poles for a total of \$4,018.00. Comcast is charged for 539 poles for a total of \$3,773.00.

Action Requested:

Please discuss and let me know if you would like to move forward with the pole attachment agreement with Astound Broadband and what rate you recommend on charging per attachment.

STAFF REPORT

To: Mayor and Council
From: Todd Baun- Director of Public Works
Date: November 25, 2015
Re: 3rd Street Water line Scope of Work and Contract.

We are requesting Skillings Connolly to provide final design, construction documents, and construction administration to replace the existing asbestos cement waterline on the west side of Third Street from Main Street to East Oak Street.

The design for relocating this waterline to the east side of 3rd Street has been done on the 3rd Street Improvement Project currently being prepared for construction. This project will take the plans from the 3rd Street Improvement Project and modify them to develop a standalone plan set for advertisement in March 2016.

We have budgeted \$225,000 in 2016 to complete this work.

Action Requested:

Please authorize the Mayor to sign a contract with Skillings Connolly to provide final design, construction documents, and construction administration for the 3rd Street water line replacement.

STAFF REPORT

To: Mayor and Council
 From: Todd Baun- Director of Public Works
 Date: November 25, 2015
 Re: Purchase of Shoring and Steel road plates.

In 2015 we budgeted \$10,000 to purchase some shoring and steel road plates. These items will be used to increase our employee's safety in trenches. By state law, a protective system must be used if an excavation is 4 feet or greater in depth. We currently do not have an adequate protective system if we have to excavate deeper than 4 feet.

I have contacted 3 companies about the vertical shoring. Here are the cost below.

	GME	Speed Shore	Trench Tech
1.5' Rail Shoring x 4	1724	1760	1240
Hydraulic Pump	764	1140	790
Release Tool- 48"	77	79	45
Removal Hook- 48"	58	63.50	45
Finn Form Sheeting 4 @ 4 x 8	1040	780	500
Total Cost	\$3663	\$3822.50	\$2620.00

As you can see Trench Tech is the lowest cost, but they are located in Pennsylvania. The cost of the shipping and product support will not be adequate if we order through them. I believe we should purchase from GME, which is represented by United Rentals that is located in Olympia and Tacoma.

I would also like to purchase some steel road plates from United Rentals. I would like to purchase 2 sheets of 6'/10' by 1" thick sheets for \$3084 and 2 sheets of 5'/8' by 1" thick sheets for \$2053.80.

The total cost of these items will be \$8800.80.

Action Requested:

Please authorize the Mayor to sign the Purchase Order with United Rental for \$8800.80 plus tax for trench shoring and steel road plates.