



McCleary City Council

AGENDA

February 12, 2014

7:00 City Council Meeting

Flag Salute
Roll Call
Public Hearings:
Public Comment:

Minutes: (Tab A)
Mayor's Report/Comments:

Staff Reports: Dan Glenn, City Attorney (Tab B)
 Todd Baun, Interim Director of Public Works (Tab C)
 Staff Reports (Tab D)

Old Business:

New Business: New Finance Committee Members Discussion – Motion From Council
 Mayor Pro Tem Discussion – Motion From Council
 CAO Update (Tab E)
 Insta-pipe Sewer-Storm Repair Contract (Tab F)
 WWTP Maintenance Contract with Whitney Equipment Co. (Tab G)
 FEMA Grant Extension (Tab H)
 Water System Plan (Tab I)
 MOU for Interim PW Director Discussion – Motion from Council
 Mobile Food Units (Tab J)
 City Hall Lighting (Tab K)

Ordinances:

Resolutions: Surplused State of Police Vehicles (Tab L)

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

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.

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, January 22, 2014

ROLL CALL AND FLAG SALUTE Councilmember's Schiller, Reed, Ator, Catterlin and Peterson.

ABSENT None.

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

PUBLIC COMMENT Nick Bird spoke from the audience stating it's been two months since he has been working for the City and he wanted to thank everyone in the room. He thanked the Council for doing what they do and called it a, "thankless job", and thanked the business community and citizens. He stated he had a variety of good and difficult situations and has learned the community has a great character. He said he is still a member of this community and lives on Lynch Road and is transitioning from a local employee to a concerned rate payer. Mayor Dent responded by commenting that Nick is a very intelligent and talented young man.

Jacob Simmons addressed the council regarding some trees that were cut down on and near his property. He wanted to know why he wasn't informed about it. Paul Nott was attending the meeting and explained the light and power department was contacted by Jacob's neighbor to cut the trees down. The City used Jacob's fence line as a guide for the tree removal. After the last storm, the neighbor was concerned the trees would fall on one of the neighboring houses because one of the trees recently fell during a wind storm. Paul apologized for not notifying Jacob and added they did take extra care in cleaning up the tree debris when they were done. Jacob was inquiring about the wood and Paul told him he is welcome to it for firewood.

Steven Friederich, Editor from the Vidette, stated he asked at the last meeting about the garbage rate increase. He checked McCleary's website and found we have the highest rates between Elma, Montesano and McCleary. Mayor Dent and Dan Glenn responded by stating when Lemay took the garbage billing back, they forgot to add the utility tax of 6%. An agreement was struck last summer between the City and Lemay to recapture the owed tax by adding a small amount to the customers bills over a two year period to pay it back. Lemay paid the City in two installments; one last fall and the final one will be paid in January 2014. As soon as the back tax is recovered by Lemay, they will drop the rates back to the normal for the residents.

Mr. Friederich also wanted to thank Nick Bird for his fabulous job and willingness to answer questions.

MAYOR'S COMMENTS None.

MINUTES APPROVED **It was moved by Councilmember Ator, seconded by Councilmember Reed to approve the minutes from the December 4th, 2013 and December 11, 2013 meetings after making a correction to the December 11th meeting regarding the budget adoption being adopted 4-1, not 4-0, with Councilmember Schiller voting in the negative. Motion Carried 5-0.**

CITY ATTORNEY REPORT Dan Glenn reported an article will be coming out in Business Week Magazine regarding I-502.

DIRECTOR OF PUBLIC WORKS REPORT Interim Director of Public Works, Todd Baun, informed the Council it was noted in the Wastewater Treatment Plant Manager's report, Kevin addressed two police cars that were surplussed and parked behind the treatment plant. Paul Nott asked if the City would authorize them as scrap and allow the McCleary Fire Department to use them for training. Dan Glenn will prepare a resolution addressing the surplussed state of the vehicles and allowing them to be used for fire response practice.

RESOLUTION NO. 665
ECOLOGY REVOLVING LOAN
FOR GENERAL SEWER PLAN

In November 2012, the City submitted an application to complete a General Sewer Plan. The plan will focus on the sewer collection system, utilizing the I/I Study completed in 1998 as a starting point. The total cost of the project is \$65,000, which was requested as part of the application. The total impact to the City is \$32,500, plus interest, as the City will receive hardship assistance which will forgive 50% of the loan amount. The remaining amount will be paid back over 5 years at 1.1% interest, unless paid off early. **It was moved by Councilmember Ator, seconded by Councilmember Peterson to adopt Resolution 665, relating to governmental operation, authorizing the acceptance of a loan from the Washington State Department of Ecology for specific purposes, and authorizing the Mayor and Clerk-Treasurer to execute the necessary documents. Resolution Adopted 5-0.**

AMENDED ENERGY
CONSERVATION AGREEMENT

BPA has submitted Amendment No. 01 for our existing Energy Conservation Agreement, which extends the expiration date of the agreement by one year to September 30, 2015. **It was moved by Councilmember Catterlin, seconded by Councilmember Reed to authorize the Mayor to execute Amendment No. 01 of the City of McCleary's Energy Conservation Agreement, Contract No. 09ES-11074. Motion Carried 5-0.**

UTILITY SERVICE
IMPROVEMENT COST

In accordance with Resolution 507, we must revise our annual Utility Service Improvement Costs. **It was moved by Councilmember Catterlin, seconded by Councilmember Ator to authorize the attached Utility Service Improvement Costs, dated January 13, 2014, with an effective date of January 23, 2014. Motion Carried 5-0.**

GRAY & OSBORNE
AMENDMENT NO. 6

Gray & Osborne has provided a scope and budget for the completion of the General Sewer Plan, which is not to exceed \$60,000. **It was moved by Councilmember Catterlin, seconded by Councilmember Schiller to authorize the City to execute Amendment No. 6 with Gray & Osborne and not to exceed \$60,000. Motion Carried 5-0.**

GRAY & OSBORNE,
ENGINEERING CONTRACTS

John Hinton spoke regarding open engineering items. Councilmember Schiller asked to table the discussion on development standards until a replacement is made for the Director of Public Works.

A critical area update was due last month, which should concentrate on the Wildcat Aquifer. The preparation takes four to five months and the City will have a real tough time finding funding because we missed the deadline. This should have been started last summer. John Hinton recommends advertising for it. John Klime would be a good contact for this project.

RESOLUTION NO. 666 POWER
RATE INCREASE

Councilmember Schiller asked Mayor Dent why the City is raising electrical rates when they are transferring \$55,000 from light and power into current expense. Mayor Dent responded by stating the City cannot raise rates in current expense to cover expenses so they are transferring from light and power so it will not go broke because the law allows it. **It was moved by Councilmember Ator, seconded by Councilmember Reed to adopt Resolution 666 relating to rates to be charged for electrical service, establishing effective dates, and repealing Resolution 652. Resolution Adopted 4-1, with Councilmember Schiller voting in the negative.**

APPROVAL OF VOUCHERS

Accounts Payable vouchers/checks approved were 37339-37395 including EFT's in the amount of \$180,892.17.

It was moved by Councilmember Ator, seconded by Councilmember Peterson to approve the vouchers. Motion Carried 5-0.

PUBLIC COMMENT

Councilmember Catterlin commented the McCleary School District sent out a levy update to the previous flier they sent out, which stated the impact per \$100,000 would be \$378.00, not \$37.80 per \$100,000.

EXECUTIVE SESSION

None.

MEETING ADJOURNED

It was moved by Councilmember Ator, seconded by Councilmember Peterson to recess the meeting at 7:38 PM. The next meeting will be February 12, 2014 at 7:00 PM. Motion Carried 5-0.

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: February 7, 2014
RE: LEGAL ACTIVITIES as of February 12, 2014.

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. **FEMA GRANT APPLICATION EXTENSION:** This apparently has been pending for some time. In order to retain eligibility for the grant funding, the Mayor will need to be authorized to execute the form document requesting/confirming the City's acceptance of the extension. Thus, I would recommend that he be so authorized so long as he is satisfied with the documents which are form documents.

2. **LEGISLATION:** It is my assumption you each receive the weekly email legislative update from AWC. If you do not, one can go to awcnet.org and you will be able to access it.

There are a number of bills pending which would impact the City. For instance, legislation setting forth a mandate for the posting of the agenda for a Council Meeting is being reviewed. Since the City has the website, Ms. Collins may already do so. If not, that step would not be difficult to implement. There is also legislation which would allow recovery of the costs for responding to public records requests when they are for commercial use. Requests by media would be exempted, but a number of other types of requests would have to reimburse the City for not only copy costs (15 cents per page), but actual search and obtain costs.

The cannabis issue continues to go down its multiple tracks in terms of what regulation, if any, for medical cannabis, what punishment or reward should be imposed upon/provided to a municipality which allows zoning for I 502 activities, etc. I

MEMORANDUM - 1

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

would recommend that the matter of the "next step" be put on the agenda for the second meeting in March since zoning action does take time.

3. **SURPLUS PROPERTY RESOLUTION:** Initially, I was contacted in relation to the preparation of a resolution surplusizing the old police vehicles and authorizing their use for training purposes. Rather than doing multiple resolutions, I requested City staff to undertake an interdepartmental check and develop one list for one resolution. That has been done and results in the resolution which has been provided.

As you will note, most of the items will be disposed in the usual manner with the hope of obtaining some fiscal return. The police vehicles will be used for training purposes by the Fire and Police departments, with the likely primary user being the Fire Department. I would assume that after the training has been completed they will be scrap metal at best.

4. **"MOBILE FOOD UNITS":** This is a euphemism for those traveling restaurants which one continues to find more frequently in cities. Apparently the City has been contacted by one operator in terms of finding out what regulatory provisions apply to their location and use. It is possible there will be further contacts. There has been an extended exchange of emails on the matter, but no firm decision. So, we are bringing it to you for direction.

The alternatives include the following:

A. Take no action and allow them to be regulated as being allowed in zones allowing restaurants so long as they possess health permits and business licenses.

B. Implement an ordinance setting forth more extensive guidance or forbidding their location. As to the former approach, I have prepared a draft ordinance if you desire to consider it. I have specifically dealt with the reality that they are allowed during the Bear Festival as part of the short term activities.

There does not appear to be need for immediate action, but your review and guidance would be beneficial to all.

5. **MOU FOR MR. BAUN:** While a review of the long term staff organization is undertaken, Mr. Baun has been serving as interim public works director. Since it is technically an exempt position, for him to continue to serve in that position while the review is completed it was necessary to develop an interim memorandum of understanding with the Union. Mr. Snyder has

carried forth that task. It is on for your review and, hopefully, approval.

6. **SERVICE CONTRACTS**: The agenda indicates that two contracts for services are on the agenda for approval. I have requested that Todd provide the drafts to me so that I may review them since at least one is a multi-year contract. I will communicate directly with Todd if I identify any potential problems.

7. **OTHER ISSUES**: The next few months are going to be very active months for City Staff and you, as elected officials. As with the other cities in the County, the Shoreline Management Plan requirement is going to have to be honored. There also may be a requirement to create/update a critical areas ordinance as part of the environmental regulatory scheme. The updating of the Development Standards from the 2006 version will hopefully go smoothly. But what the heck, what would we all do without projects staring us in the face?

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

DG/le

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: February 5th, 2014
Re: Current Non-Agenda Activity

Well 2 & 3 Project

We have not received any response from Washington State Department of Revenue or the Washington State Department of Labor and Industries regarding the "Notice of Completion of Public Works Contract" form. Once we hear from them, we will then be able to release the retainage to the contractor.

PWTF Loan- Reservoir Level Transducer

We have started receiving pieces of the reservoir level transducer and radio telemetry. The estimated cost for the reservoir level transducer and radio telemetry upgrades is approximately \$12,000 dollars. We have budgeted \$15,000 in 2014 to complete this project.

Once this project is completed, it will satisfy the matching funds for the Well Project PWTF loan. That will allow us to lower our interest rate by 1%. We will then try and close out this loan out by September to further reduce the interest rate.

By October 2014, I'm hoping to have this loan closed and at a .5% interest rate.

3rd Street Improvements Phase I

A Request for Proposal (RFP) has been sent out to the Vidette and Daily Journal of Commerce. This will allow us to interview and choose an engineering firm for the design of our 3rd Street Improvement Project. Proposals are due February 21st at 4:00 pm. I will bring a recommendation to council at the March 12th meeting. I would like to know if there is any council member(s) that would be interested in reviewing the proposals and possibly sit in on the interview of the firms.

Shoreline Master Plan

A Request for proposal has been sent out to The Daily World and Vidette for firms to submit proposals to complete this plan. Proposals are also due by February 21st at 4:00. I will bring a recommendation to the February 26th meeting.

This is funded with a grant for up to \$50,000 from the Department of Ecology.

Surplus List

I have provided Dan with a list of items we would like to see surplused. These are items that the City no longer uses or are not in working order. Please review and let me know your wishes on the computer items that need "cleaned" by Adnets.

Float Shed

This is an issue that I have been involved with for many years. It is now to a point where we have to demolish the whole structure. The roof is failing in numerous places and has become a danger to the neighboring properties.

We have put \$40,000 in the budget to take care of the demolition of the float shed. I would like to get bids from contractors on our small works roster to perform the work. Please let me know if there are any objections with proceeding with this.

STAFF REPORT

To: Mayor Dent
From: Colin Mercer
Date: February 3, 2014
Re: January Building Department

Activities

- Submit copies of permits issued to Grays Harbor County Assessor's Office.
- Site Plan Review for a new Espresso Stand on 4th Street.
- Lexar Homes has one home ready for final inspection.
- High Definition Homes has two homes in the finishing stage and has resolved the side sewer slope issue.
- 330 E. Beck Street garage is in the completion stage.
- House numbering letters were sent out recently and 1 address has been installed as a result.
- The Beehive has demolished the remainder of the existing Alzheimer unit.
- Dragit Development has started to make the repairs to the ADA ramps at the corner of Evergreen Place and Hemlock Street in Cedar Heights.

Nuisance Issues in Progress

- 126 W Simpson owners have been reminded about nuisances and asked to provide schedule for repairs.

Nuisances Resolved

- 119 S. 3rd Street, signage has been removed.

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid To Date
December	1	0	\$70.00	\$2,463.00
January	3	3	\$2,572.00	\$5,035.00

Building Department Activity

ACTIVITY	MONTHLY TOTALS	YEAR TO DATE TOTALS	ACTIVITY EXPLANATION
Customer Service	40	40	Answer building department related questions in person or by phone, meeting with potential applicants.
Building Permits Issued	3	3	Remodels, new construction & additions, both residential and commercial.
Plan Reviews Performed	1	1	Reviewing plans for building code and municipal code compliance.
Inspections Performed	13	13	Field inspections, writing of corrections or approving work.
Finals or Certificates of Occupancies	0	0	Performing of the final inspection & issuing of certificate of occupancy allowing use of the structure.
Complaints Received	1	1	Investigate and address citizen or staff reported issues, obtain resolution or acceptable compromise.
Nuisance Letters Sent	0	0	Formal notice from the City informing citizens of violations and providing expectation of the City for compliance.
Lemay's Garbage Letters Sent	3	3	Formal notice from City after notification from Lemay that service has been stopped.
Building Department Revenue	\$175.40	\$175.40	Funds generated by the Building Department from permits, inspections, reviews etc.

Comments:

STAFF REPORT

To: Mayor Dent
From: Paul Nott, Light & Power
Date: February 5, 2014
Re: January Report



	Monthly Statistics;	YTD Totals;
New Services;	0	0
System Outages;	3	3
Pole Replacements;	0	0
Maintenance Work Orders;	5	5
Billable Work Orders;	0	0

January started off with a pretty good wind storm which resulted in two different work orders. We also had one underground fault. A burned up service and some tree removals.

Combined, the power crew worked on about 20 hours of power outages in January.

We have been taking care of some significant trees in our distribution system this month while the foliage is off. Other brushing that we will be doing will assist us in some projects that we will be working on in the next couple of months involving the cut over.

We are planning a City wide outage and it's looking like around mid April. I will confirm the date after we confirm with the local businesses.

As always if you have any questions feel free to contact us...

In case of a power outage, please contact:

Light and Power Department 360-495-4533
City Hall 360-495-3667
Dispatch Non-Emergency 360-533-8765

Staff Report

To: Mayor Dent
From: George M. Crumb, Chief of Police
Date: February 7, 2014
RE: For February 12, 2014 Council Meeting

SUMMARY OF POLICE INCIDENTS / ACTIVITIES:

The below listed information are calls or contacts received by McCleary Police Officers either generated by Grays Harbor County dispatch 911 service, citizen reports, call in, contacts, or other officer generated incidents:

Close out for 2013 as 2556 Incident Histories Reported

* 0180 Incident histories reported as of time of this report since new year.

- | | |
|---|---|
| -Speeding | -Traffic Offense/Reckless/Hazard |
| -DWLS | -Found-/Lost Property Reports |
| -Speeding in School Zone | -Motorist Assist/Citizen Assist |
| -Burglary | -Theft Reports |
| -Fire Response's | -Death, report |
| -Disorderly Conduct/Obstructing | -Juvenile Problems/Run-a-way/-missing |
| -Traffic Stop's | -Malicious Mischief |
| -Harassment | -Warrant Arrests/Search Warrant/Confirm |
| -Weapons Offense | -911 Open Line or Hang Up |
| -Agency Assist's | -Domestic Violence |
| -Drug Incidents | -Citizen dispute-/Civil-/Vio Pro Order- |
| -Animal Complaints | -D.U.I. |
| -Curfew Violations | -Audible Alarm |
| | -Subject Stop |
| -Welfare Checks | -Traffic Accident |
| -Trespass (Criminal) | -Noise Complaints |
| -Suspicious Person/Vehicle/Circumstance | -Fraud |
| -Police Information or Referrals | -Sex Offense |
| -Alcohol Offense | -Parking Complaint |
| -Suicide Attempt | -Vehicle Prowl |
| -Insurance violation | -No Valid Operator's License (NVOL) |

Discussion: Open:

Due to budget, the department has lost one police officer on 013114, and has lost ½ time police clerk.

Council Members Present: ALL.... Mr. Catterlin-Position 1, Mr. Reed-Position 2,
Mr. Peterson-Position 3, Mr. Shiller-Position 4,
Mr. Ator-Position 5.

Mayor Dent: Present / Not Present _____

Officer Reporting: Chief Crumb _____

STAFF REPORT

To: Mayor Dent

From: Colin Mercer Webmaster

Date: February 4, 2014

Re: January Website

Re-Occurring Website Activities

- Council Agenda/Packet posted online.
- Council Minutes posted online.

New Website Activity

- Create and Post a new Burn Permit Application form.
- Remove Nick Bird from all areas of the website, and replace them with Interim Director of Public Works Todd Baun.
- Upload new Development Fee Schedule to the website.
- Update Utility Rates on the appropriate pages.
- Update and post the Organization Chart for 2014.
- Modified the Community Center Rental Application to include “No noise after 10:00 pm” restriction and post in the forms page of the website.

Additional Tasks

- Updates to the Cemetery Map with new headstone information and start adding photos linked to the plot map.
- Research on the updates required to the Critical Areas Ordinance.
- Updates to the Development Fee Schedule and the Rate Chart, distribute to staff.
- Food Truck Ordinance research.

Website Comments:

None this month

Website Traffic January 1, 2014 through January 31, 2014 (Top visited pages shown only)

Section	Page Views	Percent of Total
Default Home Page	2276	26.29%
Municipal Court	854	9.86%
Events Calendar	470	5.43%
Agendas and Minutes	408	4.71%
City Jobs	372	4.3%
City Departments	294	3.4%
Utilities	285	3.29%
Conservation Program	276	3.19%
Search Results	185	2.14%
Public Facilities	176	2.03%
Mayor and Council	166	1.92%
Police	152	1.76%
Water / Wastewater	145	1.67%
Tell Us What You Think!	132	1.52%
Municipal Code	122	1.41%
Planning Department	112	1.29%
Light & Power	112	1.29%
Administration	109	1.26%
City Forms & Documents	105	1.21%
Chamber of Commerce	101	1.17%
Fire	93	1.07%
Bear Festival	90	1.04%
2008-14 Budget	88	1.02%
FAQ's Page	85	0.98%
Helpful Links	84	0.97%
City Photos	83	0.96%
Development Services / Building	82	0.95%
Previous Years Council Agendas	64	0.74%
Home Page	64	0.74%
Code, Ordinances & Standards	47	0.54%
Data Page	44	0.51%
Interlocal Agreements	44	0.51%
Previous Years Council Minutes	44	0.51%
Bear Festival Photos	39	0.45%
1.12 Official Newspaper	30	0.35%
Christmas Photos 2007	26	0.3%
65th Anniversary Photos	26	0.3%
Flood Photos 2009	24	0.28%
Park Project Photos	22	0.25%
City Staff	19	0.22%
9.34 Firearms, Dangerous Weapons, Explosives, and Hazardous Waste	18	0.21%
Article III Theft and Possession of Stolen Property	17	0.2%
2.20 Fire Department	16	0.18%

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: February 2nd, 2014
Re: Critical Areas Ordinance Update

Local governments are required to periodically update their critical areas ordinance (CAO). When a critical areas ordinance is out of date, it can negatively affect the ability of the city from receiving much-needed grants or loans. In late January, we were made aware that the city's critical areas regulations are currently out of date. Our last update, that I can find, was Ordinance #703 in July of 2003.

CAO updates must include the best available science. Best available science does not require the city to pay for new studies or research; it means that the city must consider readily available data derived from a valid scientific process.

I have been in contact with companies that specialize in updating local government CAOs. The price for the update should be in the range of \$7500-\$12000. This update was **not** included in the 2014 budget.

The City has historically used two methods to complete projects such as this. 1. Select firm(s) from the professional service roster and ask firm(s) to submit a proposal for this project. 2. Develop criteria and prepare a RFQ/RFP. Advertise the RFP. Evaluate the RFQ/RFP submittals. Evaluate proposals and make award decision.

Staff Recommendation:

Staff recommends having the City select a firm from the professional service roster and ask for a proposal and budget to complete this update. Once we have a budget in hand, I will bring it back to council for possible award.

Action Requested:

Please provide direction on which way the city would like to proceed on this issue.

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: January 31st, 2014
Re: Insta-pipe contract for repair.

This last fall we had Insta-pipe come in to clean and camera sections of our storm lines and sewer lines. We have identified 2 areas that need immediate attention. The most immediate issue is on our gravity sewer line that serves the residents of Wildcat Dr. This line has 2 holes in it that is letting gravel and ground water into our system. The gravel that gets into our system has been getting to the WWTP and sucked into their pumps. This causes unnecessary wear and tear on these pumps. This is also one of the sources of Inflow and Infiltration (I&I) that has been plaguing our system for years. Elimination of I&I sources gives our system capacity and rate payers don't have to pay to treat this extra water.

The second issue is on a storm line that is in the alley South of Simpson Ave. It is in the section between S. 8th and S. 9th Street. This section of pipe has a major root intrusion that severely restricts (85%) storm water flow through the pipe. This causes the storm line to back up and flow out the manhole and down N. 7th Street.

Staff Recommendation:

Staff recommends repair of the 2 issues. The City has sufficient money in both accounts to complete the repairs.

Action Requested:

Please consider authorizing the City to execute the Contract with Insta-Pipe for storm water and sewer repairs, as quoted, to the amount of \$ 4336.00 with sales tax included.



Date: January 26, 2014
Customer: City of McCleary
Company:
Address: 100 S. 3rd St
 McCleary, WA 98557

Cell:
Office: 360-495-3667 ext103
Fax:
Email:

Insta-Pipe Project Contact Info:

Contact: Ron McLean **Phone:** 360-507-1818 **Email:** ron@insta-pipe.com

Brief Job Description:	Point repair and root intrusion cleaning on Simpson Alley
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Insta-Pipe is pleased to provide the following quote:

Line Item	Quantity	U/M	Description	Unit Price	Amount
1	1		Point repair	\$3,000	\$ 3,000.00
2	1		Root intrusion cleaning on Simpson Alley	\$ 1,000.00	\$ 1,000.00
					\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				Sub Total	\$ 4,000.00
				Sales Tax	\$ 336.00
				Total	\$ 4,336.00

Accepted by: _____ Date: _____

Exceptions:
 1 traffic control
 2
 3

Customer Provide:
 1
 2
 3

Deliverables:
 1 video
 2
 3

Traffic Control	Flaggers:	Uniformed Police
Prevailing Wage	Certified Crew	PACP Operator
Permits	Insurance	
Schedule	Proposal Good	Terms

Respectfully
Ron Mclean

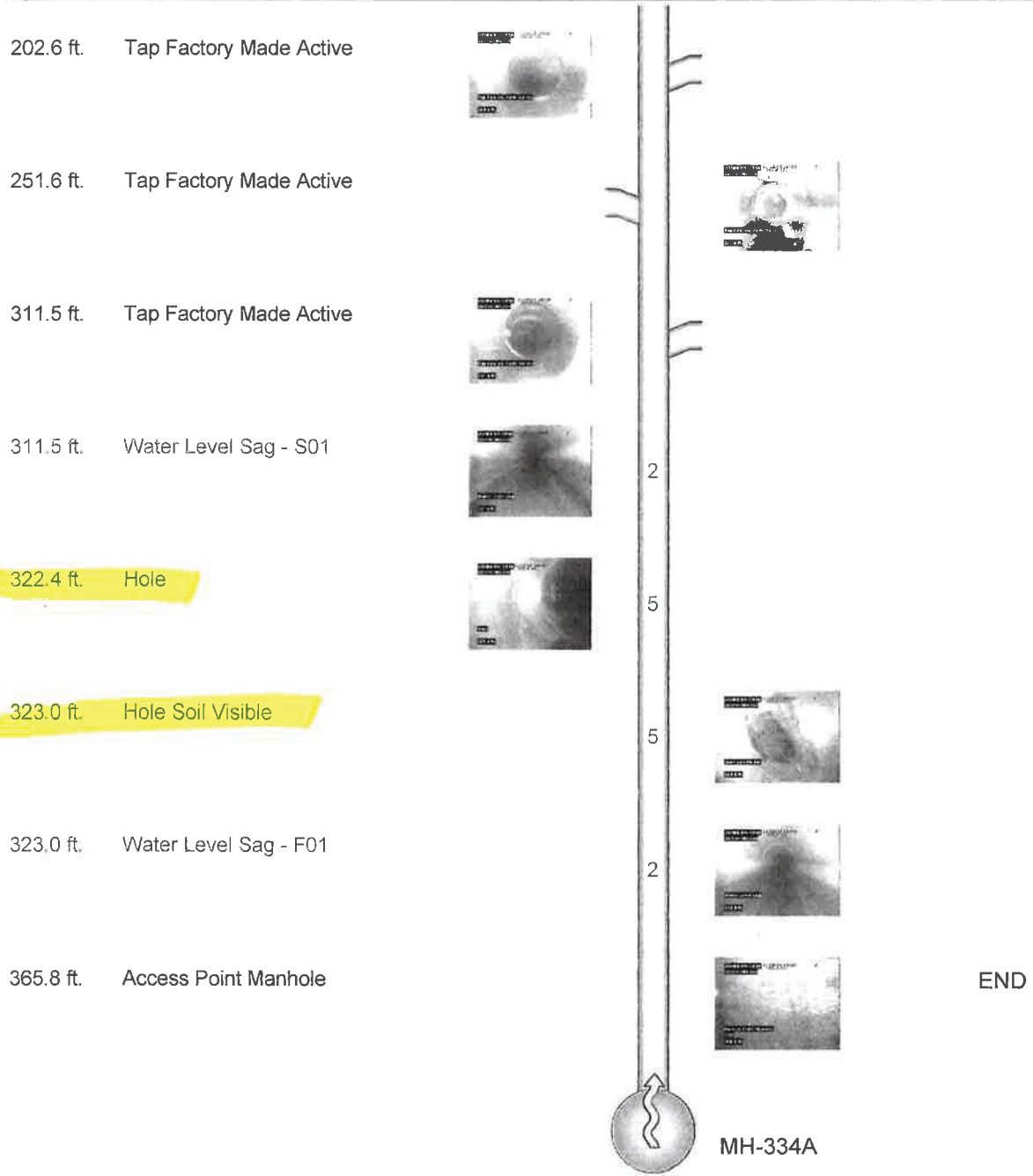
Cell 360-507-1818

Insta-Pipe, Inc
 855 Trospen Rd SW 108-204 Tumwater, WA 98512
 Office 360.943.5840 Fax 360.943.5865
 WA# INSTAI*914PS OR# 190180



Defect Listing Plot with Images

Pipe Segment Refere...	City MCCLEARY	Street N SUMMIT RD.	Material POLYVINYL CHLORIDE		Location C...	Sewer Use
Upstream MH MH-334A	Total Length	Year Laid	Shape CIRCULAR		Location Details	
DS Manhole MH-334	Length surveyed 365.8	Year Renewed	Height 8	Width 8	Pipe Joint...	





Defect Listing Plot with Images

Pipe Segment Refere...	City MCCLEARY	Street S 8TH ST	Material POLYVINYL CHLORIDE		Location C...	Sewer Use
Upstream MH SOUTH 7TH MH	Total Length	Year Laid	Shape CIRCULAR		Location Details	
DS Manhole SOUTH STORM MH	Length surveyed 187.7	Year Renewed	Height 8	Width 8	Pipe Joint...	
SPR N/A	MPR 2	PO Number		Customer		
SPRI N/A	MPRI 1	Work Order		Purpose		
QSR N/A	QMR 1200					
OPR 2	Surveyed By P. SHEPP	Direction UPSTREAM	Date 20131118	Media label		
OPRI 1	Certificate Number U-212-14696	Pre-Cleaning HEAVY CLEANING	Time 13:59	Weather		
Date Cleaned			End Time 14:27	Additional Info		



SOUTH STORM MH

- 0.0 ft. Access Point Manhole
- 0.0 ft. Water Level
- 101.1 ft. Tap Factory Made Capped
- 110.7 ft. Tap Factory Made Active
- 136.0 ft. Roots Fine Joint
- 139.7 ft. Roots Fine Joint
- 187.7 ft. Survey Abandoned



START



DUE TO ROOT BALL

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: January 31st, 2014
Re: WWTP Maintenance Contract with Whitney Equipment Co.

Kevin has done a great job searching this subject out. We have 6 pumps at the Waste Water Treatment Plant (WWTP). Each pump is worth about \$7,000. These pumps require higher maintenance procedures beyond changing the oil in them. This company has the experience and tools to check these pumps and let us know of upcoming problems in the pumps. We can then make arrangements for repairing the pump before the pump completely fails. We have had 2 pumps completely fail the past 2 years because of unknown minor issues turning into total failure of the pumps. This contract proposal is for 5 years, starting in 2014 and fulfilled in 2018. The initial service call will be \$1350, and each annual maintenance thereafter will be \$1200. Total for this contract will be \$6150 before sales tax.

Staff Recommendation:

Kevin and I feel that this will be a good investment to protect our pumps and give the pumps a longer life span.

Action Requested:

Please consider authorizing the City to execute the Contract with Whitney Equipment Company, Inc. for maintenance of the pumps identified in the contract, not to exceed \$6150 before sales tax.

Whitney Equipment Company, Inc.

21222 30th Drive SE, Ste. 110

Bothell, WA 98021-7019

www.weci.com

425-486-9499

800-255-2580

Quote #: 19807

Date: 1/29/2014

To:

City of McCleary

Kevin Trehwella

360-470-9663

kevint@cityofmccleary.com

From:

Whitney Equipment Company, Inc.

Terah Bruce, tbruce@weci.com

Ben Scrace, bscrace@weci.com

Dear Kevin,

Thank you for your interest in Whitney Equipment Company. We are pleased to offer the following service agreement for your facility.

This service agreement is for four (4) 4630s pumps (SN: TBD) and two (2) 3068s (SN: TBD). Duration of contract will last 5 years, and will be conducted in the winter of each year (January - March). The first service shall be conducted winter of 2014 and the contract will be fulfilled in fall of 2018.

Static motor tests are as follows:

1. Check & Change Oil & O-rings, and check condition of oil.
2. Inspect Volute, looking for wear on the volute face.
3. Inspect Impeller/ Propeller, looking for chips or cracks.
4. Inspect Wear/ Insert Ring, checking for cracks or tears in the ring.
5. Check that all seals hold pressure.
6. Inspect Cable, checking for nicks, cuts, bends, or swelling.
7. Megger Cable, to check the integrity of the insulation.

After the inspection is complete, a test run will be conducted, and an amp draw taken, to ensure pumps are operating at Flygt recommend levels.

Service agreement includes oil & o-rings. Any additional work to be done to the impeller, volute, cable, or motor housing, etc; will not be covered in this service agreement. However, such repairs will receive a 10% discount on standard labor and parts pricing.

Call outs for any additional service will be quoted at that time. After hours calls will be handled by Micah Davis at (206)-696-0482.

Initial Service Call: \$1,350 (inspection of system)

Annual Maintenance Thereafter: \$1,200/year - \$4,800 total

A Commitment to Quality and Service

If you should need additional assistance, please feel free to contact us.

Again, thank you for the opportunity.

Sincerely,
Cheers,
Terah Bruce
Aftermarket Administrator



P: (425) 486-9499 ext. 111
F: (425) 485-7409
21222 30th Dr SE Ste 110
Bothell, WA 98021

A Commitment to Quality and Service

STAFF REPORT

To: Mayor Dent
From: Kevin Trewhella, Water & Wastewater manager
Date: February 6, 2014

Also we have approximately \$35 to \$40,000 worth of Flygt pumps and mixers in the treatment part of the WWTP. To get the longest life out of this equipment it would be helpful to us to have maintenance people who are experts on these pieces of equipment working on them every year. I have contacted Whitney equipment to ask for maintenance contract. The maintenance contract is a 5 year contract. I believe in the long run it will save us money.

Action Requested:

I would ask that you approve the funds for a maintenance contract

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: January 29th, 2014
Re: Washington State Military Department/FEMA Grant extension

This is an amendment extending the grant performance period for disaster 1825-DR-WA, the December 2008 Washington Severe Winter Storm and Record and Near Record Snow. This Amendment D will extend the grant performance period from March 1, 2014 to March 1, 2016.

Staff Recommendation:

Staff recommends extending the grant performance period for disaster 1825-DR-WA. If council chooses to extend this grant performance, it will give me time to contact the proper people to close this grant.

Action Requested:

Please consider authorizing the City to execute the Amendment extending the grant performance period for disaster 1825-DR-WA.

**Washington State Military Department
AMENDMENT**

1. APPLICANT NAME/ADDRESS: City of McCleary 100 S. 3rd St. McCleary WA 98557-9652		2. GRANT NUMBER: D09-490	3. AMENDMENT NUMBER: D
4. APPLICANT CONTACT PERSON, NAME/TITLE:		5. MD STAFF CONTACT, NAME/TELEPHONE: Gary Urbas, (253) 512-7402	
6. TIN or SSN:	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: 97.036 Public Assistance	8. FUNDING SOURCE NAME/AGREEMENT #: FEMA 1825-DR-WA	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and Federal Emergency Management Agency (FEMA)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT, MODIFICATION, OR CHANGE ORDER: Under the authority of Presidential Major Disaster Declaration FEMA 1825-DR-WA, the Department through its Public Assistance Program, is reimbursing the Applicant for those eligible costs and activities necessary for the repair and restoration of public facilities damaged during this disaster. Due to circumstances beyond the applicant's control, the repair and restoration to all of the damaged public facilities have not been completed. An extension of the period of performance is allowable under grant provisions and has been approved.			
11. AMENDMENT TERMS AND CONDITIONS: 1. Change the grant expiration date from March 1, 2014 to March 1, 2016. No other changes are required. All other terms and conditions of the original grant and any previous amendments thereto remain in full force and effect. This Amendment is incorporated in and made a part of the contract. Except as amended herein, all other terms and conditions of the contract remain in full force and effect. Any reference in the original contract or an Amendment to the "contract" shall mean "contract as amended". The Department and Contractor acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the date and year last written below:			
FOR THE DEPARTMENT:		FOR THE APPLICANT:	
_____ Signature Date Richard A. Woodruff Contracts Administrator Washington State Military Department		_____ Signature Date print or type name: _____	
APPROVED AS TO FORM: Brian E. Buchholz (signature on file) 6/13/2012 Assistant Attorney General		APPROVED AS TO FORM: Applicant's Legal Review _____ Date	

Form Date: 1/14/14

City of McCleary
D09-490

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: January 23th, 2014
Re: Water System Plan

Water System Plans are required for all Group A water systems every 6 years. Our last water system was last approved in 2008, which means that we will be required to complete the update in 2014. A water system plan can take approximately 6-8 months to complete if the project goes smoothly. This work was anticipated and money (\$50,000) was included in the Water Fund for this process in 2014.

Staff Recommendation:

Due to Gray and Osborne knowledge of our system and of WAC requirements, staff recommends the execution of the proposed contract, not to exceed \$49,900.

Action Requested:

Please consider authorizing the City to execute the Amendment with Gray & Osborne to complete the Water System Plan.

EXHIBIT “A”

SCOPE OF WORK

CITY OF MCCLEARY WATER SYSTEM PLAN UPDATE

Gray & Osborne proposes to complete the Water System Plan update for the City of McCleary. The Water System Plan update will be prepared to meet the requirements of WAC 246-290-100. The following scope of work was developed based on our understanding of the project. The scope of work has been broken into milestones to identify intermediate deliverables. At each milestone, the deliverable will be submitted for review and comment.

Milestone 1 – Data Collection, Planning and Projections

Data Collection

- a) Develop list of required information.
- b) Review information provided including historical operating data and water consumption/production data.
- c) Conduct inspection of all water system facilities and meet with McCleary water operations staff to discuss issues of concern.

Chapter 1 – System Background

- a) Describe system ownership and management.
- b) Acquire system background data.
- c) Complete an inventory of existing facilities.
- d) Prepare maps of the existing water system facilities and distribution system.
- e) Review related planning documents.
- f) Identify the existing retail water service area.
- g) Identify land use/zoning designations in the service area based on the City’s and County’s Comprehensive Development Plans and zoning.
- h) Identify future retail water service area.
- i) Identify potential future zoning and land use changes.
- j) Describe and provide a discussion of McCleary’s service area policies.

Chapter 2 – Planning Data and Projections

- a) Quantify historical and current population, service connections, water consumption, water production, and non-revenue water.
- b) Determine existing water needs and use by customer type, including average day, maximum day, and maximum instantaneous demands.
- c) Determine existing average day, maximum day, and maximum instantaneous demand for the service area.

- d) To the extent feasible, estimate distribution system leakage.
- e) Develop projections for population, water consumption, water production, and distribution system leakage. Discuss potential impacts of conservation and water rate structure on water demand projections.

Milestone 2 – System Analysis, Conservation and Water Rights

Chapter 3 – System Analysis

- a) Performance and Design Criteria
 - Summarize the minimum performance and design criteria established by DOH and the City of McCleary.
 - Describe how these criteria, standards, and policies will be applied to existing and future system components.
- b) Water Quality Analysis
 - Summarize source water quality data from available test results.
 - Compare the water quality to Federal and State standards, and the water quality criteria developed in Performance and Design Criteria.
 - Review, assess, and describe anticipated requirements of the Safe Drinking Water Act. Summarize anticipated impacts to the water system.
 - Describe water system's efforts to satisfy customer concerns and complaints about water quality.
- c) System Analysis
 - Evaluate the condition and capacity of the existing water system facilities including the following components:
 - Source
 - Treatment
 - Storage
 - Determine the capacity of the system in terms of ERUs.
 - Identify any current or projected future deficiencies in water system facilities.
 - Evaluate alternatives for addressing deficiencies.
- d) Hydraulic Modeling and Distribution Analysis
 - Review and summarize current fire flow requirements.
 - Update computerized hydraulic model of the water system. (It has been assumed that no new field calibration will be required)
 - Perform peak hour and fire flow analysis using current, six year and twenty year demand projections.
 - Develop and analyze hydraulic considerations for different water supply scenarios.
 - Identify any current or projected future deficiencies in water system facilities.
 - Identify potential projects to address any deficiencies.
 - Evaluate alternatives for addressing deficiencies.

Chapter 4 – Water Use Efficiency Program and Source of Supply Analysis

- a) Water Use Efficiency Program
 - Prepare a Water Use Efficiency Program.
 - Identify Water Use Efficiency Goals and Measures. Evaluate appropriate measures for the system.
 - Indicate current water use efficiency and education programs and estimate their impact on future water demand.
 - Include current regulations requiring water conserving appliances and fixtures, and the conservation impact on future water demand.
 - Identify reclaimed water opportunities.
- b) Source of Supply Analysis
 - Describe water rights.
 - Perform Water Right Self-Assessment.
 - Evaluate water supply reliability.
 - Describe any potential to intertie with another water system.
 - Identify any current or projected future deficiencies in water supply.
 - Identify potential projects to address any deficiencies.
 - Evaluate alternatives for addressing deficiencies.

Milestone 3 – Source Protection and Operations Program

Chapter 5 – Source Protection

- a) Wellhead Protection Program
 - Confirm and/or update wellhead protection area boundaries.
 - Describe land use and ownership within the wellhead protection area.
 - Reference the DOH susceptibility assessment for the existing sources.
 - Describe McCleary water system’s spill response plan.
 - Update potential contaminant sources within the wellhead protection area that may adversely impact source water quality.
 - Describe McCleary water system’s contingency plan for providing alternate sources of drinking water in the event that contamination occurs.
 - Identify system operational protocol including emergency provisions.
 - Describe the monitoring program used to assess/maintain wellhead protection.
 - Provide recommendations for improved wellhead protection.

Chapter 6 - Operations Program

- a) Review organization and certification.
- b) Provide list of current personnel and responsibilities.
- c) Review current certification requirements and DOH compliance status.
- d) Update major system components and outline maintenance and responsible personnel.
- e) Include routine and preventive maintenance procedures provided by City.

- f) Reference DOH water quality monitoring schedule.
- g) Reference DOH reporting requirements and public notification procedures.
- h) Update the City's emergency response plan.
- i) Update vulnerability assessment.
- j) Describe the City's cross connection control program and level of implementation.
- k) Provide recommendations for operations improvements.

Chapter 7 – Design and Construction Standards

- a) Summarize project review procedures.
- b) Reference the City's design standards.
- c) Reference and include City's construction standards and standard details. Update the standard details as necessary.

Milestone 4 – Improvement Program and Financial Program

Chapter 8 – Improvement Program

- a) Develop a prioritized list of system deficiencies and needs, including capital improvements and operations and maintenance items.
- b) Describe, assess, and justify detailed alternatives to correct system deficiencies and accommodate projected growth, including cost analyses.
- c) Develop a service area map that details proposed improvement alternatives.
- d) Prepare detailed engineering cost estimates for each system improvement.

Chapter 9 – Financial Program

- a) Describe and assess the current financial status of the utility.
- b) Review historical revenues and expenses.
- c) Project water utility revenues and expenses for the six year planning period.
- d) List and discuss the available and potential revenue sources for system improvements.
- e) Assess McCleary's capability to obtain potential sources of revenue.
- f) Assess the impact of the financial program to existing water rates.

SEPA CHECKLIST

- a) Prepare a SEPA checklist for the Water System Plan Update.

Milestone 5 – Complete Draft Plan

- a) Distribute draft plan to McCleary, Grays Harbor County, DOH and other affected agencies and groups. DOH will submit the Plan to the Department of Ecology.
- b) Present the Plan at a public meeting and record and respond to questions and comments.

Milestone 6 – Complete Final Plan

- a) Incorporate comments from various agencies in the final document.
- b) Assemble complete final document.
- c) Distribute final document.

Deliverables

Project deliverables will include the following:

- 1. Three (3) copies of deliverables for each Milestone
- 2. Five (5) copies of complete draft plan
- 3. Five (5) copies of the final plan
- 4. Two (2) copies of a CD-Rom with all electronic files included in the Plan
- 5. Two (2) copies of a CD-Rom with the updated hydraulic model

Anticipated Schedule

Notice to Proceed	March 3, 2014
Obtain System Data from McCleary	March 24, 2014
Submit Milestone 1	May 5, 2014
Submit Milestone 2	July 7, 2014
Submit Milestone 3	September 8, 2014
Submit Milestone 4	November 3, 2014
Submit Milestone 5	December 31, 2014
Submit Milestone 6	30 days within receipt of comments

EXHIBIT "B"

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of McCleary - Water System Plan Update

Tasks	Principal Hours	Project Manager Hours	Civil Eng. Hours	AutoCAD/GIS Tech. Hours
Milestone 1				
Data Collection and Review		2	10	
Chapter 1 - System Background		2	12	24
Chapter 2 - Planning & Projections	2	8	24	
Milestone 2				
Chapter 3 - System Analysis	2	8	72	16
Chapter 4 - Water Use Efficiency	1	4	24	
Milestone 3				
Chapter 5 - Source Protection	1	4	16	16
Chapter 6 - Operation & Maintenance Program	1	4	16	
Chapter 7 - Design & Construction Standards		4	12	8
Milestone 4				
Chapter 8 - Capital Improvement Program	1	8	32	8
Chapter 9 - Financial Program	2	8	36	
SEPA Checklist		1	4	
Milestone 5				
Complete Draft Plan	1	4	16	8
Milestone 6				
Complete Final Plan	1	2	16	4
QA/QC	4	6	6	
Public Meeting		4	4	
Hour Estimate:	16	69	300	84
Direct Labor Cost Billing Rate Range:	\$35 to \$59	\$35 to \$56	\$24 to \$35	\$14 to \$27
Estimated Hourly Rates:	\$56	\$42	\$32	\$22
Direct Labor Cost:	\$896	\$2,898	\$9,600	\$1,848

Subtotal Direct Labor:	\$	15,242
Indirect Costs (180%):	\$	27,436
Total Labor Cost:	\$	42,678
Fee (15%):	\$	6,402
Subtotal Labor & Fees:	\$	49,079
Direct Non-Salary Cost:		
Mileage & Expenses (Mileage @ \$0.56/mile)	\$	121
Printing	\$	700

TOTAL ESTIMATED COST: **\$ 49,900**

* Actual labor cost will be based on each employees actual rate, estimated rates are for determining total estimated cost only.

2014 BUDGET TOTALS

City Of McCleary
MCAG #: 0344

Time: 16:22:37 Date: 01/23/2014
Page: 2

405 Water Fund

01/01/2014 To: 12/31/2014

EXPENDITURES

534 Water Utilities

534 70 10 00 Salaries And Wages	198,100.00
534 70 20 00 Personnel Benefits	115,700.00
534 70 31 00 Operating-supplies	35,400.00
534 70 31 01 Fuel	4,000.00
534 70 31 02 Office-supplies	2,000.00
534 70 41 00 Professional Services	15,902.00
534 70 41 08 Prof. Services-Engineering	5,000.00
534 70 41 10 Prof. Services-wsp	50,000.00
534 70 41 11 Prof. Services Legal	5,000.00
534 70 42 00 Communications	1,800.00
534 70 43 00 Travel	1,500.00
534 70 44 00 Advertising	500.00
534 70 45 00 Rental/lease Equipment	1,000.00
534 70 46 00 Insurance	11,004.00
534 70 47 00 Public Utility Service (city)	10,800.00
534 70 48 00 Repair And Maintenance	8,375.00
534 70 49 00 Returned Check Fee	0.00
534 70 49 10 State Permits And Fees	3,000.00
534 70 49 20 Miscellaneous	1,000.00
534 70 49 21 Miscellaneous-training	4,000.00
534 70 53 00 External Taxes	31,200.00
534 70 63 00 Capital Outlay-other Improvement	0.00
534 70 64 00 Capital Outlay - Equipment	0.00
534 70 65 00 Capital Outlay-building	0.00
534 70 78 00 Pwtf Loan Repayment	0.00
534 Water Utilities	505,281.00

580 Non Expenditures

582 34 78 00 Pwtf Loan Repayment	0.00
588 80 04 05 Prior Period Adjustments	0.00
589 34 04 05 Other Non-expenditures	500.00
580 Non Expenditures	500.00

591 Debt Service

591 34 78 10 Usda Bonds - Principal	14,426.00
591 34 79 00 Debt Service - BIAS	1,960.00
591 34 89 00 Pwtf Loan Repayment	95,980.00
591 34 89 01 Pwtf Loan Repayment - Int	16,000.00
592 34 83 00 Usda Bond - Interest	9,618.00
591 Debt Service	137,984.00

594 Capital Expenditures

STAFF REPORT

To: Mayor Dent
 From: Colin Mercer
 Date: January 6, 2014
 Re: Food Trucks

This report addresses the recent inquiries to the Building Department regarding the setting up of Food Trucks within the City Limits of McCleary. Grays Harbor County Health Department uses the term Mobile Food Unit (MFU) for these types of operations. They have seen an increase of 1 to 2 inquires per week for MFU regulations. If McCleary experiences a dramatic increase in building activities and population in the near future, MFUs could become a realistic fixture in the community.

17.08.010 General purpose.

The provisions of this chapter are the minimum requirements adopted to promote the health, safety, and general welfare of the City of McCleary. Such requirements are necessary to achieve the following specific purposes:

- A. Encourage land use decision-making in accordance with the public interest, protection of private property rights, and the public good, and applicable laws of the state of Washington;
- B. Protect the general public health, safety, and welfare and encourage orderly economic development;
- C. Implement the City of McCleary comprehensive land use plan goals and policies through land-use and other regulations;
- D. Provide for the economic, social, and aesthetic advantages of orderly development through harmonious groupings of compatible and complementary land uses and the application of appropriate development standards;
- E. Provide for adequate public facilities and services in conjunction with development; and
- F. Promote general public safety by regulating development of lands containing physical hazards and to minimize the adverse environmental impacts of development.

(Ord. 709 § 1 (part), 2004)

As stated in the above Zoning Code section, it is our duty to insure the public is protected as well as provided for, while planning the City's future. MFUs have become more popular in recent years, due in part to television shows based on this business premise, and as shown by the increase of inquires to the health department. Between the tough economic time on the harbor and the public's desire for more food choices, MFUs could very well be a trend coming our way.

In our current Zoning Code there is no reference to Food Trucks, MFUs or Itinerant Merchants. As it exists now, the Land Use determination that most closely resembles an MFU would be a "Drive In restaurant", these are permitted in all 3 Commercial Zones and conditional in the Industrial Zone.

If Council determines that MFUs should be regulated as Drive In restaurants, then at minimum, the term should be formally added to the code to more clearly define this decision.

The health department has a fairly stringent application process for allowing this type of business to legally operate within the County. It is the Building Departments position that the aspect of food safety is clearly and adequately addressed by the health department's process, and would not be any additional burden on current City staff.

If an MFU operator passes the health department's application process, then our process should not be contradictory. Site approval by the City is a requirement prior to starting the Health Department process.

The Building Department is asking Council for the following decisions on this type of business;

1. Does the City of McCleary, wish to allow MFUs & Itinerant Merchants within the City limits.
2. If so, in which zones.
3. Should a new Land Use designation and definition for MFUs & Itinerant Merchants be created or should these be added to an existing Land Use category?
4. What permitting and review process should be used? (Building Permit, Conditional Use Permit, Site Plan Review, etc).

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Interim Director of Public Works
Date: February 6th, 2014
Re: City Lighting Project

In 2013, we completed the lighting retrofit on Building C and G. We used the Energy Efficiency (EE) Program to recoup some of the costs associated with the transition. We have been notified by BPA that the EE incentive costs will be reduced starting in April of 2014. The reduction could be up to almost half the current incentive. For example, last year our project cost was a total of \$7,079.43 and we received \$3,970 in incentives. If we would do the same project after this April, we would once have received \$1,985.

We still have City Hall, Police Department, and the Fire Hall that need to have the lighting retrofit completed. Once I get guidance on whether to look into this further, I can get cost to council by next meeting.

Action Requested:

Please provide guidance on the direction you want to go. Would you would like to move forward on this before April 2014 or wait until later in the year.

RESOLUTION NO. _____

A RESOLUTION DECLARING MATERIALS TO BE SURPLUS AND PROVIDING FOR THE DISPOSITION THEREOF.

R E C I T A L S :

1. Certain items of personal property have been reported to the McCleary City Council by the City Staff as being surplus to the present and anticipated future needs of the City. It has further been reported that there is the possibility of achieving a fiscal recovery through appropriate disposition procedures. However, many of the items may have little, if any, recoverable value.

2. It is the desire and the intent of the Council to declare these items surplus and to provide for the disposition thereof.

3. The Mayor and Council have been informed by the Staff that it is their recommendation the provisions of Resolution #443 may be utilized as the means of disposition except for the identified surplus police vehicles.

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

SECTION I: Items Covered

RESOLUTION -A- 1
2/06/2014
DG/le

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

Those certain items of personal property more fully described in Attachment Number 1, said Attachment being attached hereto and incorporated by this reference, are hereby declared surplus to the present and future needs of the City.

SECTION II: Provisions In Relation To Disposition

A. With the exception of the police vehicles being surplus, the property so declared surplus shall be disposed of as follows:

1. Through the utilization of the protocols set forth in Resolution 443.

2. In the event they are not disposed of pursuant to the provisions of paragraph 1, then they may be disposed of by negotiated disposition; said negotiations to be carried forth by the Mayor or his designee and subject to the Council's approval prior to any agreement to sell being final.

3. Any items remaining unsold after compliance with the prior sections shall be deemed to be of no recognizable value, and may be disposed of in such manner as may be authorized by the Mayor.

B. As to the police vehicles declared surplus, they have been found to have no monetary value. Further, that the City's Emergency Services, including both the Fire and Police Departments, will benefit from utilization of the vehicles for emergency training. Therefore, in the discretion of the Mayor,

RESOLUTION -A- 2
2/06/2014
DC/le

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

they may be released to the Departments for use in training exercises, including victim removal and other response protocols.

C. Upon completion of the sale process, the Clerk-treasurer shall provide a written report to the Mayor and Council, with a copy thereof to be attached to the minutes of the Council Meeting at which it is presented.

PASSED THIS _____ DAY OF _____, 2014, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of _____, 2014.

CITY OF McCLEARY:

D. GARY DENT, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

RESOLUTION -A- 3
2/06/2014
DG/le

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

ATTACHMENT #1

Requesting the Council declare the following items Surplus, to be sold at a Sealed Bid Auction:

(11) Bicycles
Overhead Hoist Frame
(5) Panasonic Toner Cartridges FQTE70
John Deere Gas Weed Eater
(2) Murray 20" Lawn Mowers
Honeywell Air Purifier
Epson Stylus 800 Printer
Scanner
Dell Ink Cartridges
(2) Gateway CPU's
(4) CRT Monitors
Olympic Calculator
Dell Printer
(2) Panasonic Printer Cartridges FP-7760-7781
Small Typewriter Stand
Twose 3 point hitch PTO Drive Side Mower
(2) John Deere Mowers
(1) Honda Mower
Desk
(2) Typewriters
(4) Legal File Trays
(4) Letter File Trays
HP Office Jet Pro 550 Printer
HP Laser Jet 4 Printer
Battery Pack for Computer
HP Office Jet v40 Printer
HP Fax Printer
HP Laser Jet 6L Printer
File Holder
Monitor Glare Screen
(4) Keyboards
Answering Machine
(2) Slide Tray Carrousels
(3) Pedal Go Carts
Cardboard File Drawer
Hydraulic Hoist

RESOLUTION -A- 4
2/06/2014
DG/le

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

**SECOND ADDENDUM TO
MEMORANDUM OF UNDERSTANDING**

WHEREAS, the City of McCleary and Teamsters Local 252 have entered into an agreement in order to permit a member of the Bargaining Unit, Todd Baun, to serve as the City's interim Public Works Director; and

WHEREAS, the parties extended the term of the Memorandum of Understanding to one (1) year in order to permit the City more flexibility in filling the position and to give Mr. Baun an opportunity to show his fitness for promotion to the regular, full-time position; and

WHEREAS, this second addendum has been entered into to clarify Mr. Baun's benefits and accruals during his service as Public Works Director;

NOW, THEREFORE, the underlying Memorandum of Understanding is hereby amended to read as follows:

1. Term. The term of this Agreement, originally limited to six (6) months is hereby extended to one (1) year to expire on or about December 31, 2014.

2. Return to Former Position. In the event that Mr. Baun is not appointed as the Public Works Director, he shall have the right to return to his former position as Public Works Facilities Manager. Nothing herein shall prohibit the City from discharging Mr. Baun for cause and terminating his employment relationship to the City, but in that event, Mr. Baun shall have all right to utilize the collective bargaining grievance procedure. Use of the grievance procedure and, arbitration, if any, shall be limited to the termination of Mr. Baun's underlying employment as Public Works Facilities Manager. The City may remove Mr. Baun from his position as Public Works Director, at its discretion, subject to Mr. Baun's right to return to his former position as Public Works Facilities Manager. Mr. Baun's service as Public Works Director is an at-will position.

3. Compensation. Mr. Baun shall be compensated during his service as Public Works Director at a salary level equivalent to the first step of Director of Public Works' range. Mr. Baun shall be paid for overtime assignments at a rate of one and one-half times the agreed compensation level. Mr. Baun will be subject to call out for emergencies in the service in the same manner as other union personnel. During such service he shall also receive insurance benefits and vacation and sick leave accruals at the rate set for the position of Public Works Director.

4. No Bumping. This agreement assumes that the City has not filled the position of Public Works Facilities Manager. If the City fills the position of Public Works Facilities Manager, the Union reserves the right to bargain with respect to the "bumping", or layoff, or

discharge of any individual hired to fill this position. Nothing herein shall be interpreted to limit the City's ability to discharge an employee without cause during his or her probation period.

5. No Past Practice. The parties agree that no past practice is created by the City's action and in particular, that no work performed by the Interim Public Works Director shall become bargaining unit work by virtue of his performance during his Interim Public Works Director appointment.

6. Underlying Agreement and Affected Period. The underlying Collective Bargaining Agreement between the parties remains in full force and effect, and except to but only to, the limited extent necessary to effectuate the terms of the Memorandum of Understanding, remains in full force and effect.

DATED this 7 day of February, 2014.

EMPLOYEE

TODD BAUN

UNION REPRESENTATIVE

Mike Werner
MIKE WERNER, Teamsters Local 252

CITY OF McCLEARY

D. GARY DENT, Mayor

ATTEST:

WENDY COLLINS, City Clerk

APPROVED AS TO FORM:

W. SCOTT SNYDER, Special Counsel

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