



McCleary City Council Agenda

03/27/19- 6:30PM

Flag Salute

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

Mayor Comments

☐

Public Comment

☐

Minutes

☐

Tab

A 03.13.2019

Approval of Vouchers

☐

Staff Reports

☐

Tab

B Chris Coker

Old Business

☐

New Business

☐

Tab

C Park Plan discussion

☐

Tab

D Electrical Engineering Discussion

☐

Tab

E 3rd Street letter

Ordinances

☐

Resolutions

☐

Contracts

☐

Mayor/Council Comments

☐

Public Comments

☐

Adjourn/Recess Meeting

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Please turn off Cell Phones- Thank you

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

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

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

TAB - A

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, March 13, 2019

ROLL CALL AND FLAG SALUTE	Councilmembers Richey, Huff, Heller, Blankenship and Iversen were in attendance.
ABSENT	None.
STAFF PRESENT	Present at the meeting were Director of Public Works Todd Baun, Clerk-Treasurer Wendy Collins, Chief Steve Blumer and Attorney Chris Coker.
PUBLIC HEARING	None.
PRESENTATION	Cassie Lentz is the Housing Resource Coordinator for Grays Harbor Public Health and Social Services. She gave a presentation on Homelessness in Grays Harbor.
PUBLIC COMMENTS	None.
MAYOR COMMENTS	<p>Mayor Orffer attended the Shrove Pancake Race over the weekend and had a great time. She thanked the McCleary Renewal Council and all the volunteers that helped to put it on.</p> <p>Mayor Orffer announced there will be a Mayors Prayer Breakfast on May 2nd at the Rotary Log Pavilion in Aberdeen.</p>
VOUCHERS	<p>Accounts Payable checks approved were 45654 - 45704, including EFT's, in the amount of \$213,318.73 and 45729 - 45773, including EFT's in the amount of \$42,621.80.</p> <p>Payroll checks approved were 45648 - 45728 and 45579 - 45602, including EFT's, in the amount of \$193,292.36.</p> <p>Bank Reconciliation for February 2019.</p> <p>It was moved by Councilmember Richey, seconded by Councilmember Heller to approve the vouchers. Motion Carried 5-0.</p>
MINUTES APPROVED	It was moved by Councilmember Iversen, seconded by Councilmember Richey to adopt the minutes from the February 13, 2019 meeting. Motion Carried 5-0.
CITY ATTORNEY REPORT	Chris Coker provided a written report for the Council.
DIRECTOR OF PUBLIC WORKS REPORT	Todd Baun said the new playground equipment is in the process of getting installed and should be completed next week.
POLICE CHIEF REPORT	Chief Blumer provided a written staff report for the Mayor and Council.
VEHICLE PURCHASE	<p>At the last meeting, the Council authorized the purchase of a 2019 Ford F-550 in the amount of \$76,926.06. The actual cost ended up above the approved amount by the Council, which is why it is being brought to the Council again. Todd Baun asked for the Council to approve the purchase again to cover the additional add-ons that were needed. It was moved by Councilmember Richey, seconded by Councilmember Heller to authorize the purchase of the vehicle approved at the last meeting in the amount not to exceed the budgeted total of \$80,000. Motion Carried 5-0.</p>
3RD STREET UTILITY TRENCHING	It was moved by Councilmember Iversen, seconded by Councilmember Blankenship to authorize Todd Baun to accept the lowest bid, that is in compliance, for the 3rd Street utility trenching project when the bid deadline arrives. Motion Carried 5-0.
RESOLUTION 724 SOLE SOURCE VAULTS	It was moved by Councilmember Iversen, seconded by Councilmember Huff to adopt Resolution 724 A RESOLUTION AUTHORIZING SOLE SOURCE ACQUISITION OF OLDCASTLE PRECAST ELECTRIC VAULTS AND MAKING FINDINGS IN RELATION THERETO. Resolution Adopted 5-0.

NWPPA AGREEMENT

It was moved by Councilmember Iversen, seconded by Councilmember Blankenship to authorize the Mayor to sign the agreement allowing Todd Baun, representing the City of McCleary, to join the Northwest Public Power Association (NWPPA) at the annual membership cost of \$2,029.09. Motion Carried 5-0.

TEAMSTERS VISION
ADDENDUM

The City has a vision plan it utilizes for the employees, which is provided through the Teamsters. The plan provides vision coverage starting two months after the employee begins working for the City. This process includes a "lag" month. All of the other medical and dental benefits begin the following month after an employee begins working and does not include a lag month. In order to change the Teamsters Vision Plan so that it also begins the month after an employee begins working, an Addendum is required to be signed by the Mayor and the Teamsters Union, which needs to be brought to the Council. **It was moved by Councilmember Richey, seconded by Councilmember Heller to authorize the Mayor to sign the Teamsters Vision Addendum allowing coverage to begin the first of the month following the date of hire. Motion Carried 5-0.**

RESOLUTION 725 TRUCK ROLL
FEE

It was moved by Councilmember Heller, seconded by Councilmember Blankenship to Adopt Resolution 725 A RESOLUTION RELATING TO PUBLIC SERVICES; ESTABLISHING AND CONFIRMING FEES IN RELATION TO VERBAL AND WRITTEN CUSTOMER REQUESTS FOR DISCONTINUANCE AND REESTABLISHMENT OF WATER SERVICE FOR CONVENIENCE OF OCCUPANT OR OWNER; AND PROVIDING FOR EFFECTIVE DATE. Resolution Adopted 5-0.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

Mayor Orffer announced she will be out of town during the next Council Meeting so Mayor Pro Tem Huff will be stepping in to Chair the meeting.

Councilmember Richey commented on the homeless issue, stating if anyone wants to see a homeless tent city to drive around the Olympia area near THEIR downtown and the bus station. He said they need to be careful what they decide when homeless issues are being discussed.

MEETING ADJOURNED

It was moved by Councilmember Huff, seconded by Councilmember Iversen to adjourn the meeting at 8:02 pm. The next meeting will be Wednesday, March 27, 2019 at 6:30 pm. Motion Carried 5-0.

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

TAB - B

TAB - C

STAFF REPORT

To: Mayor Orffer
From: Todd Baun- Director of Public Works
Date: March 21, 2019
Re: Park Plan Discussion

When our last park plan was completed, the city still utilized a planning commission. Since then the planning commission duties have been taken over by the City Council. In order to complete the new park plan update we need a planning effort from you or whomever you choose. If you choose to not take on the planning portion that would mean that the city will need to formulate a new citizen's group/park board.

My thought would be to possibly utilize the McCleary Civic Renewal Council. If we utilize them, we also may be able to utilize their survey that was performed or even have them issue out a new survey.

I have also attached information from GHCOG outlining scopes of work and schedules.

Action Requested:

Please discuss and let me know what direction you would like to take on the Plan Plan

Roles and Responsibilities

GHCOG Staff

- Complete draft & final plan documents
- Create maps & graphics
- Create and manage online survey
- Communicate progress with staff
- Facilitate committee meetings (or item at a regular park committee meeting)
- Communicate regularly with committee members: send meeting reminders, provide documents in a timely manner
- Assist city staff with staff reports to council
- Submit final packet to Recreation and Conservation Office

City Staff

- Communicate with existing park committee
- Communications with city council
 - Planning process is starting ✓
 - Periodic updates during process (including when survey is out)
 - First & second reading of park plan adoption
- Review & update CIP and be realistic about city's ability to provide matching funds for projects in the CIP.
- Provide input into planning process during park committee meetings (in person or in writing)
- Public participation outreach: newsletters, city council meeting, city website, water bills, & local newspaper.
- SEPA

Committee members

- Good attendance
- Communicate with GHCOG when requested (will attend meeting, comments – yeah or nay)
- Be engaged in the process and provide meaningful input into the planning process
- When possible, encourage members of the public to take survey or attend council meeting (during adoption process) to provide input into planning process

City Council

- Communicate personal preferences and needs in proper manner – survey & during adoption
- Acknowledge work of committee

Park Planning – Purpose

- I. Meet RCO (recreation and conservation office) planning requirements for outdoor recreation grant funds.
 - WWRP – Washington Wildlife and Recreation Program
 - BFP – Boating Facilities Program
 - NOVA – Nonhighway and Off-Road Vehicle Activities
 - LWCF – Land and Water Conservation Fund
- II. Meet eligibility for RCO funding rounds deadlines.
 - March 1st of funding year you are submitting an RCO grant application
 - Funding rounds are open in even number years: 2020, 2022, 2024
- III. Budget required matching funds (50%) for park and recreation project(s)
 - Plan for projects in the capital facilities plan that the city will be able to fund
 - Select eligible project for the capital facilities plan that will be applied for funding in 2020 and/or 2022
 - Budget for 50% matching funding in city budget for project(s) in capital facilities plan

Park Plan Tasks & Responsibilities, City of McCleary 2019 - adoption Feb 2020

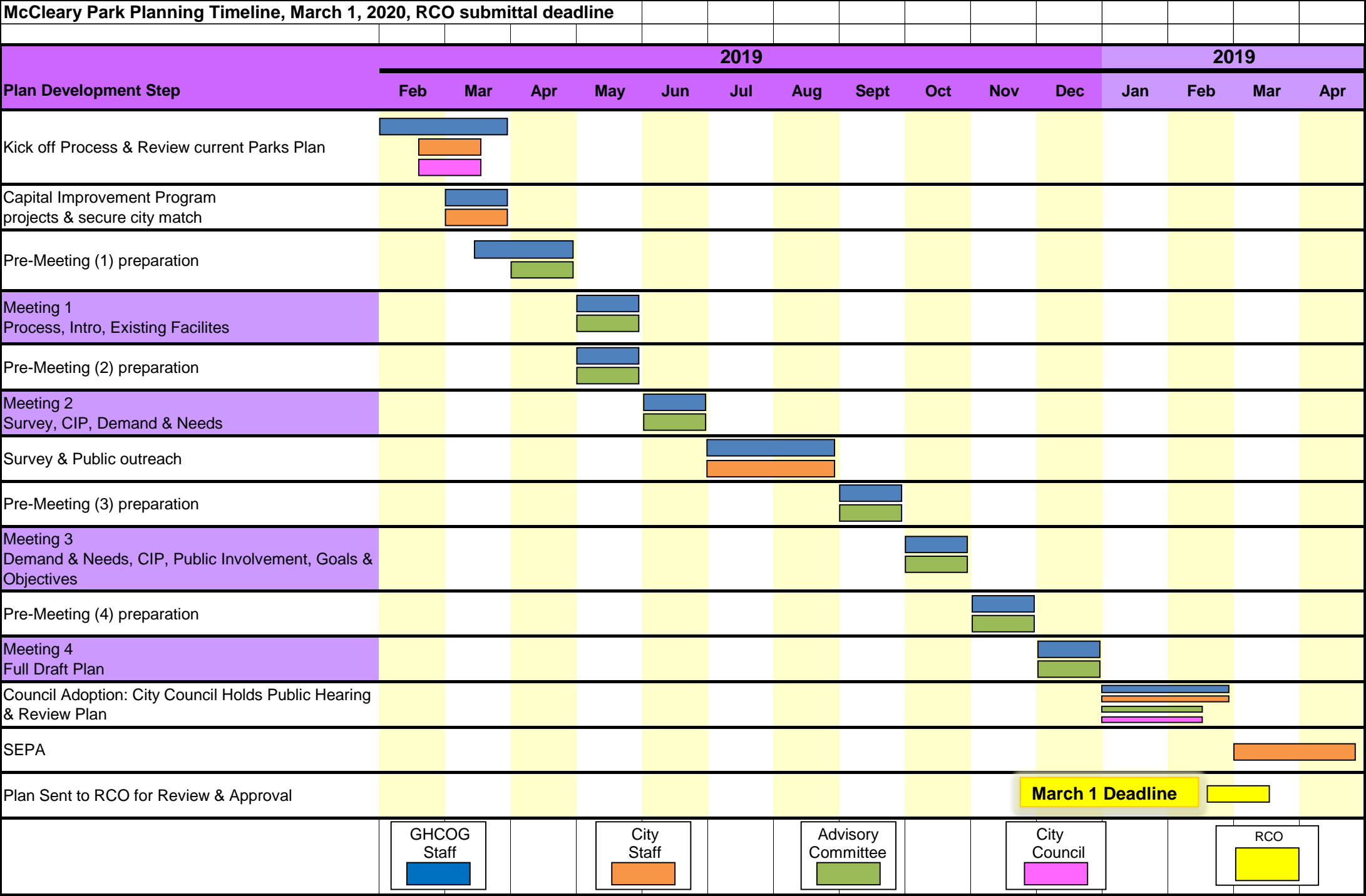
document is still evolving 1/30/2019

	GHCOG Staff	City Staff	Park Committee	Mayor & City Council
Start	<ul style="list-style-type: none"> • provide tasks & timing to city staff • review current park plan & make notes for suggested changes & updates 	<ul style="list-style-type: none"> • notify community/council intent to update city park plan • assemble park committee, provide copy of current park plan to team • provide GHCOG park team contact info 		<ul style="list-style-type: none"> • assign task of park plan update to park board or standing committee or create task force to carry out plan update.
CIP	<ul style="list-style-type: none"> • work with staff CIP 	<ul style="list-style-type: none"> • CIP, projects for 2020 & 2022 • 50% matching funds retention 		
Pre-meeting (1) Prep	<ul style="list-style-type: none"> • provide to park team: purpose, tasks & timing, and roles & responsibilities • 2 / 3 weeks before mtg provide: Vision & Mission, Introduction, classification system, Existing Facilities, TOC, & suggested updates • meeting reminders 1 week & 2 days before meeting 		<ul style="list-style-type: none"> • review materials provided, make notes & prepare for meeting 1 <ul style="list-style-type: none"> ◦ Introduction ◦ Existing Facilities ◦ TOC 	
Meeting 1	<ul style="list-style-type: none"> • review, discuss, & note changes <ul style="list-style-type: none"> ◦ Introduction ◦ Existing Facilities ◦ Classification system ◦ Vision & Mission • discuss public outreach experiment • hand out Demand & Needs, CIP, survey & suggested updates 	provide input during meeting	<ul style="list-style-type: none"> • Finalize sections - propose changes/updates & come to agreement on changes 	

	GHCOG Staff	City Staff	Park Committee	Mayor & City Council
Pre-meeting (2) Prep	<ul style="list-style-type: none"> • meeting reminders 1 week & 2 days before meeting 		<ul style="list-style-type: none"> • review materials provided, make notes & be prepared for meeting 2 <ul style="list-style-type: none"> ◦ Demand & Needs ◦ CIP ◦ Survey 	
Meeting 2	<ul style="list-style-type: none"> • review, discuss, & note changes <ul style="list-style-type: none"> ◦ Demand & Needs ◦ CIP ◦ Survey • hand out Public Involvement & suggested updates 	provide input during meeting	<ul style="list-style-type: none"> • review & discuss CIP & Demand & Needs (not finalize) • agree on survey questions using CIP & Demand & Needs 	
Survey	<ul style="list-style-type: none"> • create & post online survey • provide paper copy survey to be distributed locally • after 1 month will collect results & input paper copies into online survey 	<ul style="list-style-type: none"> • notify community that park survey is available through as many means as possible • distribute (and then collect) paper copy of survey in community at min city hall • provide drop off location for survey at city hall • update city council on progress of park plan update & notify survey is available 	<ul style="list-style-type: none"> • encourage community members to take the survey 	
Pre-meeting (3) Prep	<ul style="list-style-type: none"> • 2 weeks before meeting send out survey results <ul style="list-style-type: none"> ◦ additional suggested updates to Demand & Needs & CIP ◦ Goals & Needs section ◦ Implementation & Adoption • meeting reminders 1 week & 2 days before meeting 		<ul style="list-style-type: none"> • review materials provided, make notes & be prepared for meeting 3 <ul style="list-style-type: none"> ◦ CIP ◦ Demand & Needs ◦ Public Involvement ◦ Goals & Objectives 	

	GHCOG Staff	City Staff	Park Committee	Mayor & City Council
Meeting 3	<ul style="list-style-type: none"> • discuss survey results • review, discuss, & note changes <ul style="list-style-type: none"> ◦ Demand & Needs ◦ CIP ◦ Public Involvement ◦ Goals & Objectives ◦ Implementation & Adoption 	provide input during meeting	<ul style="list-style-type: none"> • Finalize sections - propose changes/updates & come to agreement on changes 	
Pre-meeting (4) Prep	<ul style="list-style-type: none"> • two to three weeks (1 month) later, provide full copy of draft plan to committee and city staff • Meeting 4 scheduled for two weeks after draft plan has been distributed • meeting reminders 1 week & 2 days before meeting 		<ul style="list-style-type: none"> • review materials provided, make notes & be prepared for meeting 4 (final) <ul style="list-style-type: none"> ◦ Draft plan 	
Meeting 4	Discuss draft plan	provide input during meeting	Agree on final draft plan	
Prepare for Adoption	<ul style="list-style-type: none"> • provide electronic copy of draft plan to city staff • make revisions after 1st council meeting as requested 	<ul style="list-style-type: none"> • provide public notification the park plan update is to go before city council and provide copy of plan for public review 		
Council Meeting 1	<ul style="list-style-type: none"> • assist city with staff report to council • attend council meeting to answer questions and gather feedback • make revisions to plan as requested by council 	<ul style="list-style-type: none"> • present park plan to council <ul style="list-style-type: none"> ◦ Reminder: purpose of park plan update, review of the process (committee, survey) ◦ Provide copy of park plan (council packet) 	<ul style="list-style-type: none"> • if possible, attend meeting to show support of park team work 	<ul style="list-style-type: none"> • first reading • provide appropriate feedback

	GHCOG Staff	City Staff	Park Committee	Mayor & City Council
Council Meeting 2	<ul style="list-style-type: none"> • assist city with staff report to council 	<ul style="list-style-type: none"> • present park plan to council 	<ul style="list-style-type: none"> • if possible, attend meeting to show support of park team work 	adoption
SEPA		?Timing before or after adoption? <ul style="list-style-type: none"> • complete SEPA and perform required public notification of SEPA • once SEPA finalize provide copy of SEPA & public notice to GHCOG for inclusion in plan 		
Finalization	<ul style="list-style-type: none"> • compile final plan and submit to RCO for certification • once RCO letter of certification has been receive, include certification & SEPA in final plan • provide electronic copy of completed plan and 3 hard copies to city staff 	<ul style="list-style-type: none"> • provide copy of adopting resolution and any final public notices to GHCOG for inclusion in plan 		



TAB - D

STAFF REPORT

To: Mayor Orffer
From: Todd Baun- Director of Public Works
Date: March 21, 2019
Re: Electrical Engineering Discussion

The Request for Proposals (RFP) for the Electrical Engineering was sent out and we have received some very good proposals that I will provide for your review. We have not updated our electrical engineering services since 2008.

I would like to have the firms come in for an interview and presentation of their services. After the presentations, I'm hoping we can have a firm picked out for recommendation at an upcoming Council meeting.

The 3 firms that we will be reviewing are the following:

- Elcon Associates
- Toth and Associates
- Brown and Kysar Inc.

Whatever firm is chosen, will provide miscellaneous on-call engineering; update of a Capital Improvement Program, plan reviews for development and other projects; design work and construction drawings; creating plans, specifications, bid documents and cost estimates as necessary for specific projects; permit application preparation as necessary; easement and right-of-way assistance, as necessary; construction management services, as necessary, including attending construction meetings, periodic site visits, submittal review, change order negotiations, request for information responses and progress estimate approval; miscellaneous assistance with electrical system issues related to developer and City projects; and other special services as may be requested or required.

Action Requested:

Please let me know if you would like to attend the presentation and interview of the firms.

TAB - E

March 13, 2019

City of McCleary
McCleary, WA 98557

Dear Mayor and Council,

My name is Dana Smith and we reside at 728 S. 3rd Street and I am a retired Fire Chief for Elma and previously a Deputy Sherriff in Jackson County, Oregon.

For most of the past year or so we had the detour due to the work on SR8 and recognized the need for that to facilitate the road and bridge improvements.

I would now request, however, that the Council seriously consider dedicating the SR108 exit and access at SR8 as the only Truck Route thru the City. I say this because of the danger for the children and parents around the school, the noise for the residents (truck traffic begins about 4:30 AM most days and continues until after 9:00 PM), and the continued deterioration of the road surface due to the heavy transport vehicles.

We recognize that there is a long range plan to alter 3rd street at this end which makes it even more imperative that trucks greater than 10,000 GVW not be allowed to use this route.

I have seen many close calls with the trucks, especially during inclement weather, near misses with parents dropping off and picking up their children and the continued development of potholes on an already damaged street.

All who live on 3rd street would, I am sure, greatly appreciate this change as more and more people move to the area and the school attendance grows. We don't need to become another small town with big town traffic damage and noise.

Thank you for your kind consideration,
Sincerely,



Dana Smith

360-861-8186 or 360-470-4237