

Tonasket City Council Agenda
Tuesday, October 26, 2021
7:00 PM

VIRTUAL ZOOM MEETING ID #810 1396 8529

PHONE #1-253-215-8782

This meeting will be in person and on ZOOM

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda **Action Item**
- 5) Approval of the minutes of the previous meeting **Action Item**
- 6) Public Comment
- 7) Kurt Danison Report
- 8) This meeting has been advertised as a Public Hearing on the 2022 Preliminary Budget.
- 9) Unfinished Business
 - a) Ordinance #831—Setting the Tax Levy for 2022 **Action Item**
- 10) Mayor/Council/Committee Reports
- 11) New Business
 - a) Approve Park and Recreation Budget for Swim Pool **Action item**
 - b) Approval of Plateau Investigations Cultural Resource Survey for the Perfect Passage Project **Action Item**
- 12) Miscellaneous and Correspondence
- 13) Adjournment

Council Memo
Tuesday, October 26, 2021
7:00 pm

VIRTUAL ZOOM MEETING ID #810 1396 8529

PHONE #1-253-215-8782

This meeting will be in person and on ZOOM

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

This meeting has been advertised as a Public Hearing on the 2022 Preliminary Budget. I have attached the Comparison sheet to show the actual 2021 Budget---not the actual expenditures/revenues. These are very preliminary numbers. I have not incorporated the items from the Budget workshop except for the Mower in Parks. I will be handing out at council a spread sheet of actual revenues and expenditures from 2016 to current date. **Suggested Motion: I move to accept the 2022 Preliminary Budget have it filed with the City Clerk.**

Ordinance #831---this ordinance sets the tax levy for the 2022 Budget. **Suggested Motion: I move to approve and adopt Ordinance #831 setting the tax levy for 2022.**

The Council Park Committee and the Park and Recreation District have met and compiled a Budget for the 2022 Swim Pool Season. The Park and Recreation District has met and approved the Budget. **Suggested Motion: I move to approve and adopt the Annual 2022 Budget Agreement between the City of Tonasket and the Tonasket Parks and Recreation District and authorize the Mayor to sign the document.**

A Cultural Resource Survey is needed to proceed with the Perfect Passage project. Plateau Investigations is working with Varela Engineering on the project. **Suggested Motion: I move to authorize Varela Engineering and Plateau Archaeological to proceed with the Cultural Resource Survey for the Perfect Passage Project in the amount of \$5395.00.**

**Minutes of the Tonasket Regular Council Meeting Tuesday, October 12, 2021
ZOOM Meeting**

DRAFT

Present: Mayor Kriner, Councilmembers Alexander, Levine, McMillan, and Weddle.

Staff: Johnson, Danison, Hawley and Attwood

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

Roll call was taken and Councilmember Ritter was absent.

Motion to approve the agenda. M/McMillan, S/Levine. Carried 4:0.

Public Comment

- Patti Hill asked if the Perfect Passage meeting will be advertised for November 1st or 2nd.
- Asked if the new Deputy is on board yet. Sheriff Hawley will answer the question during his report.
- And asked about the status of swim pool repairs.

Kurt Danison Report

- Working on the complete streets nominations, they are due the end of October.
- Has been working on the Shoreline Grant application.
- Met with a local landowner to discuss his property.
- Will be going to the EDD retreat tomorrow.

Justin Haug Update on Park Project

- Has received an extension on the project until December 31, 2022.
- The Cultural Resource Survey has been completed.
- A new round of funding is coming from RCO.

Brent Timm—TranGo Brent has submitted a proposal for a park and ride area for TranGo on City property at the south end of Western Ave. This matter will be reviewed and discussed at a later date.

This meeting has been advertised as a Public Hearing to review the 2022 Revenue Sources including consideration of possible increases in property tax revenue and for setting the tax levy for 2022. The Mayor opened the Public Hearing. The City Clerk had included in the Council packet a list of Revenue Sources for the City. The Tax levy ordinance was also briefly discussed. There being no questions the Public Hearing portion of the meeting was closed.

Department Head Reports

Hawley

- New Deputy Randy Taft is in training.
- Reported he posted a building in town that is up for tax sale.

Attwood

- Advertised the Deputy Clerk position.

Johnson

- Working on sewer plant.
- Blowing out irrigation lines.
- Winesap sewer line—glad to see it is being looked at for replacement.

Mayor/Council/Committee Reports

Mayor

- Have not received any applications for the WWTO at this time
- Feels the wages need to be increased to attract applicants and would like to increase from 21.47 to 24.50 per hour.

Discussion followed regarding the \$24.50 per hour.

Motion to set the hourly wage for the Maintenance /WWTO to \$24.50 per hour. M/Levine, S/McMillan. Carried 4:0.

DRAFT

Levine

- The Storm Water Plan is a strong plan.
- Complete streets nominations are due.
- Perfect passage handouts are available at City Hall.

McMillan

- Will have a Public Safety report at next meeting after meeting with Sheriff Hawley.

Weddle

- Has been attending Union meetings.
- Lots going on in Tonasket and is excited about Tonasket!

Alexander

- Park Committee met and are crunching numbers regarding the Swim Pool Budget.
- Cemetery looks great!

New Business

Winesap Sewer Replacement Discussion Superintendent Johnson discussed the need to replace the sewer line on Winesap. The Clerk will contact Varela and get funding scenarios for the potential project.

Ordinance #831 will be on the next agenda.

Motion to approve the consent agenda: the minutes of the September 14 and September 28 Council meetings, the September payroll and the October Bills. M/McMillan, S/Weddle.
Carried 4:0.

There being no further business the meeting was adjourned at 8:30 pm.

Alice J. Attwood, Clerk-Treasurer

2021
City Clerk's
Preliminary Budget
(with comparisons)

	2021 Actual Budget	2022
PROPERTY VALUATION	62,186,840.00	62,186,840.00 (est.)
FUNDS		
Current Expense	1,234,869.87	1,218,304.50
Cumulative Police	70,340.07	68,072.79
Cemetery Operating	27,550.00	27,600.00
Cemetery Trust	46,097.97	41,097.97
Cemetery Improvement	3,267.90	2,997.04
City Street	117,520.00	109,500.00
City Street Reserve	21,062.89	23,399.46
American Rescue Plan	156,462.00	313,087.34
Gerhard Operating	8,876.45	8,821.58
Hotel/Motel	9,972.50	14,302.98
Swim Pool	81,125.00	121,405.00
City Hall/Park Reserve	37,839.72	35,737.98
Cumulative Building	57,290.00	57,262.89
Capital Improvement	103,580.81	104,789.97
Pool Reserve	10,329.64	10,432.25
Equipment	20,723.58	18,824.63
Police Equipment	18,714.55	21,322.97
Water	573,300.00	597,150.00
Water Reserve	18,885.31	17,349.43
Water Bond Redemption	218,386.74	179,101.22
Water Bond Reserve	101,906.31	112,439.22
Sewer	508,000.00	510,500.00
Sewer Reserve	349,780.70	362,519.91
Sewer Bond Redemption	172,412.08	107,676.47
Sewer Bond Reserve	70,206.66	70,203.19
Storm Water	57,932.33	27,250.87
TOTALS	4,096,433.08	4,181,149.66

ORDINANCE NO. 831

**AN ORDINANCE OF THE CITY OF TONASKET, WASHINGTON
FIXING THE AMOUNT TO BE RAISED BY AD-VALOREM TAXES
UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL,
WITHIN THE CITY OF TONASKET FOR THE YEAR 2022 FOR THE
CURRENT EXPENSE AND THE CITY STREET FUNDS.**

WHEREAS, the City Council of the City of Tonasket has met and considered its budget for the calendar year 2022; and

WHEREAS, the City's actual levy amount from the previous year (2021) was \$160,240.37 and,

WHEREAS, the population of the city is less than 10,000; and,

NOW THEREFORE, the City Council of the City of Tonasket do ordain as follows:

Section 1. The City Council of the City of Tonasket hereby authorizes an increase in the regular property tax levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 1,602.40 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. This ordinance shall become effective from and after its passage by the City Council, approval by the Mayor and five days after publication or a summary thereof as required by law.

**PASSED AND APPROVED BY THE CITY COUNCIL this _____ day
of _____, 2021.**

APPROVED:

Marylou Kriner, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED:

Michael D. Howe, City Attorney

Annual Budget - 2022

Agreement between the City of Tonasket and the Tonasket Parks and Recreation District

This AGREEMENT is entered into on this ____ day of ____, 2021
between the City of Tonasket and the Tonasket Park and Recreation District.

Projected Revenue - Description		2021 Actual		
		2021 Budget	(End of AUGUST)	2022 Budget
110.311.10.00	Tonasket Parks and Recreation - Property taxes	\$56,725.00	\$45,715.62	\$108,205.00
110.311.10.00	Tonasket Park and Recreation District - Grants received	\$4,700.00	\$0.00	\$500.00
110.346.30.00	City Contributions and/or Remaining revenue from Prior year			
110.346.40.00	Admission Fees	\$6,500.00	\$4,690.25	\$4,000.00
110.346.50.00	Swim Lessons	\$8,500.00	\$3,855.00	\$3,500.00
110.346.60.01	Season Passes	\$3,700.00	\$4,865.00	\$4,200.00
110.346.60.02	Pool Rental	\$1,000.00	\$1,240.00	\$1,000.00
111.369.81.00	Pool Overage/Shortage		-\$0.20	
	Concessions/Vending machines	\$0.00	\$0.00	\$0.00
Total		\$81,125.00	\$60,365.67	\$121,405.00

Projected Expenses - Description		2021 Actual			
		2021 Budget	(End of AUGUST)	2022 Budget	
111.576.20.10	Pool Wages	\$38,000.00	\$23,564.15	\$34,200.00	90% of prior year budget
111.576.20.12	Wages for Public Works - Custodial Services	\$7,500.00	\$5,174.74	\$6,750.00	90% of prior year budget
111.576.20.14	Wages City Hall (book-keeping and deposits)	\$2,000.00	\$716.39	\$1,800.00	90% of prior year budget
111.576.20.20	Benefits for pool employees	\$5,500.00	\$3,631.74	\$4,950.00	90% of prior year budget
111.576.20.22	Benefits for Public Works - Custodial Services	\$3,100.00	\$2,079.80	\$2,790.00	90% of prior year budget
111.576.20.24	Benefits for City Hall	\$1,100.00	\$356.12	\$990.00	90% of prior year budget
111.576.20.30	Supplies for pool	\$12,000.00	\$18,702.33	\$15,000.00	Supplies are left over?
111.576.20.31	Propane	\$1,000.00	\$271.25	\$500.00	Reduced to keep more in line with prior year actual
111.576.20.40	Excise Tax	\$1,000.00	\$845.25	\$1,000.00	
111.576.20.41	Permits	\$350.00	\$315.00	\$350.00	
111.576.20.42	Communication	\$725.00	\$552.10	\$725.00	
111.576.20.43	Training	\$2,850.00	\$1,150.00	\$2,850.00	
111.576.20.47	Utilities	\$4,500.00	\$2,714.84	\$4,500.00	
111.576.20.48	Repairs & Maintenance	\$1,500.00	\$393.52	\$45,000.00	
Total		\$81,125.00	\$60,467.23	\$121,405.00	

For the City of Tonasket

For the Tonasket Parks and Recreation District

Mayor Date District Date

The above figures are estimated values, actual charges shall be documented in detailed invoices prior to reimbursement by the District. Disbursements in excess of actual costs will not be authorized.

Disbursements in excess of any line item budget require approval from the Tonasket Park and Recreation District Board or designated representative(s).

In the event that revenue and District contributions are insufficient to pay the operation and maintenance expenses as outlined in this Agreement, the City may elect to close the pool. If the closure is unexpected or disrupts the agreed upon schedule, the District must be consulted.

The District is not obligated to pay any expenses in excess of \$108,205.

The City will use pool revenue collected in 2022 to pay for pool expenses incurred in 2022; revenue collected in excess of 2022 expenses will be rolled over to fund future pool expenses.



October 14, 2021

Mr. Nathan Hutchens
Varela and Associates, Inc.
601 W. Mallon Ave., Suite A
Spokane, WA 99201

Dear Nate,

Thank you for requesting a proposal from Plateau Archaeological Investigations, LLC for cultural resource survey of the City of Tonasket US97 / Whitcomb Avenue Downtown Corridor Project in Okanogan County. Attached is a confidential project price proposal that allows for 100% survey coverage and targeted subsurface probing of the open areas on the north end of the project area.

Once this agreement is executed, we will start the background review and will prepare for fieldwork. We have an extremely heavy load of fieldwork right now, but will endeavor to complete the field investigation as soon as possible. As you may know, we need the ground to be clear of snow and the weather to be above freezing for an effective field investigation, so we will watch the weather for acceptable conditions.

Feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "David Harder".

David Harder

Enclosure: Project Price Proposal

PROJECT PRICE PROPOSAL

By

Plateau Archaeological Investigations, LLC
P.O. Box 714, Pullman, Washington 99163

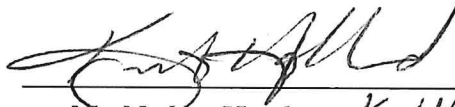
To: Varela and Associates, Inc.

Project: City of Tonasket US97 / Whitcomb Avenue Downtown Corridor Project
Cultural Resource Survey, Okanogan County, Washington

Date: October 14, 2021

Price: \$5,935.00

Signatures:



~~Mr. Nathan Hutchens~~ Kurt Holland
Varela and Associates, Inc.

10/14/2021

Date



David A. Harder, Vice President
Plateau Archaeological Investigations, LLC

October 14, 2021

Date

City of Tonasket US97 / Whitcomb Avenue Downtown Corridor Project Cultural Resource
Survey Price Proposal

The City of Tonasket, with the assistance of Varela and Associates, has secured a Department of Commerce direct appropriations grant to help with the construction of the downtown corridor. The route, consisting of approximately 4,000 ft (1,220 m) of US 97 / Whitcomb Avenue, will be rebuilt. The reconstruction will include the infrastructure from the storm drains, sewer collection system, and water distribution system, upward to include new roadbed, road surface, intersections, sidewalk, and overhead utilities. This comprehensive project will redefine road lanes, sidewalks, and other systems of the corridor. The project area covers approximately 7.5 acres and lies in Section 16 of Township 17 North, Range 27 East, Willamette Meridian. Please review the attached map to verify the project location.

This project is being partly funded through the Department of Commerce(Commerce) by a direct appropriation from the Washington State legislature. As such, Commerce and the City of Tonasket must meet the requirements of Executive Order 21-02 and consider the potential impacts to historic properties prior to project execution.

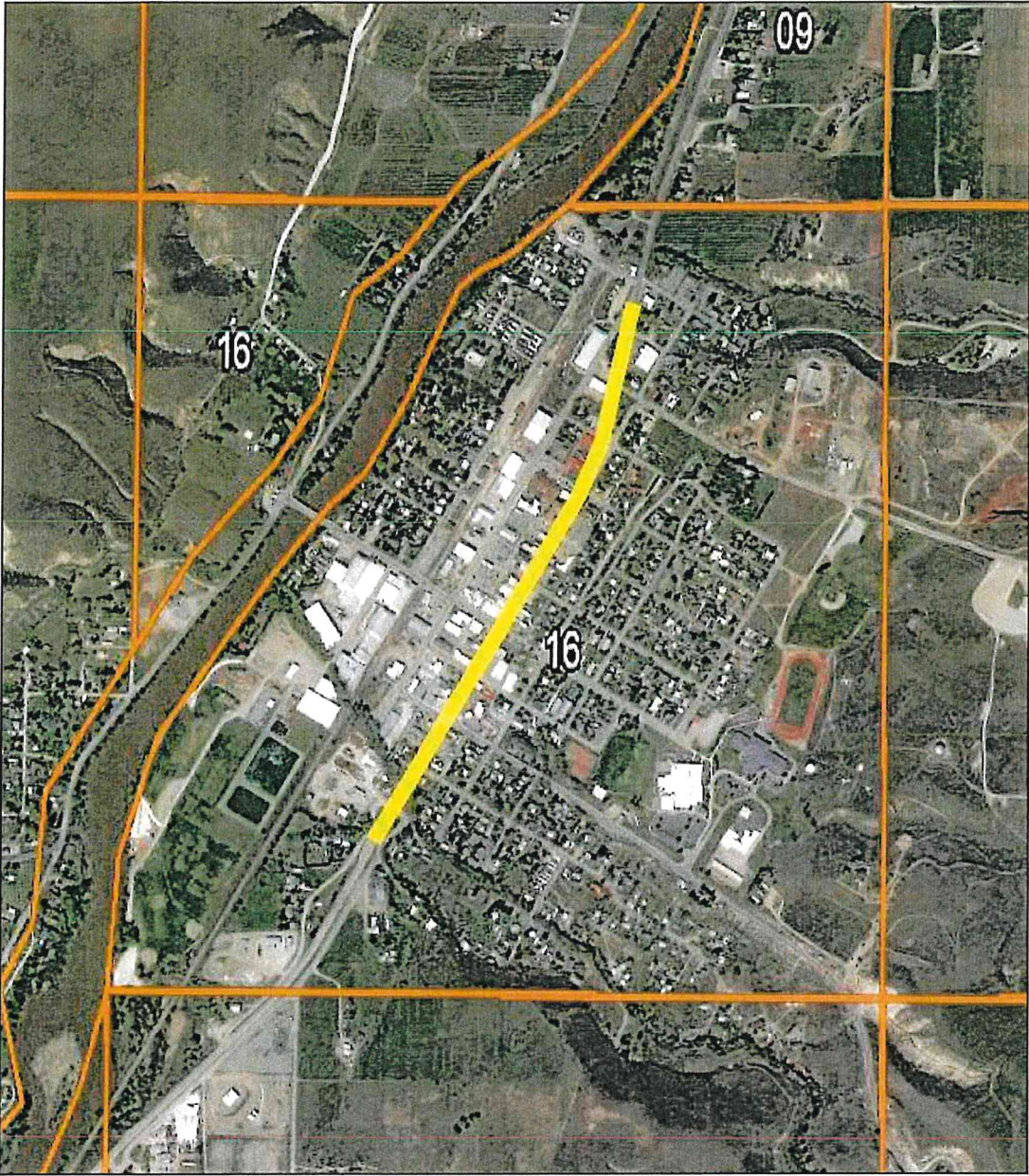
This cultural resource investigation will include a review of the Washington Information System for Architectural and Archaeological Records Data (WISAARD) database maintained by the Department of Archaeology and Historic Preservation (DAHP) in Olympia, a background literature review, informal contact with the interested tribe(s), a pedestrian ground survey, and the preparation of a report. The fieldwork will be completed in a manner consistent with RCW 27.53.030, and will include inspection techniques to identify both surface and subsurface archaeological resources. The proper field methods will be completed, at the archaeologists discretion, depending upon information obtained during the background review and fieldwork. Subsurface inspections could involve shovel excavations, or mechanical auger excavations, and screening of the fill to identify the nature and extent of any potential archaeological resources.

- 1 This agreement is for a cultural resource investigation of the areas to be impacted during the proposed City of Tonasket US97 / Whitcomb Avenue Downtown Corridor Project, Okanogan County, Washington. The purpose of the investigation is to identify any cultural resources which may be adversely affected by the project.
 - 1.1 The area of potential effect to be investigated is the physical location of the proposed disturbances required by the project.
- 2 Plateau Archaeological Investigations, LLC (Plateau) will conduct the cultural resource survey.
- 3 This project will consist of a background search, field investigation of the project area to identify any cultural resources, research of public documents to help identify potential traditional cultural properties, and preparation of a report.

City of Tonasket US97 / Whitcomb Avenue Downtown Corridor Project Cultural Resource
Survey Price Proposal

- 3.1 The report will include an Inadvertent Discovery Plan (IDP) for use during project execution.
- 3.2 This proposal does not include interviewing tribal elders to help identify possible Traditional Cultural Properties.
- 4 If cultural resources are located during this project, further work, investigation, or analysis may be required to evaluate whether the resource(s) is/are eligible for inclusion on the National Register of Historic Places; this survey could result in a recommendation for professional archaeological monitoring during excavation activities at project execution or other additional work; any such additional work, investigation, evaluation, or analysis is not included in this price proposal.
 - 4.1 This proposal does not include the inventory or formal National Register of Historic Places (NRHP) evaluation of any buildings, bridges, or other structures near the project area whose evaluation may be requested by interested or other parties.
- 5 An email describing the findings of the field investigation will be sent to Mr. Nathan Hutchens of Varela and Associates, Inc. within five working days of completion of the field work. The correspondence will include preliminary recommendations regarding project monitoring or any other suggestions for additional work.
 - 5.1 An electronic draft copy of the report in Portable Document Format (PDF) will be provided to Varela and Associates, Inc. within twenty working days of completion of the field work.
 - 5.2 Any review and comment upon the draft report will be provided to Plateau within thirty days of receiving the draft report.
 - 5.3 Plateau will upload the final report to the DAHP's WISAARD portal, and provide contact information to request a review of the documentation. Since the submittal process varies by funding and permitting agency, Plateau will assist with submissions and verify that the reports are submitted with all appropriate cover sheets and/or exhibits.
- 6 Varela and Associates, Inc. agrees to provide any of the following that are available or possible:
 - 6.1 All available correspondence related to cultural resources from or to the funding or permitting agency, DAHP, or any other interested parties.
 - 6.2 The most current set of project plans, preferably in an electronic format.
 - 6.3 Geographic Information System (GIS) data for the project.
 - 6.4 Inclusion of Plateau's logo on the construction sign for the project.

City of Tonasket US97 / Whitcomb Avenue Downtown Corridor Project Cultural Resource
Survey Price Proposal



Aerial map showing the City of Tonasket US97 / Whitcomb
Avenue Downtown Corridor Project.

tonasket@nvinet.com

Subject: Alice Attwood's Zoom Meeting
Location: <https://us02web.zoom.us/j/81013968529>
Start: Tue 10/26/2021 7:00 PM
End: Tue 10/26/2021 10:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
zmMeetingNum: 81013968529

Alice Attwood is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81013968529>

Meeting ID: 810 1396 8529

One tap mobile

+12532158782,,81013968529# US (Tacoma)

+16699006833,,81013968529# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 810 1396 8529

Find your local number: <https://us02web.zoom.us/u/kbd6plaPK>