

Tonasket City Council Agenda

July 9, 2019

Special Meeting/Workshop to be held at 5:00 pm prior to the Council Meeting

7:00 pm Regular Meeting

Public Comment will be held at the end of the meeting. Those wishing to speak must sign in prior to the beginning of the meeting. No sign ups allowed after the meeting has started. There will be 15 minutes dedicated to public comment allowing up to 5 people, 3 minutes each.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Ashley Range --- CCC --- Music in the Park
- 4) Unfinished Business
- 5) Mayor/Council/Committee Reports
- 6) Department Head Reports
- 7) New Business
 - a) Approve Budget Dates for the 2020 Budget
 - b) Tree Removal quotes
- 8) Miscellaneous and Correspondence
- 9) Approval of Consent Agenda: Minutes of the previous meeting, the Workshop meeting, the June Payroll and the July Bills.
- 10) Public Comment
- 11) Adjournment

Council Memo
Tuesday, July 9, 2019
7:00 pm

Don't forget the workshop at 5:00 pm on Tuesday, July 9th!!

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

Ashley Range, CCC, will be at City Council, to discuss Music in the Park. The CCC purchased a park use permit on June 6th of this year for Music in the Park which is scheduled for June 21st, July 26th and August 9th.

At this time, No Unfinished Business.

In New Business, the Budget dates for the 2020 Budget. Requires action.

Also have the quotes for tree removal at History Park. If the Council decides to proceed this will require action.

DRAFT

Minutes of the Regular City Council Meeting, Tuesday, June 25, 2019

Present: Mayor Brown and Councilmembers Kriner, Levine, Moreno and Sackman.

Staff: Attwood and Hawley

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

Motion to approve the minutes of the previous meeting with the correction in the previous minutes in Levine's report the funds for swimming lessons for 4th and 5th graders were a grant from the Red Cross passed through the Park and Recreation District. M/Levine, S/Kriner. Carried 4:0.

Motion to approve the absence of Councilmember Ritter from the meeting. M/Sackman, S/Moreno. Carried 4:0.

This meeting has been advertised as a Public Hearing on the Six Year Transportation Improvement Plan for 2020-2025. The Mayor opened the Public Hearing. The City Clerk read through each of the proposed projects that are part of the Plan.

Motion to approve Resolution 2019-15, the Six Year Transportation Improvement Plan presented to the Council from Kurt Danison, and to make the last project, the Fourth Street Sidewalk, Priority #18. M/Levine, S/Kriner. Carried 4:0.

The Public Hearing was closed.

This meeting has been advertised as a Public Hearing regarding applying for USDA/Rural Development funding for the roofing project at the Tonasket City Shop. The Public Hearing was opened. The City Clerk explained the purpose of the hearing is to inform the public the City will be applying to USDA/ Rural Development for funds to re-roof the Public Works Department Shop. Councilmember Levine asked if the City should also apply for Public Works Trust Fund dollars also. The Clerk will research this. There were no comments from the audience.

Motion made to allow the Mayor to sign applicable documents in pursuant of USDA/Rural Development Funding and Public Works Trust Fund assistance for the City Shop roof. M/Levine, S/Sackman. Carried 4:0.

The Public Hearing was closed.

Steve Brown Report—Steve Brown has been working as the contract Internal Compliance Administrator for the City of Tonasket, a 3 month contract, for the purpose of closing the Police Department. Mr. Brown's report was about an hour and touched on several issues, missing money, drugs and firearms. A full report will be available for the Mayor and Council.

Unfinished Business

Tonasket Weapons Storage Agreement—Sackman stated the Committee has not been able to meet with the Sheriff yet and will have a report at a later date.

Motion to approve the Seasonal Job description and the Code enforcement Job description. M/Kriner, S/Sackman. Motion did not carry—3 nays.

Motion to approve the Seasonal Maintenance Job Description. M/Kriner, S/Sackman. Carried 4:0

Motion to approve the Code Enforcement Job Description. M/Kriner, S/Sackman. Carried 4:0.

Motion to allow Varela and Associates to proceed with the TIB application for 4th Street. M/Levine, S/Kriner. Carried 4:0.

Mayor/Council/Committee Reports

DRAFT

Levine:

- Reported the Fly In went great 58 kids signed up to fly—53 flew!
- Need to clarify that tonasket.org is not the City's website.
- Hospital may be losing the Obstetrics department and they are looking at a rural health center.
- Okanogan County has adopted a fire ban.
- County is discussing the south access to Chief Tonasket Park, will it be 50' or 30'.
- County reviewing comp plan and defining city expansion areas which should be left to the Cities.

Kriner

- Chief Tonasket Park—checking on all the issues at the Park.
- History Park trees are a huge liability and she will be getting quotes to remove 9 trees.

Mayor

- Reported he went to his class reunion and the All Class reunion.
- Tree broke and fell at the park.
- Father's Day Fly Inn at the Airport looked like a big success.

Moreno

- Reported she heard the Fly In was good.
- Glad the City hired Steve Brown, it is an eye opener to see where we are at.

Sackman

- Inquired about the signs for Little Learners Park—Kriner stated she is looking into that.
- Park Plan meeting July 2nd.
- Are Deputies operating under City Ordinances or County ordinances? The Clerk will research this matter.

Department Head Reports

Hawley

- The meeting with Public Safety was postponed.
- Reports are sent weekly.
- The recent homicides have had an impact on resources.
- Great reports from Officer in CJTC specifically for Tonasket.

Attwood

- Reported the TVBRC manager would like to place a sign on the property—it is the international information center symbol.

Motion to allow the TVBRC to place a sign on the property pending approval by Public Works. M/Sackman, S/Moreno. Carried 4:0.

- The Clerk reported she has received a letter from Varela and Associates and the construction company that worked on Parry's Acres is asking for the City to pay half of an additional cost accrued on the project. It was suggested this matter is forwarded to the Finance Committee and Attorney Howe for further deliberation.
- There will be a Park Committee meeting on Monday, July 8, at 2:45 pm.
- Remind everyone that fireworks are only allowed in Chief Tonasket Park. The County has declared a burn ban and also the Mayor.

Howe

- Attorney Howe reported he is pursuing a warrant regarding the Texas Family Diner and hopefully will have one in a couple weeks.

New Business

Motion to adopt Ordinance #805 a Budget Amendment. M/Kriner, S/Sackman. Carried 4:0.

Motion to adopt Ordinance #806 amending Chapter 5.12 of the Tonasket Municipal Code.

All Kriner, S/Moreno. Carried 3:1, Levine voted no.

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The two website quotes received were briefly discussed. The City Clerk-Treasurer will be reviewing the quotes and make a decision.

Motion to accept the contract with Mallet Sheet Metal, Omak, Washington for the work to be done on the City Hall roof contingent on the statutory limits be verified. M/Levine, S/Sackman. Carried 4:0

Motion to allow an interfund Loan from Sewer Reserve Fund to the Current Expense Fund in the amount of \$50,000 and that the loan be paid back with the same interest rate of the State Investment Pool. M/Levine, S/Sackman. Carried 4:0.

Miscellaneous and Correspondence

The Board of Health is looking for a new member.

Public Comment

Phil Christy

- Music in the Park at History Park is too loud.

Diane Foreman

- Stated she spent several hours with Steve Brown regarding evidence.
- All keys from Police Department were given to the Mayor and unauthorized persons were given keys.
- Commented there were files in the chained cabinets when she left.
- Also stated drug training aids in a desk and were placed in a safe.

Steve Perry

- Commented that if it is any consolation he has helped others in worse shape and it is not a unique situation.
- Also stated when he worked for the Police Department that he discovered 33 firearms. Some were destroyed, some were traded.

Brenda Jones

- Would like City to post Committee meetings on the website, also Civil Service meetings and Planning Commission meetings
- Trees in the park need attention.
- The sign at City Hall needs to be repaired.
- Is it possible for volunteers to work on the Youth Center.
- Complained about a neighbor's property—aren't they required to have an occupancy permit?
- And there are more people living in businesses than we know.

The Mayor called an executive session according to RCW 42.30.110 (1) (i) for 20 minutes. After the 20 minutes the Clerk checked if people were still in the hall to let them know the executive session would be extended another 15 minutes. No one was in the hall and the meeting was extended 15 more minutes. At 10:32 the executive session ended.

There being no further business the meet was declared adjourned at 10:33 pm.

Alice J. Attwood, Clerk-Treasurer

DRAFT

Minutes of the Special Meeting, Workshop, Tuesday, June 25th, 2019, 5:30 pm.

Present: Mayor Brown and Councilmembers Kriner, Levine, Moreno and Sackman.

Staff: Attwood

The Mayor and City Council went through each item of the City of Ferndale's City Council Rules of Procedure and Ethics Handbook to adapt it to the City of Tonasket's Council.

There was discussion if presenters need to submit supporting documents prior to the meeting so it is included in the packets. If there is to be action on the item it was discussed the materials should be included in the packet---if information only then not necessary.

It was determined the next workshop will be held at 5:00 pm on Tuesday, July 9th, prior to the regular City Council meeting.

The workshop ended and the item number to start on in the handbook is #16.

Alice J. Attwood, Clerk-Treasurer

Dates For 2020 Budget

Request to Department Heads for Budget Items		August 14, 2019
Budget Requests Due to City Clerk	4:30 pm	September 13, 2019
Revenue Sources/Set Tax Levy Public Hearing	7:00 pm	September 24, 2019 (Reg. Mtg.)
Preliminary Budget Hearing	7:00 pm	October 8, 2019 (Reg. Mtg.)
Budget Workshop	4:30 pm	October 16, 2019 (Spec. Mtg)
Final Budget Hearing	7:00 pm	November 12, 2019 (Reg. Mtg.)
Adopt Budget (tentative)	7:00 pm	November 26, 2019 (Reg. Mtg.)

(these dates are subject to change by council approval)

LORZ & LORZ, INC.

32158 Hwy 97
Tonasket, WA 98855
Phone 509-486-2202 Cell Phone 509-322-2204

Quote

QUOTE
DATE: JULY 3, 2019

To:
City of Tonasket
P.O. Box 487
Tonasket, WA 98855

FOR:
city park tree removal

DESCRIPTION	HOURS	RATE	AMOUNT
remove 9 locust trees this fall after irrigation water is off and park is possibly closed			5,500.00
		TOTAL	5,500.00

Make all checks payable to LORZ & LORZ, INC.
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

Received July 3, 2019

GASHO & GASHO LLC

P.O. BOX 1170
TONASKET, WA 98855

Estimate

Date	Estimate #
6/28/2019	082145

Name / Address
City of Tonasket 209 S Whitcomb Ave Tonasket, WA 98855

Terms	Due Date	Project
	6/28/2019	

Qty	Description	Rate	Total
	Removal of 9 Trees and Debris in History Park of Tonasket **Gasho & Gasho, LLC is not liable for damage to park grounds. A separate estimate can be provided for repairs to the grounds.	24,500.00	24,500.00T

Subtotal		\$24,500.00
Sales Tax (8.3%)		\$2,033.50
Total		\$26,533.50

Accepted By: _____

Phone # (509) 429-5734

Fax #

gashoandgasho@yahoo.com

received 7-5-19

Business Information

Granite Mountain Ground SVCS LLC., operating in North Central Washington since 2017, is a privately held company specializing in residential and commercial construction and landscaping.

Legal Status: Granite Mountain Ground was formed in 2017 as a Limited Liability Company.

WA UBI: 604-180-995

Federal EIN: 82-3474089

<u>Mailing Address:</u>	<u>Business Address:</u>
46b Loup Loup Meadows Rd. Okanogan, Washington 98840	P.O. Box 729 Okanogan, Washington 98840
Person Signing Proposal: Jubal Miller	Title: Governing Partner
Signature:	
Telephone: (509) 429-6965	Email: granitemountaings@gmail.com

Key Personnel Qualifications and Roles

Jubal Miller (Project Manager/Arborist)

Jubal is governing partner of Granite Mountain Ground's and primary equipment and machinery operator. He was born in raised in the Tonasket area. His first job as a young man was working for his families contracting business conducting maintenance and construction contracts for the United States Forest Service. For the past decade he has worked for local contracting companies, and has gained extensive knowledge and experience in construction, as well as the operation of the following equipment: Excavator, Backhoe, Loader, Dozer, etc. In 2017 he and his brother started their own construction and landscaping business, in order to serve the North Central Washington area. He has been a volunteer fire fighter for the Tonasket Fire Department since 2016.

As Project Manager, Jubal will be responsible for personnel management and Equipment operation. He will utilize his arborist and equipment operation expertise, in order to complete the tree removal process in a timely manner.

Joe Miller (Arborist)

Joe is governing partner of Granite Mountain Ground's and primary contract manager, as well as commercial vehicle operator. In 2002 he started work in the construction industry as a residential framer. He has worked in all aspects of construction from raw land development to commercial electrical. He is Commercial Driver License certified.

As Arborist Joe will be responsible for equipment operation, tree falling, tree limbing and debris removal.

References

Granite Mountain Ground serves a variety of contracting needs, including landscape, development, and maintenance. Our team has experience with installing small and large irrigation systems, roadway drainage systems, structure demolition and removal, tree limbing and removal, retaining wall construction, patio installation, and cement foundations.

Below, we present a summary of Granite Mountain Ground's recently completed projects/contracts.

Recent contract information

Client Name/Address: Far Star Ranch LLC, 262D PHARR RD., Riverside WA 98849

Project/Contract: Underground irrigation and electrical installation

Brief Description: Utilized an excavator and loader to dig over 1,500 feet of trench 4 to 6 feet deep which included crossing one paved county road. Installed over 1,150 feet of 1.25 inch waterline. Installed over 1,300 feet of 4/0-4/0-2/0 service conductor at a depth of 2 feet. Involved the management of sub-contractors and county roadway traffic management. Provided client with irrigation and wiring schematic.

Completion Date: Complete - June, 2019

Client Name/Address: Fillarie Fruit

Project/Contract: Structure demolition and removal

Brief Description: Demolition and removal 100 year old homestead. Project involved removing trees, structures and concrete foundations, while maintaining the integrity of the underground water systems and mature 100 year landscape. Demolition and removal included the use of Granite Mountain Ground owned excavator and dump truck.

Completion Date: Complete - May, 2019

Client Name/Address: Washington State Department of Natural Resources

Project/Contract: Flood disaster relief

Brief Description: Granite Mountain Grounds LLC, volunteered personnel for the Tonasket, Oroville, and surrounding areas during 2018 flood event. During later stages of flood disaster relief effort, we were contracted by the Washington State Department of Natural Resources to provide preventative measures for infrastructure.

Completion Date: Complete - Summer, 2018

Quote Form

Owner Information

Name City of Tonasket

Address 209 S Whitcomb Ave

City, State ZIP Tonasket, Washington 98855

Phone (509)-486-2132

Email n/a

Project name History Park Tonasket tree removal

Contractor Information

Company Granite Mountain Grounds LLC

Name Jubal Miller

Address 46b Loup Loup Rd.

City, State ZIP Tonasket, Washington 98840

Phone (509)-429-6965

Email granitemountaing@gmail.com

Completion date 11/2019

Scope of Work

Removal of hazardous trees for the City of Tonasket. Granite Mountain Grounds LLC, agrees to remove and dispose of 9 trees from the History Park Tonasket. All trees and residual debris will be hauled to the Tonasket City dump. Tree stumps will be cut within reasonable distance to ground level. We will provide all necessary machinery and equipment in order to complete the project. Portions of the city park will be closed and clearly marked around the tree removal area.

Not Included

We, Granite Mountain Grounds LLC, are not responsible for disturbances to city grounds caused by tree removal. Stump removal is not included in the scope of work.

Company Quote

We, Granite Mountain Grounds LLC, propose the above scope of work, to be completed by November, 2019 for the amount of \$24,493.67

Cost Breakdown

List of Services and Costs			
Qty.	Description	Cost	Total
160	Arborist cost per hour	\$82.00	\$13,120.00
160	Equipment operator cost per hour	\$40.00	\$6,400.00
10	Lift rental per day	\$309.65	\$3,096.50
		Subtotal	\$22,616.50
		Tax rate	8.30%
		Tax	\$1,877.17
		Grand total	\$24,493.67

received 7-5-19

Building & Permits Department Activity Synopsis
July 9, 2019 Council Meeting

Status of City Projects:

Risk Mapping: New flood maps prepared for consideration in 2020.

South R/R Crossing: No activity

Parry's Acres: No activity.

City Hall Complex: Issued permit to selected contractor for the roofing replacement project; spoke with asbestos subcontractor regarding filing requirements.

Airport County Zoning Map Amendment: No activity.

Public Works Shop: No activity.

Highway 20 Retaining Wall: No activity.

Permitting Activity:

204 3rd St., E. Issued a final on a permit to demolish a fire damaged house.

209 Whitcomb Ave., S. Issued a permit to replace the roofing on a public building.

35 Hwy 20 E Issued a permit to replace various HVAC components in three schools.

Status of Larger Projects/Issues:

Pleasant Glades Work on the buildings is continuing

Mill Drive Long Plat Awaiting construction plans.

Alternative High School – Under temporary occupancy; until some minor issues are completed.

Double S Meats – Awaiting construction plans.

Other Activities:

Site Analysis: Provided information on working in the floodway and floodplain.

Code Analysis: Provided information on panic hardware, sprinkler systems and accessibility.

General: Met with Stake Holders at Little Learner's Park regarding closeout issues. Responded to information request regarding development procedures.

Compliance:

319 Whitcomb Ave., S. Substandard housing. Awaiting approval of substantial improvements ie complete electrical rough in.

225 ½ 1st St., W. Possible substandard housing. Awaiting completion by the owner.

204 3rd St., E. Possible dangerous building. Compaction report acceptable, matter resolved.

225 1st St., S. Possible substandard housing. Awaiting completion by the owner.

220 Whitcomb Ave., S. Possible substandard housing. Seeking search warrant with the assistance of City Attorney.

203 5th St., E. Work without a permit. Owner has applied for the permit, awaiting plans.

36 Hwy 20, E. Substandard Housing/Garbage. Awaiting contact by responsible party regarding the clean up.

21 6th St. W. Substandard Property. Garbage removed, matter resolved..

309 Space #6 4th St., W. Work without a permit. Met with owner of improvements regarding compliance methods.