

Tonasket City Council Agenda
Tuesday, February 25, 2020
7:00 pm

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of the minutes of the previous meeting
- 6) Public Comment
- 7) Carol Lanigan---Green Okanogan
- 8) Unfinished Business
 - a) Approve payment to Iron Roots Contracting for the completion of the History Park
In the amount of \$9367.95
 - b) Approve 2020 Mayor's Appointments
- 9) Mayor/Council/Committee Reports
- 10) New Business
 - a) Approve advertising for the Tonasket Municipal Airport Project
 - b) Set date for Arbor Day
 - c) Authorize Street Striping by WSDOT and authorize the Mayor to sign applicable documents
- 11) Miscellaneous and Correspondence
- 12) Adjournment

The City of Tonasket is an equal opportunity employer and provider that strives to accommodate persons with disabilities, city Hall is ADA accessible. Please contact the City Clerk's office by noon on any meeting date for assistance.

Minutes of the Tuesday, February 11, 2020 Regular City Council Meeting

DRAFT

Present: Mayor Brown and Councilmembers Kriner, Levine, McMillan, Ritter and Weddle.

Staff: Johnson, Attwood, Covarrubias

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

Mayor Brown took roll call and all were present.

Motion to approve the agenda. M/Ritter, S/Levine. Carried 5:0.

Public Comment

- Rob Thompson, local resident, voiced his concern regarding snow removal in front of the Community Cultural Center. This matter will go to Committee for recommendation.

Daniel Klayton, Branch Group Manager, was present to talk about the Tonasket Library. Daniel reported the circulation at the Tonasket Library in 2019 was great---68,313 checkouts which is the 4th highest in 30 branches and there were 43,887 visits. Daniel also reported on the many events the Library holds during the year.

Kurt Danison Report

- Briefly discussed that the City is part of the federal insurance program.
- PC met, nothing pressing on agenda.
- Brief discussion on meeting with Varela and Associates, Councilmembers Levine and Ritter regarding funding scenarios and the south access.
- Park Plan group met and the conceptual plan put together.
- Briefly discussed a proposed bill in the legislature that would ban single-family zoning in Washington State.

Unfinished Business

Modifying Rule 23 of the City Council Rules of Procedure and Ethics Handbook was discussed. Councilmember Weddle suggested the Council review the Rules at the retreat in March. Councilmember McMillan stated the suggested changes for Rule 23 are ok but does not like the part that says "all such appointments shall require confirmation by the Council". Weddle stated there are several other contradictions that should be addressed. Ritter stated it needs to be talked about.

Motion to modify Rule 23 as suggested by Attorney Howe a, b, c and d. M/Kriner, S/McMillan. Carried 5:0.

Mayor's Appointments: The Mayor stated he is working on the list for the Board of Appeals. Councilmember Ritter respectfully asked the Mayor if she could continue on the ad hoc committee for the Perfect Passage. Mayor Brown replied affirmatively. Councilmember Levine will also continue on the Perfect Passage Committee.

Department Head Reports

Deputy Covarrubias

- Reported on the statistics in the recent reports from the Sheriff's Office.
- Reported there may be a potential problem on west Third Street where the bus stop is. Cars are parking where the bus stops.

Johnson

- Working on the trucks and the sweeper.

DRAFT

Attwood

- Reminded Councilmembers who are part of the City group that their Life Flight payments are due before March 10th and the amount is now \$59.00.
- On February 24th the Park Committee will meet with the Park and Recreation District at 4:30 pm.
- HD Fowler meters---The meter reading software the city uses needs to be updated: Cost \$10,112.50, \$4,375.00 for the software and \$5,737.50 for the training. The Council asked the Clerk to look into the cost of the training before they even consider approving it.

Motion to approve the software update in the amount of \$4375.00. M/Levine, S/Ritter. Carried 5:0.

Mayor/Council/Committee Reports

Kriner

- Reported the repair on the Youth Center needs to start soon.
- Reported the tree removal/pruning project will start on February 18th.
- Stated the swim pool repair works also needs to take place.
- There was discussion on who should open and close the gates at the Park during the summer.
- The part time seasonal person should be from spring through Sept.
- Working on a grant for playground equipment and for seniors.

Ritter

- Reported the storage container was purchased.
- Reported she has been cleaning out the old police department with Councilmember McMillan.
- Reported on attending the AWC Action Days in Olympia.
- Met newest Deputy Justin Malone.
- Stated the Council should consider looking at a Code Enforcement position again.

Levine

- Great time in Olympia AWC Action Days.
- Reported on the Transportation Budget.
- Reported the Capital Budget Request has been delivered.
- Has attended 2 WIRA meetings.
- Also attended the Trango and OCOG meetings.

The Clerk was reminded to advertise for the seasonal position.

McMillan

- Reported he has spent a lot of time cleaning and going through items in the old police department.
- Nothing going on in Finance.

Weddle

- Thanked everyone for their patience.
- Reported she is researching Radar signs.
- Stated they should look at Code Enforcement again.
- Nothing yet on committees.
- Reported she is trying to support businesses.

Motion to continue the meeting to 9:10 pm. M/Levine, S/Weddle. Carried 5:0.

Motion to approve Resolution 2020-04 surplus items. M/McMillan, S/Ritter. Carried 5:0.

Miscellaneous and Correspondence

- Clerk stated that correspondence has been distributed.

DRAFT

Motion to approve the consent agenda, the minutes of the previous meeting 1-28-2020, the minutes of the special meeting 2-4-2020, the January Payroll (9723 – 9737 and Direct Deposit Run 1/29/2020) \$43,451.22 and the February Bills (9718-9722, 9738 – 9794 and EFT 1-4) \$252,848.61. M/Kriner, S/McMillan. Carried 5:0.

There being no further business the meeting was declared adjourned.

Alice J. Attwood, Clerk-Treasurer

Council Memo

Tuesday, February 25, 2020

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

Carol Lanigan, Green Okanogan, is on the agenda to give you information regarding the possibility of picking up of recyclables in town. This project is in its infancy however she will be here to talk about it.

The tree project in History Park is complete. The Council can approve payment of 50% of the project and that is according to the contract and state law. Requires action.

There was not a motion to approve the appointments at the last meeting. Although it is not required for the Council Committee Appointments to be approved it is for some of the others. Requires action.

The Airport Project ad is ready for publication. I have attached it and also the schedule of dates for moving the project forward. Requires action.

It is that time of year again and a date should be set for Arbor Day. Requires action.

It is time for street striping again! The will require action.

ADVERTISEMENT TO BID

Sealed bids will be received by the City of Tonasket, Washington (Owner) at the City Hall, 209 S. Whitcomb Avenue, Tonasket, WA 98855, until **1 p.m. March 23, 2020** for:

TONASKET MUNICIPAL AIRPORT RUNWAY 15-33 REHABILITATION

Bids mailed shall be addressed to City of Tonasket, Clerk/Treasurer, P.O. Box 487, Tonasket, WA 98855. It shall be the duty of each Bidder to submit his/her bid on or before the hour and date specified. Any bids received after the time for opening will not be considered. Bids will be publicly opened and read aloud at the designated location and time.

A Pre-bid Conference for will be held at **10 a.m., Thursday, March 12, 2020** at the City Hall 209 S. Whitcomb Avenue, Tonasket, WA 98855. Attendance is recommended, not mandatory.

Work generally consists of pulverizing and blending 16,150 square yards of existing asphalt and base course; grade and compact pulverized material, shoulder construction, 2,400 Tons of asphalt pavement, and pavement markings.

The Contract Documents will be made available on February 27, 2020. Free-of-charge access to project bid documents is available at www.to-engineersplanroom.com. Bid documents may be ordered in hard copy format for purchase at cost (nonrefundable). Electronic documents in PDF format may be downloaded for no cost. To automatically receive addenda, bidders must download or order hard copies through www.to-engineersplanroom.com.

A contract according to the General Conditions, Supplemental General Conditions, Special Provisions, and Addenda (if applicable) shall be signed prior to work commencing. Each bid must be accompanied by a cashier's check, money order or surety bid bond in an amount not less than five percent (5%) of the total bid, made payable to the City of Tonasket. A performance bond, payment bond, and liability insurance in accordance with the contract documents will be required for the Contract.

Prospective Contractors are notified that the work under this Contract is funded in part by a grant from the Washington Department of Transportation Aviation Division. The Contractor will be required to comply with all applicable Federal and State Equal Employment Opportunity Laws and Regulations.

The City of Tonasket is an Equal Opportunity Employer and encourages Women, Minority and Disadvantaged Business Enterprises to participate in the competitive bidding process. Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award of any contract entered into pursuant to this advertisement. The Owner encourages DBE subcontracting participation.

This project is a public improvement subject to the prevailing wage requirements of the State of Washington Prevailing Wages, affidavit of wages paid, and retainage requirements.

The City of Tonasket reserves the right to reject any and all Bids; to waive any and all informalities; to accept any alternate bids; and make such award that it deems to be in the best interest of the City.

Prospective Bidders shall submit questions to the Design Engineer.

T-O Engineers, Inc.
Attention: Alton W. Dail III, P.E.
7950 Meadowlark Way, Suite A
Coeur d'Alene, Idaho 83815
Telephone: (208) 762-3644
Email: adail@to-engineers.com

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City of Tonasket

From: Dail, Trey <adail@to-engineers.com>
Sent: Friday, February 21, 2020 7:48 AM
To: City of Tonasket
Subject: RE: Tonasket Municipal Airport - Draft Design Documents
Attachments: 00 11 13 Advertisement to Bid.docx

Alice,

Attached is the final draft of the bid advertisement for the runway rehabilitation project at the Airport. Would like to have this submitted to the newspaper no later than next Monday 24th so that it can be run on Thursday Feb. 27th. Let me know if you have any questions.

Thank you,

TREY DAIL, P.E. (ID, WA) | *Aviation Project Manager*



7950 N. Meadowlark Way | Suite A | Coeur d'Alene, Idaho 83815

☎ 208-762-3644 | ☎ 208-659-0187

www.to-engineers.com



From: Dail, Trey
Sent: Tuesday, February 11, 2020 2:36 PM
To: City of Tonasket <tonasket@nvinet.com>
Subject: RE: Tonasket Municipal Airport - Draft Design Documents

Alice,

Based on those dates and the assumption of City Council approval on Feb. 25th to bid the project, the following is a schedule of dates for the project moving forward:

Description	Date	Comments
Bid Advertisement submitted to Owner from Engineer	Thursday February, 20	Electronic Submittal
Bid Advertisement submitted to Newspaper by Owner	Monday, February 24	Electronic Submittal
City Council Meeting	Tuesday, February 25	@ Town Hall
Newspaper Advertisement	Thursday, February 27	N/A
Prebid Meeting	10 a.m. Thursday, March 12	@ Town Hall? (City to reserve room for use.)
Bid Opening	1 p.m. Monday, March 23	@ Town Hall
City Council Meeting	Tuesday, March 24	@ Town Hall. Requesting approval for contractor bid award, construction contract w/ T-O Engineers, & WSDOT Grant Application (Construction)

I do not plan to attend the city council meeting on Feb. 25th for the project approval unless you or the council have questions that require my attendance.

Let me know if you have any questions regarding the project or schedule.

Thanks,

TREY DAIL, P.E. (ID, WA) | Aviation Project Manager



7950 N. Meadowlark Way | Suite A | Coeur d'Alene, Idaho 83815

☎ 208-762-3644 | ☎ 208-659-0187

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From: City of Tonasket <tonasket@nvinet.com>
Sent: Tuesday, February 11, 2020 2:07 PM
To: Dail, Trey <adail@to-engineers.com>
Subject: RE: Tonasket Municipal Airport - Draft Design Documents

The dates for the March Council meetings are March 10th and 24th.

Alice

From: Dail, Trey [<mailto:adail@to-engineers.com>]
Sent: Tuesday, February 11, 2020 12:17 PM
To: City of Tonasket <tonasket@nvinet.com>
Subject: RE: Tonasket Municipal Airport - Draft Design Documents

Alice,

Can you provide the dates for the March City council meetings? Contractor bids for the project will need to be opened prior to the last meeting of the month to request council approval to accept the bids. In addition to the bids, I plan to request council approval to submit the WSDOT Grant Application for construction and to approve our contract to provide construction inspection services for the project at the meeting.

Thanks,

TREY DAIL, P.E. (ID, WA) | Aviation Project Manager



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**Washington State
Department of Transportation**

North Central Region
2830 Euclid Avenue
Building A
Wenatchee, WA 98801
509-667-3000 / FAX: 509-667-2940
TTY: 1-800-833-6388
www.wsdot.wa.gov

February 19, 2020

Ms. Alice Attwood
City Clerk/Treasurer
City of Tonasket
PO Box 487
Tonasket, WA 98855-0487

Dear Ms. Attwood:

The State is planning its paint striping operations for the 2020 season.

Please furnish the following information to my office by March 16, 2020 should you wish to enter into an agreement for the State to paint stripe your streets.

1. A letter from the City formally requesting the State to perform such work.
2. One copy of a color-coded map showing those streets you wish striped and the type of striping.
3. A breakdown listing the quantity of the various types of striping requested.

Upon receipt of the above information, I will obtain and forward an estimate (prepared by the NCR Traffic Office) to perform the work requested for your review and concurrence. Upon concurrence from the City, I will prepare an agreement which will enable the State to provide the services requested.

Please call me at (509) 667-3091 should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Greg Boatright".

Greg Boatright
Assistant Local Programs Engineer

GB:gb
Enclosure

cc: Mostaffa Sadia
Tim Davison
Scott Strutzel