

**City of Deer Park
City Council Agenda
July 20, 2016
7:00 p.m.**

This preliminary agenda is subject to change in order to conduct business in a timely manner.

- 1. Call to Order**
Roll Call: Mayor Robert Whisman
Councilmember's: Dee Cragun, Mary Babb, Tim Verzal,
Don Stevens and Joe Polowski
Clerk/Treasurer: Deby Cragun
- 2. Invocation**
- 3. Pledge of Allegiance & Welcome**
- 4. Approval of Agenda**
- 5. Approval of July 6, 2016 regular council meeting minutes**
- 6. New Business**
 - A. Application for Lease of Land Non-Commercial Aircraft Storage Hangar ~ EGG Enterprises LLC
 - B. Task Order 2016-05 Hope Meadows Phase II Construction Observation Svc. ~ J-U-B Engineers, Inc.
 - C. Request for Pre-Approval FAA Grant Offer (AIP #3-53-0022-022)
- 7. Resolutions**
- 8. Ordinances ~ (First Reading)**
 - A. Ordinance 2016-963 ~ Vacating That Portion of Margaret Ave. Located Between the S. Side of E. First St. and the N. Side of E. Crawford St.
- 9. Consent Agenda**
 - A. Approval of Voucher Claim Check Nos. 35011 through 35051 including EFT Debits in the amount of \$321,608.84 for the first half of July 2016.
 - B. Outside Water Service Agreement ~ Isaiah & Danielle Prosser
- 10. Interested Citizens: Oral Communications, Requests, Comments from Audience**
- 11. Report of Departments**
- 12. Report of Officers**
- 13. Executive Session**
 - A. Acquisition of Property, Potential Litigation
- 14. Adjournment**

**City of Deer Park
City Council Minutes
July 06, 2016**

Mayor Whisman called the meeting to order at 7:00 p.m.

ROLL CALL

Mayor Whisman called roll and the following were:

Present: Councilmember's: Dee Cragun, Mary Babb, Tim Verzal,
Don Stevens and Joe Polowski

Staff: Roger Krieger

Airport Manager: Darold Schultz, Schultz's Aviation, L.L.C.

Clerk/Treasurer: Deby Cragun

Audience: 8

2. Invocation

Pastor Jim Bridges with the First Baptist Church gave the invocation.

3. Pledge of Allegiance & Welcome

4. Approval of Agenda

IT WAS MOVED BY CRAGUN, SECONDED BY VERZAL; MOTION CARRIED (5-0) TO APPROVE THE AGENDA AS PRESENTED.

5. Approval of June 15, 2016 regular council meeting minutes

IT WAS MOVED BY CRAGUN, SECONDED BY VERZAL; MOTION CARRIED (5-0) TO APPROVE THE JUNE 15, 2016 REGULAR COUNCIL MEETING MINUTES AS PRESENTED.

6. New Business

There was no New Business

7. Resolutions

- A. Resolution 2016-005 ~ Expressing Support of the Spokane County Human Rights Task Force.

Mayor Whisman read the heading to Resolution 2016-005.

Following discussion,

IT WAS MOVED BY CRAGUN, SECONDED BY VERZAL, TO:

APPROVE RESOLUTION 2016-005 ~ EXPRESSING SUPPORT OF THE SPOKANE COUNTY HUMAN RIGHTS TASK FORCE.

MOTION CARRIED 4-1 (STEVENS DISSENTING).

B. Resolution 2016-006 ~ Setting a Public Hearing to Consider Vacation of Margaret Ave. Located Between E. First St. and E. Crawford St.

Mayor Whisman read the heading to Resolution 2016-006.

Following discussion,

IT WAS MOVED BY CRAGUN, SECONDED BY POLOWSKI, TO:

APPROVE RESOLUTION 2016-006 ~ SETTING A PUBLIC HEARING TO CONSIDER VACATION OF MARGARET AVE. LOCATED BETWEEN E. FIRST ST. AND E. CRAWFORD ST.

MOTION CARRIED 5-0.

8. Ordinances

There were no Ordinances

9. Consent Agenda

Items listed below were distributed to Council Members in advance for study and were enacted with one motion.

IT WAS MOVED BY CRAGUN, SECONDED BY POLOWSKI; MOTION CARRIED (5-0) TO APPROVE THE CONSENT AGENDA.

- A. Approval of Voucher Claim Check Nos. 34964 through 35010 including EFT Debits in the amount of \$217,382.10 for the last half of June 2016.
- B. Approval of Payroll Check Nos. 12221 through 12251 including 941 Taxes in the amount of \$91,756.28 for the month of June 2016.
- C. Declaring Surplus Property from Airport Inventory and Approving Disposal Method.
- D. Short Plat Request #2016-1

10. Interested Citizens: Oral Communications, Requests, Comments from Audience

Ryan Moore, President Deer Park Chamber, stated that Chamber Board Member Bob Lee has resigned his position and that Andy Franklin has stepped in to fill the vacancy.

11. Report of Officers

Council member Verzal stated that he has noticed that CNI has not been working on the Lagoon Liner Project for a while and he was wondering when they would be going back to work. Roger Krieger spoke to the date of substantial completion and that CNI should be back to work tomorrow.

Deby Cragun passed out a letter to the Mayor and Council given to her by resident Joyce Lizarraga. She stated Mrs. Lizarraga wasn't able to continue at the meeting for personal reasons but wanted to see that her letter was received.

12. Executive Session

There was no executive session.

13. Adjournment

There being no further business before the Council, Mayor Whisman adjourned the meeting at 7:32 P.M.

Mayor Robert Whisman

Deby Cragun, City Clerk/Treasurer

Deer Park Municipal Airport

**Application for Lease of Land
for
Non-Commercial Aircraft Storage Hangar**

Name EGG Enterprises LLC Date 7-6-16

Address 2205 E CRAWFORD DEER PARK 99006

Phone 509-710-0658 Fax 509-276-7216 E-Mail ANDY @ NWSFAB.COM
509-951-8026 Josh @ NWSFAB.COM

Description of Site Requested (See airport layout)

Lot # 46 46

Proposed Structure: Large Hangar 140' x 140' APPROX

Proposed Date of Occupancy/ Construction: LATE AUGUST / SEPT

Additional Comments: _____

All lessees of property at the Deer Park Airport are subject to the terms and conditions of their lease, the Covenants and Restrictions for Hangar Storage, the Rules and Regulations for Aeronautical Activities, and the Federal Aviation Regulations. For more information contact the Airport Manger (276-8663) or the City of Deer Park (276-8802).

All requests for leases at the Airport must be approved by the Deer Park City Council. Council meets each first and third Wednesday. Submit requests for lease to the Airport Manager or the City of Deer Park, E. 316 Crawford, Deer Park, WA 99006 no later than Thursday preceding the Council meeting.

**TASK ORDER 2016-05
HOPE MEADOWS PHASE II
CONSTRUCTION OBSERVATION SERVICES**

A MASTER AGREEMENT for Engineering Services entered into and effective on the 18th day of January, 2012, shall be appended herein as Task Order No. 2016-05, made as of _____ day of June, 2016, by and between the City of Deer Park, 316 E Crawford, Deer Park, Washington, hereinafter referred to as the OWNER, and J-U-B ENGINEERS, Inc., 422 W. Riverside Ave. Suite 304, Spokane, Washington, hereinafter referred to as the ENGINEER.

PROJECT OBJECTIVE

The City of Deer Park wishes to have construction observation services for the Hope Meadows Phase II from July 11, 2016 through August 19, 2016 (33 days).

TASKS

1. Construction observation services per the tentative schedule shown:

Task	Contractor	Start Date	End Date	Working Days
Staking	Whipple	11-Jul	11-Jul	1
Grading/Drains	M&L	12-Jul	9-Aug	21
Testing	Intermountain	-	-	3
Concrete Work	Cameron Riley	10-Aug	16-Aug	5
Roads	Inland Asphalt	17-Aug	19-Aug	3
			Total Days	33

ARTICLE 2. COMPENSATION

Compensation by the OWNER to the ENGINEER will be at the ENGINEER's Direct Salaries multiplied by a factor of 3.25, plus a service charge of 10 percent of Direct Expenses.

The ENGINEER will not exceed a budget of \$23,261.04 for the services as described above unless additional work is directed by the owner.

This Task Order No. 2016-05 will become part of the referenced AGREEMENT when executed by both parties. IN WITNESS WHEREOF, the parties execute below:

**TASK ORDER 2016-05
HOPE MEADOWS PHASE II
CONSTRUCTION OBSERVATION SERVICES**

For the Owner, City of Deer Park, Washington

Dated this _____ day of _____, 2016,

By: _____ Mayor
Name Title

For the ENGINEER, J-U-B ENGINEERS, Inc.

Dated this _____ day of _____, 2016,

By: _____ Area Manager
Name Title

STAFF REPORT

DATE: JULY 15, 2016

TO: MAYOR ROBERT WHISMAN and CITY COUNCIL

FROM: DEBY CRAGUN, CITY CLERK-TREASURER

RE: REQUEST FOR PRE-APPROVAL TO EXECUTE FAA GRANT OFFER FOR SNOW
REMOVAL EQUIPMENT PROCUREMENT (AIP #3-53-0022-022) AND FOR
AUTHORIZATION TO AWARD BID

Karen Miles, P.E., Project Manager with the Federal Aviation Administration has strongly encouraged the City to consider authorizing pre-approval for the Mayor to execute the FAA Grant Offer relating to the above-referenced Snow Removal Equipment Procurement. The City is scheduled to open bids for the Snow Removal Equipment Procurement at 2:00 p.m. on July 21, 2016. In order to enable the City to act quickly in response to the anticipated potential release of FAA Funds for this Procurement, pre-approval is necessary.

The Snow Removal Equipment Procurement will be funded 90% with FAA Grant Funds, 5% with the Washington State Department of Transportation grant match and 5% with City Airport Funds. The total estimated cost for the snow removal equipment is \$500,000.

Suggested Action:

Motion to authorize the Mayor to execute an FAA Grant Offer for the Snow Removal Equipment Procurement (AIP #3-53-0022-022) and to award the bid, execute a contract with the lowest responsible and responsive bidder, and execute all other documents necessary to complete the Procurement, provided that commitment of City Airport Funds for the Procurement shall not exceed \$35,000.

ORDINANCE NO. 2016-963

AN ORDINANCE OF THE CITY OF DEER PARK, WASHINGTON, VACATING THAT PORTION OF MARGARET AVENUE, LOCATED BETWEEN THE SOUTH SIDE OF EAST FIRST STREET AND THE NORTH SIDE OF EAST CRAWFORD STREET IN THE CITY OF DEER PARK; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council, in accordance with the requirements of Chapter 35.79 RCW, through the passage of City Resolution No. 2016-006 on July 6, 2016, scheduled a Public Hearing for August 3, 2016 at 7:00 p.m. to consider vacation of the right of way described in this Ordinance; and

WHEREAS, the City has been unable to locate a record of any previous vacation of this right of way; and

WHEREAS, the City owns the property located on both sides of the platted right of way proposed to be vacated and the right of way is not presently being used as a right of way; and

WHEREAS, the City Council passed City Resolution No. 2015-009 authorizing the Mayor to execute all documents necessary to facilitate transfer of a portion of the property abutting this right of way to Spokane County Fire Protection District No. 4 (hereinafter "Fire District") to enable the Fire District to construct a new fire hall of significant benefit to the City and the surrounding community; and

WHEREAS, following the Public Hearing, the City Council has determined that it is in the best interest of the City to pass this Ordinance vacating the right of way that is the subject of this Ordinance; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF DEER PARK, WASHINGTON DO
ORDAIN AS FOLLOWS:**

Section 1. That portion of Margaret Avenue, located between the South side of East First Street and the North side of East Crawford Street, should be and hereby is vacated.

Section 2. Because the City owns the property on both sides of the right of way vacated pursuant to Section 1 of this Ordinance, no compensation is required to be paid.

Section 3. This Ordinance shall take effect and be in full force five (5) days after this Ordinance or a summary thereof consisting of the title is published.

APPROVED:

MAYOR ROBERT WHISMAN

ATTEST/AUTHENTICATED:

DEBY CRAGUN, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY: _____
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK :
PASSED BY THE CITY COUNCIL :
PUBLISHED :
EFFECTIVE DATE :
ORDINANCE NO. 2016-963 :

06-24-2016

SUMMARY OF ORDINANCE NO. 2016-963

of the City of Deer Park, Washington

On the _____ day of _____, 2016, the City Council of the City of Deer Park, Washington, passed Ordinance No. 2016-963. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF DEER PARK, WASHINGTON, VACATING THAT PORTION OF MARGARET AVENUE, LOCATED BETWEEN THE SOUTH SIDE OF EAST FIRST STREET AND THE NORTH SIDE OF EAST CRAWFORD STREET IN THE CITY OF DEER PARK; AND SETTING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2016.

CITY CLERK-TREASURER, DEBY CRAGUN

CITY OF DEER PARK
CLAIMS CERTIFICATION AND APPROVAL

Auditing Officer's Certification

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the Claim is a just, due and unpaid obligation against the *City of Deer Park*, and that I am authorized to authenticate and certify said Claims Checks numbered **35011 through 35051 including EFT Debits in the amount of \$321,608.84.**

City Clerk/Treasurer

Council Approval

We, the undersigned Council Members of the *City of Deer Park* approve the payment of Claims Checks numbered **35011 through 35051 including EFT Debits in the amount of \$321,608.84 this 20th day of July 2016.**

Vouchers 1st Half July

Number	Vendor Name	Account Description	Amount
35011	A-1 Team Heating and Cooling	Pool Heater Maint/Water Heater Changeout	\$2,545.42
35012	American Linen	Fresheners	\$58.02
		City Hall Mat Changes	\$182.85
		Check Total:	\$240.87
35013	Anatek Labs	Water/Wastewater Testing	\$305.00
35014	Avista Utilities	Avista Lower Lvl City Hall Electric Pymt	\$19.08
		Electric Utilities	\$21,833.74
		Check Total:	\$21,852.82
35015	Banner Furnace & Fuel, Inc.	Service Parts (Airport)	\$43.24
35016	Batteries Plus Bulbs #247	Batteries	\$29.28
35017	Bi-Mart Corporation	Trash Bags & Pool Supplies	\$142.53
35018	Capital One Commercial	Shop Breakroom Supplies	\$56.80
35019	Centurylink	City Phone & Fax Charges	\$2,077.67
35020	City of Deer Park	Water Utility Bill	\$5,411.02
35021	City of Deer Park	Fuel Surcharge Transfer	\$110.54
35022	City of Deer Park	12% Utility Tax to Gen/Street Funds	\$19,034.51
35023	City Service Valcon, LLC	Equipment Fuel	\$1,580.88
		Professional Services	\$16.00
		Resale Fuel	\$29,483.32
		Airport Fuel	\$292.69
		Check Total:	\$31,372.89
35024	Deer Park Ace Hardware	June 2016 Hardware Charges	\$1.06
		Supplies	\$826.64
		Check Total:	\$827.70
35025	Deer Park Chamber of Commerce	Deer Park Chamber Assistance	\$700.00
35026	Department of Ecology	Renewal Lab Accreditation	\$600.00
35027	Department of Ecology/Cashiering Section	State Loan Interest	\$7,574.75
		State Loan Principle	\$109,731.01
		Check Total:	\$117,305.76
35028	Economic Development NW	Economic Develp Contract	\$1,700.00
35029	Fastenal	Supplies	\$32.74
35030	Ferguson Waterworks	Supplies	\$11.73
		Tools & Equipment	\$81.15
		Check Total:	\$92.88
35031	Freedom Sales & Supply, LLC	Pool Safety Supplies	\$60.86
35032	Horizon	Box With Lid, Airport Fertilizer	\$311.81
35033	Inland Asphalt Company	Retainage Release	\$15,774.61
35034	Inland Power And Light	Electric Utilities	\$3,693.07
35035	Jub Engineers, Inc.	FAA AIP #22 SRE	\$5,838.86
		Prof Svc/gma Comp Plan	\$2,420.20
		Professional Services	\$3,408.27
		WW Comprehensive Plan Update	\$16,519.37
		WW Storage Lagoon Liner Replacement	\$16,988.86

			Check Total:	\$45,175.56
35036	Napa Auto Parts	Airport Tools		\$33.00
35037	Off. of The St. Treasurer	Building Code Fee Remittance		\$166.00
35038	Pacific Petroleum And Supply	Supplies		\$46.01
35039	Pat's Plumbing & Irrigation Supply	Plumbing Supplies		\$17.26
35040	Pool World Inc	Pool Plumbing System Repair		\$1,430.14
		Supplies/chemicals		\$2,204.44
			Check Total:	\$3,634.58
35041	Prettyman's Septic Service	Airport Restroom Rental		\$240.00
35042	Schultz's Aviation, LLC	Fuel Surcharge		\$110.54
35043	Spokane County District Court	Judicial services-June 2016		\$1,717.94
35044	Spokane County Public Defender	Public Defender		\$8,697.60
35045	Spokesman-Review	Ads And Legals		\$322.75
		Advertising		\$418.24
		FAA AIP #22 SRE		\$623.37
		W. Crawford Preservation Design		\$935.20
			Check Total:	\$2,299.56
35046	Sunbelt Rentals, Inc	Credit		(\$136.20)
		Locate Paint		\$227.01
			Check Total:	\$90.81
35047	Toner's Excavating	8th Street Culvert Walls		\$3,891.60
35048	Verizon Wireless	City Cell Phone Charges		\$332.02
35049	Washington State Auditor	State Auditor Fees		\$11,761.80
		State Auditors Fees		\$6,164.04
			Check Total:	\$17,925.84
35050	Washington Trust Bank	Central Services Supplies		\$24.97
		Dues/memberships		\$209.00
		R & M Structures		\$667.01
		Supplies		\$525.71
		Travel/training		\$379.98
			Check Total:	\$1,806.67
35051	Waste Management	Clean Green Dumpster Shop		\$75.14
EFT DEBIT 2ND QTR LEASE TX 2016	Washington State	Leasehold Tax Remit		\$1,284.00
		Leasehold Tax		\$2,233.06
		Orchard Bluff Leasehold Tax Remit		\$149.76
			Check Total:	\$3,666.82
EFT DEBIT COMB EXCISE TX 6/2016	State of Washington	Excise Tax Remittance		\$5,545.87
		Fuel Sales Tax		\$1,686.41
		Leasehold/sales Tax Remitt		\$127.59
			Check Total:	\$7,359.87
	Grand Total			\$321,608.84

Total Accounts Payable for Checks #35011 Through #35051 EFT DEBIT COMB EXCISE TX 6/2016