City of Deer Park
City Council Agenda
November 02, 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 October 17, 2016 special council meeting minutes**
6. **Public Hearings**
   A. Ad Valorem Taxes for 2017~ Ordinance 2016-964
   B. 2016 Revenue Sources
7. **New Business**
   A. Airport Lease Plan Approval #4
   B. Extension No. 1 to City of Deer Park Engineering Services Agreement General Services ~ J-U-B Engineers, Inc.
8. **Resolutions**
9. **Ordinances**
10. **Consent Agenda**
    A. Approval of Voucher Claim Check Nos. 35274 through 35312 in the amount of $130,169.32 for the last half of October 2016.
    B. Approval of Payroll Check Nos. 12360 through 12390 including 941 Taxes in the amount of $90,583.13 for the month of October 2016.
11. **Interested Citizens: Oral Communications, Requests, Comments from Audience**
12. **Report of Officers**
13. **Executive Session**
14. **Adjournment**

Americans with Disabilities Act (ADA) accommodations provided upon request

City of Deer Park
Special City Council Minutes
October 17, 2016

Mayor Whisman called the meeting to order at 12:01 p.m.

ROLL CALL
Mayor Whisman called roll and the following were:

Present:	Councilmember's: Dee Cragun, Mary Babb, Don Stevens, and Joe Polowski
Absent:	Tim Verzal, Excused Absent (Cragun/Babb)
Staff:	Roger Krieger
Airport Manager:	Darold Schultz, Schultz's Aviation, L.L.C.
Clerk/Treasurer:	Deby Cragun
Audience: 2	

2. Invocation

Pastor Tim White from Tri-County Christian Center gave the invocation.

3. Pledge of Allegiance & Welcome

4. Approval of Agenda

IT WAS MOVED BY CRAGUN, SECONDED BY POLOWSKI; MOTION CARRIED (4-0) TO APPROVE THE AGENDA AS PRESENTED.

5. Approval of October 5, 2016 regular council meeting minutes

IT WAS MOVED BY CRAGUN, SECONDED BY POLOWSKI; MOTION CARRIED (4-0) TO APPROVE THE OCTOBER 5, 2016 REGULAR COUNCIL MEETING MINUTES AS PRESENTED.

6. New Business

A. Live Nativity Scene Request ~ Colville Washington Stake LDS Church

The Mayor and Council were presented with a letter from the Colville WA Stake of the LDS Church explaining the Live Nativity scene and what provisions will be in place for the event which will run from December 8th, 9th and 10th, 2015 from 4:30 pm to 8:00 pm.

Following discussion,

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

APPROVE THE REQUEST FOR THE TIME PERIOD DECEMBER 8 TO 10, 2016 TO ALLOW THE LDS CHURCH TO PROCEED WITH THEIR LIVE NATIVITY SCENE EVENT.

MOTION CARRIED 4-0.

B. Change Order No. 5 Lagoon Liner Replacement Project ~ Contractors NW, Inc

Roger Krieger reviewed Change Order #5 for the Lagoon Liner Replacement Project.

Following discussion,

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

APPROVE CHANGE ORDER #5 LAGOON LINER REPLACEMENT PROJECT W/ CONTRACTORS NORTHWEST, INC.

MOTION CARRIED 4-0.

C. Bid Award 2016 Airport Waterline Extension ~ Red Diamond Construction Inc.

Roger Krieger reviewed the Bid Award for the 2016 Airport Waterline Extension

Following discussion,

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

APPROVE THE BID AWARD FOR THE 2016 AIRPORT WATERLINE EXTENSION TO RED DIAMOND CONSTRUCTION INC. AS LOWEST RESPONSIBLE AND RESPONSIVE BIDDER AND AUTHORIZE MAYOR TO EXECUTE CONTRACT AND ALL OTHER DOCUMENTS TO COMPLETE PROJECT.

MOTION CARRIED 4-0.

7. Resolutions

No Resolutions

8. Ordinances

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 (4-0) TO APPROVE THE CONSENT AGENDA.

A. Approval of Voucher Claim Check Nos. 35243 through 35273 including EFT Debits in the amount of $157,636.53 for the first half of October 2016.
B. Deer Park Airport Lease Agreement Lot #37 ~ Chad T. Vanderhoof
C. Deer Park Airport Lease Agreement Lot #4 ~ Ted Moran

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

No comments were received.

11. Report of Departments

Roger Krieger stated he has been busy working on projects. He stated CNI had a few employees working at the Lagoon Liner job site about two weeks ago.
Brian Ramsden stated the 2016 Pavement Preservation Project has been completed and his crew has been busy crack sealing.
Darold Schultz stated he is continuing to work on the Waterline and Hanger Projects.
Deby Cragun stated she has been busy with the 2017 Budget.

12. Report of Officers

Councilmember Stevens had a question for Darold Schultz, Airport Manager. He was wondering about the different lease amounts per square foot. Darold answered his question.
Mayor Whisman stated he has been looking at the calendar and was thinking about the first Budget Workshop being held on November 9, 2016 at 5:30 pm if all were in agreement. After some discussion November 9th at 5:30 was agreed upon.

13. Executive Session

There was no executive session.

14. Adjournment

There being no further business before the Council, Mayor Whisman adjourned the meeting at 12:24 P.M.

Mayor Robert Whisman

Deby Cragun, City Clerk/Treasurer

ORDINANCE 2016-964

AN ORDINANCE OF THE CITY OF DEER PARK, WASHINGTON, COUNTY OF SPOKANE, TO SET THE AMOUNT TO BE RAISED BY AD VALOREM TAXES IN THE YEAR 2017.

WHEREAS, the City of Deer Park ("City") approved the following for 2016:

Amount levied in year 2016- $265,000

Current Budget certification - $275,000; and

WHEREAS, the City has met and considered its budget for the calendar year of 2017; and

WHEREAS, the population of the City is under 10,000; and

WHEREAS, the City after hearing and after duly considering all relevant evidence and testimony presented, determined that the City requires a regular levy in the amount of $275,000, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and after refunds are made, in order to discharge the expected expenses and obligations of the City; now, therefore,

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

Section 1: Recitals. The Recitals are made a part of this Ordinance as if set forth in full.

DRAFT

Section 2: Tax Levy. An increase over the 2016 regular tax levy is hereby authorized for the 2017 levy in the amount of $2,553.12, which is a percentage increase of 1% from the previous year.

This increase is in addition to any additional revenue to be paid over to the City as a result of the addition of new construction and improvements to property, any increase in the value of state assessed property, any additional amounts resulting from any annexations that have occurred, and the amount of any refunds made.

Section 3: Banking. The City Council does specifically intend to "bank" as provided in RCW 84.55.092 and WAC 458-19-065 the future levy capacity of the City which would have been allowed and available in 2016, as calculated by multiplying the 2016 tax levy by 101 percent.

Section 4: Notice to Spokane County. Pursuant to RCW 84.52.020, the City Clerk/Treasurer shall certify to the County Legislative Authority a true and correct copy of this Ordinance, as well as, the budget estimates adopted by the City Council in order to provide for and direct that the taxes levied herein shall be collected and paid to the City Clerk/Treasurer of the City of Deer Park at the time and in the manner provided by the laws of the State of Washington.

Section 5: Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 6: Effective Date. 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.

Section 7: Three Reading Waiver. The Council hereby waives the three reading process due to time being of the essence for the passing of this ordinance.

APPROVED:

_____

MAYOR ROBERT WHISMAN

ATTEST/AUTHENTICATED:

_____

DEBBY CRAGUN, CITY CLERK

DRAFT

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY: _____
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK	:	10/21/2016
PASSED BY THE CITY COUNCIL	:	
PUBLISHED	:	
EFFECTIVE DATE	:	
ORDINANCE NO.	:	2016-964

DRAFT

SUMMARY OF ORDINANCE NO.2016-964

of the City of Deer Park, Washington

On the _____ day of _____ 2016, the City Council of the City of Deer Park, passed Ordinance No. 2016-964. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF DEER PARK, WASHINGTON, COUNTY OF SPOKANE, TO SET THE AMOUNT TO BE RAISED BY AD VALOREM TAXES IN THE YEAR 2017.

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

DATED this _____ day of _____, 2016

_____
DEBY CRAGUN, CITY CLERK

DRAFT

CITY OF DEER PARK

PRELIMINARY BUDGET 2017

Fund	Description	Est. Beg. Fund Bal.	Revenues	Expenditures	Est. End. Fund Bal.
001	General Fund	$350,000.00	$1,941,815.00	$2,257,408.00	$34,407.00
002	General Reserve Fund		$65,000.00		$65,000.00
003	Light Industrial Area	$71,458.00	$79,600.00	$91,850.00	$59,208.00
101	Street Fund	$40,000.00	$684,100.00	$724,099.00	$1.00
102	Arterial Street	$100,000.00	$595,075.00	$572,000.00	$123,075.00
106	Civic Improvement Fund	$14,500.00	$1,520.00	$1,000.00	$15,020.00
110	Airport Maintenance Reserve Fund	$36,516.00	$17,020.00	$50,000.00	$3,536.00
201	Water Debt Service Fund	$32,258.00	$0.00	$0.00	$32,258.00
202	Wastewater Revenue Bond Debt Service	$75,670.00	$0.00	$0.00	$75,670.00
204	2014 LTGO Bonds	$53,100.00	$91,850.00	$91,850.00	$53,100.00
304	Facilities Capital Improvement	$124,750.00	$250.00	$40,000.00	$85,000.00
305	Capital Improvement Fund	$51,561.00	$0.00	$30,000.00	$21,561.00
306	Golf Course Reserve Fund	$150,000.00	$0.00	$0.00	$150,000.00
400	Water Operations Fund	$433,114.00	$903,750.00	$970,636.00	$366,228.00
401	Wastewater Operations Fund	$191,595.00	$1,255,624.00	$1,097,219.00	$350,000.00
402	Wastewater's Loan Payment Fund	$227,850.00	$196,175.00	$196,025.00	$228,000.00
403	State Loan Debt Service	$255,550.00	$50,000.00	$255,550.00	$50,000.00
404	Water Improvement fund	$95,000.00	$578,501.00	$505,000.00	$168,501.00
405	Wastewater Improvement Fund	$300,000.00	$2,650,000.00	$2,625,000.00	$325,000.00
406	Golf Course Fund	$41,000.00	$85,000.00	$125,000.00	$1,000.00
411	Art Commission fund	$7,500.00	$150.00	$7,525.00	$125.00
415	Airport Fund	$77,503.00	$449,608.00	$491,862.00	$35,249.00
416	Airport Grant Fund	$70,514.00	$742,500.00	$760,000.00	$53,014.00
501	Equipment Rental fund	$95,000.00	$150,500.00	$150,000.00	$95,500.00
505	Equipment Rental Replacement Reserve	$500,000.00	$112,322.00	$59,200.00	$553,122.00
602	Cable TV Trust Fund	$3,000.00	$0.00	$0.00	$3,000.00
631	Treasurer's Suspense Fund				
	Totals	$3,397,439.00	$10,650,360.00	$11,101,224.00	$2,946,575.00
			$14,047,799.00		$14,047,799.00

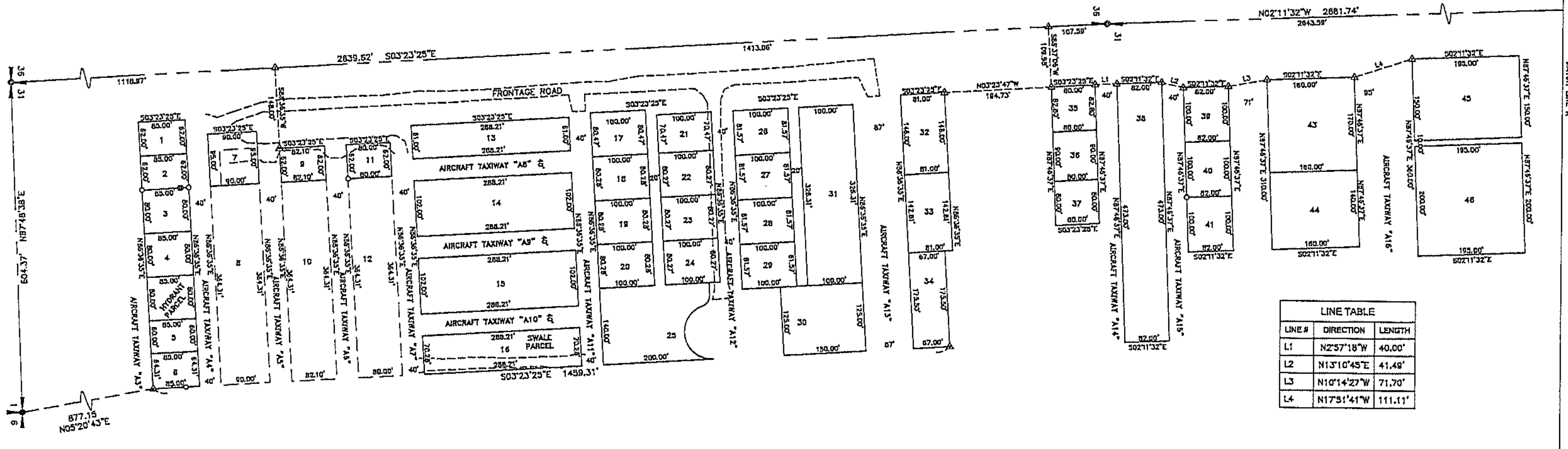
DEER PARK MUNICIPAL AIRPORT LEASE PLAN

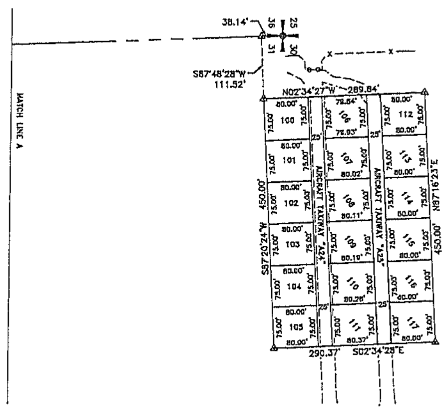
LOCATED IN THE SW 1/4 AND THE NW 1/4 OF SECTION 31, AND THE SW 1/4 SECTION 30, TOWNSHIP 29 NORTH, RANGE 44 EAST, WILLAMETTE MERIDIAN, SPOKANE COUNTY, WASHINGTON

N

0 100 200

1"=100'





LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N2°57'18"W	40.00'
L2	N13°10'43"E	41.49'
L3	N10°14'27"W	71.70'
L4	N17°51'41"W	111.11'

LEGEND

- SECTION CORNER
- QUARTER SECTION CORNER
- FOUND IRON PIPE
- FOUND IRON PIN, 1/2" DIAMETER
- CALCULATED POINT, NOTHING FOUND OR SET
- ORIGINAL LEASE LINES
- CHAINLINK FENCE
- EDGE OF TRAVEL WAY

BASIS OF BEARING

THE BASIS OF BEARINGS IS SOUTH 03°23'25" EAST AS MEASURED ALONG THE WEST LINE OF THE SW1/4 OF SECTION 31, TOWNSHIP 29 NORTH, RANGE 44 EAST, WILLAMETTE MERIDIAN, SPOKANE COUNTY, WASHINGTON, AS ESTABLISHED BY GPS OBSERVATIONS, WASHINGTON STATE PLANE SOUTH ZONE COORDINATE SYSTEM. ALL BEARINGS SHOWN ARE AT GRID AZIMUTH, ALL DISTANCES ARE PROJECTED TO GROUND.

J-U-B ENGINEERS, INC.

J-U-B ENGINEERS, INC.
W. 422 Riverside Ave.
Suite 304
Spokane, WA 99201
Phone: 509.458.3727
Fax: 509.458.3762
www.jub.com

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REVISION

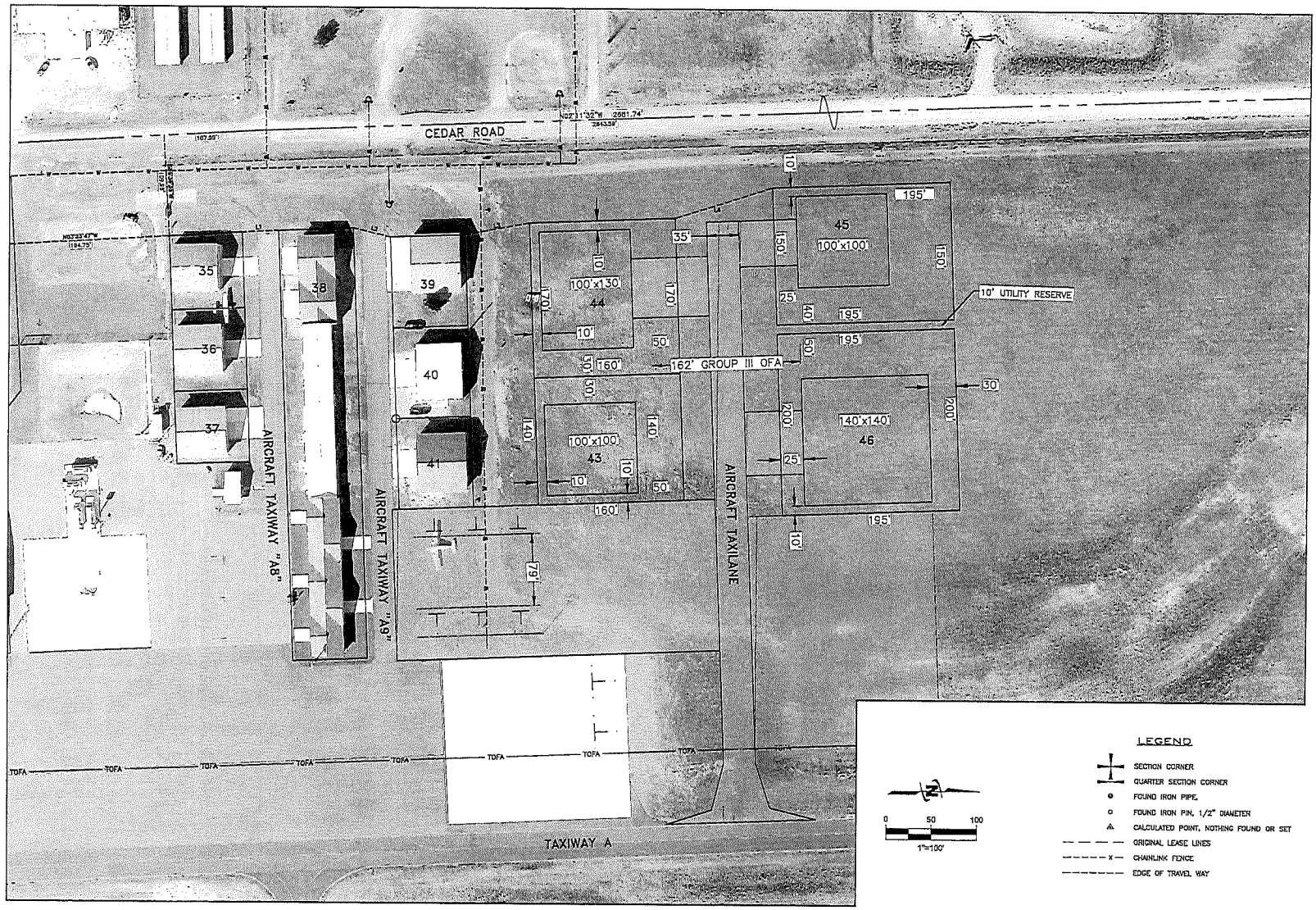
NO.	DESCRIPTION	BY	APR.	DATE
3		MAD	GJR	9/1/16
2		MAD	GJR	7/22/16
1		DG	GJR	4/12/16

DEER PARK MUNICIPAL AIRPORT
CITY OF DEER PARK, WASHINGTON

LEASE PLAN 2016

FILE: 70-09-009-LEASELOTS 8-1
JUB PROJ. #:
DRAWN BY: TJF
DESIGN BY: TDI
CHECKED BY: MIN
ONE INCH
AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 10/26/2016

SHEET NUMBER:
1



J-U-B ENGINEERS, INC.

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W. 422 Riverside Ave.
Suite 304
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PRELIMINARY PLANS

NOT FOR CONSTRUCTION

PROPERTY OF J-U-B ENGINEERS

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REVISION

NO.	DESCRIPTION	BY	APPR	DATE

DEER PARK MUNICIPAL AIRPORT
CITY OF DEER PARK, WASHINGTON

LEASE PLAN 2016

FILE: F0-16-000-LEASE.DTS 16-4 R
JUB PROJ #:
DRAWN BY: TJF
DESIGN BY: TDI
CHECKED BY: MDN
ORIGINAL
AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 10/26/2016

SHEET NUMBER:
5

EXTENSION NO. 1 TO

CITY OF DEER PARK PROFESSIONAL ENGINEERING SERVICES AGREEMENT

GENERAL SERVICES

This "Extension No. 1" is an extension to that certain agreement entered into by and between the City of Deer Park ("City"), a Washington municipal corporation, and J-U-B Engineers, Inc. ("Engineer"), consulting engineers, located in Spokane, Washington titled "CITY OF DEER PARK PROFESSIONAL ENGINEERING SERVICES GENERAL SERVICES" with a term from February 1, 2012 through January 31, 2017 ("The Agreement").

The City and Engineer agree as follows:

1. As authorized in Section 2 of the Agreement, the Agreement should be and hereby is extended for an additional period of three (3) years to begin on February 1, 2017 and extend through January 31, 2020.

2. Except as modified by Section 1 of this Extension No. 1, the terms of the Agreement, including the most current and updated Exhibit "A" to the Agreement, are hereby reaffirmed.

3. The terms of all Task Orders appended to the Agreement are hereby reaffirmed.

[remainder of page intentionally left blank]

4. This Extension No. 1 shall be effective February 1, 2017.

APPROVED by the City Council of
the City of Deer Park, Washington
the _____ day of _____, 2016.

Robert Whisman, Mayor

APPROVED by J-U-B Engineers, Inc.,
the 26th day of October, 2016.

David J. Kliewer, authorized signor for
J-U-B Engineers, Inc.

Address for Giving Notices:

CITY OF DEER PARK

Attn: Mayor
316 East Crawford
P. O. Box F
Deer Park, WA 99006

Address for Giving Notices:

ENGINEER

J-U-B Engineering, Inc.
422 W. Riverside Ave., Suite 304
Spokane, WA 99201

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 **35274 through 35312 in the amount of $130,169.32.**

_____

City Clerk/Treasurer

Council Approval

We, the undersigned Council Members of the ***City of Deer Park*** approve the payment of Claims Checks numbered **35274 through 35312 in the amount of $130,169.32 this 2nd day of November 2016.**

_____ _____

_____ _____

_____

Vouchers Last Half Oct 2016

Number	Vendor Name	Account Description	Amount
35274	First American Title Insurance Company	Sanchez-Right of Way Purchase	$16,047.33
35275	Acco Brands Direct	2017 Day-Timer	$56.56
35276	American Linen	Fresheners, Multifold Towels	$109.39
		Mat Changes	$182.85
		Check Total:	$292.24
35277	Anatek Labs	Wastewater Testing	$95.00
35278	Artistic Engraving	Airport Sign	$1,960.00
35279	Canon Financial Services, INC	Airport Copier Contract	$56.97
35280	Centurylink	Long Distance Charges	$54.92
35281	City Service Valcon, LLC	City Equipment Fuel	$1,349.12
		Terminal Maint Fee	$16.00
		Check Total:	$1,365.12
35282	Consolidated Electrical Distributors Inc.	Fuse-Sports Complex Lts, Pool Pump Switch	$32.14
35283	Costco Membership	Annual Renewel	$220.00
35284	Department of Ecology	M. Lewis Wastewater Cert Renewel	$30.00
35285	Evergreen Truss	Lumber Parks Dept.	$81.49
35286	Frontier Tree Service	Golf Course Windstorm Cleanup	$2,500.00
35287	H & H Business Systems	Image Charges	$35.66
35288	H.D. Fowler Company	Water Dept. Tools	$565.22
35289	Hill Manufacturing Company, INC.	Bee Spray, Lubricant	$476.89
35290	Industrial Communications	Handheld Radio	$125.66
35291	Inland Empire Utility	Locate Charges 3rd Qtr	$77.00
35292	Inland Feed And Farm	Fence Tool	$27.01
35293	Jub Engineers, Inc.	FAA AIP #22 SRE	$11,732.33
		N. Dalton Well	$1,699.16
		Prof Svc/gma Comp Plan	$1,996.01
		SubdivisionHope Meadow Insp.	$1,959.80
		WW Comprehensive Plan Update	$23,503.30
		WW Storage Lagoon Liner Replacement	$3,636.23
		Check Total:	$44,526.83
35294	Napa Auto Parts	Supplies	$114.01
35295	National Barricade	Supplies	$169.57
35296	Northwest Safety Enterprises	Employee Flagger Class	$725.00
35297	Postlewait Code LLC	Spokane CO Bldg/plan Checks	$2,538.45
35298	Ricoh USA, Inc	R & M Office Equipment	$157.76
		City Hall Copier Contract	$208.62

		Check Total:	$366.38
35299	Schultz's Aviation, LLC	Management Contract Sept. 2016	$7,916.67
35300	Special Asphalt Products	Crack Sealer Rental	$5,183.47
35301	Spokane County Engineers	Cross Walk Paint	$611.04
35302	Spokane County Treasurer	Spokane CO Jail Services Oct 2016	$3,341.61
35303	Spokane County Treasurer/ Prosecutor	3rd Qtr 2017 Misdemeanor Cases	$1,801.80
35304	Spokane County Treasurer/IT Dept.	Gis Work	$99.45
35305	Spokane County Treasurer/SCRAPS	Animal Control Oct 2016	$588.25
35306	Spokane County Treasurer's Office	Spok CO Law Enforc Contract Oct 2016	$34,104.00
35307	Syn-Tech Systems, Inc	Phone Support	$145.94
35308	The Drain Specialists	Line Locate	$275.66
35309	Toner's Excavating	6th Street Sidewalk Replace	$918.85
35310	Washington State Auditor	State Auditor Fees	$1,536.15
35311	Waste Management	Professional Services	$75.14
35312	Wilbur-Ellis Company	Trimec, Curtail	$1,031.84
	Grand Total		**$130,169.32**

Total Accounts Payable for Checks #35274 Through #35312

CITY OF DEER PARK

PAYROLL 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 and/or the labor has been performed as described herein and is a just, due and unpaid obligation against the ***City of Deer Park,*** and that I am authorized to authenticate and certify said Payroll Checks numbered **12360 through 12390 including 941 Taxes** in the amount of **$90,583.13.**

_____
City Clerk/Treasurer

Council Approval

We, the undersigned Council Members of the ***City of Deer Park*** approve the payment of Payroll Checks numbered **12360 through 12390 including 941 Taxes** in the amount of **$90,583.13** this **2nd day** of **November 2016.**

_____ _____

_____ _____

_____