

**City of Deer Park  
City Council Agenda  
June 1, 2022  
Meeting Location ~ Deer Park City Hall  
316 E. Crawford  
7:00 p.m.**

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

**To Access the Meeting by Phone Dial 1-669-224-3412 w/Access Code: 805-100-029#**

- 1. Call to Order**  
Roll Call: Mayor Tim Verzal  
Councilmember's: Dee Cragun, Jason Upchurch, Heather Newsom  
and, Caleb Stapp  
Community Services Director: Roger Krieger  
Clerk/Treasurer: Deby Cragun
- 2. Invocation**
- 3. Pledge of Allegiance & Welcome**
- 4. Approval of Agenda**
- 5. Approval of May 18, 2022, regular council meeting minutes.**
- 6. New Business**
  - A. Change Order #8 Crawford/Colville Roundabout and N. Colville Reconstruction Reconcile Constructed and Contract Quantities ~ LaRiviere, Inc.
  - B. Deer Park, Washington Time Capsule Project Summary
  - C. Council Interviews for Vacant Position.
- 7. Resolutions**
- 8. Ordinances**
- 9. Consent Agenda**
  - A. Approval of Voucher Claim Check Nos. 40302 through 40324 including EFT Debits in the amount of \$112,736.33 for Second Half of May 2022
  - B. Approval of Payroll Check Nos. 14617 through 14650 including PFML, 941 Taxes and Health Benefits in the amount of \$141,553.52 for the month of May 2022.
- 10. Council Questions, Comments, or Reports**
- 11. Interested Citizens: Oral Communications, Requests, and Comments from Audience on Unrelated Agenda Items.**
- 12. Executive Session**
  - A. Review the qualifications of the applicants for the vacant Council position under RCW 42.30.110(1)(h),
- 13. Possible action of the Council to fill the vacant Council position**
- 14. Adjournment**

**City of Deer Park  
City Council Minutes  
May 18, 2022  
Meeting Location ~ Deer Park City Hall  
316 E. Crawford**

**To Access the Meeting by Phone Dial 1-669-224-3412 w/Access Code: 805-100-029#**  
Mayor Verzal called the meeting to order at 7:00 p.m.

**1. ROLL CALL**

Mayor Verzal called roll and the following were:

Present:	Councilmember's: Dee Cragun, Jason Upchurch, Heather Newsom, Caleb Stapp
Community Services Director:	Roger Krieger
City Attorney:	Chuck Zimmerman
City Staff:	Brad Wainwright and Jake Barlass (Phone)
Airport Manager:	Darold Schultz
Clerk/Treasurer:	Deby Cragun
Audience:	24

**2. Invocation**

Pastor Tim White gave the invocation.

**3. Pledge of Allegiance & Welcome**

**4. Approval of Agenda**

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

**5. Approval of May 04, 2022, regular council meeting minutes**

**IT WAS MOVED BY CRAGUN, SECONDED BY UPCHURCH; MOTION CARRIED (4-0) TO APPROVE THE MAY 04, 2022, REGULAR COUNCIL MEETING MINUTES AS PRESENTED.**

**6. New Business**

- A. Approval of City of Deer Park Request for Architectural Services Invitation to Propose

**IT WAS MOVED BY STAPP, SECONDED BY CRAGUN, TO APPROVE THE CITY OF DEER PARK'S REQUEST FOR ARCHITECTURAL SERVICES INVITATION TO PROPOSE**

Councilmember Stapp reviewed Architectural Services Invitation to Propose.

Following discussion,

**MOTION CARRIED 4-0.**

- B. Task Order 2022-09 Marshall Meadows Construction Observation ~ JUB Engineers, Inc.

**IT WAS MOVED BY CRAGUN, SECONDED BY STAPP, TO APPROVE TASK ORDER 2022-09 MARSHALL MEADOWS CONSTRUCTION OBSERVATION WITH J-U-B ENGINEERS, INC.**

Roger Krieger reviewed Task Order 2022-09.

Following discussion,

**MOTION CARRIED 4-0.**

**7. Resolutions**

- A. Resolution 2022-008 ~ WSDOT Aviation Division Guaranteeing Grant Match Money Availability

Mayor Verzal read the heading to Resolution 2022-008.

**IT WAS MOVED BY CRAGUN, SECONDED BY UPCHUCH, TO APPROVE RESOLUTION 2022-008 WSDOT AVIATION DIVISION GUARANTEEING GRANT MATCH MONEY AVAILABILITY**

Darold Schultz reviewed Resolution 2022-008.

Following discussion,

**MOTION CARRIED 4-0.**

**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 NEWSOM; MOTION CARRIED (4-0) TO APPROVE THE CONSENT AGENDA AS FOLLOWS:**

- A. Approval of Voucher Claim Check Nos. 40257 through 40301 in the amount of \$498,014.55 for the First Half of May 2022.**

**10. Report of Departments**

Darold Schultz stated there is lots of building going on at the Airport. He is continuing to collaborate with Maverick on a large hanger.

Brad Wainwright stated he and his crew have finished a new water main project. The parks crew has been working extremely hard on getting the parks ready for summer.

Roger Krieger gave an update on the water tank project. He has been collaborating with EDA representatives on a funding change with regards to the Airport Wastewater Main Project.

Jake Barlass updated the Mayor and Council on construction permits.

**11. Council Questions, Comments, or Reports**

No comments.

**12. Interested Citizens: Oral Communications, Requests, and Comments from Audience on Unrelated Agenda Items.**

No comments.

**13. Executive Session**

A. Potential Sale of Property

B. RCW 42.30.110(1)(H) ~ Evaluate Qualifications of Candidate for Elective Office.

Mayor Verzal moved the Council into Executive Session at 7:19 p.m. for 30 minutes to discuss potential sale of property and evaluate qualifications of candidates for elective office. Mayor Verzal stated there will be action taken after the meeting. The Council returned to regular session at 7:49 p.m.

**IT WAS MOVED BY STAPP, SECONDED BY NEWSOM TO ADVANCE APPLICATIONS OF NICHOLAS M. MINZGHOR, NAOMI N. DIAZ AND JAMES J. SCHOLZ TO THE NEXT CITY COUNCIL MEETING ON JUNE 1, 2022, FOR COUNCIL INTERVIEWS FOR VACANT POSITION.**

Following discussion,

**MOTION CARRIED 4-0.**

**14. Adjournment**

There being no further business before the Council, Mayor Verzal adjourned the meeting at 7:50 P.M.

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Mayor Tim Verzal

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Deby Cragun, City Clerk/Treasurer



Contract Number 70-19-021	Contract Title Crawford/Colville Roundabout and N Colville Reconstruction	Federal Aid Number STPR-Z932(0)
Change Order Number 8	Change Description Reconcile Constructed and Contract Quantities	Date 4-28-22
Prime Contractor / Design-Builder LaRiviere, Inc.		

Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

Change proposed by Contractor / Design-Builder

Change Description

**Summation of Change Order Cost**

-Reduce the contract amount by \$93,615.28 to reconcile the estimated contract quantities and the actual quantities constructed.

-Increase the contract amount by \$169.63 to account for sales tax paid on taxable items added to the contract in change order #2. The contract increase due to sales tax was not included in the change order #2 total.

These changes will reduce the contract by a total of \$93,445.65. The final contract amount of \$1,803,594.84, as adjusted by this change order represents the total amount paid to the Contractor. The City and the Contractor agreed that the alterations or changes in quantities do not change the character of the work on this project, therefore no cost adjustments were made by this change order.

Verbal Approval Given By N/A	Verbal Approval Date N/A	Working Days +/- 0
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Original Contract Amount \$1,880,549.07	Current Contract Amount \$1,897,040.49	Est. Net Change This C.O. -\$93,445.65	Est. Contract Amount \$1,803,594.84
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Approval Recommended <i>Alexander DelRiccio</i> Project Engineer Date 5/13/22	Approved _____ Approving Authority per C.A. Agreement _____ Date
Approval Recommended <i>[Signature]</i> By Prime Contractor Date 5/13/22	Other Approval As Required _____ Signature Date _____ Representing

Contract Number 70-19-021	Contract Title Crawford/Colville Roundabout and N Colville Reconstructio	Change Order Number 8
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Change Description Cont.

The revisions to contract quantities to account for variation in estimated and constructed quantities are summarized below. Items denoted with "A" are Schedule 1 items, while items denoted with "B" are Schedule 2 items.

Item	Description	Unit	Unit Price	Bid Qty.	Qty. Adjustment	Final Qty.	Contract Adjustment
A9	Sawcutting	L.F.	\$2.20	325	-27	298	-\$59.40
A10	Roadway Excavation Inc. Haul	C.Y.	\$17.00	4100	-228	3872	-\$3,876.00
A11	Ditch Excavation Incl. Haul	C.Y.	\$26.00	550	-163	387	-\$4,238.00
A12	Haul, Stockpile and Place Bituminous Planings	C.Y.	\$41.00	470	41	511	\$1,681.00
A13	Crushed Surfacing Top Course	TON	\$21.00	3150	-507.74	2642.26	-\$10,662.54
A14	Crushed Surfacing Base Course	TON	\$24.00	1840	1449.53	3289.53	\$34,788.72
A15	HMA CL. 1/2" PG 70-28	TON	\$91.00	2220	-245.29	1974.71	-\$22,321.39
A17	Textured and Pigmented Cement Concrete Pavement	S.Y.	\$120.00	600	-45	555	-\$5,400.00
A18	Conc. Class EA	C.Y.	\$410.00	4.5	-0.5	4	-\$205.00
A19	CL 50 Ductile Iron Pipe, 24-Inch Diam.	L.F.	\$160.00	175	-10	165	-\$1,600.00
A20	CL 50 Ductile Iron Pipe, 10-Inch Diam.	L.F.	\$72.00	275	6.5	281.5	\$468.00
A21	CL 50 Ductile Iron Pipe, 8-Inch Diam.	L.F.	\$68.00	830	-133	697	-\$9,044.00
A23	Catch Basin Type 1	EA.	\$2,600.00	6	1	7	\$2,600.00
A25	Curb Inlet Type 2	EA.	\$1,100.00	11	-1	10	-\$1,100.00
A27	Shoring - Trench Safety Systems	L.F.	\$1.20	1280	-136.5	1143.5	-\$163.80
A29	Topsoil Type A	AC.	\$31,000.00	0.5	-0.25	0.25	-\$7,750.00
A30	Sod Installation	S.Y.	\$12.00	2000	-1443	557	-\$17,316.00
A31	Seeding, Fertilizing, and Mulching	AC.	\$6,500.00	0.5	-0.23	0.27	-\$1,495.00
A33	Cement Conc. Traffic Curb and Gutter	L.F.	\$28.00	3050	-23	3027	-\$644.00
A34	Cement Conc. Traffic Curb	L.F.	\$37.00	185	-29	156	-\$1,073.00
A35	Cement Conc. Pedestrian Curb	L.F.	\$32.00	400	-288.5	111.5	-\$9,232.00
A37	Roundabout Truck Apron Cem. Conc. Curb and Gutter	L.F.	\$34.00	740	26	766	\$884.00
A39	Cement Conc. Driveway Entrance Type 1	S.Y.	\$78.00	235	1.5	236.5	\$117.00
A40	Cement Driveway Transition	S.Y.	\$84.00	170	19.5	189.5	\$1,638.00
A41	Replace Existing Fence	L.F.	\$44.00	290	-170	120	-\$7,480.00
A42	Cement Con. Sidewalk	S.Y.	\$56.00	950	9	959	\$504.00
A44	Detectable Warning Surface	S.F.	\$24.00	300	-76	224	-\$1,824.00
A46	Cement Concrete Pedestrian Walkway, Splitter Island	S.Y.	\$60.00	50	6	56	\$360.00
A50	Paint Line	L.F.	\$0.80	4400	-1545	2855	-\$1,236.00
A51	Painted Wide Lane Line	L.F.	\$0.95	135	-5	130	-\$4.75
A53	Painted Crosswalk Line	S.F.	\$2.80	2100	-372	1728	-\$1,041.60
A54	Painted Wide Dotted Entry Line	L.F.	\$3.30	130	-19	111	-\$62.70
A56	Modular Block Retaining Wall	S.F.	\$27.00	719	150	869	\$4,050.00
A57	Cement Concrete Retaining Wall	L.F.	\$130.00	16	-16	0	-\$2,080.00
B3	Abandon and Fill Existing Sewer/Water Pipe	L.F.	\$5.50	1500	-850	650	-\$4,675.00
B6	Shoring & Trench Safety Systems	L.F.	\$12.00	1895	-360	1535	-\$4,320.00
B7	Ductile Iron Pipe for Water Main 6 Inch Diameter	L.F.	\$61.00	140	-1	139	-\$61.00
B8	PVC Pipe for Water Main 6 Inch Diameter	L.F.	\$45.00	25	-4	21	-\$180.00
B9	PVC Pipe for Water Main 8 Inch Diameter	L.F.	\$56.00	1250	-153	1097	-\$8,568.00
B10	Extra Trench Excavation	C.Y.	\$28.00	25	-25	0	-\$700.00
B13	8-Inch 22.5-Degree Elbow	EA.	\$630.00	14	-2	12	-\$1,260.00
B20	Gate Valve 6 In.	EA.	\$1,700.00	1	1	2	\$1,700.00
B23	Service Connection 1 In. Diam	EA.	\$1,300.00	10	1	11	\$1,300.00
B24	48 Inch Water Meter Box	EA.	\$1,700.00	10	-7	3	-\$11,900.00
B25	PVC Sanitary Sewer Pipe 10 In. Diam	L.F.	\$36.00	480	5	485	\$180.00
B26	Testing Sewer Pipe	L.F.	\$2.60	480	-2	478	-\$5.20
Schedule 1 Subtotal							-\$62,818.46
Schedule 2 Subtotal							-\$28,489.20
Schedule 2 Sales Tax @ 8.1%							-\$2,307.62
Total							-\$93,615.28

May 16, 2022



## Deer Park, Washington Time Capsule Project Summary

In conjunction with the City of Deer Park and Clayton / Deer Park Historical Society, the Settlers Association plans to bury a time capsule to be opened at the 200<sup>th</sup> Settlers Day celebration – (July 26, 2121). This project will commemorate the Deer Park of today by leaving a gift for the Deer Park of the next century. Publicity and public participation will be generated through the following activities:

- Student Essay Contest
- Collecting Memorabilia/Artifacts
- Settlers Day Pictures
- Mayor's Note
- Press Release
- Burial Ceremony at District 4 Fire Station

### Timeline:

- May: Purchase capsule and necessary items
- May/June: Contact schools for student participation
- June: Submit a press release about the Time Capsule Project.
- July: Share a Settlers Day booth to display the Time Capsule and collect photos.
- September: Submit a second press release about the Time Capsule Project.
- October: Bury the capsule in a public ceremony at District 4 Fire Station.
- July 2121: Dig up and open!

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Projected Cost Summary:

The total cost will be divided by three and paid through the Settlers Association, the City of Deer Park, and the Historical Society. There are no outside funds anticipated to defray the cost of this project; however, any expenses recovered during Settler’s Day will be returned to the same three sponsors.

Time Capsule:	\$550
Stone Marker:	\$650
Preservation Kit:	\$110
Settlers Day:	\$350
<b>Total</b>	<b>\$1,660</b>

Action Items:

1. Purchase Time Capsule.
2. Submit a press release.
3. Gather artifacts: This will be ongoing.

Contact:

Questions, donations, and suggestions should be directed to Laura Chamberlain: 720-955-9085, laurajkchamberlain@yahoo.com

**Time Capsule Project Details**

Our message to the future Deer Park residents: “Deer Park is not ours to keep - we merely hold it in trust for you. We are fascinated by you and wonder what you will see in the future. Likewise, we hope to fascinate you with our era by giving you a glimpse of who we were and what we saw in Deer Park. While we ponder and celebrate you through the gifts in this time capsule, we hope you will occasionally reflect upon those who walked these streets before you. So celebrate us for a moment when you open our time capsule.”

**Public Activity Details**

**Student Essay Contest:** Work with Deer Park School District to have each grade write (or draw) how they think Deer Park will look in 100 years. Essays should mention particulars of life today then what they believe life will be like in the future. One essay will be chosen from each grade level, and winners will be announced at Settlers Day in Mix Park. The winners will have their photo, bio, and essay included in the time capsule.

**Note from the Mayor:** We ask that our current Mayor write a note to the future Mayor and include a framable certificate with the City’s logo, signed by specific city servants. The Time Capsule committee will also include a note.

**Settlers Day Pictures:** Members of the local community will have the opportunity to add a picture and personal note to the time capsule for \$10. This element will bring a unique



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aspect to Deer Park's time capsule as people can leave specific words to their descendants.

The main effort for picture collection will be on Settlers Day, where full-color real photos can be taken and printed at the booth using a portable printer. When a person includes their picture, they will receive a numbered ticket to pass along through the generations. In 2121, whoever presents the numbered ticket at the capsule's opening will receive the photo and note from their ancestor. Limited to first 100 people.

**Business Card Drop:** Additionally, for \$5, a person can add their business card to the time capsule.

### **Cost Details**

**Heritage Time Capsule:** Tough and sturdy: 16 pounds: size medium: standalone unit of composite material: high chemical resistance to acids and alkalis: integrated, seamless foam gasket seal: withstands temperature fluctuations (-40F to 250F): rectangle shape: 19.8 x 18.2 x 10.3 inches: weatherproof: watertight: no vault required: includes city logo.

**Heritage Stone Marker:** Vermont Grey Stone, 2' x 1' x 4" 120 lbs.

**Heritage Preservation Kit:** Required for the preservation of materials in Time Capsule

**Settlers Day:** Event and Miscellaneous Items

**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 **40302 through 40324 including EFT Debits in the amount of \$112,736.33.**

\_\_\_\_\_  
City Clerk/Treasurer

**Council Approval**

We, the undersigned Council Members of the *City of Deer Park* approve the payment of Claims **40302 through 40324 including EFT Debits in the amount of \$112,736.33 this 1<sup>st</sup> day of June 2022.**

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# Vouchers 2nd Half May 2022

Fiscal : 2022

Period : 2022 - June 2022 - May

Voucher #	Vendor Name	Account Description	Amount
40302	American Linen	City Hall Supplies	\$108.66
		Park Supplies	\$94.80
		Check Total:	\$203.46
40303	Anatek Labs	Wastewater Testing Anatek	\$490.00
		Water Testing - Anatek	\$45.00
		Check Total:	\$535.00
40304	Autozone	Supplies	\$6.58
40305	Bi-Mart Corporation	Supplies	\$18.14
		Tools & Equipment	\$54.03
		Check Total:	\$72.17
40306	Bjelland, Joe	Dot Physical	\$121.00
40307	Centurylink	Communications	\$1,864.93
40308	City of Deer Park	Full Service Fuel Surcharge	\$689.20
40309	City Service Valcon, LLC	Terminal Maintenance	\$16.00
		Resale Fuel	\$25,756.31
		Check Total:	\$25,772.31
40310	Deer Park Ace Hardware	Central Services Supplies	\$48.63
		Supplies	\$294.71
		Tools & Equipment	\$41.74
		Check Total:	\$385.08
40311	Deer Park Paving & Patching	R & M Structures	\$5,861.54
		Repair & Maintenance	\$2,930.77
		Check Total:	\$8,792.31
40312	Deer Park Printing LLC	Bill Stock and Envelopes	\$1,608.53
40313	Horizon	Supplies	\$571.26
40314	Jub Engineers, Inc.	6th St. Reservoir Repl Const.	\$14,117.41
		Construction Cedar to Enoch	\$232.39
		E. Crawford Preservation Design 2022	\$198.54
		N. Dalton Well	\$3,326.79
		Professional Services	\$3,673.59
		Shamrock Glen Construction Observ.	\$1,373.90
		Water Comprehensive Plan Update	\$6,331.08
		WW Treatment Lagoon Construction	\$180.34
		Check Total:	\$29,434.04
40315	National Barricade	Supplies	\$1,300.27
40316	ODP Business Solutions, LLC	Central Services Supplies	\$268.09

40317	Ogden/Murphy/Wallace PLLC	Legal Services Rendered	\$4,125.00
		Professional Services	\$381.30
		Professional Services Legal	\$114.00
		Check Total:	\$4,620.30
40318	Postlewait Code LLC	Spokane CO Bldg/plan Checks	\$4,556.28
40319	Ricoh USA, Inc	Central Services Supplies	\$208.95
40320	Schultz's Aviation, LLC	Full Service Fuel Surcharge	\$689.20
		Management Contract	\$12,500.00
		Check Total:	\$13,189.20
40321	Spokane County District Court	Professional Services	\$2,424.87
40322	Spokane County Treasurer	Spokane CO Jail Services	\$2,005.77
40323	Spokane County Treasurer/SCRAPS	Spokane County Regional Animal Control	\$976.15
40324	Spokane House of Hose	R & M Structures	\$1,130.57
		Supplies	\$19.58
		Check Total:	\$1,150.15
EFT Debit Combined Excise Tax April 2022	State of Washington	Excise Tax Remit	\$3,526.09
		Excise Tax Remittance	\$2,464.32
		Fuel Sales Tax	\$4,962.02
		Check Total:	\$10,952.43
EFT Debit Postage Refill May 2022	United States Postal Svc	Communications	\$1,014.23
		Travel/training	\$13.77
		Check Total:	\$1,028.00
<b>Grand Total</b>			<b>\$112,736.33</b>
<b>Total Accounts Payable for Checks #40302 Through #EFT Debit Postage Refill May 2022</b>			

**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 14617 through 14650 including EFT Debits PMFL, 941 Taxes and Health Benefits in the amount of \$141,553.52.

\_\_\_\_\_  
City Clerk/Treasurer

**Council Approval**

We, the undersigned Council Members of the *City of Deer Park* approve the payment of Payroll Checks numbered 14617 through 14650 including EFT Debits PMFL, 941 Taxes and Health Benefits in the amount of \$141,553.52 this 1<sup>st</sup> day of June 2022.

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