

**City of Deer Park
City Council Agenda
January 3, 2024
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: Jason Upchurch, Fred Senn, Heather Newsom,
Billy Costello and Diane Pfaeffle
City Staff: Brad Wainwright, Dan Pratt, Jake Barlass and
Clint Drury
Clerk/Treasurer: Deby Cragun
- 2. Invocation**
- 3. Pledge of Allegiance & Welcome**
- 4. Approval of Agenda**
- 5. Approval of December 20, 2023 regular council meeting minutes.**
- 6. Interested Citizens: Oral Communications, Requests, and Comments from Audience on Unrelated Agenda Items.**
- 7. New Business**
A. Mayor Pro-Tem
- 8. Resolutions**
- 9. Ordinances**
- 10. Consent Agenda**
A. Approval of Voucher Claim Check Nos. 41680 through 41703 including EFT Debits in the amount of \$152,474.94 for Second Half of December 2023.
B. Approval of Payroll Check Nos. 15308 through 15338 including PFML, LTC, 941 Taxes and Health Benefits in the amount of \$151,544.52 for the month of December 2023.
- 11. Council Questions, Comments, or Reports**
- 12. Executive Session**
A. Discuss potential purchase of real property pursuant to RCW 42.30.110(1)(b)
- 13. Adjournment**

**City of Deer Park
City Council Minutes
December 20, 2023
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, Caleb Stapp and Naomi Diaz
City Attorney:	Charles Zimmerman
City Staff:	Brad Wainwright, Dan Pratt, Jake Barlass (Phone), and Clint Drury
Clerk/Treasurer:	Deby Cragun

2. Invocation

Councilmember Caleb Stapp gave the invocation.

3. Pledge of Allegiance & Welcome

4. Approval of Agenda

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

5. Approval of December 06, 2023, regular council meeting minutes.

IT WAS MOVED BY CRAGUN, SECONDED BY STAPP; MOTION CARRIED (5-0) TO APPROVE DECEMBER 06, 2023, REGULAR COUNCIL MEETING MINUTES AS PRESENTED.

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

Comments were given.

7. New Business

A. Amendment #6 Deer Park Municipal Airport Management Agreement w/Schultz's Aviation, LLC

IT WAS MOVED BY CRAGUN, SECONDED BY STAPP, TO APPROVE AMENDMENT #6 DEER PARK MUNICIPAL AIRPORT MANAGEMENT AGREEMENT WITH SCHULTZ'S AVIATION, LLC

Following discussion,

MOTION CARRIED 5-0.

B. Change Order #4 Aeration Lagoon Replacement Project ~ Halme Construction, Inc.

Dan Pratt reviewed Change Order #4 Aeration Lagoon Replacement Project.

IT WAS MOVED BY CRAGUN, SECONDED BY STAPP, TO APPROVE CHANGE ORDER #4 AERATION LAGOON REPLACEMENT PROJECT WITH HALME CONSTRUCTION, INC.

Following discussion,

MOTION CARRIED 5-0.

8. Resolutions

- A. Resolution 2023-008 Fee Resolution Update 2024

IT WAS MOVED BY CRAGUN, SECONDED BY STAPP, TO APPROVE RESOLUTION 2023-008 FEE RESOLUTION UPDATE.

Mayor Verza read the heading to Resolution 2023-008.

City Attorney Charles Zimmerman and Clint Drury reviewed the updates for the Water and Sewer Funds for 2024.

Following discussion,

MOTION CARRIED 4-1 (UPCHURCH)

9. Ordinances ~

- A. Ordinance 2023-1022 ~ Amending the 2023 Annual Budget (Waive Three Readings)

Mayor Verza read the heading to Ordinance 2023-1022 and requested to waive the three-reading process.

IT WAS MOVED BY CRAGUN, SECONDED BY STAPP, TO WAIVE THE THREE READING PROCESS.

MOTION CARRIED 5-0.

IT WAS MOVED BY CRAGUN, SECONDED BY STAPP, TO APPROVE ORDINANCE 2023-1022 AMENDING THE 2023 ANNUAL BUDGET

Following discussion,

MOTION CARRIED 5-0.

10. Consent Agenda

The 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 STAPP; MOTION CARRIED (5-0) TO APPROVE THE CONSENT AGENDA AS FOLLOWS:

- A. Approval of Voucher Claim Check Nos. 41645 through 41679 in the amount of \$365,426.65 for First Half of December 2023
- B. Employment Agreement 2024 ~ Roger Krieger

11. Report of Departments

Dan Pratt stated that the Sewer Lagoon Project is fully operational.

Darold Schultz stated he has been getting a new Taxi Lane going.

Brad Wainwright stated he and his crew have been snow plowing and working on equipment repair.

12. Council Questions, Comments, or Reports

Councilmember Cragun thanked the citizens of Deer Park for allowing her to be their servant for the last twenty-six years.

Councilmember Upchurch thanked Councilmembers Cragun, Stapp, and Diaz for their service on the Council.

Councilmember Stapp and Diaz gave thanks to everyone.

Mayor Verzal also thanked Councilmember's Cragun, Stapp, and Diaz for their service on the Council.

13. Executive Session

- A. Discuss potential real property acquisition pursuant to RCW 42.30.110(1)(b)

Mayor Verzal moved the council into executive session at 7:21 p.m. for 20 minutes to discuss potential real property acquisition. Mayor Verzal stated there will be no action taken after the meeting. The council returned to regular session at 7:41 p.m.

14. Adjournment

There being no further business before the Council, Mayor Verzal adjourned the meeting at 7:41 P.M.

Mayor Tim Verzal

Deby Cragun, City Clerk/Treasurer

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 **41680 through 41703 including EFT Debits in the amount of \$152,474.94.**

City Clerk/Treasurer

Council Approval

We, the undersigned Council Members of the *City of Deer Park* approve the payment of Claims **41680 through 41703 including EFT Debits in the amount of \$152,474.94 this 3rd day of January 2024.**

_____	_____
_____	_____

Vouchers 2nd half Dec 2023

Fiscal: : 2023

Period: 2023 - December

Vendor	Vendor Name	Account Description	Amount
41680	Washington Trust Bank	Central Services Supplies	\$120.81
		Communications	\$223.15
		Dues/memberships	\$459.96
		Meetings/recog/awards	\$76.41
		Personnel Benefits	\$378.84
		R & M Office Equipment	\$49.03
		Supplies	\$551.16
		Tools & Equipment	\$52.27
		Travel/training	\$217.53
		Check Total:	\$2,129.16
41681	American Linen	Central Services Supplies	\$114.34
		Professional Services	\$20.56
		Check Total:	\$134.90
41682	Anatek Labs	Water Testing - Anatek	\$38.00
41683	Autozone	Tools & Equipment	\$27.52
41684	Burrows Aviation LLC	Professional Services	\$2,878.93
41685	Centurylink	Communications	\$1,723.56
41686	City Service Valcon, LLC	Resale Fuel	\$17,330.83
41687	Darold Schultz	Aviation Ground Support Equipment	\$3,500.00
		Supplies	\$1,154.16
		Check Total:	\$4,654.16
41688	Deer Park Henery Hardware	Central Services Supplies	\$66.72
		Christmas Lights	\$23.76
		Fire Hydrant Repairs	\$22.38
		Supplies	\$237.88
		Tools & Equipment	\$80.60
		Check Total:	\$431.34
41689	Department of Ecology	Dept of Ecology License	\$1,208.00
41690	Dept of Transportation/Cashier	E. Crawford Preservation Design 2022	\$52.05
41691	Freedom Sales & Supply, LLC	Central Services Supplies	\$208.83
		Supplies	\$1,007.45
		Check Total:	\$1,216.28
41692	H.D. Fowler Company	Fire Hydrant Repairs	\$1,513.40
		Supplies	\$2,303.90
		Check Total:	\$3,817.30
41693	Inland Feed and Farm Supply	Vehicle Fuel	\$131.25

41694	Jub Engineers, Inc.	6th St. Reservoir Repl Const.	\$241.81
		Airport Sewer Construction	\$2,414.95
		N. Dalton Well	\$474.60
		Prof Svc/gma Comp Plan	\$13,658.77
		Professional Services	\$5,754.22
		Shamrock Glen Construction Obssev.	\$8,123.40
		Subdivision Mountain View Meadows Insp	\$2,534.40
		Water Comprehensive Plan Update	\$2,845.70
		WW Storage Lagoon Dam Safety Modifications	\$291.60
		WW Treatment Lagoon Construction	\$41,252.18
		Check Total:	\$77,591.63
41695	Ogden/Murphy/Wallace PLLC	Legal Services Rendered	\$2,735.10
		Professional Services	\$1,605.10
		Professional Services Legal	\$117.50
		Check Total:	\$4,457.70
41696	Quadient Leasing	Folder Inserter	\$661.66
		Postage Machine Lease	\$346.55
		Check Total:	\$1,008.21
41697	Reliance Janitorial	Janitorial Services	\$568.60
41698	Ricoh USA, Inc	Central Services Supplies	\$259.49
41699	Schultz's Aviation, LLC	Management Contract	\$12,500.00
41700	Spokane County District Court	Professional Services	\$2,265.29
41701	Spokane County Title CO	Professional Services	\$863.28
41702	Spokane County Treasurer	Emerg Preparedness Nims	\$4,513.77
41703	Western Equipment Dist	Supplies	\$2,475.54
EFT Debit Comb Excise Tax 11/2023	State of Washington	Excise Tax Remit	\$4,483.42
		Excise Tax Remittance	\$2,994.06
		Fuel Sales Tax	\$2,565.78
		Check Total:	\$10,043.26
EFT Debit Dep Book Order	Washington Trust Bank	Central Services Supplies	\$154.89
	Grand Total		\$152,474.94
	Total Accounts Payable for Checks #41680 Through #EFT Debit Dep Book Order		

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 **15308 through 15338 including EFT Debits LTC, PMFL, 941 Taxes and Health Benefits in the amount of \$151,544.52.**

City Clerk/Treasurer

Council Approval

We, the undersigned Council Members of the *City of Deer Park* approve the payment of Payroll Checks numbered **15308 through 15338 including EFT Debits LTC, PMFL, 941 Taxes and Health Benefits in the amount of \$151,544.52 this 3rd day of January 2024.**

