

KETTLE FALLS SPECIAL CITY COUNCIL MEETING
JUNE 4, 2013

CALL TO ORDER

Mayor Slagle called the meeting to order at 7:00 p.m. and led the audience in the pledge of allegiance.

ROLL CALL

Dorothy Slagle, Ray Smith, Bonnie Bradley, Jesse Garrett, Cris Haynes and Debbie Gaskin.

STAFF/GUESTS

Staff - Charlie Schuerman, Joel Gassaway, Raena Hallam and Dave Keeley.

Guests - Jackie and Mike Burns.

ANNOUNCEMENTS AND MAIL RECEIVED

As there were no Announcements and Mail Received, City Council moved on to Public Comment.

PUBLIC COMMENT

As there was no Public Comment, City Council moved on to Consent Agenda.

CONSENT AGENDA

APPROVAL OF THE CITY COUNCIL MINUTES FOR MAY 7th AND MAY 14th, 2013 AND MAY VOUCHERS & PAYROLL.

Council Member Ray Smith moved to approve the Consent Agenda. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Ray Smith - yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

COMMITTEE REPORTS

NUISANCE ORDINANCE REVIEW

Council Member Debbie Gaskin reported she attended a meeting with City Attorney Charlie Scheurman, City Planner Dave Keeley and Legal Intern Logan Worley, to discuss the current Nuisance Ordinance and a new draft ordinance. Debbie stated a draft ordinance will be presented in the very near future.

2012 ANNUAL REPORT REVIEW

Council Members Ray Smith and Bonnie Bradley stated they met with Clerk/Treasurer Raena Hallam to review the 2012 Annual Report before submittal to the Washington State Auditors. No significant errors were noted.

STAFF REPORTS

CITY - SOFTWARE

Clerk/Treasurer Raena Hallam stated Vision Municipal Solutions will begin installing the new Cash Management, Payroll and Financial Software next week.

PUBLIC WORKS

City Superintendent Joel Gassaway reported the new garbage truck has arrived and will be considering the old garbage truck for surplus.

BOISE TANK RECOATING PROJECT

City Superintendent Joel Gassaway stated the preconstruction meeting for the Boise Tank Recoating Project will be held tomorrow, June 5, 2013. It is anticipated the reservoir will not be functioning for approximately one week while the project is completed.

NUISANCE ORDINANCE

City Planner Dave Keeley distributed to City Council a draft nuisance ordinance for them to take home and review. The ordinance will be formerly presented at the next Council meeting.

OUT OF TOWN CITY WATER HOOK UPS

City Planner Dave Keeley distributed to City Council a Memorandum from City Attorney Charlie Schuerman regarding the City Attorney's opinion that no out of town city water hookups to any areas outside of the City limits are allowed, except for UGA. Dave asked City Council to take the memorandum home for their review and it will also be discussed in the future.

PLANNING SHORT COURSE

City Planner Dave Keeley reminded City Council the Kettle Falls Planning Commission will be hosting a planning short course on June 13th from 6:30-9:30 pm. Dave stated the planning short course is very informative and a good refresher for City Council and the public.

NEW BUSINESS

WASTEWATER TREATMENT FACILITY CHANGE ORDER NO. 05

City Planner Dave Keeley reviewed Change Order No. 5 with City Council.

Form 5		Change Order Form	
		Change Order No. <u>5</u>	
Date of Issuance:	May 29, 2013	Effective Date:	When Approved
Project:	Kettle Falls WWTP	Owner:	City of Kettle Falls
Contract:	Kettle Falls WWTP	Owner's Contract No.:	KF-W11
Contractor:	IMCO General Construction	Date of Contract:	June 8, 2011
		Engineer's Project No.:	N/A
The Contract Documents are modified by the following Change Order Proposals upon execution of this Change Order:			
ECOP 35	Repair Existing Manhole and Pipe		3,585.00
ECOP 37	Ethernet to Lab AHU		836.41
ECOP 38	Lab-Ops Heat Exchanger to Drain to UWPS		32,360.00
ECOP 39	Install Remaining Snow Stops		11,626.50
ECOP 40	Motorized Gate Opener		12,070.00
Total Change Order No. 5			\$60,477.91
Attachments: (List documents supporting change): <i>ECOPs 35,37,38,39,40</i>			
CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price:	\$9,717,630.38	Original Contract Times:	<input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days
Increase [Decrease] from previously approved Change Orders	No. <u>1</u> to No. <u>4</u>	Substantial completion (days or date):	590 days
	\$36,917.99 (with tax)	Ready for final payment (days or date):	28 days
Contract Price prior to this Change Order:	\$9,754,548.37 (with tax)	Increase [Decrease] from previously approved Change Orders	No. <u>1</u> to No. <u>4</u>
Increase [Decrease] of this Change Order:	\$60,477.91	Substantial completion (days or date):	16 days
Sales Tax at 7.6% on this Change Order	\$4,596.32	Ready for final payment (days or date):	0 days
Contract Price with this Change Order:	\$9,819,622.60	Increase [Decrease] of this Change Order:	
		Substantial completion (days or date):	0 days
		Ready for final payment (days or date):	14 days
		Contract Times with all approved Change Orders:	
		Substantial completion (days or date):	606 days
		Ready for final payment (days or date):	42 days
RECOMMENDED:	ACCEPTED:	ACCEPTED:	
By: <i>Sharon P. Lasserty</i>	By:	By: <i>Tim W...</i>	
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Date: 5-31-13	Date:	Date: <i>5/30/12</i>	
Approved by WADOE:	By:	Date:	
Approved by CDBG (if req'd):	By:	Date:	

Council Member Cris Haynes questioned the cost of an automatic gate opener. Dave stated the installation of an automatic gate opener actually requires a modification to underground conduit etc. Therefore the cost is higher.

Mayor Slagle stated she questioned the cost of snow stops. City Planner Dave Keeley explained the snow stops on the main building failed and are being replaced, the additional cost is adding snow stops to the other buildings.

Council Member Debbie Gaskin moved to authorize the Mayor to sign Change Order No. 5. Council Member Jesse Garrett seconded the motion. Motion carried by all. Council Member Ray Smith - yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

2013 SWIMMING POOL STAFF WAGES

Clerk/Treasurer Raena Hallam stated minimum wage has increased and she would like to propose swimming pool staff wages be adjusted as follows:

Pool Manager	\$10.00 per hour
Lifeguards	\$9.19 per hour
3 rd year Lifeguard	\$9.29
Instructor	\$9.29

Council Member Jesse Garrett moved to adopt the proposed pool wages for the 2013 summer. Council Member Cris Haynes seconded the motion. Motion carried by all. Council Member Ray Smith - yes, Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Cris Haynes - yes and Council Member Debbie Gaskin - yes.

NEW PARK RULES - BULK WATER

City Superintendent Joel Gassaway stated he has received several reports of people filling large water tanks at Happy Dell Park. The City has a place and process of which people may buy bulk water, but if people fill at the park they are avoiding paying for the water. Joel proposed signage and adding language to the park rules as follows:

(h) Filling of water trucks from hose bibs and yard hydrants in the parks is prohibited. Water for domestic and recreational uses is limited to 50 gallons per day, per vehicle.

City Council gave permission for City Superintendent Joel Gassaway to order the signs and draft an ordinance amending the park rules.

PERSONNEL POLICY UPDATE - ON CALL HOURS/PAY

City Superintendent Joel Gassaway explained the current personnel policy reads a Crewmember receives 4 hours of overtime for each day they are on call. After the Wastewater Treatment plant was completed the crew received an additional 2 hours of overtime to compensate for the additional duties. This has never been officially adopted as part of the personnel policy. Joel further explained he would like to adopt a policy for on call compensation, but feels 5 hours is sufficient instead of 6.

Council Member Jesse Garrett clarified the amount of hours and compensation for on call time. Jesse commented there are several ways of doing it.

TOWN & COUNTRY DAYS

Mayor Slagle thanked City Staff for the hard work getting ready for Town & Country Days. Mayor Slagle stated the parks looked beautiful and the police department did an outstanding job. She has received nothing but positive compliments from the public.

OLD BUSINESS

As there was no Old Business City Council moved on to Public Comment.

PUBLIC COMMENT

As there was no Public Comment City Council moved on to Adjournment.

ADJOURNMENT

Mayor Dorothy Slagle adjourned the meeting at 7:45 p.m.

Approved:

Dorothy Slagle, Mayor

Attest:

Raena Hallam, Clerk/Treasurer