

TOWN COUNCIL AGENDA
August 26, 2019 6:00 PM

- I. **Opening Ceremonies**
 - A. Call Meeting to Order
 - B. Pledge of Allegiance
 - C. Roll Call
- II. **Public Participation: None**
- III. **Events Application: None**
- IV. **Special presentations:**
 - A. Public Safety
 - B. CRH Engineering
- V. **Consent Agenda:**
 - A. Town Council Minutes – August 12, 2019 (pages 1-5)
 - B. Approval of Claims Checks
- VI. **Public Hearings: None**
- VII. **Old Business:**
 - A. Events Applications/Fee Schedule – Picnic Table Rentals (pages 6-7)
- VIII. **New Business: None**
- IX. **Discussion Items: None**
- X. **Reports**
 - A. Council Reports
 - i. Airport - Council Member, Mike Bartel
 - ii. Parks - Council Member, Marla Reed
 - iii. Community Garden – Council Member, Elizabeth Easterday
 - iv. HPLC - Representative, Council Member, Ginger Kyritsis
 - v. Health Care – Council Member, Mike Bartel
 - vi. Economic Development Commission – Council Member, Ginger Kyritsis
 - B. Department Reports
 - i. Planning/Historical Preservation – Marianne Manville-Ailles
 - ii. Admin/Finance - Andrea Fichter, Clerk-Treasurer
 - iii. Public Works - Alan Wilkins, Public Works Director
 - C. Mayors Report
 - i. Imagine Concrete
- XI. **Announcements:**
- XII. **Executive Session** (*if necessary*)
- XIII. **Adjournment**

**Town of Concrete
Town Council Meeting
August 12, 2019**

6:00 p.m. Mayor Miller called the meeting to order. Mayor Miller led the gallery in the Pledge of Allegiance.

Roll Call: Council Members: Rob Thomas, Elizabeth Easterday, Mike Bartel, Maria Reed and Ginger Kyritsis.

Staff Present: Town Attorney David Day, Public Works Director Alan Wilkins, Clerk Treasurer Andrea Fichter, Town Planner Marianne Manville-Ailles, and Town Engineer Cody Hart.

Audience Members Signed In: The Lovelys, Philip Murray and Judy White.

Public Participation: Redginald “Red” Riels – Stripped Cars: Mayor Miller reported that Mr. Riels had called and said that the issue he wished to discuss this evening had been resolved, so he would not be attending.

Events Application: Cascade Days: Mayor Miller stated that he didn’t believe there were any significant changes from previous years.

Councilmember Easterday made a motion to approve with corrected date. Councilmember Thomas seconded the motion. The motion carried unanimously.

Special Presentations: Public Safety: Mayor Miller reported the deputy who was supposed to be here this evening may have gotten called out. He stated the incident report for last month has been provided.

Deputy Wolfe arrived and was asked a question regarding the weapons offenses listed in the incident report. Deputy Wolfe explained how calls are dispatched and that is probably how they are showing on the report, which doesn’t necessarily mean that was the actual nature of the call.

Deputy Wolfe also reported on an idea he has been working on and has had meetings with the mayor on. He stated that he is working to get a district court in Concrete. He stated that any infractions have to be disputed in Mount Vernon no matter where they are issued. He stated he also believes that minor level offenses could be done in Concrete as well. He stated that he has been having a lot of meetings regarding this idea, and the Sheriff’s Department is on board. He stated his goal is to have this up and running by the beginning of 2020. He stated he also has the backing of at least one of the commissioners at this time. He stated support from the mayor and council would also be very helpful.

CRH Engineering: Andrea reported that both pay requests on the agenda for this evening have been submitted to the funding agencies for approval and reimbursement.

Councilmember Reed made a motion to approve both pay requests contingent on funding agency approval. Councilmember Easterday seconded the motion. The motion carried unanimously.

Cody reported the grant applications for TIB are coming due soon. He stated that he suggests applying for as much as possible to go toward the Secondary Access Project.

He also stated he will be working to finalize the reservoir plans and get those out to bid in September.

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August 12, 2019

Minutes prepared by Andrea Fichter

Minutes edited for grammar and spelling by Jason Miller

Consent Agenda:

Town Council Minutes – July 22, 2019
Approval of Claims Checks – #5174 to #5234
Approval of Payroll
Void Checks #4982 and #5089

Councilmember Thomas made a motion to approve. Councilmember Reed seconded the motion. The motion carried unanimously.

Public Hearings: None.

Old Business: Ordinance #806 -- CMC 6.12 Poultry: Marianne stated that Andrea had done a great job putting everything together and incorporating hers and the attorney's comments. Councilmember Kyritsis stated that 25 feet away from neighboring structures seems like a lot with how small some properties are. Marianne explained the need for this and that she believes this to be a reasonable amount for separation. It was asked why turkeys are included on the "not allowed list." Marianne stated that she believes these would fall in line with geese and the others with similar issues.

It was stated there was a typo in one section that should read "dust" and not "dist."

Councilmember Thomas made a motion to approve with the correction to the typo. Councilmember Easterday seconded the motion. The motion carried unanimously.

It was asked if the resident with the chicken issue will be notified. It was stated that she will be notified and provided a copy of the new ordinance.

Councilmember Thomas thanked those who worked on this for the hard work and getting it ready so quickly.

New Business: Ordinance #807 -- Budget Amendment: Andrea stated the need for this amendment is stated within the body of the ordinance. She also stated this is to account for the I&I funding.

Councilmember Easterday made a motion to approve. Councilmember Kyritsis seconded the motion. The motion carried unanimously.

Mears Field Lease Transfer Request – Lot #C – Moore to Ference: Andrea explained the request made by the Moores to transfer their lease on lot #C to the Ferences. She stated the Ferences are currently on the waiting list and have been making visits to the airport to view possible lots over the last several months. She stated they had also paid the \$500 transfer request fee.

She stated the email received from Robert Thaxton had been provided to the council for their review.

Discussion ensued regarding transfers and waiting list process. Andrea stated that if this lease had come back to the town and had gone to the waiting list, it would have been offered to the Ferences before it was offered to Mr. Thaxton since they were ahead of him on the list.

Councilmember Easterday made a motion to approve the lease transfer. Councilmember Kyritsis seconded the motion. The motion carried unanimously.

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August 12, 2019

Minutes prepared by Andrea Fichter

Minutes edited for grammar and spelling by Jason Miller

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It was stated that Mr. Thaxton should be provided with an explanation as to why this was approved. Andrea stated that she will send him an email tomorrow.

Resolution #2019-17 – Grant Writing Incentive Distribution Policy: Mayor Miller explained the policy and the reasons behind it. He stated this policy incentivizes staff to search for funding and still saves the town money by not having to hire a more expensive grant writer.

Councilmember Reed asked if this could be considered as “double dipping.” She stated this person would already be getting paid by the town for their regular job and again for grant writing. Mayor Miller stated that grant writing is not part of their regular job.

Councilmember Reed also expressed concerns regarding the employee spending all their time writing grants and neglecting their regular duties. Councilmember Easterday stated that she believes that would be up to the mayor to determine and ensure the employee is still completing their regular duties.

David Day stated that this policy covers any employee and not one employee in particular. Mayor Miller also stated that this keeps the town from having to hire out for this and paying a much higher cost for it.

Mayor Miller stated that he believes this is a sound policy. He also stated the auditors have reviewed, and Andrea has added language regarding if the town was awarded funding but for some reason chose not to take the funding, then the distribution would not be made.

Councilmember Easterday stated that she believes this is a good incentive and does not pose a conflict. Councilmember Reed stated that someone has to ask the hard questions, so she did.

Councilmember Easterday made a motion to approve. Councilmember Kyritsis seconded the motion. The motion carried unanimously.

Discussion Items: Aloha Lumber Proposal: David Day stated that this item was on the town’s agenda when he first started with the town back in 2002. He stated there was legal action and a settlement was reached a few years ago where each entity got 20 acres of the total 40 acres. He stated the town had agreed to allow development to occur if it met all the permitting and the town would provide the site with water connections. David stated that he believes the company may be going out of business and is liquidating all their assets. He stated the town may be interested in acquiring this property for protection of the town’s water source. He also stated that he believes the assessed value is only around \$2,000.

Cody suggested that someone assess the area and see if there are any geological or slope stability issues. He stated if there any issues and the town purchases this property, those issues would then become the town’s issues and liability.

It was stated the town will have someone review the area before proceeding further.

Surplus Bids Fire Truck: Andrea reported the surplus fire truck has gone out to bid a couple times now and the last round, the town received one bid, but it was under the minimum bid requirement. She asked if council would like her to re-advertise or to award to the single bidder at the below minimum price.

Councilmember Reed stated that the town should just accept the bid that was received.

It was the consensus of the council to proceed with the sale to the single bidder at the below-minimum bid price.

Recreational Fire Pit Regulations: Marianne reported on the administrative interpretation that had been given to a leaseholder at the airport and that no appeal had been received. She stated we have discussed this item previously, but we don't have anything official in the town code, and that the fire chief would like to have something more firm in the code that he can refer to. She also stated that we have always just gone by the permit form developed by the fire chief. She stated that she would like to get approval from the council to move forward with having these regulations codified in the residential section of the code.

She stated this will be a change to the zoning code, so it will need to go through the SEPA process and be sent to Commerce for review as well. She stated that she will ask for expedited review. Marianne stated that she will write it so the provisions mirror what is in the permit form that has already been developed by the fire chief. Andrea stated that she believes most of the guidelines come from the NW Clean Air Act or the WAC.

Consensus to move forward with getting this codified.

Council Reports: Airport: Mike Bartel: Councilmember Bartel stated that he missed the last meeting regarding the fly-in. Andrea stated that what went well and what had not gone well was discussed. Discussion on the shed that has been moved ensued and where it is located, and that this area and the lease need to be reviewed further.

Andrea also updated the council on two separate items that have been offered by current leaseholders. She stated that one has offered to take over the fueling station and the other has offered to pay for the installation of an electronic gate at the main entrance. She stated she didn't know if we wanted to discuss this now or when we discuss the lease renewals for the end of this year. It was stated to plan a workshop for airport items.

Consensus of the council to hold an airport workshop at 9am on September 21. Andrea will send out notices to all leaseholders.

Discussion ensued on setting the dates for the budget workshops as well. It was decided to hold budget workshops on Saturday, October 12 and Saturday, November 9, 2019 at 8:00 a.m.

Parks: Marla Reed: Mayor Miller stated that hopefully the electrician will make it out to the spray park this week. He stated that he will be getting the paint for the concrete and do sealing tomorrow. He also reported there is one more small concrete pour that needs to happen around the restrooms, which will connect all the sidewalks that have already been poured.

Community Garden: Elizabeth Easterday: Councilmember Easterday reported a summer cleanup has been scheduled for Monday, August 19 at 6 p.m. She reported she is also working with Betty Seguin on several ideas.

Historic Preservation and Landmarks Commission: Ginger Kyritsis: Nothing new to report.

Health Care: Mike Bartel: Nothing new to report.

Economic Development Commission: Ginger Kyritsis: Mayor Miller stated the next regular meeting will be held this Wednesday at 6 p.m.

Department Reports: Planning Commission/Historical Preservation: Marianne Manville-Ailles: Marianne reported that she has distributed the most updated copy of the transportation element. She stated there will be public hearing at the Planning Commission meeting this week, and then the final approval will come to council. She stated at that time, the comprehensive plan update will be fully complete.

She stated that she has also spoken with Brian Adams at the county regarding the train car, and they will be working together to get this removed.

Administration/Finance Report: Andrea Fichter: Andrea stated that she has been working on numerous items, as well as what's in their packets, and the Treasurer's report for July is included in their packets. Mayor Miller stated that her working items are also included.

Public Works: Alan Wilkins: Nothing new to report.

Imagine Concrete: Mayor Miller: Mayor Miller reported the next meeting will take place on Thursday, August 15, at 7 p.m. at the Pilots Lounge.

Mayor's Report: Mayor Miller reported the town was awarded a compressor from Quincy Compressor that is now at the Fire Department.

He also reported that he has another meeting scheduled with Columbia Bank executives tomorrow. He also reported that PSE's annual Emergency Action Plan meeting will be held this Wednesday. He also reported on a quote received for painting Town Hall, which is much less than previous quotes received. He stated the work should be done sometime in September.

Announcements: Mayor Miller announced there may be a lot of activity at the Presbyterian Church as they make some improvements to their building. He also reported that he, Mike Bartel, and Andrea will be attending the budget workshop in Leavenworth on Aug. 22 and 23.

He also reported on the schedule for filling the open Public Works position. He stated that applications are due tomorrow and interviews will take place this week and beginning of next week. He stated he would like Councilmember Reed to also attend these interviews.

Councilmember Kyritsis stated she had attended the East County Forum that was held and was surprised that elk are such a large issue. She asked if they are not actually indigenous to this area. Discussion ensued regarding the elk and the damage they cause.

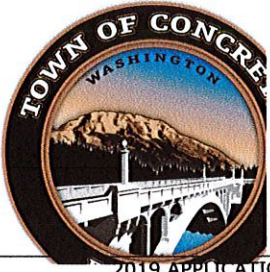
Executive Session: None.

Adjournment: Councilmember Thomas made a motion for adjournment at 7:40 p.m. Councilmember Easterday seconded the motion. The motion carried unanimously.

Jason Miller, Mayor

Attest: Andrea Fichter, Clerk Treasurer

Special Event w/ Sani-Can Rental	\$25.00	Per Sani-Can, Per Day
Special Event w/ Picnic Table/s	\$10.00	Per Table, Per Event
Picnic Table Replacement	\$160.00	Per Table
Street Carnivals and Circuses	\$30.00	Per Day
Street Carnivals/Circuses w/ Water	\$40.00	Per Day
Street Carnival/Circuses w/ Electricity	\$45.00	Per Day
Street Carnivals/Circuses w/ Water & Electricity	\$50.00	Per Day
Sani-Can Rental – Non-Event	\$50.00 Includes Delivery, Pickup and Cleaning	Per Day, Per Sani-Can Inside Town Limits Only
Sani-Can Replacement Cost	\$700.00	Per Sani-Can
Sani-Can Rental Emergency-Private	\$40.00	Per Day, Per Can
Sani-Can Rental Emergency- Govt./Public	\$30.00	Per Day, Per Can
Copies (R.C.W. 42.56.070)	\$0.15	No Tax For Public Disclosure Request
Copies	\$0.15	Per Page Plus Tax
Faxing Fees - Sent or Received	\$1.50	First Page
	\$1.00	Each Additional Pg.
Notary Fee (2 or fewer Notarial Acts)	\$5.00	Up to 2 Maximum
(Over 2 Notarial Acts)	\$2.00	Each after first two
NSF Check Fee	\$35.00/10% of Total Check(whichever amount is greater)	Plus Bank Fee
Sign/Town Center Initial Fee	\$150.00	
Sign/Town Center Annual Fee	\$15.00	
Sign/Town Center Late Fee	\$1.00	Per Month
Sign/SR 20 Advertising Sign	\$200.00	Initial Fee
Sign/SR 20 Advertising Sign	\$15.00	Annual Fee
Sign/SR 20 Advertising Sign	\$1.00	Late Fee- Assessed Per Month
Per Diem Rate	\$66.00	Max + 15%



TOWN OF CONCRETE EVENTS APPLICATION

(proof of insurance required)

2019 APPLICATION FEES (PLEASE CHECK ONE)

		#			#
SPECIAL EVENT	\$35.00 AN EVENT		**TOWN STAFF PRESENCE REQUESTED	\$25.00 PER EMPL, PER DAY	
SPECIAL EVENT WITH WATER	\$40.00 AN EVENT		**SANI-CAN REQUEST	\$25.00 PER SANI-CAN	
SPECIAL EVENT WITH ELECTRICITY	\$45.00 AN EVENT		**PICNIC TABLES	\$10.00 PER TABLE, PER EVENT	
SPECIAL EVENT WITH WATER & ELECTRICITY	\$50.00 AN EVENT		STREET CARNIVAL AND/OR CIRCUS	\$30.00 PER DAY	
SPECIAL EVENT NON-PROFIT ORGANIZATION	\$25.00 AN EVENT		STREET CARNIVAL/CIRCUS WITH WATER	40.00 PER DAY	
SPECIAL EVENT NON-PROFIT WITH WATER	\$30.00 AN EVENT		STREET CARNIVAL/CIRCUS WITH ELECTRICITY	\$45.00 PER DAY	
SPECIAL EVENT NON-PROFIT WITH WATER & ELECTRICITY	\$40.00 AN EVENT		STREET CARNIVAL/CIRCUS WITH WATER & ELECTRICITY	\$50.00 PER DAY	
ENTER TOTAL FEES HERE	\$				

** THESE FEES ARE IN ADDITION TO THE SPECIAL EVENT OR STREET CARNIVAL/CIRCUS FEE – DAMAGE BEYOND NORMAL REPAIR TO THESE ITEMS WILL REQUIRE EVENT HOLDER TO PAY FULL REPLACEMENT COSTS

NAME OF PERSON REQUESTING PERMIT:

NAME: _____

ADDRESS: _____

PHONE: _____

OFFICIAL NAME OF ORGANIZATION:

NAME OF ORGANIZATION: _____

ADDRESS: _____

PHONE: _____

PERSON DIRECTLY IN CHARGE OF AND RESPONSIBLE FOR EVENT:

NAME: _____

ADDRESS: _____

PHONE: _____

EVENT DETAILS:

EVENT NAME: _____

PURPOSE OF EVENT: _____

DATE OF EVENT: _____ **TIME OF EVENT:** _____

LOCATION OF EVENT: _____

ROUTE OF EVENT (if applicable): _____

APPROXIMATE NUMBER OF SPECTATORS & PERSONS PARTICIPATING: _____

SETUP/TAKEDOWN TIMES:

This institution is an equal opportunity provider, and employer and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Event sponsors or organizations will be required to provide a certificate of insurance to the town before the permit is issued. Commercial General Liability insurance of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate written on an occurrence form by an insurance carrier

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