

**CITY OF RUSTON
REGULAR COUNCIL MEETING
TUESDAY, June 6, 2017**

MEETING CALLED TO ORDER

At 7:04PM Mayor Hopkins called the Regular Council Meeting to order. Councilmembers present were: Jim Hedrick, Jane hunt, Lyle Hardin, Deb Kristovich and Lynn Syler. Following the flag salute, Mayor Hopkins called for approval of the agenda. Councilmember Hedrick moved to amend the Agenda of June 6, 2017 removing Business Item 2, Award Ruston Tunnel Fill Contract and adding Executive Session to adjourn the Council Meeting directly after, with a second from Councilmember Hunt, passed 5-0. The Agenda of June 6, 2017 as amended passed 5-0.

MINUTES

Councilmember Hedrick moved to approve the minutes for the Regular Council meeting minutes of May 16, 2017, with a second from Councilmember Hunt, passed 5-0.

STAFF REPORT –

Ruston City Engineer – Jerry Morrissette would be available to answer questions regarding Resolution 654 – Award Ruston Tunnel Fill Contract if needed.

GENERAL PUBLIC COMMENTS –

Lila Transue – Requested Council’s consideration to place a bench in the Winnifred Street median between 53rd and 54th Street to honor her mother, who lived in Ruston for the last ten years of her life. Ms. Transue recommended a pad be placed under the bench for low maintenance and the possibility of planting a tree by the bench. Ms. Transue thought a Cypress tree would be nice and she would maintenance the tree in the first year. Mayor Hopkins noted a tree could be a maintenance concern. Councilmember Hedrick announced that he would take the lead and spearhead this request. Councilmember Hunt noted Grandma Helen was a delight to be around.

ORD 1496 – Update Street Excavation Permit Chapter 14-08 RMC (2nd reading). Chapter 14.08 of the Ruston Municipal Code, entitled “Street Excavation Permits” establishes the requirements and standards for performing work in City rights-of-way. The City has been engaged in updating a pole lease agreement with a communication company. Through that process, there has been both resistance and lack of clarity by the company about which permit process to utilize for updating, replacing or adding new pole attachments. The City has adopted several chapters regarding use of the City’s right of way. These are all found in Title 14 RMC and include Chapters 14.03 – Right of Way Encroachment Permits; 14.06 Right of Way Use – Master Permits and Utility Relocation; and 14.08 Street Excavation Permits. Councilmember

Although many utilities utilize Chapter 14.06 which provides for master permits that can be used over time for many projects, some utilities would rather do “one off” type permits for some work. The City has historically utilized Street Excavation Permits (“SEP”) for one time projects involving the rights of way. This is the permit process that the City staff and consultants are most familiar with as it is utilized frequently.

However, the SEP chapter does not describe pole attachment type work as included in this permit process. Therefore, to allow flexibility by the utility companies choose between the Master Permit or the SEP, additional language is needed in the SEP Chapter to include these types of projects within the SEP process. In addition to the inclusion of pole work into the SEP chapter, housekeeping amendments (such as replacing “town” with “city”) are being made to bring the entire chapter up to date.

The following is a summary of proposed changes:

<u>Section Number</u>	<u>Description of Revisions</u>
14.08.010 – Purpose	Language is added to expand the work that may be done under the SEP process.
14.08.020 – Permit Required.	Added to the SEP permit is “work upon or involving any structure (including utility poles or the installation or modification of utility cabinets) located within 15 feet of a public street of the City”.
14.08.030 – Definitions.	The language in .020 above was added to the definition of “excavate” or “excavation.”
14.08.040 – Permit Application.	This section describes what is needed for an application. Subsection “f” was amended to add required information for utility pole work.
14.08.045 – Application standards.	A new subsection “e” was added specific to utility pole work. The requirements in this section includes the application materials that are required under the pole use agreement.
14.08.050 – Permit Criteria for approval.	
14.08.060, 14.08.070, 14.08.080, 14.08.090, 14.08.100	Housekeeping amendments only.

Councilmember Hedrick moved to approve Ordinance 1496, with a second from Councilmember Hunt, passed 5-0.

RES 654 – Award Ruston Tunnel Fill Contract. Councilmember Hedrick moved to defer action on Resolution 654, with a second from Councilmember Hunt, passed 5-0.

RES 655 – Landscape Maintenance Contract. The City desires to have regular landscape maintenance service in its parks and along some city streets. For a complete description of the project, please see the Scope of Work attached to the Public Works Contract which is attached to Resolution #655. The City had previously awarded a landscape maintenance contract in December of 2016 (Resolution No. 644), however, that vendor failed to fulfill the obligations required under the Scope of Work and the Public Works Contract and was terminated.

The City used the small works roster public bidding process for obtaining the bids for this project. Those bids were opened on May 17, 2017. Six bids were received, the tabulation is as follows:

2017 Landscape Maintenance Bids			
	Contractor	Total Bid amount	Monthly
1	T.L.C.	\$18,895.00	\$1,574.58
2	At Work	\$21,204.00	\$1,767.00
3	ALS	\$21,300.00	\$1,775.00
4	Blue Sky	\$27,000.00	\$2,250.00
5	Westgro	\$28,299.00	\$2,358.25
6	FMC	\$30,000.00	\$2,500.00

TLC – Total Landscape Corporation was the lowest responsible bidder as defined by RCW 39.04.010. The contract is for a year, but may be extended in one-year increments for up to a 5-year period. The contract requires the payment of prevailing wages, so the price may be adjusted as the prevailing wage scales are adjusted over time. The estimated maximum contract price for the annual services is \$18,895 for the year, to be paid monthly, not including applicable Washington State Sales Tax. Councilmember Hedrick moved to approve Resolution 655, with a second from Councilmember Hunt, passed 5-0.

RES 656 – SS 911 MOU Agreement. The Interlocal Cooperation Act, authorizes the City is to contract with other governmental agencies to provide services that the City is authorized to perform. The City has previously contracted with South Sound 911 (SS911) to provide dispatch and records services for many years. The last contract was signed in December 2015 for dispatch and records services. Recently, the parties to SS911 have begun to utilize a WebRMS Reporting system to manage police records. This agreement exists to “better serve victims of crime, assist with the timely entry of vehicles or stolen property, to further officer safety and to enhance the safety of the public in our communities.”

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This service has allowed other agencies to pull “courtesy reports” of participating agencies and add updates or new information. The system does not allow the deletion of any information, only the addition. This saves administrative time and allows better policing in the region because the best up-to-date information is available. The agreement would take effect on June 1, 2017. Councilmember Hedrick moved to approve Resolution 656, with a second from Councilmember Hunt, passed 5-0.

CLAIMS/PAYROLL – Councilmember Hedrick moved to approve Claims and Payroll, with a second from Councilmember Hunt, passed 5-0.

MAYOR’S TIME – Mayor Hopkins has retained an architect for a City Hall remodel study. There is Court overflow and safety issues. The Police department is interested in moving to City Hall and the City could lease the space they are currently in at the Ruston School. Silver Cloud is a high priority and City Building Officer Barth is following protocol with first permit applications in first out permit application out with a focus on the Silver Cloud. A building permit was issued to Ice Cream Social and Building Officer Barth is working with Fish Tale Ale Brewery on a few minor issues before a permit can be issued.

COUNCIL TIME –

Councilmember Hedrick – Reminded everyone about the 4th of July Bicycle Parade working with Ray Johnson, Public Works and Chief Estes on the Winnifred Street closure. Councilmember Hedrick appreciated all the work staff and Mayor is doing in getting permits issued.

Councilmember Hunt – Did not file for Council Position 4 this year and is happy that Bradley Huson filed for the position.

Councilmember Hardin – First Farmers Market was held on Sunday, June 4, 2017. It was a beautiful day and it was well attended. Joe Atkinson, Ruston Point Defiance Business District President shared with Councilmember Hardin that the owner of the parking lot revoked the Market’s use of his property going forward. The Farmers Market will have relocated to the lot next to the Antique Sandwich shop.

Councilmember Kristovich – Nothing at this time.

Councilmember Syler – Nothing at this time.

Council moved into Executive Session at 7:30PM.

MEETING AJOURNED -

At 8:00PM Councilmember Hedrick moved to adjourn, with a second from Councilmember Hardin, passed 5-0

Mayor Bruce Hopkins

ATTEST:

Judy Grams