

**TOWN OF SOUTH PRAIRIE
REGULAR COUNCIL MEETING
TUESDAY, AUGUST 7, 7:00 PM
South Prairie Town Hall
121 NW Washington Street**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Mayor Peggy Levesque called to order and presided over the Regular Council Meeting of August 7, 2012, at 7:00 PM.

ROLL CALL:

Council Members: Tony Caldwell, James Frank, Phillip Marshall and Stu Terry were present. Laura Heideman was absent.

Also in attendance: Mike Horton, Town Engineer; Jim Morgan, Town Engineer; Ron Miller and Dennis Kurtz, Exterior Metals; Joanne Horton and Dianne Murphy, citizens; Larry Harter, Utility Operator; and Marla Nevill, Clerk/Treasurer.

FLAG SALUTE:

Mayor Peggy Levesque requested everyone stand for the "Pledge of Allegiance."

REVIEW AND APPROVAL OF AGENDA FOR AUGUST 7, 2012:

- ❖ **Councilor Tony Caldwell** moved to approve the Agenda for August 7, 2012. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

ENGINEERING REPORT:

Jim Morgan stated the Water Tank Replacement – Piping Project is completed; and he gave a project file binder to the Town Clerk. Discussion followed.

Jim Morgan said two weeks ago there was a meeting here at the Town Hall regarding the USDA Rural Development loan application and funding for the water tank replacement. He said Mayor Levesque, Councilor Tony Caldwell, Mike Horton and he was in attendance. He said they discussed the Town's options as listed on the attached Exhibit "A". He said discussions were leaning towards Option 3, which would be to "Construct one 240,000 gallon glass fused steel tank without funding from Rural Development (Existing Tank is taken off line, but could potentially be placed on line in approximately 48 hours, if required for maintenance). Council reviewed the options listed on Exhibit "A". **Larry Harter, Utility Operator**, said in reviewing the information, Option 3 sounds like the best option. Discussion followed.

- ❖ **Councilor Tony Caldwell** moved to approve Option 3: Construct one 240,000 gallon glass fused steel tank without funding from Rural Development (Existing Tank is taken off line, but could potentially be placed on line in approximately 48 hours, if required for maintenance). **Councilor Phil Marshall** seconded the motion. **Councilor Tony Caldwell** moved to amend his motion to include "and authorize going out to bid on August 15, 2012. **Councilor Phil Marshall** seconded the amended motion. **Motion carried unanimously.**

Jim Morgan said a Final Draft of the General Facilities Charge study was sent to the Council Members on July 13, 2012. (See attached memo - Exhibit "B"). He said the Water Connection Charge would go

up and the Sewer Connection Charge would go down. He suggested that the Council adopt an ordinance which includes the on-site connection fee as well. The connection fees should be paid up front and separate the connection charge from the facility charge. Discussion followed. **Jim Morgan** said he would prepare an ordinance to send to the Town Attorney for review. Discussion followed. **Jim Morgan** said he prepared a memorandum regarding the South Prairie RV Park and the impact this study may have on their future connection. There was a miscommunication on this issue and whether we were directed to prepare the review. Therefore, there are no charges for this memorandum. Discussion followed.

NEW BUSINESS:

2) Jim Morgan, Utility Connection Charge Report (Council Action to forward document to Town Attorney to draft ordinance):

- ❖ **Councilor Tony Caldwell** moved to forward the connection charge study and draft ordinance to the Town Attorney for review. Councilor **James Frank** seconded the motion. **Motion carried unanimously.**

Jim Morgan said he is working on the TIB application. He is looking for money for chip sealing. He is still trying to get the final numbers. (See attached memo – Exhibit “B”). Discussion followed.

Jim Morgan said he was given the okay to fill out the Six-year Transportation Improvement Plan (STIP), which will be completed after he is done with the TIB application. He said the following three projects would be scheduled for every other year:

- 1) Chip seal program – TIB
- 2) South Prairie Carbon River Road – Sidewalk
- 3) South Prairie Carbon River Road – Extension

(See attached memo – Exhibit “B”). **Jim Morgan** said he’s been working with Eric Edwards, Pierce County Public Works. Discussion followed.

Mike Horton said the contractor paved the road and the first bill was submitted to Transportation Improvement Board (TIB) for reimbursement. We are waiting for the “End of Job” paperwork from the contractor. He said we should be completed with the project by the middle of September. He said the closeout paperwork is already starting to come in. Discussion followed.

APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF JULY 3, 2012:

- ❖ **Councilor Stu Terry** moved to approve the Regular Council Meeting Minutes of July 3, 2012. Councilor **Tony Caldwell** seconded the motion. **Motion carried unanimously.**

APPROVAL OF BILLS FOR JULY 2012, IN THE AMOUNT OF \$262,623.24:

- ❖ **Councilor Phil Marshall** moved to approve the bills for July 2012, in the amount of \$262,623.24 (two hundred sixty-two thousand six hundred twenty-three dollars and twenty-four cents). Councilor **Tony Caldwell** seconded the motion. **Motion carried unanimously.**

At 7:55 PM, Mayor Peggy Levesque called for a brief recess.

UNFINISHED BUSINESS:

1) Mart Kask – Code Enforcement Issues:

Councilor Tony Caldwell said he spoke with Mart Kask and there is still one outstanding issue. The basketball hoop is still in Town right-of-way. He said they have made a lot of progress; but this is a liability issue. They need to move the basketball hoop back onto their own property. **Councilor James Frank** said we have sent letters; but has anyone knocked on their door and talked to them in person. **Councilor Phil Marshall** said we need to give them positive re-enforcement. Discussion followed. **Councilor James Frank** said if this doesn’t get finalized,

what is the point in starting? **Mayor Peggy Levesque** said she would prefer waiting until Mart returns to take further action. **Councilor Stu Terry** asked “what is the procedure for items left on Town property? Discussion followed. Council consensus to table this issue until Mart returns.

NEW BUSINESS CONTINUED:

1) Dianne Murphy – Human Resources Consultant to Develop HR Program and Job Descriptions:

Diane Murphy said she worked as a Human Resource Consultant for San Diego County for years and years. She presently is serving on the Sierra Homeowners Association Board. She gave a presentation to the Council with an outline of the program, developing the job descriptions and application and interview process. **Councilor Tony Caldwell** said the most important job description would be for Larry’s assistant. **Dianne Murphy** said she has not worked with a water/sewer positions; but she plans on job-shadowing. Discussion followed. **Dianne Murphy** said she would prepare the Job Descriptions and Job Application; and she would work with the Mayor on advertising and setting up the interviews. Discussion followed. **Mayor Peggy Levesque** said the Utility Assistant would probably be around twenty (20) hours a week or less. **Dianne Murphy** said she would have to look at the Union Agreement and Memorandum of Understanding (MOU). **Councilor James Frank** suggested also posting the position on the AWC Jobnet. **Mayor Peggy Levesque** said she would really appreciate bringing Dianne on board; so she could develop the Human Resources (HR) program, job descriptions and assist in hiring an assistant for the Utility Department.

- ❖ **Councilor Tony Caldwell** moved to hire Dianne Murphy to develop an HR program, job descriptions and assist Mayor Levesque in hiring an assistant for the Utility Department. **Councilor Phil Marshall** seconded the motion. **Councilor Tony Caldwell** moved to amend the motion to also authorize the Mayor to execute the agreement with Dianne Murphy for Consulting Services with amendments. **Councilor Phil Marshall** seconded the amended motion. **Motion carried unanimously.**

3) Exterior Metals – Zoning Permit Application (106 Emery Ave. South):

Ron Miller, Exterior Metals, said they manufacture bond metal. **Councilor Tony Caldwell** asked “what is the noise level?” **Dennis Kurtz** said the noise level is really low. **Ron Miller** said they expected the hours of operation to be from 6:00 AM to 2:30 PM. He said they would be primarily working on commercial contracts. He said they have six (6) employees. He said the side yard would be used for storing metal panels and he hoped they would have a wood fence up by next Spring. Discussion followed.

- ❖ **Councilor Tony Caldwell** moved to approve the Zoning Permit Application for Exterior Metals (106 Emery Avenue South). **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

4) Kurtz – Zoning Permit Application –Proposed Retail Building (south of 106 Emery Ave. S):

Dennis Kurtz said it would be light manufacturing. No retail setting. **Councilor Tony Caldwell** said it was stated in the application that it would be retail. Discussion followed.

- ❖ **Councilor Tony Caldwell** moved to table this issue until Mart Kask could review this issue further. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

CITIZENS’ COMMENTS:

None

MAYOR'S REPORT:

Mayor Peggy Levesque said she has been working on updating the Hazard Mitigation Plan. Discussion followed.

Mayor Peggy Levesque thanked the Council for bringing Dianne Murphy. **Councilor James Frank** said it is really important to bring in the right person. Discussion followed.

PUBLIC WORKS' REPORT:

Larry Harter said there is a cut in the sidewalk in front of the Jumpstart Espresso where they ran the electrical through. He suggested we notify them that it has to be fixed. They need to cut out the panel and put in a new panel. Discussion followed.

Larry Harter said the chlorine pump had to be replaced; and they used one he had in stock. He will submit request to purchase a new chlorine pump for a backup. Discussion followed.

CLERK'S REPORT:

Marla Nevill requested authorization to bring on a temporary webmaster just to get our website updated. Discussion followed.

- ❖ **Councilor Stu Terry** authorized bringing on a temporary webmaster to update the website. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.**

Marla Nevill said the Shoreline Master Program (SMP) documents were sent to the Department of Commerce (WDOC) and (WDOE) for review. Discussion followed.

COUNCIL MEMBERS REPORT:

Councilor Stu Terry said he appreciates the smoothing out of Carriage Road. Discussion followed.

Councilor Stu Terry said we need to put yard waste back on those properties that are dumping on the Town right-of-way. **Councilor Tony Caldwell** said there is an issue with the lawn clippings, which usually has fertilizer on it; then the clippings dumped near the drainage ditch. This, in turn causes harm to the fish. Discussion followed.

Councilor James Frank suggested looking into security cameras. He said we could probably get a system for \$500 or less. Discussion followed.

- ❖ **Councilor Stu Terry** moved to table this issue until we could obtain more information. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.**

Councilor Tony Caldwell said regarding the road project, there was a problem with overspray on the yellow lines and monument covers; and we had them come back and fix those issues. He said there is also a hole that needs to be fixed. Discussion followed.

Jim Morgan asked about release of the retainage to Campbell Shaffer for the Water Tank – Site-piping Project upon approval from the Department of Revenue (DOR). Discussion followed.

- ❖ **Councilor Tony Caldwell** moved to authorize the release of the retainage to Campbell Shaffer pending release from the Department of Revenue for meeting contract requirements. **Councilor Phil Marshall** seconded the motion. **Motion carried unanimously.**

ADJOURNMENT:

- ❖ At 9:08 PM, **Councilor Stu Terry** moved to adjourn the Regular Council Meeting of August 7, 2012. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.**

Date Approved: September 4, 2012

Town of South Prairie Options Analysis for the Water Tank Replacement Project

The Town of South Prairie has begun the process to replace their two aging 100,000 gallon water storage tanks. The Town requires approximately 240,000 gallons to provide adequate fire flow per adopted fire flow requirements. One of the tanks has been demolished as Phase 1 of this project. There have been site piping revisions as Phase 2 of this project. Phase 3 of the project is the installation of one or more tanks between 120,000 gallons (2 tanks) or 240,000 gallons (1 tank) to meet the minimum fire flow storage requirements for the Town.

Option	Advantages	Disadvantages	Cost
1. Stop and do no more	<ul style="list-style-type: none"> • No more costs 	<ul style="list-style-type: none"> • Inadequate storage per fire flow requirements 	\$0
2. Continue on current path with RDA and switch to concrete	<ul style="list-style-type: none"> • Adequate storage per fire flow requirements. • Meets preferred system operations 	<ul style="list-style-type: none"> • Additional engineering requirements • Greater O&M costs • Reduced aesthetics • No future storage expansion capabilities • Postponement of project to 2013 	
3. Construct one 240,000 gallon glass fused steel tank without RDA (Existing Tank is taken off line, but could potentially be placed on line in approximately 48-hours, if required for maintenance.)	<ul style="list-style-type: none"> • Adequate storage per fire flow requirements. • Project is bid ready • Lower Capital Cost than two new tanks • Lower O&M Costs than two tanks • Lower O&M Costs than concrete tank(s) • Higher aesthetics than new concrete tank(s) or retaining existing steel tank. • Capable of future storage expansion 	<ul style="list-style-type: none"> • Will expend most of Town reserve funds. • Limits to system operations • Additional maintenance required on existing tank (this can be postponed) 	\$305,000 (\$1.27 / gallon) (add \$35,000 for existing reservoir repairs)
4. Construct one 120,000 gallon glass fused steel tank without RDA and utilize the existing 100,000 gallon tank	<ul style="list-style-type: none"> • Least expensive option with construction • Lower Capital Cost than two new tanks • Meets preferred system operations 	<ul style="list-style-type: none"> • Less than desired storage per fire flow requirements • Additional maintenance required on existing tank • Additional operation controls may be required • Limited future storage expansion 	\$235,000 (\$1.96 / gallon) (add \$35,000 for existing reservoir repairs)
5. Construct two 120,000 gallon glass fused steel Tank without RDA	<ul style="list-style-type: none"> • Adequate storage per fire flow requirements. • Meets preferred system operations. • Highest aesthetics • Capable of future storage expansion 	<ul style="list-style-type: none"> • High capital cost • Additional evaluation will be required • Alternative funding source may be required postponing construction to 2013 	\$470,000 (\$1.96 / gallon)
6. Tacoma Intertie (Existing tank could be replaced or repaired)	<ul style="list-style-type: none"> • Adequate storage per fire flow requirements • Reliable secondary source • Meets preferred system operations 	<ul style="list-style-type: none"> • Highest capital cost • Additional evaluation will be required • Alternative funding source may be required postponing construction to 2013. • Rates tied to long term Tacoma contract 	\$475,000 + (\$100+/foot and \$75,000 for PRV Station) [Additional costs for tank up grade or replacement]



Project Status Report

Date: August 7, 2012

To: Town of South Prairie
P.O. Box 870
South Prairie, Washington 98385

General Facilities Charge (GFC) Study – SPR1203

A Final DRAFT of the connection charge study was sent as a PDF file to all council members on July 13. We will send a FINAL of this study for your files and incorporate any requested changes.

In addition, a quick memorandum was prepared regarding the South Prairie RV Park and the impact this study may have on their future connection. There was a miscommunication on this issue and whether we were directed to prepare the review. Therefore, there are no charges.

Water Tank Capacity Needs – SPR1205

The water tank piping project is complete. We have prepared a Close-Out Report for your files. This will aid in the event the State Auditor raises questions regarding consultant or contractor selection. The report is a summary of the process and includes the various documents required in the process.

We had a discussion two weeks ago regarding the construction of a single tank vs. two tanks. A summary of the advantages, disadvantages and cost is attached to this report.

TIB Application – SPR1207

The TIB Application is almost complete. We are waiting for unit costs from Pierce County. We will estimate costs if Pierce County is unable to provide costs in a timely manner. The application is due August 24.

After completion of the TIB Application, we will complete the 6-Year State Transportation Improvement Plan (STIP). The following three projects will be scheduled for every other year:

1. Chip seal program – TIB
2. South Prairie Carbon River Road – Sidewalk
3. South Prairie Carbon River Road – Extension