



ABERDEEN CITY COUNCIL

May 24, 2017

COUNCIL MEETING AGENDA

7:15 PM – 3rd Floor, City Hall

COMMITTEE OF THE WHOLE

- A. Guest Speakers
 - 1. Port of Grays Harbor
 - 2. Coastal Flooding Project
- B. Department Heads
- C. Mayor's Report
- D. Non-Standing Committee Reports

COUNCIL MEETING

I. ROLL CALL

II. FLAG SALUTE

III. APPROVAL OF MINUTES

IV. ADDITIONS / DELETIONS

V. PUBLIC COMMENT Re: Agenda Items (Please limit your comments to 3 minutes)

VI. FINANCE COMMITTEE

- A. Committee Chair Report
- B. Approval of expenditures
 - 1. Recommend approval of expenditures and payroll.
- C. Public Hearings
- D. Reports & Communications
 - 1. Report from Finance Committee and the Finance Director recommending that the City Council accept the proposal from Matrix Networks as the most responsive and authorize the Mayor to sign all necessary documents.
 - 2. Report from Finance Committee and the Finance Director recommending that the City Council authorize the Finance Director to sign the necessary documents related to the WSDOT Temporary Construction Easement.
- E. Ordinances
 - 1. First reading of Bill. No. 17-01 relating to the adoption of annual business fees, adding a new section 5.10.075 to the Aberdeen Municipal Code and Amending Ordinance 6373.

VII. PUBLIC WORKS

- A. Committee Chair Report
- B. Reports & Communication

1. Report from Public Works and the Public Works Director that the City be a co-sponsor with South Sound Solar and Ms. Ellis for the Aberdeen Alternative Energy Fair and Solar Home Tour, and that the City allow the event organizers to utilize the Gateway Center Parking Lot.

C. Ordinances

VIII. PUBLIC SAFETY

- A. Committee Chair Report
- B. Reports & Communications

IX. SPECIAL AGENDA ITEMS

- A. Reports & Communication
 1. Cancel May 31, 2017 Meeting
- B. Proclamation
- C. Resolutions
- D. Appointments

X. CITY COUNCIL COMMENT PERIOD

XI. PUBLIC COMMENT PERIOD (Please limit your comments to 3 minutes)

XII. EXECUTIVE SESSION

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Finance Department at 360-537-3236, 48 hours in advance of the meeting. Thank you.

**CITY OF ABERDEEN
COMMITTEE REPORT**

Mayor: Erik Larson

**The Members of
Your Committee On:** Finance Committee and the Finance Director

In Reference To: Temporary Construction Easement

Background:

The City of Aberdeen requested proposals to supply and install a new voice over internet protocol (VOIP) phone system for the City. We received five (5) proposals from the following firms: Noctel, Matrix Networks, phone.com, PC Technologies and Telesystems West.

The IT Committee met and reviewed each of the proposals. The proposals were rated based on seven (7) different criteria including quality of the system, vendor capability and price. The proposal from Matrix Networks received the highest rating. Matrix Networks provides and supports the Shoretel Phone System.

The IT Committee is very comfortable with the selection of Matrix Networks. They have systems installed at Grays Harbor E-911 and the City of Hoquiam. Grays Harbor County also uses Shoretel phones.

Reports and recommend as follows:

That the City Council accept the proposal from Matrix Networks as the most responsive and authorize the Mayor to sign all necessary documents.

Mike Folkers, Finance Director

Jeff Cook, Chairman

Reported: May 24, 2017

Jim Cook

Adopted:

Alice Phelps

Karen Rowe

**CITY OF ABERDEEN
COMMITTEE REPORT**

Mayor: Erik Larson

**The Members of
Your Committee On:** **Finance Committee and the Finance Director**

In Reference To: **Temporary Construction Easement**

Background:

The Washington State Department of Transportation (WSDOT) is finalizing a project this fall to replace the traffic light at the foot of the Heron Street Bridge as well as install new sidewalks with handicap ramps. They are requesting a temporary easement to use a portion of Zelasko Park during construction. WSDOT will be paying us \$500 for the temporary easement.

Reports and recommend as follows:

That the City Council authorize the Finance Director to sign the necessary documents.

Mike Folkers, Finance Director

Reported: May 24, 2017

Adopted:

Jeff Cook, Chairman

Jim Cook

Alice Phelps

Karen Rowe



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May 5, 2017

City of Aberdeen
Attn: Mr. Kris Koski
200 East Market Street
Aberdeen, WA 98520

Re: SR 12, Exhibit Map, Parcel Acquisition Plan, Parcels 3-10757 & 3-10758
RW5337, C.S.N/A
FA No. N/A
RW Plan Sheet 1 of 1 Sheets
Parcel Number 3-10757

Dear Mr. Koski:

The State of Washington, acting by and through its Department of Transportation (WSDOT) plans to proceed with the above-titled public project. As a part of the project, we need to purchase your property and/or property rights identified on the "Right of Way Plan" by the "parcel number" listed above. The bearer of this letter is the WSDOT's acquisition specialist assigned to complete this transaction.

An administrative offer of **\$500.00 per the WSDOT's minimum payment policy** is being made for a temporary easement across the portion of your property, **325 square feet**, needed for the project. The construction is anticipated to be completed no later than October 31, 2018.

An administrative offer (based on market research) is used when the property rights being acquired involve compensation of less than \$10,000.

Payment for your property and/or property rights will be made available to you approximately 45 days after you accept the WSDOT's offer, provided that there are no delays in closing the transaction. The date on which payment is made available to you is called the "payment date". On that date, the WSDOT becomes the owner of the property purchased and responsible for its control and management.

You may wish to employ professional services to evaluate the WSDOT's offer. If you do so, we suggest that you employ well-qualified evaluators so that the resulting evaluation report will be useful to you in deciding whether to accept the WSDOT's offer. The WSDOT will reimburse up to \$750.00 of your evaluation costs upon submission of the bills or paid receipts.

If you decide to reject the WSDOT's offer, the WSDOT, acting in the public interest, will use its right of eminent domain to acquire your property for public use. In conformity with the Washington State Constitution and laws, the Attorney General will file a condemnation suit to obtain a "Court Order of Public Use and Necessity", and a trial will be arranged to determine the just compensation to be paid for the property.

The Internal Revenue Service (IRS) requires that the WSDOT obtain your correct taxpayer identification number (TIN) or social security number (SSN) to report income paid to you as a result of this real estate transaction. In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number for all payments. You will be required to complete the attached substitute Form W-9 for each owner, as well as, the attached Statewide Vendor Registration & Payment Option form, and provide said forms to the WSDOT's specialist upon acceptance of the WSDOT's offer. However, in order to expedite processing of your payment, these forms can be provided to the WSDOT at an earlier date. If you need advice on how to complete these forms, please contact an IRS office, accountant, or legal consultant.

If you have personal property presently located on the property being acquired by the WSDOT that needs to be moved, the WSDOT will reimburse you for the cost of moving it through the Relocation Assistance program.

I hope I have attempted by this letter to provide a concise statement of our offer and summary of your rights. I hope the information will assist you in reaching a decision. Please feel free to direct any questions you may have to me. May I please have your early reply as to acceptance or rejection of this offer?

Thank you.
Sincerely,

Michelle E. Jenkins
Property & Acquisition Specialist
Office (360) 357-2723

Receipt of this letter is hereby acknowledged. I understand that this acknowledgment does not signify my acceptance or rejection of this offer.

Signature

Date

RES 350 10/2014

ORDINANCE NO. _____

AN ORDINANCE ADOPTING ANNUAL BUSINESS LICENSE FEES, ADDING A NEW SECTION 5.10.075 TO THE ABERDEEN MUNICIPAL CODE AND AMENDING ORDINANCE 6373.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. NEW CODE SECTION ADOPTED. Ordinance 6373, in part, codified as Chapter 5.10 of the Aberdeen Municipal Code, is amended by adding the following section:

5.10.070 Annual license renewal fee. A twenty five dollar (\$25.00) annual business license renewal fee is due on the first business day of the year following the year for which the annual business license was issued. Renewal fees not paid by January 31 are delinquent and the annual business license shall be revoked as provided in AMC 5.10.130.

SECTION 2. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish the attached summary in lieu of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, signing, and publication.

PASSED and APPROVED this ____ day of _____, 2017.

Erik Larson, Mayor

ATTEST:

Mike Folkers, Finance Director

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Erik Larson

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Recommendation to co-sponsor the proposed Aberdeen Alternative Energy Fair and Solar Home Tour with South Sound Solar.

REPORTS AS FOLLOWS: South Sound Solar and City of Aberdeen resident Liz Ellis are organizing a presentation for the community to educate citizens on a range of rechargeable equipment and to provide information on how solar photo-voltaic systems work. The event coordinators are requesting to use the Gateway Center Parking Lot on Saturday, August 26, 2017. They request that the City co-sponsor the presentation by advertising the event on the City’s website and community events reader board, and also by waiving the requirement for event insurance.

THEREFORE, IT IS RECOMMENDED: That the City be a co-sponsor with South Sound Solar and Ms. Ellis for the Aberdeen Alternative Energy Fair and Solar Home Tour, and that the City allow the event organizers to utilize the Gateway Center Parking Lot.

Rick Sangder
Public Works Director

Reported _____, 2017

Adopted _____, 2017

Dee Anne Shaw, Chair

Alan Richrod, Vice-Chair

Kathi Prieto, Member

Peter Schave, Member