



# Elma City Council Meeting

Tuesday, March 21, 2022 – 6:00 PM

Zoom Virtual Meeting

## Agenda

Zoom Meeting Link: <https://us02web.zoom.us/j/9719507224?pwd=TVg4YkpmZUFLTjVWktOcfjJlVmQxUT09>

Meeting ID: 971 950 7224

Passcode: Elma

To join by phone: 1-253-215-8782 US (Tacoma)

Meeting ID: 971 950 7224

Passcode: 379551

Find your local number: <https://us02web.zoom.us/j/9719507224?pwd=TVg4YkpmZUFLTjVWktOcfjJlVmQxUT09>

### Call to Order

### Pledge of Allegiance

### Roll Call:

Councilmembers Miller, Heater, Cooper, Collette, and Mayor Sorensen

Staff: Chief Shultz, Jim Starks, Wendy Collins, Chief Fulbright, Joe Chrystal, Rick Hughes, Dee Depoe, Jillanna Bickford

### Citizen Comment

(Please limit to 3 minutes)

### Consent Agenda

Approval of Minutes: March 7, 2022

Approval of Claims: March 2022 Approval of Claims in the amount of \$74,869.30. Approval of Handwrites March 2022 in the amount of \$34,903.86 Check #59094 and \$149.36 Check #59095 and February Handwrites in the amount of \$27,071.84 Check #59072-59093.

Approval of Payroll: February 2022 – Check # 43731, 46001-46035, including EFT's, in the amount of \$162,634.50

### Presentation:

### New Business

- |   |                       |
|---|-----------------------|
| 1. Council Chambers IT Upgrade Estimate   | Discussion and Action |
| 2. April 16, 2022, City Council Retreat   | Planning Discussion   |
| 3. City Council Meeting Summer Schedule   | Discussion and Action |
| 4. Request Public Safety Committee to meet regarding Pro/Con Committee and surplus weapons options for Elma Police Department | Discussion            |
| 5. TIB - N 12 <sup>th</sup> St. Improvements and Waterline Replacement Project  | Discussion and Action |
| 6. Younglove & Coker Contract for City Attorney Services  | Discussion and Action |

### Ordinances and Resolutions

The City of Elma Council reserves the right to take action on any item placed on the agenda regardless of the manner in which it is stated.

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of Elma is an equal opportunity provider and employer.

La ciudad de Elma es un proveedor de igualdad de oportunidades y el empleador.



# Elma City Council Meeting

Tuesday, March 21, 2022 – 6:00 PM

Zoom Virtual Meeting

## Agenda

None.

### Old Business

1. Police Levy Resolutions for Primary & General Elections

Discussion – Action 4/4/22

### Committee Reports.

Parks & Public Works: Miller, Collette, Starks

Public Safety: Cooper, Heater, Shultz

Finance: Collette, Whipple-Boling, Collins

Tourism: Heater

Capital Facilities: Cooper, Whipple-Boling, Starks, Chrystal

### Staff Reports

Jim Starks, Public Works Director

Susan Shultz, Police Chief

Wendy Collins, Clerk-Treasurer

Richard Hughes, City Attorney

Joe Chrystal, Building Inspector

Adam Fulbright, Fire Chief

Dee Depoe, Librarian

Jillanna Bickford, Elma Chamber

### Other Reports

### Citizen Comment

### Council Reports

### Mayor's Report

### Executive Session

None.

### Next Meeting

City Council Meeting, 6:00 PM on April 4, 2022, 2022.

### Adjourn

Adjournment

The City of Elma Council reserves the right to take action on any item placed on the agenda regardless of the manner in which it is stated.

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**ELMA CITY COUNCIL MEETING MINUTES**  
**March 7, 2022**  
**6:00 P.M. ON ZOOM**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

Mayor Sorensen called the March 7, 2022 City Council Meeting to order. All stood for the Pledge of Allegiance.

**CALL TO ORDER AND ROLL CALL:**

Wendy Collins called roll. Mayor Sorensen, Josh Collette, John Heater, Pat Miller, Bethany Whipple-Boling, and Attorney Rick Hughes. **Josh Collette made a motion to excuse Mike Cooper, seconded by John Heater. All four council members voted in favor. Motion carried.**

**CONSENT CALENDAR:**

Approval of consent calendar February 22, 2022. Approval of minutes February 22, 2022. **Pat Miller made a motion to approve the consent calendar, seconded by Josh Collette. All four council members voted in favor. Motion carried.**

**PRESENTATION BY CHERYL HEYWOOD, EXECUTIVE DIRECTOR FOR  
TIMBERLAND LIBRARY, CONCERNING THE STATE OF THE LIBRARY AND  
UPDATES**

Mayor Sorensen introduced Cheryl Heywood, executive director of the Timberland Library. Cheryl Heywood gave a presentation on the State of the Library.

**PRESENTATION BY OFFICER ALMOND, ELMA PD, CONCERNING THE  
IMPLEMENTATION OF BODY WORN AND VEHICLE CAMERA SYSTEM**

Mayor Sorensen introduced Officer Almond. Officer Almond gave a presentation regarding implementation of body worn and vehicle camera systems. Council had discussions regarding this topic.

**VOTER'S PAMPHLET POLICE LEVY PROS AND CONS COMMITTEE**

Mayor Sorensen opened the discussion regarding the voter's pamphlet police levy pros and cons committee. Attorney Rick Hughes explained to council what is expected of the pros and cons levy. Mayor Sorensen also opened the discussion regarding the police levy. Council agreed to keep the police levy at \$250,000.

**CHEHALIS TRIBAL JAIL SERVICE AGREEMENT**

Mayor Sorensen opened the discussion regarding the Chehalis Tribal Jail Service Agreement. Chief Shultz recommended signing the agreement. Council had discussions regarding this topic. **Josh Collette made a motion to authorize Mayor Sorensen to sign the agreement and execute the agreement with the Chehalis Tribe for jail services, seconded by Pat Miller. All four council members vote in favor. Motion carried.**



### **ONIX NETWORKING GOVERNMENT CUSTOMER AGREEMENT**

Mayor Sorensen opened the discussion regarding the Onix Networking Government Customer Agreement. Mayor Sorensen informed council that he had met with Sean, the city's IT person. Mayor Sorensen gave an overview of the Onix Networking email option. **Pat Miller made a motion to approve Mayor Sorensen to sign the agreement, seconded by Bethany Whipple-Boling. All four council members voted in favor. Motion carried.**

### **COMMITTEE REPORTS**

Parks and Public Works: Pat Miller gave an update on the Public Works meeting and that the committee is still discussing street improvements. Josh Collette informed council the Parks committee will be meeting on Thursday.

Public Safety: John Heater informed council that they are working on a couple of things.

Finance: Bethany Whipple-Boling informed council that they will be meeting March 21, 2022.

Tourism: John Heater informed council that Tourism is doing well.

Capital Facilities: Bethany Whipple-Boling informed council that the committee had started the conversation about deferred maintenance on some city owned buildings and possibly setting up a maintenance account to start saving for ideas that the committee is considering.

### **STAFF REPORTS**

Jim Starks: Gave an update on the lift station and the circuit board. Jim Starks gave an update on the fire station roof and the baseball park netting.

Chief Shultz: Updated council on calls for service. Chief Shultz gave an update on a couple of individuals.

Rick Hughes: Reminded council that the indoor mask mandate ends Saturday March 12, 2022.

Jillanna Bickford: Informed council that the Chamber of Commerce has 8 new members and informed council that flyers for the parade are ready. The Citizen's banquet will be on April 29<sup>th</sup>. Chamber is also working on the Heat on the Street event.

### **CITIZEN COMMENTS**

Rene Volz gave council suggestions regarding parking on 12<sup>th</sup> Street and Main Street in the downtown area. Chief Shultz also had suggestions regarding the downtown parking issue.

### **COUNCIL REPORTS**

Pat Miller: Would like to see the Senior Center reopened. Mayor Sorensen informed council that he is shooting for the 14<sup>th</sup> and CCAP and himself are working on making that happen. Pat Miller informed council that there had been close calls on 12<sup>th</sup> Street due to the parking situation and it is becoming a safety issue.

Josh Collette: Asked council to send ideas to him regarding topics of discussion for the retreat. Council had discussions regarding this topic. Council agreed to meet for the retreat on April 16, 2022.

Bethany Whipple-Boling: Provided downtown delivery parking suggestions. John Heater also had concerns about the downtown delivery parking.

John Heater: Thanked Jillana Bickford for all her work at the Elma Chamber. The Clean-up went well at the parks.

### **MAYOR'S REPORT**

Mayor Sorensen informed council that he met with the IT person regarding updating the technology in the council chambers. Mayor Sorensen informed council that he will be following the State mask guidelines.

Next meeting will be March 21, 2022.

### **ADJOURNMENT**

**Pat Miller made a motion to adjourn, seconded by John Heater. All four council members voted in favor. Motion carried.**

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**Jim Sorensen – Mayor**

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**Wendy Collins – City Clerk/Treasurer**



PC \$658.00

Video Card

Lenovo M900 TWR

Intel i7-3.4-6700

32 GB RAM

Drive 1: 256GB SSD

Drive 2: 1 TB HDD

Windows 10 Professional

1 Year Warranty

24" monitor \$139.97

Wireless Mic \$549.00

Gooseneck mic \$149.95

Camera(s) \$386.99

Cabling

3' XLR cables (2) \$19.99 each

20' XLR cable (2) \$27.99

Cat6 100' (1) \$18.97

Cat5e 500' (1) \$49.99

USB extenders cat5 (1) \$119.95

Sound board \$529.99

**Total: \$2698.77**







March 16, 2022

The Honorable Mayor Sorenson and City Council  
City of Elma  
City Hall - 202 W. Main Street  
Elma, WA 98541

RE: N 12<sup>th</sup> St Improvements TIB #6-W-955(012)-1 & N 12<sup>th</sup> St Waterline Replacement  
Construction Contract Award Recommendation

Dear Mayor and City Council:

On March 15, 2022 at 10:00 am, three bids were opened and publicly read for the above referenced project. The low bid was submitted by Rognlin's, Inc of Aberdeen, Washington in the amount of \$756,805.00 including Washington state sales tax. The cost for bid schedule A, N 12<sup>th</sup> St Improvements, is \$490,000.00. The cost for bid schedule B, N 12<sup>th</sup> St Waterline Replacement, is \$266,805.00, including sales tax. The total bids for schedule A and B combined ranged from \$756,805.00 to \$935,246.40. Please see the attached bidder's tabulation. The Engineer's estimate for the project was \$710,415.55.

Gibbs & Olson reviewed the bids and found that Rognlin's, Inc correctly completed the required forms included in the Bid Package. Gibbs & Olson has verified that Rognlin's, Inc has an active contractor's license and has no summons or complaints against them.

Gibbs & Olson recommends that the City of Elma award a contract in the amount of \$756,805.00 to Rognlin's, Inc of Aberdeen, Washington for the N 12<sup>th</sup> St Improvements and Waterline Replacement project, contingent on Transportation Improvement Board concurrence. We also recommend that you consult with your attorney to verify concurrence with Gibbs & Olson's recommendation for the contract award.

Please contact me at your convenience if you have any questions regarding the above information or Gibbs & Olson's recommendation.

Sincerely,

Kyle Busby, PE  
Project Manager

Attachment: Bid Tabulation  
File: 0990.0064

City of Elma  
N 12th St Improvements and Waterline Replacement  
Bidder's Tabulation  
Bid Opening: March 15, 2022, 10:00 a.m.



Schedule A

Item No.	Item	Qty	Unit	Engineer's Estimate		Rognlin's		Nova Contracting		Midway Underground	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	SPCC Plan	1	LS	\$ 1,000	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 1,200.00	\$ 1,200.00
2	Mobilization	1	LS	\$ 46,000	\$ 46,000.00	\$ 53,800.00	\$ 53,800.00	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00	\$ 70,000.00
3	Project Temporary Traffic Control	1	LS	\$ 50,000	\$ 50,000.00	\$ 36,400.00	\$ 36,400.00	\$ 42,000.00	\$ 42,000.00	\$ 155,000.00	\$ 155,000.00
4	Clearing and Grubbing	1	LS	\$ 5,000	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 18,000.00	\$ 18,000.00	\$ 8,500.00	\$ 8,500.00
5	Removal of Structures and Obstructions	1	LS	\$ 11,000	\$ 11,000.00	\$ 12,000.00	\$ 12,000.00	\$ 27,000.00	\$ 27,000.00	\$ 22,500.00	\$ 22,500.00
6	Roadway Excavation Incl. Haul	1,130	CY	\$ 25	\$ 28,250.00	\$ 22.00	\$ 24,860.00	\$ 30.00	\$ 33,900.00	\$ 45.00	\$ 50,850.00
7	Crushed Surfacing Top Course	590	TN	\$ 40	\$ 23,600.00	\$ 38.00	\$ 22,420.00	\$ 50.00	\$ 29,500.00	\$ 32.00	\$ 18,880.00
8	Crushed Surfacing Base Course	1,460	TN	\$ 40	\$ 58,400.00	\$ 35.00	\$ 51,100.00	\$ 50.00	\$ 73,000.00	\$ 32.00	\$ 46,720.00
9	HMA CL. 1/2 IN. PG 58H-22	460	TN	\$ 150	\$ 69,000.00	\$ 135.00	\$ 62,100.00	\$ 200.00	\$ 92,000.00	\$ 200.00	\$ 92,000.00
10	Corrugated Polyethylene Storm Sewer Pipe 12 In. Diam.	60	LF	\$ 65	\$ 3,900.00	\$ 60.00	\$ 3,600.00	\$ 100.00	\$ 6,000.00	\$ 65.00	\$ 3,900.00
11	Ductile Iron Storm Sewer Pipe 8 In. Diam.	345	LF	\$ 80	\$ 27,600.00	\$ 55.00	\$ 18,975.00	\$ 90.00	\$ 31,050.00	\$ 100.00	\$ 34,500.00
12	Catch Basin Type 1	2	EA	\$ 2,500	\$ 5,000.00	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00	\$ 6,000.00	\$ 4,500.00	\$ 9,000.00
13	Catch Basin Type 2 48 In. Diam.	1	EA	\$ 5,000	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
14	Connection to Drainage Structure	1	EA	\$ 2,000	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,250.00	\$ 1,250.00
15	Cleaning Existing Drainage Structure	1	LS	\$ 5,000	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00
16	Structure Excavation Class B Incl. Haul	1	LS	\$ 4,000	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 18,090.00	\$ 18,090.00	\$ 12,500.00	\$ 12,500.00
17	Shoring or Extra Excavation Class B	1	LS	\$ 1,000	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	\$ 1,250.00	\$ 1,250.00
18	Bank Run Gravel for Trench Backfill	30	TN	\$ 35	\$ 1,050.00	\$ 20.00	\$ 600.00	\$ 50.00	\$ 1,500.00	\$ 26.00	\$ 780.00
19	Erosion Control and Water Pollution Prevention	1	LS	\$ 4,500	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00
20	Roadside Restoration	1	LS	\$ 15,000	\$ 15,000.00	\$ 20,340.00	\$ 20,340.00	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00
21	Cement Conc. Traffic Curb and Gutter	1,400	LF	\$ 40	\$ 56,000.00	\$ 33.00	\$ 46,200.00	\$ 50.00	\$ 70,000.00	\$ 26.00	\$ 36,400.00
22	Cement Conc. Pedestrian Curb	210	LF	\$ 35	\$ 7,350.00	\$ 30.00	\$ 6,300.00	\$ 50.00	\$ 10,500.00	\$ 42.00	\$ 8,820.00
23	Cement Conc. Driveway Entrance	330	SY	\$ 90	\$ 29,700.00	\$ 100.00	\$ 33,000.00	\$ 90.00	\$ 29,700.00	\$ 105.00	\$ 34,650.00
24	Removing Guardrail	65	LF	\$ 10	\$ 650.00	\$ 30.00	\$ 1,950.00	\$ 20.00	\$ 1,300.00	\$ 12.00	\$ 780.00
25	Beam Guardrail Type 31	55	LF	\$ 40	\$ 2,200.00	\$ 100.00	\$ 5,500.00	\$ 100.00	\$ 5,500.00	\$ 100.00	\$ 5,500.00
26	Beam Guardrail Type 31 Non-Flared Terminal	1	EA	\$ 4,000	\$ 4,000.00	\$ 5,200.00	\$ 5,200.00	\$ 3,000.00	\$ 3,000.00	\$ 5,200.00	\$ 5,200.00
27	Beam Guardrail Anchor Type 10	1	EA	\$ 3,000	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,450.00	\$ 2,450.00
28	Cement Conc. Sidewalk	260	SY	\$ 60	\$ 15,600.00	\$ 75.00	\$ 19,500.00	\$ 60.00	\$ 15,600.00	\$ 75.00	\$ 19,500.00
29	Cement Conc. Curb Ramp Type Parallel	30	SY	\$ 200	\$ 6,000.00	\$ 275.00	\$ 8,250.00	\$ 300.00	\$ 9,000.00	\$ 200.00	\$ 6,000.00
30	Quarry Spalls	50	TN	\$ 40	\$ 2,000.00	\$ 50.00	\$ 2,500.00	\$ 50.00	\$ 2,500.00	\$ 75.00	\$ 3,750.00
31	Mailbox Support Type 1	5	EA	\$ 100	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 300.00	\$ 1,500.00	\$ 350.00	\$ 1,750.00
32	Mailbox Support Type 2	2	EA	\$ 500	\$ 1,000.00	\$ 800.00	\$ 1,600.00	\$ 300.00	\$ 600.00	\$ 500.00	\$ 1,000.00
33	Permanent Signage	1	LS	\$ 4,000	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,600.00	\$ 1,600.00	\$ 5,000.00	\$ 5,000.00
34	Paint Line	1,370	LF	\$ 3	\$ 4,110.00	\$ 1.50	\$ 2,055.00	\$ 3.00	\$ 4,110.00	\$ 3.00	\$ 4,110.00
35	Painted Crosshatch Marking	50	LF	\$ 3	\$ 150.00	\$ 5.00	\$ 250.00	\$ 3.00	\$ 150.00	\$ 3.00	\$ 150.00
36	Plastic Crosswalk Line	100	SF	\$ 10	\$ 1,000.00	\$ 25.00	\$ 2,500.00	\$ 30.00	\$ 3,000.00	\$ 30.00	\$ 3,000.00
Schedule A Total				\$ 503,560.00		\$ 490,000.00		\$ 616,200.00		\$ 687,390.00	

Schedule B

Item No.	Item	Qty	Unit	Engineer's Estimate		Rognlin's		Nova Contracting		Midway Underground	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
101	Minor Changes	1	CALC	\$ 10,000	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
102	Mobilization	1	LS	\$ 18,000	\$ 18,000.00	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
103	Controlled Density Fill	10	CY	\$ 250	\$ 2,500.00	\$ 200.00	\$ 2,000.00	\$ 200.00	\$ 2,000.00	\$ 450.00	\$ 4,500.00
104	Connection to Existing Water Main	2	EA	\$ 3,000	\$ 6,000.00	\$ 5,000.00	\$ 10,000.00	\$ 2,000.00	\$ 4,000.00	\$ 500.00	\$ 1,000.00
105	Bank Run Gravel for Trench Backfill	200	TN	\$ 30	\$ 6,000.00	\$ 20.00	\$ 4,000.00	\$ 60.00	\$ 12,000.00	\$ 26.00	\$ 5,200.00
106	CL 52 Ductile Iron Pipe for Water Main 4 In. Diam.	320	LF	\$ 75	\$ 24,000.00	\$ 80.00	\$ 25,600.00	\$ 120.00	\$ 38,400.00	\$ 85.00	\$ 27,200.00
107	CL 52 Ductile Iron Pipe for Water Main 8 In. Diam.	370	LF	\$ 95	\$ 35,150.00	\$ 120.00	\$ 44,400.00	\$ 150.00	\$ 55,500.00	\$ 105.00	\$ 38,850.00
108	CL 52 Ductile Iron Pipe for Water Main 10 In. Diam.	130	LF	\$ 100	\$ 13,000.00	\$ 175.00	\$ 22,750.00	\$ 200.00	\$ 26,000.00	\$ 120.00	\$ 15,600.00
109	Blowoff Assembly	1	EA	\$ 2,500	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00
110	Shoring or Extra Excavation Trench	1	LS	\$ 1,200	\$ 1,200.00	\$ 750.00	\$ 750.00	\$ 23,400.00	\$ 23,400.00	\$ 2,500.00	\$ 2,500.00
111	Gate Valve 8 In.	1	EA	\$ 1,500	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
112	Gate Valve 10 In.	1	EA	\$ 2,000	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
113	Comb. Air Release/Air Vacuum Valve Assembly 1 In.	1	EA	\$ 5,000	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00
114	Hydrant Assembly	2	EA	\$ 7,500	\$ 15,000.00	\$ 8,000.00	\$ 16,000.00	\$ 10,000.00	\$ 20,000.00	\$ 7,500.00	\$ 15,000.00
115	Service Connection 3/4 In. Diam.	14	EA	\$ 2,000	\$ 28,000.00	\$ 2,500.00	\$ 35,000.00	\$ 2,000.00	\$ 28,000.00	\$ 2,500.00	\$ 35,000.00
116	Service Connection On Private Property	7	EA	\$ 2,500	\$ 17,500.00	\$ 3,000.00	\$ 21,000.00	\$ 3,000.00	\$ 21,000.00	\$ 3,500.00	\$ 24,500.00
117	Service Connection 1 1/2 In. Diam.	1	EA	\$ 2,600	\$ 2,600.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,250.00	\$ 1,250.00
Schedule B Subtotal				\$ 189,950.00		\$ 245,000.00		\$ 287,300.00		\$ 227,600.00	
Washington State Sales Tax (8.9%)				\$ 16,905.55		\$ 21,805.00		\$ 25,569.70		\$ 20,256.40	
Total Schedule B with Sales Tax				\$ 206,855.55		\$ 266,805.00		\$ 312,869.70		\$ 247,856.40	
Total Schedule A + Schedule B				\$ 710,415.55		\$ 756,805.00		\$ 929,069.70		\$ 935,246.40	





# Younglove & Coker

A PROFESSIONAL LIMITED LIABILITY COMPANY

ATTORNEYS AT LAW

CHRISTOPHER JOHN COKER  
THOMAS P. KEEHAN  
GREGORY M. RHODES  
TAMMY SHUFFIELD  
EDWARD EARL YOUNGLOVE III

WESTHILLS II OFFICE PARK  
1800 COOPER POINT ROAD SW, BLDG 16  
PO BOX 7846  
OLYMPIA, WASHINGTON 98507-7846  
FACSIMILE (360) 754-9268  
OFFICE@YLCLAW.COM

ATTORNEYS AT LAW  
"SINCE 1974"

**(360) 357-7791**

March 16, 2022

Mayor Jim Sorensen  
City of Elma  
PO Box 3005  
Elma, WA 98541

RE: *Contract City Attorney Services for City of Elma*

Dear Mayor:

Please consider this letter as my office's formal proposal to provide contract city attorney services to the City of Elma. As you know, my office has provided city attorney services to several small cities in Grays Harbor County for several years. Over the past 23 years I have worked in the municipal law field, handling both civil and criminal duties for several small cities. As I believe you are aware, I was appointed as city attorney for the City of Montesano in or about 2015, and as city attorney for the City of McCleary in 2017. Throughout my career I have worked with small municipalities to provide responsive, practical, cost effective services—as a lawyer and most of all as a trusted counselor to the persons entrusted with city operation.

A. Business Information:

Younglove & Coker, P.L.L.C.  
1800 Cooper Point Road SW, Bldg. 16  
Olympia, WA 98502  
(360)357-7791 phone  
(360)754-9268 fax  
office@ylclaw.com  
cjcoker@ylclaw.com  
Established: June 11, 1997  
UBI#: 601 796 965  
Tax ID#: 91-1821715

Younglove & Coker, P.L.L.C. is a five-attorney law firm located in Olympia, established in its current form in 2003. The principles are Edward Earl Younglove III and Christopher John Coker. Our associate attorneys are Gregory M. Rhodes, Thomas P. Keehan and Tammy Shuffield. Younglove and Coker, P.L.L.C. employees five staff to support the attorneys. Younglove & Coker, P.L.L.C. has



Mayor Jim Sorensen  
March 16, 2022  
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not had any contract terminated for default in the last five years, and to my knowledge, has never had a contract terminated for default over its entire existence.

B. Qualifications:

Our practice is diverse – representing many large and small businesses, small municipalities, as well as individuals. By far our biggest client is the Washington Federation of State Employees (WFSE). The WFSE is a 40,000 member public employees union. I have been actively involved with all aspects of representation on behalf of the WFSE for 20 years. Over that time I have handled countless disciplinary and contract interpretation grievances, use of force matters, unfair labor practice allegations, and miscellaneous civil matters. I believe the nature of the clients my office serves lends itself to the representation of small cities very well. Many of the issues experienced by our private clientele are the same as many of the issues experienced by small cities. At the end of the day my office prides itself on providing competent legal advice and services with the goal of avoiding litigation, or efficiently resolving litigation and other issues.

Over that past 20 years Younglove & Coker, P.L.L.C. has provided legal services for many governmental agencies, including but not limited to, the City of Montesano, the City of Elma, the City of McCleary, the City of Oakville, the City of Lacey, the City of Olympia, the City of Tumwater, the City of Shelton, the Olympia Police Officers Guild, and others. Our work has included a multitude of “municipal issues” stemming from complex road construction disputes/litigation to zoning issues involving an individual possibly having too many chickens, and quite frankly everything in between. I have advised city personnel on wage and hour issues, collective bargaining issues, zoning concerns, nuisance properties, employee misconduct, ordinance and resolution preparation, and interlocal agreements.

Per the RFQQ, I offer the following references for contact:

Mayor Vini Samuel  
City of Montesano  
112 N Main Street  
Montesano, WA 98563  
(360)249-0720

Todd Baun, Public Works Director  
City of McCleary  
100 South 3rd Street  
McCleary, WA 98557  
(360)495-3667

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Mike Olden, Public Works Director  
City of Montesano  
112 N Main Street  
Montesano, WA 98563  
(360)249-3939

Jeff Niten, City Manager  
City of Shelton  
525 West Cota St.  
Shelton, WA 98584

C. Staffing:

The lead attorney for purposes of providing city attorney services to the City of Elma would be attorney Christopher John Coker. It is wholly anticipated that I would be providing the majority of services to the City, however, under certain circumstances other lawyers associated with the firm would be providing services. Each attorney in the firm is licensed to practice law in Washington State and is in good standing. In particular, Tammy Shuffield has been handling the prosecutions for the cities of Shelton, Montesano, Elma and McCleary. It is anticipated Ms. Shuffield would continue to handle City of Elma prosecutions.

D. Quotation:

Consistent with the "Scope of Work" detailed in paragraph 1.3 of the Request for Qualifications and Quotations, I believe city attorney services to the City of Elma would likely include, but not be limited to:

- Attending city council meetings either in person or by telephone or via Zoom;
- Review and draft resolutions and ordinances as requested by the Mayor, City Council, City Clerk, Administrator, and other City employees designated by the City Administrator;
- Render legal opinions as requested;
- Represent the City of Elma in litigation, real property transactions, contract negotiations, and other matters;
- Perform such other duties as required by State law.

In providing said services and agreeing to a contract, my office is open to discussions with the City regarding specific terms that the City expects would be required to meet its needs. However, based on my historical experience, and my current experience with other cities I represent, I believe a retainer agreement, establishing a set monthly rate for duties, would be appropriate. To that end, my office would agree to provide general services to the City of Elma for a monthly rate of \$4,750 per

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month. Any work above the general duties detailed in the proposed contract, including prosecution services and civil work not included in the general retainer, would be billed at a reduced rate of \$250/hour for attorney time and \$115/hour for non-attorney staff time.

Additional information and references are available upon request. Should you have any questions or wish to discuss this proposal further, please do not hesitate to contact me directly. Thank you for your consideration.

Sincerely,

YOUNGLOVE & COKER, P.L.L.C.

A handwritten signature in black ink, appearing to read 'Coker', written over the printed name of Christopher Joh Coker.

Christopher Joh Coker  
Attorney at Law

CJC:mb

