

**City of Connell, Washington
CITY COUNCIL
PRELIMINARY AGENDA**

REGULAR MEETING

6:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE/PRESENTATIONS/APPOINTMENTS
5. CONSENT CALENDAR

All matter listed within the Consent Calendar have been distributed to each member of the Connell City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Calendar and placed on the Regular Agenda by request.

- a) Minutes of the Regular Council Meeting March 20, 2017
- b) Check Register 4/3/17 for \$39,415.77
- c) Accounts Payable 4/17/17 for \$87,888.02
- d) Payroll Register 3/31/17 - 4/05/17 for \$87,776.36

6. PRESENTATIONS FOR COUNCILMEMBERS
7. APPROVAL OF AGENDA

ORDER OF BUSINESS

8. RESOLUTION NO. 2017-03 – Arbor Day
9. RESOLUTION NO. 2017-04 - Comprehensive Plan Public Participation Program 2018
10. RESOLUTION NO. 2017-05 – Master Fee Schedule update: Schedule B, Building & Permits and Schedule D, Parks & Recreation
11. Pioneer Park Pavilion Reservation Policy
12. Anderson Perry – Franklin Street Water Line Replacement Task Order

13. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
14. EXECUTIVE SESSION-*To discuss union negotiations*
15. CITIZEN COMMENT/NON-AGENDA ITEMS
16. CITY COUNCIL CLOSING REMARKS
17. ADJOURNMENT

The public is welcome and encouraged to attend this meeting. The City of Connell wishes to provide reasonable access to all public meetings for individuals with disabilities. Please contact the City Clerk at least three business days prior to the meeting for accommodations to be arranged.

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON

March 20, 2017

The regular semi-monthly, meeting of the Connell City Council was called to order by Mayor Blackwell at 6:00 pm in the City Hall and was opened with the Pledge of Allegiance.

ROLL CALL

PRESENT: Mayor Bruce Blackwell, Councilmember's: Mayor Pro Tem Huber, Ray Minor, Katherine Silva, and Joe Escalera.

EXCUSED: Mayor Pro Tem Huber moved to excuse Councilmember Quinton. Councilmember Escalera seconded motion. Motion carried unanimously.

STAFF: City Administrator Maria Peña, Accounting Clerk Marissa Canales, Chief of Police Chris Turner, Public Works Director Larry Turner, and City Attorney Dan Hultgrenn.

VISITORS: Citizen; Pat Barrera, and Franklin County Graphic; Katherine Bingham Trowbridge.

APPOINTMENT

Mayor Blackwell appointed Jewel York to the Tree Advisory Board Committee.

Motion: Councilmember Silva moved to approve the appointment of Jewel York to the Tree Advisory Board Committee. Councilmember Escalera seconded motion. Motion carried unanimously.

CONSENT CALENDAR

Motion: Councilmember Minor moved to approve the Consent Calendar as listed:

- a) Minutes of the Regular Council Meeting March 6, 2017
- b) Accounts Payable March 20, 2017 for \$108,119.53
- c) Payroll Register 3/15/17-3/20/17 for \$56,149.99

Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

PRESENTATION

Chief of Police Chris Turner delivered a Connell University presentation with a power point presentation to educate those in attendance about the Connell Police Department. He stated his goal was to hopefully have Council gain new knowledge of the Department.

APPROVAL OF AGENDA

Motion: Councilmember Silva moved to approve the agenda with the correction of item #9 replaced Court Clerk with Police Clerk. Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

ORDINANCE NO. 976-2017 PROVIDING FOR TELECOMMUNICATIONS FRANCHISE
Attached for Council was Ordinance No. 976-2017 it would provide for establishing a process and provisions for telecommunication franchise. The City did not currently have this in place and had received a request for a franchise agreement. Staff was working on establishing fees to go along with the franchise agreement. Those would be brought forth as an amendment to the Master Fee Schedule at a future date.

Motion: Councilmember Silva moved to approve Ordinance No. 976-2017 establishing a process and provisions for telecommunication services. Councilmember Minor seconded motion. Motion carried unanimously.

RESOLUTION NO. 2017-02 ADDITION OF POLICE CLERK POSITION DISCUSSION
City Administrator Maria Peña presented Resolution No. 2017-02 and informed Council that due to the change in staff the Police Department lacked a clerk. This position would work 30 hours a week for the Police Department and would be a non-benefit position. The total additional cost would be approximately \$10,000. This position would be added as a part-time Police Clerk to the 2017 Salary Resolution.

Motion: Mayor Pro Tem moved to approve Resolution No. 2017-02 adding a part-time police clerk. Councilmember Minor seconded motion. Motion carried unanimously.

POOL UPDATE

Public Works Director Larry Turner stated public works had begun getting the pool and parks ready for the season. Upon inspection of the mechanical room at the pool, the sand filter tank did not make it through the cold weather and needed to be replaced. The order was placed and the purchase price was approximately \$15,000. Mr. Turner asked Council for suggestions on whether to have the blue slide ready to use but that was dependent on life guard availability for the season.

Consensus of the Council was to move forward to run the blue slide during the pool season.

ELECTRIC VEHICLE CHARGING STATION: LETTER OF SUPPORT

Linda Esparza and Todd Blackman from Franklin PUD met with the Mayor and City staff in regards to a grant for an electric vehicle charging station. City Administrator Maria Peña stated possible charging locations were discussed and a site was selected between Community First Bank and the old Lourdes Clinic. She provided the letter of support and a map that provided more details regarding the grant and the City's involvement.

MEETING OF THE CITY OF CONNELL
Regular Meeting – March 20, 2017

Motion: Councilmember Silva moved to authorize the City Administrator to sign the letter of support for an electric vehicle charging station. Councilmember Escalera seconded motion. Motion carried unanimously.

LEASING OF CITY PROPERTY

City Administrator Maria Peña received a request from Brad Quinton in regard to the City leasing out the south portion of parcel 106030037 north of highway 260 for pasturing cows for a couple of months. Mr. Quinton inquired about leasing the property at \$.90 cents per day per pair; he would provide the water and the fencing.

Motion: Councilmember Silva moved to sign the rental agreement between the City of Connell and Brad Quinton. Councilmember Minor seconded motion. Motion carried unanimously.

AMENDING LETTER OF INTENT FOR FRANKLIN CO. HOSPITAL DISTRICT

City Administrator Maria Peña had previously provided Council with a letter of intent along with a map that showed the area of City owned property that Franklin County Hospital District desired to purchase. Council moved to authorize the Letter of Intent in December 2016. The legal description was then sent to Franklin County and they realized the boundary lines were not correct. City Administrator Peña provided Council with an amended Letter of Intent that addressed the adjusted property size of the portion of City property that the District desired to purchase based upon a recent survey, and accordingly stated the adjusted sale price for the property.

Motion: Mayor Pro Tem Huber moved to authorize the City Administrator to sign the new letter of Intent for Franklin County Public Hospital No.1 as presented. Councilmember Escalera seconded motion. Motion carried unanimously.

COMMITTEE / DEPARTMENT REPORTS

PUBLIC WORKS DIRECTOR- Larry Turner

1) Reported the City had been having water line issues near the Tostadas Amigos Factory Building.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Blackwell adjourned the meeting at 7:03 pm

ATTEST: _____
Marissa Canales, Accounting Clerk

Bruce Blackwell, Mayor

CHECK REGISTER

City Of Connell
MCAG #: 0286

04/01/2017 To: 04/30/2017

Time: 10:14:18 Date: 04/03/2017
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1069	04/03/2017	Claims	7	EFT	Bank Of America - Visa	3,242.74	FIRE DEPARTMENT- VISA; Public Works- VISA; Police Department VISA; City Administrator VISA; City Hall VISA
1070	04/03/2017	Claims	7	EFT	CenturyLink		Incorrect amount.
1071	04/03/2017	Claims	7	EFT	Neofunds By Neopost	650.00	Postage Meter Funds
1165	04/03/2017	Claims	7	EFT	CenturyLink	379.13	Phone Bills
1062	04/03/2017	Claims	7	36105	U.S. Post Office	208.74	Utility Bill Postage 4/1/17
1072	04/03/2017	Claims	7	36106	Adams County Treasurer	7.50	Property Taxes
1073	04/03/2017	Claims	7	36107	Adamson Police Products	216.00	Reserve Equip
1074	04/03/2017	Claims	7	36108	American Public Works Association	215.00	APWA Membership Renewal
1075	04/03/2017	Claims	7	36109	Avista Utilities	2,140.85	
1076	04/03/2017	Claims	7	36110	Big Bend Electric Cooperative, INC.	2,103.92	Power Bills
1077	04/03/2017	Claims	7	36111	Ed Brown	33.02	Reimbursement For Water Part
1078	04/03/2017	Claims	7	36112	Cascade Earth Sciences Ltd	1,769.75	2017 ICMP Soil Sampling
1079	04/03/2017	Claims	7	36113	City Of Kennewick	60.06	Reimbursement Of Mileage For WMCA Conference
1080	04/03/2017	Claims	7	36114	Cobalt Truck Equip. LLC	1,706.59	Tool Drawers - Leo's Truck
1081	04/03/2017	Claims	7	36115	Columbia Electric Supply	338.59	Electrical Parts - Sewer Plant
1082	04/03/2017	Claims	7	36116	Columbia Grain & Feed Inc	735.63	Saw, Oil And Parts
1083	04/03/2017	Claims	7	36117	Connell Auto Parts	255.55	Parts And Supplies; Fire Dept - Command 201 Wiper Blades
1084	04/03/2017	Claims	7	36118	Creative Product Sourcing, Inc. - Dare	161.32	DARE Supplies
1085	04/03/2017	Claims	7	36119	Department Of Retirement	25.00	Old Age And Survivor
1086	04/03/2017	Claims	7	36120	Dept Of Licensing-Firearm	72.00	CPL's
1087	04/03/2017	Claims	7	36121	Rockwalla IT LLC Devfuzion	1,400.00	Monthly Service Fee
1088	04/03/2017	Claims	7	36122	Farmers Electric II, LLC	3,764.30	Service Calls/Electrical Work
1089	04/03/2017	Claims	7	36123	Franklin Co Corrections	2,661.16	Inmate Housing & Medical
1090	04/03/2017	Claims	7	36124	Franklin Co Graphic	159.25	Ord. 976-2017, Police Advertisement, Lifeguards
1091	04/03/2017	Claims	7	36125	Franklin County Treasurer	2,587.65	Prosecuting Attorney Fees For February
1092	04/03/2017	Claims	7	36126	G & R Ag Products, Inc	745.57	Sprayer Parts
1093	04/03/2017	Claims	7	36127	Grainger, Inc.	885.82	Cold Mix Patch
1094	04/03/2017	Claims	7	36128	H. D. Fowler	3,899.31	Water/Sewer Parts
1095	04/03/2017	Claims	7	36129	HD Supply Waterworks, LTD	1,070.07	Meter, Meter Parts And Water Parts
1096	04/03/2017	Claims	7	36130	JDT Sales and Repair	340.36	Fire Dept, Vehicle Repair, Command 201; #123 Transmission Service & Belt
1097	04/03/2017	Claims	7	36131	Lamb-Weston	400.00	REFUND- Community Center Deposit- 3/20, 21, 24
1098	04/03/2017	Claims	7	36132	Lep-Re-Kon Mart #4	32.18	Well And Office Supplies
1099	04/03/2017	Claims	7	36133	Pallis Pool & Patio	184.43	Pool Filters
1100	04/03/2017	Claims	7	36134	Pro Force Law Enforcement	1,213.38	Taser Supplies
1101	04/03/2017	Claims	7	36135	Pro-Build	479.93	Street Sign Posts
1102	04/03/2017	Claims	7	36136	Quill	122.37	Office Supplies; Office Clerk Supplies
1103	04/03/2017	Claims	7	36137	Ana Maria Rios	400.00	Community Center Deposit REFUND- Rental On 3/25/17
1104	04/03/2017	Claims	7	36138	Chris Schulte	291.72	Travel Expenses, IMT Conference
1105	04/03/2017	Claims	7	36139	Shred-it USA LLC	46.76	Shred Service
1106	04/03/2017	Claims	7	36140	W P T A	40.00	Rose Membership 2017
1107	04/03/2017	Claims	7	36141	WA Finance Officers Assoc	50.00	Rose Membership For 2017

CHECK REGISTER

City Of Connell
MCAG #: 0286

04/01/2017 To: 04/30/2017

Time: 10:14:18 Date: 04/03/2017
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1108	04/03/2017	Claims	7	36142	WAPRO	350.00	2017 WAPRO Spring Training Resgistration (Rose/Marissa)
1109	04/03/2017	Claims	7	36143	WMCA	75.00	Rose Annual Dues
1110	04/03/2017	Claims	7	36144	Budget and Fiscal Service Washington State Patrol	600.00	First QTR ACCESS User Fees
1111	04/03/2017	Claims	7	36145	The Wesley Group	2,790.74	Police Union Contract
1112	04/03/2017	Claims	7	36146	Xerox Corporation	504.38	April
						20,830.41	
						2,652.91	
						6,994.94	
						8,865.51	
						72.00	
						<u>39,415.77</u>	
						Claims:	39,415.77

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 20__.

ATTEST:

Councilmember

Councilmember

Mayor

Finance Director

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 04/17/2017

Time: 16:07:17 Date: 04/14/2017
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16644	04/17/2017	04/17/2017	11	61.72	First Aid Supplies
16686	04/17/2017	04/17/2017	4421	791.65	Hadley Vest
16645	04/17/2017	04/17/2017	1974	441.21	Pool Cert For Kim
16646	04/17/2017	04/17/2017	92	544.00	Water/WW Labs
16654	04/17/2017	04/17/2017	2625	426.80	March Credit Card Fees
16652	04/17/2017	04/17/2017	79	195.09	
16641	04/17/2017	04/17/2017	95	75.00	2017 Membership Dues
16639	04/17/2017	04/17/2017	118	34.02	Desk Sign And Holder For Ivan Barragan
16667	04/17/2017	04/17/2017	122	2,685.16	Copier Lease & Maintenance
16658	04/17/2017	04/17/2017	155	15,920.87	March Utilities, Fire Suppression, Utility Tax
16694	04/17/2017	04/17/2017	994	13.41	Petty Cash Till-(Certified Mail-Fees)
16647	04/17/2017	04/17/2017	160	139.00	Ordinance 976
16677	04/17/2017	04/17/2017	180	2,313.98	Fuel & Parts
16685	04/17/2017	04/17/2017	180	18.15	Flat Repair
16638	04/17/2017	04/17/2017	656	106.74	Fire Dept Fuel Consumed
16682	04/17/2017	04/17/2017	656	1,504.64	PD Fuel
16681	04/17/2017	04/17/2017	2459	17.45	Monthly VPN
16672	04/17/2017	04/17/2017	217	856.25	Inmate Crew
16678	04/17/2017	04/17/2017	713	360.49	Pesticide
16655	04/17/2017	04/17/2017	2098	248.94	Janitorial Supplies
16666	04/17/2017	04/17/2017	4665	114.52	Uniforms
16669	04/17/2017	04/17/2017	213	2,203.11	Car Equipment
16680	04/17/2017	04/17/2017	237	2,008.01	Wall Oven For CC
16679	04/17/2017	04/17/2017	262	300.00	Water Training
16656	04/17/2017	04/17/2017	4490	176.63	Bolt Bin Re-Stock
16693	04/17/2017	04/17/2017	292	23,570.09	March 2017 Electricity Bills
16660	04/17/2017	04/17/2017	298	31.18	Victim Assessment March
16690	04/17/2017	04/17/2017	3058	2,587.65	March Servives
16649	04/17/2017	04/17/2017	3051	1,737.78	Defense Court Cost
16673	04/17/2017	04/17/2017	4303	161.99	Uniforms
16657	04/17/2017	04/17/2017	3375	1,501.20	Trees For Main St
16687	04/17/2017	04/17/2017	315	40.00	Car Wash Quarters
16696	04/17/2017	04/17/2017	4669	814.38	CC Rental 4/8/17- Deposit Refund MINUS Work Order 5760 Charge Of 85.62
16648	04/17/2017	04/17/2017	4436	114.64	VOIP March
16659	04/17/2017	04/17/2017	364	1,779.45	Irrigation/WW Chlorine Parts
16671	04/17/2017	04/17/2017	3351	848.26	#091 LOF & Repairs
16684	04/17/2017	04/17/2017	3090	18.29	Car Wash
16663	04/17/2017	04/17/2017	4050	385.21	Janitorial Supplies
16650	04/17/2017	04/17/2017	400	2,044.50	Attorney Fees Misc
16689	04/17/2017	04/17/2017	4667	360.00	Water Conference - Hallie PNWS-AWWA

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 04/17/2017

Time: 16:07:17 Date: 04/14/2017
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16651	04/17/2017	04/17/2017	3591 Pressworks	388.98	4-Up Utility Billing Cards
16688	04/17/2017	04/17/2017	2275 Public Safety Testing	128.00	1st QTR Subscription Fee
16640	04/17/2017	04/17/2017	520 Quill	41.51	Office Supplies
16643	04/17/2017	04/17/2017	520 Quill	164.97	Office Supplies
16662	04/17/2017	04/17/2017	3480 Red Waggin' RescueDBA Connell Pet Rescue	150.00	Dog Relocation Fee
16670	04/17/2017	04/17/2017	4158 Rowand Machinery Company	1,723.14	Backhoe Rental
16683	04/17/2017	04/17/2017	3884 Showcase Specialties	18.46	Uniform Embroidery
16691	04/17/2017	04/17/2017	4647 SoundOff Signal GSA	427.50	Vehicle Equipment
16692	04/17/2017	04/17/2017	233 St.of Washington Dept Of Revenue-EFT	9,342.59	Excise Taxes
16665	04/17/2017	04/17/2017	4666 The Ear Phone Connection	225.00	Radio Equip
16675	04/17/2017	04/17/2017	331 Timken Motor & Crane Service LLC	1,762.88	Installation Of Hydro Ranger At LS 5
16674	04/17/2017	04/17/2017	628 Total Energy Management	2,296.08	LS #5 Transducers
16676	04/17/2017	04/17/2017	665 Utilities Underground	11.61	Locates
16695	04/17/2017	04/17/2017	4017 Verizon Wireless	1,000.54	Cell Bill
16668	04/17/2017	04/17/2017	3270 Vermeer Rocky Mountain Inc.	418.95	Chipper Parts
16642	04/17/2017	04/17/2017	4662 Villa, Candelaria	164.38	Partial Refund For Event Held At The Community Center On 4/1/17- Used Kitchen And Didn't Pay For It, And Had Cleaning And Work Done By Public Works After Event.
16661	04/17/2017	04/17/2017	695 WA St Treasurer Office	1,751.27	State Court Remittance
16637	04/17/2017	04/17/2017	698 WMCA	75.00	Mariassa's Annual Dues
16664	04/17/2017	04/17/2017	3440 Washington State Patrol, Budget and Fiscal Service	12.00	Fingerprint CPL Background Check
16653	04/17/2017	04/17/2017	2626 Xpress Bill Pay/EFT	233.70	March Fees
Report Total:				87,888.02	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Connell and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer
() Deputy Finance Director

Date: _____

CHECK REGISTER

City Of Connell
MCAG #: 0286

03/31/2017 To: 04/05/2017

Time: 14:40:47 Date: 04/04/2017
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1121	03/31/2017	Payroll	7	EFT		1,629.31	
1122	03/31/2017	Payroll	7	EFT		1,147.94	
1123	03/31/2017	Payroll	7	EFT		1,041.13	
1124	03/31/2017	Payroll	7	EFT		67.61	
1125	03/31/2017	Payroll	7	EFT		27.04	
1126	03/31/2017	Payroll	7	EFT		1,589.20	
1127	03/31/2017	Payroll	7	EFT		1,256.53	
1128	03/31/2017	Payroll	7	EFT		13.52	
1129	03/31/2017	Payroll	7	EFT		81.12	
1130	03/31/2017	Payroll	7	EFT		67.61	
1131	03/31/2017	Payroll	7	EFT		1,609.93	
1132	03/31/2017	Payroll	7	EFT		67.61	
1134	03/31/2017	Payroll	7	EFT		81.12	
1135	03/31/2017	Payroll	7	EFT		67.61	
1136	03/31/2017	Payroll	7	EFT		27.04	
1137	03/31/2017	Payroll	7	EFT		1,771.53	
1138	03/31/2017	Payroll	7	EFT		40.57	
1139	03/31/2017	Payroll	7	EFT		27.04	
1140	03/31/2017	Payroll	7	EFT		1,499.40	
1141	03/31/2017	Payroll	7	EFT		1,653.21	
1142	03/31/2017	Payroll	7	EFT		94.65	
1143	03/31/2017	Payroll	7	EFT		27.04	
1144	03/31/2017	Payroll	7	EFT		1,172.35	
1146	03/31/2017	Payroll	7	EFT		81.12	
1147	03/31/2017	Payroll	7	EFT		81.12	
1148	03/31/2017	Payroll	7	EFT		81.12	
1150	03/31/2017	Payroll	7	EFT		2,365.46	
1151	03/31/2017	Payroll	7	EFT		1,351.55	
1152	03/31/2017	Payroll	7	EFT		1,331.76	
1153	03/31/2017	Payroll	7	EFT		1,582.85	
1154	03/31/2017	Payroll	7	EFT		1,397.86	
1156	03/31/2017	Payroll	7	EFT		2,018.55	
1158	03/31/2017	Payroll	7	EFT		67.61	
1159	03/31/2017	Payroll	7	EFT		810.03	
1160	03/31/2017	Payroll	7	EFT		54.09	
1161	03/31/2017	Payroll	7	EFT		1,011.69	
1162	03/31/2017	Payroll	7	EFT		2,405.91	
1163	03/31/2017	Payroll	7	EFT		2,084.19	
1164	03/31/2017	Payroll	7	EFT		81.12	
1167	04/05/2017	Payroll	7	EFT	Community First Bank	12,390.81	941 Deposit For 03/31/2017 - 03/31/2017
1168	04/05/2017	Payroll	7	EFT	Department Of Retirement	7,779.52	03/31/2017 To 03/31/2017 - PERS 2; 03/31/2017 To 03/31/2017 - LEOFF 2; 03/31/2017 To 03/31/2017 - Deferred Comp; 03/31/2017 To 03/31/2017 - PERS 3
1169	04/05/2017	Payroll	7	EFT	MT457-306685	500.00	03/31/2017 To 03/31/2017 - ICMA-457
1120	03/31/2017	Payroll	7	36147		67.61	
1133	03/31/2017	Payroll	7	36148		1,281.97	
1145	03/31/2017	Payroll	7	36149		40.57	
1149	03/31/2017	Payroll	7	36150		81.12	
1155	03/31/2017	Payroll	7	36151		67.61	
1157	03/31/2017	Payroll	7	36152		27.04	
1170	04/05/2017	Payroll	7	36153	AFLAC	269.76	03/15/2017 To 03/31/2017 - AFLAC Addtl (AT); 03/15/2017 To 03/31/2017 - AFLAC Pre-Tax

CHECK REGISTER

City Of Connell
MCAG #: 0286

03/31/2017 To: 04/05/2017

Time: 14:40:47 Date: 04/04/2017
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1171	04/05/2017	Payroll	7	36154	AWC Employee Benefits Trst	21,732.50	03/15/2017 To 03/31/2017 - AWC; 03/15/2017 To 03/31/2017 - AWC Dental; 03/15/2017 To 03/31/2017 - AWC-Life
1172	04/05/2017	Payroll	7	36155	American Legal Services	14.48	03/15/2017 To 03/31/2017 - ALS
1173	04/05/2017	Payroll	7	36156	Colonial Life	746.33	03/15/2017 To 03/31/2017 - Colonial Life Pretax; 03/15/2017 To 03/31/2017 - Colonial Life-aftertax
1174	04/05/2017	Payroll	7	36157	NW Admin. Transfer Acct.	9,608.90	03/15/2017 To 03/31/2017 - NW Administrator
1175	04/05/2017	Payroll	7	36158	Teamsters Local Union # 839	377.00	03/15/2017 To 03/31/2017 - Union # 839
1176	04/05/2017	Payroll	7	36159	Case # 2549720 WA State Support Registry	650.00	03/31/2017 To 03/31/2017 - Child Support
1177	04/05/2017	Payroll	7	36160	WSECU	275.00	03/31/2017 To 03/31/2017 - WSECU
						<hr/>	
						001 General Fund	54,748.04
						101 Street	3,282.40
						401 Water Fund	15,877.26
						402 Sewer Fund	13,868.66
						<hr/>	
						87,776.36 Payroll:	87,776.36

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 20__.

ATTEST:

Councilmember

Councilmember

Mayor

Finance Director



MEMORANDUM

DATE: APRIL 17, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: RESOLUTION NO. 2017-03 – ARBOR DAY DESIGNATION

As a reminder Saturday, April 29th we are celebrating Arbor Day. This Arbor Day celebration we will be honored with a plaque from the Arbor Day Foundation for our 2016 Tree City USA designation. Ken Sellereite, along with the other Tree Board members, has worked diligently to accomplish this designation. Please mark your calendars and join us in celebrating this occasion.

To go along with this celebration Staff would like to present the attached resolution proclaiming the last Friday in April as “Arbor Day” in the City of Connell. This date goes along with the National Arbor Day, which is always celebrated on the last Friday of April.

By adopting this resolution as presented the City would not need to adopt a new resolution each year, but could continue to provide a proclamation with that year’s celebration date. This is one of the requirements by the Arbor Day Foundation to continue to be eligible for designation as a Tree City USA.

The City achieved Tree City USA recognition by meeting the program’s four requirements:

- a tree board or department,
- a tree-care ordinance,
- an annual community forestry budget of at least \$2 per capita, and
- an Arbor Day observance and proclamation.

RECOMMENDATION: Move to approve Resolution No. 2017-03 proclaiming the last Friday in April as Arbor Day.

**CITY OF CONNELL, CONNELL, WASHINGTON
RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE CITY OF CONNELL, WASHINGTON
PROCLAIMING THE LAST FRIDAY IN APRIL AS “ARBOR DAY” IN
THE CITY OF CONNELL.**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fire and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community.

NOW, THEREFORE, the City Council of the City of Connell does hereby proclaim the last Friday in April as “*Arbor Day*” in the City of Connell. All residents are urged to celebrate Arbor Day and to support the efforts to protect our trees and woodlands.

BE IT FURTHER RESOLVED, that all residents are urged to plant trees to promote the well-being of this and future generations.

ADOPTED by the City Council of the City of Connell and **APPROVED** by the Mayor this _____ day of _____, 2017.

ATTEST:

Bruce Blackwell, Mayor

Rose Courneya, City Clerk Treasurer

Approved as to form:

Dan Hultgrenn, City Attorney



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

MEMORANDUM

DATE: APRIL 17, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: RESOLUTION NO 2017-04 COMP PLAN PARTICIPATION PROGRAM 2018

Attached for your review is Resolution No. 2017-04 and Exhibit A which adopts the City's public participation program as required by RCW 36.70A when updating the Comprehensive Plan.

The next step is to provide a survey to the public for input on elements of our Comprehensive Plan as well as talking to interest groups. Input from the survey and discussions will be used for a Visioning Process by the Planning Commission to be applied to the Comprehensive Plan.

A webpage has been set up on the City's website that provides detailed information on the Comp Plan update.

RECOMMENDATION: Move to approve Resolution No. 2017-04 adopting a Public Participation Program for the 2018 Comprehensive Plan amendment cycle.

City of Connell, Washington

RESOLUTION NO. 2017-04

**A RESOLUTION OF THE CITY OF CONNELL, WASHINGTON, ADOPTING
A PUBLIC PARTICIPATION PROGRAM FOR THE 2018 CITY OF CONNELL
COMPREHENSIVE PLAN AMENDMENT CYCLE.**

WHEREAS, the City exercises comprehensive land use planning pursuant to Washington's Growth management Act (RCW 36.70A), and under that authority the City intend to amend the City of Connell Comprehensive Plan; and

WHEREAS, RCW 36.70.035 requires cities to establish a public participation program identifying procedures and providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans; and

WHEREAS, the City Council finds that the proposed Public Participation Program is reasonably calculated to provide notice to property owners and other affected and interested individuals, government agencies, businesses, school districts, and organizations of the proposed amendments to comprehensive plans and development regulations; and

WHEREAS, the City Council finds that the proposed Public Participation Program is intended to broadly disseminate information about the procedures employed to amend the comprehensive plans and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a);

WHEREAS, the City Council finds that the proposed Public Participation Program is consistent with the intent and the procedures for amending the City of Connell Comprehensive Plan as described in the Connell Municipal Code, Chapter 16A.02;

NOW THEREFORE, be it resolved by the City Council of the City of Connell, Franklin County, Washington, as follows:

Section 1. The Public Participation Program attached hereto and incorporated herein as Exhibit A, shall guide public participation efforts during completion of the 2018 Comprehensive Plan amendment cycle.

ADOPTED by the City Council of the City of Connell and **APPROVED** by the Mayor
this _____ day of _____, 2017.

Bruce Blackwell, Mayor

ATTEST:

Rose Courneya, City Clerk - Treasurer

Approved as to form:

Dan Hultgrenn, City Attorney

INTRODUCED: _____

ADOPTED: _____

APPROVED: _____

City of Connell

Public Participation Program

Periodic Comprehensive Plan Update

INTRODUCTION & BACKGROUND

The City of Connell Comprehensive Plan is a long-range planning document containing goals and policies, which are intended to be a guide concerning future land use, extensions of community services and facilities, parks and open space, designation of environmentally sensitive areas, and desirable urban design elements for the City. Periodic review and update of the County's comprehensive plan and development regulations is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. As the City of Connell continues to grow and change, the City's Comprehensive Plan is intended to change and reflect the needs and vision of the community.

The City of Connell recognizes that an effective participation process is a vital element in the updating and implementation of comprehensive plan. The Connell Public Participation Program is a document that guides the city on how to reach out to the public and outlines methods and resources used to do so. Connell is committed to providing opportunities to engage the public in the planning, development and implementation phases of the comprehensive planning process.

The Public Participation Program aids the City of Connell by providing a framework for information distribution, public notice and input on key comprehensive planning decisions. It is important to Connell to ensure local governments and agencies, state and federal partners, and the public are aware of the City's planning activities. This plan provides an outline of those activities.

The Washington State Growth Management Act (GMA) Revised Code of Washington (RCW) 36.70A, sets forth several state planning goals. Included in the statewide goals is RCW 36.70A.020 (11), which states in part, "Citizen Participation and coordination. Encourage the involvement of citizens in the planning process ...". Citizen participation is further addressed in RCW 36.70A.035 Public Participation – Notice Provisions and 36.70A.140 Comprehensive Plans – Ensure Public Participation.

RCW 36.70A.140 of the GMA requires each city planning under the GMA to "establish and broadly disseminate to the public a public participation program". This section of the GMA further requires the city provide for "early and continuous public participation in the development" of the city's comprehensive plan or any amendments.

The development of the public participation program is a responsibility of the City of Connell as long as the program meets the requirements noted above. The Washington Administrative Code (WAC) 365-196-600(3) provides recommendations for meeting the public participation requirements of the GMA.

INTENDED OUTCOMES

The public participation effort is intended to achieve specific desired outcomes, which include:

- A public involvement process that provides clear information to the public on the purpose of the Comprehensive Plan update and how the update process works;
- Public meetings and events designed to provide opportunities for all interested parties to be heard, and for people to listen and learn from one another;
- Broad participation of all interested groups and individuals regardless of point of view;
- A transparent process which clearly documents all public input and makes it available for any and all to review; and
- Improve the decision making process to include the interests and needs of stakeholders

EARLY AND CONTINUOUS PUBLIC INVOLVEMENT

The City of Connell is committed to encouraging early and continuous public involvement in the update of the Comprehensive Plan. Methods to encourage public involvement include: a dedicated webpage on the City's website, consistent and regular notification to interested parties throughout the process, a survey, Planning Commission Meetings which are open to the public, Open Houses (hosted by the Planning Commission) to solicit public comments, and a Public Hearings before the Planning Commission.

The City of Connell website has a page designed to provide information on the Comprehensive Plan update, post the proposed amendments as they are presented to the Planning Commission, and invite and encourage public comments. The website also provides an opportunity for people to sign up and receive email notifications when proposed amendments are added to the website and are available for review, as well as notification of upcoming Planning Commission and Council meetings where the proposed amendments will be discussed.

The Planning Commission will serve as the primary working group and advisory body for the Plan update and will review and provide input on the proposed amendments in a series of Work Sessions before holding a Public Hearing. The Planning Commission meetings are typically held on the fourth Monday of the month. These meetings are open to the public and provide an opportunity for public comment. Written and email comments received will also be provided to the Planning Commission for consideration.

A general Open House will be conducted following the initial Planning Commission sessions and prior to the issuance of a State Environmental Policy Act (SEPA) Threshold Determination for the proposed amendments. The invitation to the Open House will be distributed through all public notification avenues available to the City including flyers, press releases, posting at City Hall and the Connell Library, the City's website, and email notification to established email lists.

A Public Hearing will be conducted by the Planning Commission to solicit public comments prior to forwarding a recommendation to the City Council.

PARTICIPATION TECHNIQUES:

Several recommendations for meeting the GMA public participation requirements are included in WAC 365-196-600(3.a), which emphasizes the importance of involving the broadest cross-section of the community into the planning process. Moreover, the WAC encourages jurisdictions to

involve groups not previously involved in planning to become involved in the comprehensive plan process. The following are the events proposed for the City of Connell citizen participation process.

1. **Visioning Process** – This process is an excellent way to initiate a comprehensive planning process. This technique will provide the citizens an opportunity to establish a framework and context upon which the comprehensive plan will be based. It is anticipated that the Planning Commission meetings will provide the forum for the initial community visioning process.
2. **Citizen Survey** – Survey questions will be developed to address specific issues of the comprehensive plan that will provide city staff, Planning Commission and the City Council with meaningful input for updating the comprehensive plan.
3. **Communications Programs & Informational Services** – As staff and budgetary resources allow include the following citizen participation techniques in the city’s citizen participation strategy:
 - a. **Interest Groups** – Contact local interest groups (i.e. Chamber of Commerce, Downtown Development Association, Connell Community Club, school district, etc.) and arrange to meet and discuss relevant comprehensive plan issues.
 - b. **Community Workshops/Open Houses** – Conduct community workshops hosted by the Planning Commission to encourage participation in the development of the comprehensive plan.
 - c. **Press Releases & Public Service Announcements** – Send information to the local newspaper to promote significant events related to the comprehensive plan.
 - d. **Comprehensive Plan Update Webpage** – Provide a webpage with information related to the Comprehensive Plan Update process.
4. **Public Meetings** - Conduct a series of public meetings hosted by the Planning Commission on the preliminary draft comprehensive plan. This ensures that the City will meet the requirement for “early and continuous” public participation in the comprehensive planning process.
5. **Public Hearings** - Hold public hearings and provide public notice that meets the requirements of RCW 36.70A.020, .035, and .140. The WAC also recommends that the City Council conducts a public hearing prior to final adoption of the comprehensive plan.
6. **Written Comment** - Provide continuous opportunity for citizens to provide written comment. Written comments may be in the form of letters and other correspondence to the city regarding the plan or comments received electronically on the city’s website. Log in all written comments received according to specific area of comprehensive plan.
7. **Tracking Events and Actions** - Maintain a log of all public participation meetings, events and actions that the city engages in to provide documentation on the city’s effort to meet the requirements of the GMA.

BROAD AND EFFECTIVE NOTICING

The public participation requirements of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) include notice procedures that are reasonably calculated to provide notice to property owners and other affected and interested individuals of proposed

amendments to the Comprehensive Plan and development regulation. Examples of notice provisions include:

1. Posting notice at City Hall, and the Connell Library;
2. Publishing a notice in the Franklin County Graphic, the City's designated newspaper of general circulation;
3. Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
4. Press release notifying local papers/publications/ news and media outlets such as the Franklin County Graphic and the Tri-City Herald Newspaper; and
5. Sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas.
6. Provide notice of meetings and potential amendments on the City's Comprehensive Plan Update webpage along with agendas and minutes, etc.
7. Provide hard copies of all materials for review at City Hall.

SPECIAL ACCOMADATIONS

The City of Connell welcomes full participation in public meetings by all citizens. No qualified person with a disability shall be excluded or denied the benefit from participating in the process. If you wish to use auxiliary aids or require assistance to comment, please contact the City of Connell at (509) 234-270, 104 E. Adams at least ten days prior to the estimated date of decision to make arrangements for special needs.

Who Do I Contact For More Information About The Connell Comprehensive Plan?

For more information about the Connell Comprehensive Plan, Development Regulations, or related land use planning issues please contact:

City Administrator
(509) 234-2701 ext 1234
P.O. Box 1200, 104 E. Adams Street
Connell, WA 99326

Or visit www.cityofconnell.com



MEMORANDUM

DATE: APRIL 17, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: RESOLUTION NO 2017-05 MASTER FEE SCHEDULE UPDATE:
SCHEDULE B & D

Schedule B

Council recently adopted an ordinance providing for telecommunications franchise provisions. The attached resolution provides for establishing a deposit of \$500 to cover the cost of providing for a franchise agreement.

Franchise fees allowed under current state laws are limited to the recovery of actual administrative expenses incurred by the jurisdiction. (See RCW 35.21.860 and RCW 35.21.86.). Therefore, the City can only charge a fee that covers administrative costs in negotiating, reviewing, and approving the franchise.

Schedule D

The Park Board met last month and discussed pool operations for this coming season. Jason Janosky has been hired as the Pool Manager and is working on setting up lifeguard training with Dorothy. So far we have eight signed up to take the class and we have two returning guards. I believe we should not have an issue with guard coverage this year.

The pool will run without heated water and the two big slides will not be operational. The blue slide in the deep end will be operational but will only be run as Jason is available to do so. It was decided to have two sessions in the evening, two hours each with a half hour break in between. Pool tentative opening date would be June 14th and be closed by August 19th. The pool hours sessions would be from 3:00pm-5:00pm and 5:30pm-7:30pm. The price is remaining at \$3.00 each session, recalling that last year there was only one session. It was discussed not to issue discounted passes this season; Council may wish to consider allowing senior passes. There will be no swimming lessons but the pool would be available for rentals.

I have attached last year's Schedule D and a proposed Schedule D for this season for your discussion.

Another change to Schedule D is the inclusion of the Pavilion Rental Fee. This fee was adopted by motion in 2003 and for some reason we missed adding it to the Master Fee Schedule when it was established. By moving the fee to the Master Fee Schedule we provide consistency in having our fees established in one location. Next on the Agenda for adoption is a new Pavilion Rental Policy that reflects this change.

The Park Board recommended that the price for using the Pavilion be increased from a \$25 reservation fee to \$10 an hour usage fee with a minimum of four (4) hour usage.

RECOMMENDATION: Move to approve Resolution No. 2015-05 amending Schedules B and D of the Master Fee Schedule reflecting any changes made by Council.

Proposed
Schedule B

Factory Assembled Structure Permits:

Single-wide Placement Permit	\$300.00
Double-wide Placement Permit	\$450.00
Additional Sections	\$150.00 for each section over two

A double permit fee shall be charged if a factory assembled structure is moved onto a site and/or setup has commenced prior to placement permit.

Factory Assembled Structure (located within mobile home parks) Permits:

Placement Permit:

Single-wide mobile home	\$300.00
Double-wide mobile home	\$450.00
Additional Sections	\$150.00 per section
Placement Permit Re-Application	\$50.00 (nonrefundable)

A double permit fee shall be charged if a mobile home is moved onto a site and/or setup has commenced prior to placement permit.

Mobile Home Parks Fees:

Annual Mobile Home Park Inspection and License Renewal	\$100.00
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Temporary Placement Permit:

Temporary Placement Permit	\$20.00
Temporary Placement Permit Renewal	\$20.00

Fire Suppression Permit Fees:

Fire Suppression Plan Review	Reimbursement of actual cost to City assessed by State of Washington
Fire Sprinkler Inspection	Reimbursement of actual cost to City assessed by State of Washington

Right-of-Way Permit Fees:

Application Fee	\$25.00
Construction Plan Review	\$75.00

Franchise Agreement:

Deposit for actual cost (staff hours + professional services)	\$500.00
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Proposed

SCHEDULE D – PARK & RECREATION

City of Connell Pioneer Park Swimming Pool Fees:

<u>Daily Per Session Admission</u>	<u>Fees</u>
Child (age 0-4) – accompanied by paying Adult	No Charge
All other Patrons (Age 5 and older)	\$ 3.00
 <u>Punch Card Pass (10 Sessions)</u>	 \$ 30.00
 <u>Pool Rental Fee (per hour; 2 hour minimum)</u>	
50 people (3 – Lifeguards)	\$ 90.00
75 people (4 – Lifeguards)	\$ 120.00
100 people (5 - Lifeguards)	\$ 150.00

Slides not included in Pool Rental Fees. Additional Slide Rental Fee is as follows:

Slide Fee is \$30.00 per hour with a 2-hour minimum rental.

Pioneer Park Pavilion Reservation Fees: \$ 10.00 per hour
Minimum 4 hour rental

Community Center Fees:

Room	Group I	Group II	Group II (4 hours or less)	Group III	Group IV
Health	No Charge	\$50.00	\$50.00	\$75.00	\$50.00
Meeting 1	\$25.00	\$35.00	\$35.00	\$50.00	\$35.00
Meeting 2	\$25.00	\$30.00	\$30.00	\$40.00	\$30.00
A.M. Erickson*	\$100.00	\$200.00	\$150.00	\$250.00	\$150.00
Multi-Purpose*	\$150.00	\$300.00	\$225.00	\$350.00	\$225.00
Kitchen	\$75.00	\$150.00	\$100.00	\$150.00	\$75.00
*Use outside of normal hours is extra \$15.00 per hour					
Deposit (small rooms)	\$25.00	\$30.00	\$30.00	\$50.00	\$30.00
Deposit (large rooms)	Rent Value	\$400.00	\$300.00	\$400.00	Rent Value
Equipment (small rooms)	\$5.00	\$15.00	\$15.00	\$15.00	\$5.00
Equipment (large rooms)	\$25.00	\$50.00	\$50.00	\$50.00	\$25.00
Holding Fee	\$50.00 due at time of reservation				
Alcohol Deposit	\$500.00				

Current

SCHEDULE D – PARK & RECREATION

City of Connell Pioneer Park Swimming Pool Fees:

<u>Daily Per Session Admission</u>	<u>Fees</u>	
Child (age 0-4) – accompanied by paying Adult	No Charge	
All other Patrons (Age 5 and older)	\$3.00	
<u>Season Passes</u>		<u>Early Discount Rate If Paid by June 1</u>
Family Pass (Up to 7 included)	\$ 125.00	\$ 90.00
Individual Pass	\$ 60.00	\$ 45.00
Senior Citizen Individual Pass (55 and up)	\$ 45.00	\$ 35.00
<u>Punch Card Pass (10 Sessions)</u>	\$ 30.00	\$ 25.00
<u>Swimming Lessons</u>	\$ 30.00	
<u>Connell Swim Team Member Charge</u>	\$ 30.00	
<u>Pool Rental Fee (per hour; 2 hour minimum)</u>		
50 people (3 – Lifeguards)	\$ 90.00	
75 people (4 – Lifeguards)	\$ 120.00	
100 people (5 - Lifeguards)	\$ 150.00	

Slides not included in Pool Rental Fees. Additional Slide Rental Fee is as follows:

Slide Fee is \$30.00 per hour with a 2-hour minimum rental.

Community Center Fees:

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Meeting 2	\$25.00	\$30.00	\$30.00	\$40.00	\$30.00
A.M. Erickson*	\$100.00	\$200.00	\$150.00	\$250.00	\$150.00
Multi-Purpose*	\$150.00	\$300.00	\$225.00	\$350.00	\$225.00
Kitchen	\$75.00	\$150.00	\$100.00	\$150.00	\$75.00
*Use outside of normal hours is extra \$15.00 per hour					
Deposit (small rooms)	\$25.00	\$30.00	\$30.00	\$50.00	\$30.00
Deposit (large rooms)	Rent Value	\$400.00	\$300.00	\$400.00	Rent Value
Equipment (small rooms)	\$5.00	\$15.00	\$15.00	\$15.00	\$5.00
Equipment (large rooms)	\$25.00	\$50.00	\$50.00	\$50.00	\$25.00
Holding Fee	\$50.00 due at time of reservation				
Alcohol Deposit	\$500.00				



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

MEMORANDUM

DATE: APRIL 17, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: PIONEER PARK PAVILION RENTAL POLICY

The attached Policy reflects the four (4) hour minimum rental and that the fee is established by the City's Master Fee Schedule.

RECOMMENDATION: Move to adopt the Pioneer Park Pavilion Rental Policy.

CITY OF CONNELL PIONEER PARK PAVILION RENTAL POLICY

Reservations for your family or group are a necessity to assure park space for your event. The Pioneer Park Pavilion is available for rent for a fee as established by the City of Connell's Master Fee Schedule. There is a minimum fee of 4 hours per rental.

When making reservations for the Pavilion the following information must be provided 2 days prior to the date of the event:

- *Date of the event
- *Hours pavilion will be used
- *Type of event
- *Name, contact number and address of the person in charge.

You must first contact the City Hall to check for availability. Office hours are 9:00 am to 5:00 pm Monday through Friday at 104 East Adams, 234-2701.

The policy for use of the Pavilion is:

First come, first served. Provided that you;

- a. Fill out a reservation application in advance.
- b. Pay the rental fee; minimum 4 hours.
- c. Not create loud noise or disturbance.
- d. Not permit alcoholic beverages.
- e. **Pick-up and remove litter or place in waste receptacles.**
- f. Remember you are responsible for all members of your group.
- g. Be out of the park before it closes, park closes at dusk.
- h. No vehicles parked out on the lawn.
- i. Special request for band or music.



MEMORANDUM

DATE: APRIL 17, 2017
TO: CITY ADMINISTRATOR, MAYOR AND COUNCILMEMBERS
FROM: JAKE HOLLOPETER
RE: FRANKLIN STREET WATER LINE REPLACEMENT TASK ORDER

Attached is our task order for the Franklin Street waterline replacement project. Please review and let me know if you have any questions.

We are moving as quickly as we can due to the extended time needed for getting through the BNSF and USACE permit process.

Here is a brief update on our progress to date:

Field survey is complete

Conceptual design plans have been prepared at a level needed to be submitted with the various permit applications. Bill will be sending these for City staff review.

BNSF permit application is complete and Bill will be sending this for City staff review and submittal. Hope to have this submitted to BNSF this week.

SEPA is almost complete and will be submitted to City staff next week for review.

JARPA permit application is in progress and will be submitted to City staff for review next week.

RECOMMENDATION: Move to approve the Task Order from Anderson Perry for design and construction engineering services for Franklin Street water line replacement not to exceed \$49,000.

TASK ORDER

CITY OF CONNELL FRANKLIN STREET WATER LINE REPLACEMENT Design and Construction Engineering Services

This Task Order shall be attached to and become a permanent part of the Agreement for Engineering Services entered into by and between the City of Connell (CITY) and Anderson Perry & Associates, Inc. (ENGINEER), dated December 5, 2016.

Scope of Work

This project includes replacing water main and appurtenances from the East Franklin Street/North Columbia Avenue intersection, west across BNSF Railway property and the Esquatzel Coulee, to the West Franklin Street/North 3rd Avenue intersection as shown on Figure 1.

The existing water main will be replaced with approximately 850 feet of 8-inch ductile iron water main, including all necessary connections to the existing water main lines. Water services, fire hydrants, and valves will be replaced and added as necessary. Work will also include an open-cut crossing of the Esquatzel Coulee and a bored crossing of the BNSF Railway.

Services covered by this Task Order include: (1) design engineering services including a site survey and preparing a BNSF Railway permit and various U.S. Army Corps of Engineers (USACE) permit documents needed to facilitate water line installation and (2) limited construction engineering services.

Design Engineering Services

The ENGINEER will:

1. Provide project management services to coordinate activities with the CITY.
2. Prepare the permit documentation necessary to complete the BNSF Railway and USACE permitting processes. This work will include preparing the following:
 - BNSF Railway Permit
 - State Environmental Policy Act Checklist
 - Joint Aquatic Resources Permit Application (404/401)
 - Hydraulic Project Approval Application
 - Cultural Resources Report
3. Complete design drawings for project features including the Esquatzel Coulee crossing, railroad, boring, water mains, fittings, service connections, fire hydrants, in-line valves as requested by the CITY, and surface restoration.
4. Prepare project specifications, identify estimated quantities, prepare a construction cost estimate, and identify a reasonable number of working days to complete construction.
5. Review project plans and specifications with CITY staff and make the necessary modifications.
6. Assemble and prepare bidding documents and lead the public bidding process for the CITY.

7. Provide construction and design experts who worked on the project to be available to respond to contractor questions during the bidding process. Prepare and issue addendums during the bidding process and provide assistance during bid review, as requested by the CITY.

Construction Engineering Services

The ENGINEER will:

1. Prepare Bid Tabulation sheets and assist the CITY with evaluating Bids or proposals and assembling and awarding contracts for the work.
2. Meet with the selected contractor and the CITY in a preconstruction conference to discuss project schedules, procedures, state requirements, equal employment opportunity, traffic control, and other project related items. A written record of these meetings will be kept and distributed.
3. Keep the CITY informed concerning progress of the work and attend meetings held by the CITY, regulating agencies, and contractor as they relate to the project. The ENGINEER will also assist the CITY in responding to contractor requests and resolving problems as required.
4. Provide general office engineering services including reviewing contractor submittals. Contractor submittals are anticipated to include material source approvals, certification of subcontractors, payrolls, shop drawings, and other items as required by the construction contract.
5. Provide construction engineering observation of the work as construction progresses. The ENGINEER will provide limited Project Representatives on site as appropriate to review the work and keep the CITY informed of any known deviations from the Contract Documents or agreements made at the preconstruction conference. The ENGINEER will interpret the intent of the Drawings and Specifications. The ENGINEER's undertaking hereunder shall not relieve the contractor of his/her obligations to perform the work in conformity with the Drawings and Specifications and in a workmanlike manner; shall not make the ENGINEER an insurer of the contractor's performance; and shall not impose upon the ENGINEER any obligation to see that the work is performed in a safe manner.
6. Review the contractor's requests for progress payments and, based upon on-site observation and measurement and payment records, advise the CITY as to the ENGINEER's opinion of the extent of the work completed in accordance with the terms of the construction contract as of the date of the contractor's payment request.
7. Prepare Change Orders for the CITY's approval that are necessary for the proper completion of the work. Measurement of the Change Order quantities shall be as outlined in the Specifications and Change Order.
8. Provide the CITY with one set of Record Drawings. These drawings will be based on information provided by the CITY, engineering representative, and contractor. The drawings may contain some discrepancies and omissions and will not necessarily represent exact field conditions.

Compensation

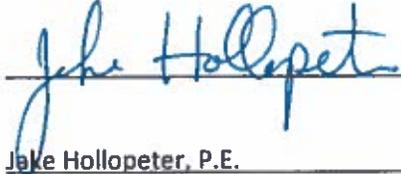
The CITY will compensate the ENGINEER for performing the services outlined in this Task Order on a time and materials basis, plus direct reimbursable expenses, not to exceed \$49,000. Refer to Exhibit A for a detailed budget summary.

This Task Order is executed on the date shown below.

CITY: City of Connell

ENGINEER: Anderson Perry & Associates, Inc.

By: _____

By: 

Name: Bruce Blackwell

Name: Jake Hollopeter, P.E.

Title: Mayor

Title: Vice President

Date: _____

Date: 4-10-17

EXHIBIT A
CITY OF CONNELL
FRANKLIN STREET WATER LINE REPLACEMENT
Design and Construction Engineering Services

Task Description	Principal	Project Manager/ Engineer	Surveyor	Survey Crew	Archaeologist	Scientist/ Biologist	CADD	Total Cost
	\$160	\$125	\$130	\$185	\$95	\$90	\$110	
TASK 1 - PROJECT ADMINISTRATION	4	8						
- Invoicing and Progress Reports								
- Prepare and Maintain Project Schedule								
- Overall Project Management								
- Maintain and Provide Project Documentation								
- Project Meetings								
TASK 2 - TOPOGRAPHIC SURVEY			5	12			6	
- Field Survey								
- Base Map Preparation								
TASK 3 - PERMITTING DOCUMENTS								
3.1 BNSF Railyway Permit	1	32					5	
- Prepare BNSF Railway Permit Application								
- Correspondence/Meetings with BNSF Railway Representatives								
3.2 USACE Permitting		2			5	70	8	
- Prepare SEPA								
- Prepare JARPA (404/401)								
- Prepare HPA								
- Agency Meetings/Coordination								
3.3 Cultural Resources Survey					40			
- Conduct Field Investigation								
- Prepare Cultural Resources Report								
TASK 4 - DESIGN								
4.1 Construction Plans	2	48					30	
- Prepare 75% Design Plans								
- Prepare Final Design Plans								
4.2 Specifications	1	16						
- Prepare 75% Specifications								
- Prepare Final Specifications								
4.3 ENGINEER's Opinion of Probable Costs	1	4						
- Prepare Preliminary Construction Cost Estimate at 75%								
- Prepare Final Construction Cost Estimate								
4.4 Quality Assurance	2							
- Conduct QA/QC Review at 75% Submittal								
- Conduct QA/QC Review of Final Bid Documents								
TASK 5 - BID AND AWARD PHASE	2	8						
- Answer Questions During Bidding								
- Prepare Addendums								
- Review Bids								
TASK 6 - CONSTRUCTION ADMINISTRATION	10	80					8	
- Attend Preconstruction Conference								
- Review and Approve Material Submittals								
- Review and Approve Contractor Schedule								
- Review Contractor's Monthly Pay Estimates								
- Provide Periodic Site Inspections								
- Conduct Pre-Final and Final Inspections								
- Prepare and Submit Construction Record Drawings								
TOTAL HOURS	23	198	5	12	45	70	57	
TOTAL COST	\$3,680	\$24,750	\$650	\$2,220	\$4,275	\$6,300	\$6,270	\$48,145

Total Estimated Labor Costs \$48,145

DIRECT COSTS

Mileage, Equipment, etc. \$855

TOTAL PROPOSED PROJECT BUDGET \$49,000