

City of Connell, Washington
CITY COUNCIL PRELIMINARY AGENDA

104 E. Adams St.
Regular Meeting
April 6, 2020 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 Emergency Council Meeting March 20, 2020
- b) Accounts payable 4/6/20 for \$78,295.40
- c) Check Register 4/1/2020 for \$208.32
- d) Payroll Register 3/31/20 – 4/3/20 for \$97,739.14

6. APPROVAL OF AGENDA

ORDER OF BUSINESS

7. WA State Dept of Corrections – Inmate Crew Renewal Agreement
8. Weekly Bank Deposits
9. Hiring of Temporary Employees
10. Temporarily Adjusting OPMA/PRA Rules
11. 5th Ave/Franklin St. & Fulton St./Chelan Ave. - Water Line Bid Results

12. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
13. CITIZEN COMMENT/NON-AGENDA ITEMS
14. CITY COUNCIL CLOSING REMARKS
15. EXECUTIVE SESSION
16. 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.



THE MISSION OF THE CITY OF CONNELL IS:

To partner with the community, enriching the quality of life and delivering a range of services in a fiscally sustainable manner.

Engaging the public and embracing diversity, we maintain a focus on the future, remaining flexible and responsive, to foster a small-town character that supports growth.

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
March 20, 2020

An Emergency meeting of the Connell City Council was called to order by Mayor Barrow at 7:06 pm in the City Hall and was opened with the Pledge of Allegiance.

ROLL CALL

PRESENT: Mayor Lee Barrow and Councilmember's: Pat Barrera and Mayor Pro Tem Joe Escalera.

VIA TELEPHONIC:

Councilmember's: John White, Katrina Kunkel, Shelly Harper and City Attorney Dan Hultgrenn.

STAFF: City Administrator Maria Peña, City Clerk Marissa Ortiz and City Treasurer Genesis Bernal.

CONSENT CALENDAR

Motion: Councilmember Barrera moved to approve the consent calendar as presented:

- a) Minutes of the Regular Council Meeting March 2, 2020
- b) Check Register 3/2/2020 for \$210.00
- c) Check Register 3/16/2020 for \$146,753.87
- d) Check Register 3/18/2020 for \$8,628.96
- e) Payroll Register 2/29/2020-3/05/2020 for \$101,501.53
- f) Payroll Register 3/15/2020-3/20/2020 for \$64,021.53

Councilmember Escalera seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

Motion: Councilmember Escalera moved to approve the agenda as presented. Councilmember Barrera seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

DISCUSSION ON CITY ACTIONS TAKEN RELATING TO THE CORONAVIRUS (COVID-19) STATE OF EMERGENCY:

City Administrator Maria Peña informed Council that on March 10, she received information from Sean Davis at Franklin County Emergency Management regarding a possible exposure of the coronavirus at their Community Center. The following day she was contacted by a representative from the Governor's office informing of a webinar being held by Department of Health regarding the outbreak. On March 13, the Governor announced statewide closures of all schools. Mayor Barrow and City Administrator Peña worked closely with Emergency Management and participated in bi-weekly meetings with the Department of Health, North Franklin School District, surrounding Cities and Counties, and Hospital Districts. As of Monday, March 23, City facilities would be closed to the public. Staff would continue to work at their assigned locations and would answer phone calls and set up in-person meetings if needed.

MEETING OF THE CITY OF CONNELL
Emergency Meeting – March 20, 2020

Equipment necessary for staff to telecommute was acquired and a telecommuting plan was in process. City staff was promptly set up to provide online meetings through GoToWebinar, this was made available to municipalities free of charge for 90 days due to the outbreak. The former Columbia Basin Health Association building was being turned into an emergency center for staff who preferred to be isolated if they believed they were exposed and did not want to infect their own families. The City was expanding Wi-Fi services to allow guest log ins for students who didn't have access to the internet to do school homework.

PROCLAMATION – DECLARATION OF EMERGENCY

City Administrator Maria Peña reported that on February 29, 2020, Governor Inslee signed a Proclamation declaring a State of Emergency for all counties in Washington State due to the number of confirmed cases of the coronavirus (COVID-19). On March 18 the Franklin County Commissioners also declared a state of emergency for Franklin County. Provided for Council was a Proclamation from Mayor Barrow declaring an emergency for the City of Connell, it was read aloud.

**RESOLUTION NO. 2020-03 – PROCLAIMING DECLARATION OF EMERGENCY
(COVID-19)**

Presented to Council was Resolution No. 2020-03, Proclaiming a Declaration of Emergency in the City of Connell due to the Coronavirus Disease 2019. In approving the Mayor would be empowered to take whatever measures he deemed necessary and reasonable to respond to the threat of COVID-19 to protect the public health and safety of the City's residents during this state of emergency.

Motion: Councilmember Escalera moved to adopt Resolution No. 2020-03 Declaring an Emergency due to the Coronavirus. Councilmember Barrera seconded motion. Motion carried unanimously.

H.R. 6201 – FAMILIES FIRST CORONAVIRUS RESPONSE ACT

On March 18, 2020 the Senate passed the Families First Coronavirus Response Act. The provisions would go into effect on April 2, 2020 and would remain in effect until December 31, 2020. This was an economic stimulus plan aimed at addressing the impact of the COVID-19 outbreak on Americans and it introduced paid sick leave and an expanded family and medical leave act to the nation's employers. Under the Emergency Paid Sick Leave Act, full-time eligible employees were allowed up to 80 hours (2 weeks) of paid leave at their regular rate of pay if they were sick or quarantined. If an employee was absent to care for a family member or child, sick pay was based on 2/3 of the regular rate of pay. Under the Emergency Family and Medical Leave Expansion Act, employees could take up to 12 weeks of job protected leave for certain qualifying reasons beyond what was currently permitted under the Family Medical Leave Act (FMLA). This included the need to stay home to care for a child due to a public health emergency which included the closure of schools or daycare facilities. The expanded protected leave was not related to whether an employee or a family member was required to isolate or quarantine.

MEETING OF THE CITY OF CONNELL
Emergency Meeting – March 20, 2020

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Barrow adjourned the meeting at 7:37 pm.

ATTEST: _____
Marissa Ortiz, City Clerk

Lee Barrow, Mayor

ACCOUNTS PAYABLE

City Of Connell
 MCAG #: 0286

As Of: 04/06/2020

Time: 12:31:50 Date: 04/03/2020
 Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
21399	04/06/2020	04/06/2020	4967	1,593.75	City Of Connell General Planning On-Call, Land Use Planning Services
21426	04/06/2020	04/06/2020	11	192.60	First Aid Kit Refill
21454	04/06/2020	04/06/2020	5354	1,008.51	PD Fuel
21458	04/06/2020	04/06/2020	5354	115.08	Fuel Consumed
21470	04/06/2020	04/06/2020	5354	2,216.59	City Fuel Bill
21405	04/06/2020	04/06/2020	31	2,941.94	Project - 68-255 East Davis St. Reconstruction
21406	04/06/2020	04/06/2020	31	4,145.40	Project 68-251 East Birch St. Reconstruction
21407	04/06/2020	04/06/2020	31	1,696.37	Project 68-252 South Columbia Ave. Sidewalk
21408	04/06/2020	04/06/2020	31	2,785.00	Project 68-256 5th Ave/Franklin St Water Line
21412	04/06/2020	04/06/2020	31	16,800.00	Project 68-257 Country Estates Sewer Improvements
21404	04/06/2020	04/06/2020	704	1,825.07	Natural Gas Bills 2/25/20-3/24/20
21459	04/06/2020	04/06/2020	3213	994.90	Replacement Base Parts
21402	04/06/2020	04/06/2020	5091	43.43	Wireless Keyboard
21403	04/06/2020	04/06/2020	99	2,708.63	Electric Valve/sr 260 Bill, Communication Tower Bill, And Waste Treatment Plant Bill March 2020
21436	04/06/2020	04/06/2020	118	392.96	Letterhead & Envelopes
21423	04/06/2020	04/06/2020	5189	965.28	Telemetry Work - Water
21422	04/06/2020	04/06/2020	140	3,621.50	2020 ICMP And Sampling WWTP
21400	04/06/2020	04/06/2020	515	336.60	Centurylink Bill
21415	04/06/2020	04/06/2020	5309	169.14	Mastercard- Lisa: CITY HALL- WINDOW BLINDS
21416	04/06/2020	04/06/2020	5309	324.12	Mastercard Ivan
21417	04/06/2020	04/06/2020	5309	119.19	Mastercard Marissa
21419	04/06/2020	04/06/2020	5309	207.10	Fire Department Supply's
21420	04/06/2020	04/06/2020	5309	250.71	Mastercard- Genesis
21421	04/06/2020	04/06/2020	5309	2,182.08	Mastercard-Hallie
21465	04/06/2020	04/06/2020	5309	1,141.26	Mastercard- Chris
21466	04/06/2020	04/06/2020	5309	193.99	Mastercard- Onna
21475	04/06/2020	04/06/2020	5309	512.05	Mastercard- Ed
21424	04/06/2020	04/06/2020	170	409.21	Misc. Parts/Tools
21468	04/06/2020	04/06/2020	184	2,841.63	Concrete/Gravel
21455	04/06/2020	04/06/2020	2459	17.45	Monthly VPN
21467	04/06/2020	04/06/2020	4356	627.13	Farm Res Parts
21425	04/06/2020	04/06/2020	217	665.00	Inmate Labor
21409	04/06/2020	04/06/2020	235	25.00	2019 Tax Year OASI
21428	04/06/2020	04/06/2020	229	18.00	CPL's
21474	04/06/2020	04/06/2020	3640	1,760.85	Monthly Backup And Service Agreement
21401	04/06/2020	04/06/2020	2233	1,716.25	Water/sewer Rate Study
21460	04/06/2020	04/06/2020	4490	2,555.20	Tools/Water/PPE

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 04/06/2020

Time: 12:31:50 Date: 04/03/2020
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
21457	04/06/2020	04/06/2020	Franklin Co Corrections	2,240.00	Inmate Housing
21418	04/06/2020	04/06/2020	Franklin County Graphic LLC	50.00	US Census 2020 Event Publication AD
21471	04/06/2020	04/06/2020	Franklin County, Treasurer	51.90	Criminal Victim Assessments For The Month Of March
21451	04/06/2020	04/06/2020	Galls, LLC	168.93	Uniform Pants
21473	04/06/2020	04/06/2020	Intermedia.net Inc.	117.17	VOIP Services March 2020
21437	04/06/2020	04/06/2020	JDT Sales and Repair	54.10	#123 LOF
21461	04/06/2020	04/06/2020	KCDA Purchasing Cooperative	396.57	Janitorial Supplies
21411	04/06/2020	04/06/2020	Kuffel, Hultgrenn,	1,272.00	Attorney Professional Services- L-4748 Parnell Vs Riddell, M-8358
21452	04/06/2020	04/06/2020	L. E. I. R. A.	50.00	Onna LEIRA 2020 Membership
21397	04/06/2020	04/06/2020	Lamb-Weston	430.00	Refund For CC Event 3/12/20
21453	04/06/2020	04/06/2020	Lourdes Medical Center	476.13	Inmate Medical Bills
21450	04/06/2020	04/06/2020	McDowell, Mike	200.00	Connell PD Custom Flag
21396	04/06/2020	04/06/2020	Mid Columbia Young Life	113.00	Partial Refund Deposit For CC Rental March 9th, 2020
21414	04/06/2020	04/06/2020	Municipal Research & Services Center	135.00	MRSC - Small Works / Consultant / Vendors Rosters Renewal 2020
21462	04/06/2020	04/06/2020	Pape Machinery Inc, The Pape Group Inc	4,647.19	Rental Equipment For Coulee
21449	04/06/2020	04/06/2020	Perfection Glass	649.20	Clerk Window Slider Door
21456	04/06/2020	04/06/2020	ProForce Law Enforcement, ProForce Law Marketing	166.97	Weapon Lights
21469	04/06/2020	04/06/2020	Pump Tech, Inc.	900.76	Troubleshoot Booster Station
21398	04/06/2020	04/06/2020	Quill	546.11	Office Supplies/Emergency Room Supplies
21435	04/06/2020	04/06/2020	Sandy's Trophies Inc	66.41	Sgt. Robertson Plaque
21410	04/06/2020	04/06/2020	The Wesley Group, TWG Consulting Corp.	500.00	Police Labor Relations Consultation
21464	04/06/2020	04/06/2020	Utilities Underground	12.90	Utility Locates
21463	04/06/2020	04/06/2020	Verizon Wireless	956.74	City Cell Bill
21472	04/06/2020	04/06/2020	WA St Treasurer Office	3,375.35	Stateof Wa Remittance For The Month Of March
21438	04/06/2020	04/06/2020	Washington State Patrol, Budget and Fiscal Service	600.00	First QTR ACCESS User Fees
Report Total:				78,295.40	

CHECK REGISTER

City Of Connell
MCAG #: 0286

04/01/2020 To: 04/01/2020

Time: 09:59:56 Date: 04/01/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1046	04/01/2020	Claims	7	40058	U.S. Post Office	208.32	Utility Billing Postage 04/01/2020 (April 2020 Billing)
		401 Water Fund				104.16	
		402 Sewer Fund				104.16	
						<u>208.32</u>	Claims: 208.32

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

CHECK REGISTER

City Of Connell
MCAG #: 0286

03/31/2020 To: 04/03/2020

Time: 13:16:40 Date: 04/02/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1052	03/31/2020	Payroll	7	EFT		1,153.69	
1053	03/31/2020	Payroll	7	EFT		1,886.42	
1054	03/31/2020	Payroll	7	EFT		1,321.10	
1055	03/31/2020	Payroll	7	EFT		1,904.80	
1056	03/31/2020	Payroll	7	EFT		1,438.61	
1057	03/31/2020	Payroll	7	EFT		53.84	
1058	03/31/2020	Payroll	7	EFT		1,812.83	
1059	03/31/2020	Payroll	7	EFT		13.46	
1060	03/31/2020	Payroll	7	EFT		26.91	
1062	03/31/2020	Payroll	7	EFT		53.84	
1063	03/31/2020	Payroll	7	EFT		1,852.20	
1064	03/31/2020	Payroll	7	EFT		2,041.07	
1065	03/31/2020	Payroll	7	EFT		53.84	
1066	03/31/2020	Payroll	7	EFT		1,690.60	
1067	03/31/2020	Payroll	7	EFT		1,317.32	
1068	03/31/2020	Payroll	7	EFT		1,795.72	
1069	03/31/2020	Payroll	7	EFT		40.39	
1070	03/31/2020	Payroll	7	EFT		26.91	
1071	03/31/2020	Payroll	7	EFT		67.30	
1072	03/31/2020	Payroll	7	EFT		1,874.09	
1073	03/31/2020	Payroll	7	EFT		2,502.00	
1074	03/31/2020	Payroll	7	EFT		1,531.30	
1075	03/31/2020	Payroll	7	EFT		1,445.19	
1076	03/31/2020	Payroll	7	EFT		1,869.62	
1077	03/31/2020	Payroll	7	EFT		1,765.60	
1078	03/31/2020	Payroll	7	EFT		67.30	
1079	03/31/2020	Payroll	7	EFT		1,173.88	
1080	03/31/2020	Payroll	7	EFT		26.91	
1081	03/31/2020	Payroll	7	EFT		40.39	
1082	03/31/2020	Payroll	7	EFT		53.84	
1084	03/31/2020	Payroll	7	EFT		26.91	
1085	03/31/2020	Payroll	7	EFT		1,707.44	
1086	03/31/2020	Payroll	7	EFT		2,675.18	
1087	03/31/2020	Payroll	7	EFT		2,343.47	
1088	04/03/2020	Payroll	7	EFT	Community First Bank	13,151.48	941 Deposit for Pay Cycle(s) 03/31/2020 - 03/31/2020
1089	04/03/2020	Payroll	7	EFT	Department Of Retirement	9,960.94	Pay Cycle(s) 03/31/2020 To 03/31/2020 - PERS 2; Pay Cycle(s) 03/31/2020 To 03/31/2020 - LEOFF 2; Pay Cycle(s) 03/31/2020 To 03/31/2020 - Deferred Comp; Pay Cycle(s) 03/31/2020 To 03/31/2020 - PERS 3
1090	04/03/2020	Payroll	7	EFT	MT457-306685	125.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - ICMA-457
1061	03/31/2020	Payroll	7	40059		1,309.09	
1083	03/31/2020	Payroll	7	40060		40.39	
1091	04/03/2020	Payroll	7	40061	AFLAC	320.85	Pay Cycle(s) 03/15/2020 To 03/31/2020 - AFLAC Addtl (AT); Pay Cycle(s) 03/15/2020 To 03/31/2020 - AFLAC Pre-Tax
1092	04/03/2020	Payroll	7	40062	AWC Employee Benefits Trst	23,919.58	Pay Cycle(s) 03/15/2020 To 03/31/2020 - AWC; Pay Cycle(s) 03/15/2020 To 03/31/2020 - AWC Dental; Pay Cycle(s) 03/15/2020 To 03/31/2020 - AWC-Life

CHECK REGISTER

City Of Connell
MCAG #: 0286

03/31/2020 To: 04/03/2020

Time: 13:16:40 Date: 04/02/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1093	04/03/2020	Payroll	7	40063	Wesley Graham American Legal Services	21.72	Pay Cycle(s) 03/15/2020 To 03/31/2020 - ALS
1094	04/03/2020	Payroll	7	40064	Colonial Life	217.92	Pay Cycle(s) 03/15/2020 To 03/31/2020 - Colonial Life Pretax; Pay Cycle(s) 03/15/2020 To 03/31/2020 - Colonial Life-aftertax
1095	04/03/2020	Payroll	7	40065	NW Admin. Transfer Acct.	10,105.20	Pay Cycle(s) 03/15/2020 To 03/31/2020 - NW Administrator
1096	04/03/2020	Payroll	7	40066	Teamsters Local Union # 839	413.00	Pay Cycle(s) 03/15/2020 To 03/31/2020 - Union # 839
1097	04/03/2020	Payroll	7	40067	WSECU	500.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - WSECU
						<hr/>	
001 General Fund						65,143.02	
101 Street						5,981.97	
401 Water Fund						12,759.38	
402 Sewer Fund						13,854.77	
						<hr/>	
						97,739.14	Payroll: 97,739.14

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 6, 2020

TO: MAYOR AND COUNCILMEMBERS

FROM: MARISSA ORTIZ, CITY CLERK

**RE: STATE OF WA DEPARTMENT OF CORRECTIONS – INMATE
WORK CREW AGREEMENT**

Council previously approved to extend the term of the Master Contract Agreement for the Inmate Work Crew Contract. The Department of Corrections has now sent the Offender Work Project Description (*attached*). Aside from the extension of the existing agreement all other terms and conditions remain in full force and effect.

Following Council's review and approval, WA State Department of Corrections has requested a signature on the current agreement.

RECOMMENDATION:

Move to approve Inmate Crew Work Project Description Agreement No. K11103 between Washington State Department of Corrections and City of Connell.

WASHINGTON STATE DEPARTMENT OF CORRECTIONS
Coyote Ridge Corrections Center

Prisons Division CLASS IV Work Project Description

Contract Number: **K11103**

RECIPIENT: City of Connell RECIPIENT L&I Account Number: 004545-00

RECIPIENT IS: Government Entity State Agency Public Benefit Nonprofit

RECIPIENT Contact: Lee Barrow Phone: (509)531-6325 Email: Lbarrow@connellwa.org

Department Contact: Jeff Uttecht Phone: (509)543-5802 Email: jauttecht@doc1.wa.gov

Work Project Description: DOC offenders will do general labor, public works, grounds keeping, janitorial, mechanical, carpentry.

Crew: Each crew will consist of 8 – 10 offenders.

Project Location: Connell, WA

Project Period (One year maximum): 12/1/19 through 06/30/20

Projected Number of Work Crew Hours: 28 hours per week per crew / Monday - Friday

Approximate Work Hours: Arrive at 8:00 a.m. Depart at 3:00 p.m.

Special Payment Terms. RECIPIENT will pay DOC:

1. Offender gratuity of \$ 1.25 per offender hour worked. Hours worked include travel time from CRCC to the job site and from the job site back to CRCC.
2. Fuel provided by Recipient.

Personal Protective Equipment provided by DOC: CRCC will provide offenders with the necessary work clothing.

Tools and Equipment provided by RECIPIENT: The contractor will provide all necessary tools and equipment required to complete the specific work project.

Hazard Assessment and PPE Selection Worksheet attached? Y N

Additional Terms: Crews may be held in or recalled early for facility needs at any time. Crews may also be held in or redirected in the event of a natural disaster; i.e. fire, earthquake, or flood.

CITY OF CONNELL

DEPARTMENT OF CORRECTIONS

Signature

Signature of Superintendent

Title

Coyote Ridge Corrections Center
Institution

Date

Date

State of Washington
Department of Corrections

K11103

Page 1 of 1

3-5-2020



MEMORANDUM

DATE: APRIL 6, 2020
TO: MAYOR AND COUNCILMEMBERS
FROM: GENESIS BERNAL, CITY TREASURER
RE: WEEKLY DEPOSITS

Due to the recent closure of public access to City Hall and staff working remotely from home, it is necessary to amend the daily procedures that apply to deposits for banking purposes. This memo grants an exception to the daily deposit schedule as set forth below and is approved by myself, City Treasurer.

Effective Monday, March 30, 2020, accounting clerks are to begin depositing at a minimum of one time per week. Deposits shall be made on Friday each week until we resume normal operations. During the week and while our office is in receipt of checks, money orders, or cash received through the mail or the payment drop box, money shall be properly secured in the locked safe until it is removed to prepare the weekly deposit and securely deposited at Community First Bank. This applies to funds received for both Franklin PUD and City of Connell. PUD previously sent a letter granting a change to the depositing schedule. It remains the responsibility of our accounting clerks and office staff to ensure proper theft protection to reduce the risk of loss of public funds. I have provided information below for you which allows for this change.

[RCW 43.09.240](#) reads in part:

*Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him or her with the treasurer of the local government once every twenty-four consecutive hours. **The treasurer may in his or her discretion grant an exception** where such daily transfers would not be administratively practical or feasible as long as the treasurer has received a written request from the department, district, or agency, and where the department, district, or agency certifies that the money is held with proper safekeeping and that the entity carries out proper theft protection to reduce risk of loss of funds. Exceptions granted by the treasurer shall state the frequency with which deposits are required as long as **no exception exceeds a time period greater than one deposit per week.***

All local government entities whose duty it is to collect or receive payments may make exceptions to the daily deposit schedule if granted by the treasurer.

If you have questions, please feel free to contact me. Thank you for your cooperation.

Sincerely, *Genesis Bernal* - City Treasurer



MEMORANDUM

DATE: APRIL 6, 2020
TO: MAYOR AND COUNCILMEMBERS
FROM: HALLIE TUCK, PUBLIC WORKS DIRECTOR
RE: HIRING OF TEMPORARY EMPLOYEES

I would like to hire two temporary seasonal employees. The Covid-19 virus has forced me to split the public works crew into two groups working five days on and five days off. Coyote Ridge has also suspended the off-site work crews. This would help us keep up with the maintenance throughout the City. Our personnel policy already addresses temporary employment allowing it. There is a possibility that we could be reimbursed from Emergency Management.

OPTIONS: 1) Move to approve hiring two temporary employees 2) Do not approve 3) Defer action to a later date.

RECOMMENDATION: Approve hiring two temporary employees



MEMORANDUM

DATE: APRIL 6, 2020
TO: MAYOR AND COUNCILMEMBERS
FROM: MARISSA ORTIZ, CITY CLERK
**RE: TEMPORARILY ADJUSTING OPEN PUBLIC MEETINGS AND
PUBLIC RECORDS ACT RULES**

On March 24, Governor Inslee issued a Governor's Proclamation 20-28 temporarily easing Open Public Meetings Act (OPMA) and Public Records Act (PRA) requirements. The Proclamation will remain in effect until midnight on April 23, unless extended beyond that date.

This proclamation temporarily prohibits in person contacts with the public that are required by the Open Public Meetings Act (RCW. 42.30) and Public Records Act (RCW 42.56), suspending some statutory language that would require such contacts. It also temporarily suspends the PRA's requirements for agencies to respond to PRA requests for public records within five business days from receipt, and extend the response time period to (thirty business days), and to maintain business hours for public inspection and copying of records for a minimum of 30 hours per week.

In response to the outbreak of the COVID-19 (novel Coronavirus), staff will continue to conduct City business efficiently and orderly, while maintaining the health and safety of Council, meeting participants and staff supporting these meetings. Therefore, this proclamation allows the City of Connell to conduct business while remaining compliant with OPMA and the PRA.



MEMORANDUM

DATE: APRIL 6, 2020

TO: MAYOR AND COUNCILMEMBERS

FROM: HALLIE TUCK, PUBLIC WORKS DIRECTOR

**RE: 5TH AVE/FRANKLIN ST. WATER LINE & FULTON ST/CHELAN
AVE WATER LINE BID RESULTS**

Attached is a detailed memo from Adam at Anderson Perry in regards to the bid results for the 5th/Franklin & Fulton/Chelan water line projects.

The Engineer's Estimate was at \$459,023.06 and the Bid totals ranged from \$429,121.09 to \$597,193.21. The lowest bidder was C & R Tractor and Landscaping, Inc. at \$429,121.07

RECOMMENDATION:

Move to award the winning bid to C & R Tractor and Landscaping, Inc.

March 20, 2020

City of Connell
P.O. Box 1200
Connell, Washington 99326

ATTN: Hallie Tuck, Public Works Director

RE: 5th Avenue/Franklin Street Water Line and Fulton Street/Chelan Avenue Water Line –
Bids Results

Dear Hallie:

This letter describes the bid results from March 12, 2020 for the 5th Avenue/Franklin Street Water Line and Fulton Street/Chelan Avenue Water Line project.

Bid Results from March 12, 2020

Bids for the project were received and opened at Connell City Hall on March 12, 2020 at 2:00 p.m. The City received five bids from the following bidders:

1. C & R Tractor and Landscaping, Inc.
2. Big D's Construction of Tri-Cities, Inc.
3. C & E Trenching, LLC
4. DW Excavating, Inc.
5. Allstar Construction Group, Inc.

All bids were opened and read. After the bid opening, the bids were reviewed again, and the Bidder Responsibility Criteria pursuant to the Revised Code of Washington 39.04.010 was examined with respect to the lowest bidder (see attached).

After the bid opening, we entered the bid prices into a Microsoft Excel spreadsheet to check the price extensions and verify that the total bid amounts read matched the amounts written on each bid. Minor errors were found in the bids from Big D's Construction of Tri-Cities, Inc., C & E Trenching, LLC, DW Excavating, Inc., and Allstar Construction Group, Inc. These errors were corrected and did not change the outcome of the bid. A copy of the Bid Tabulation, which shows the bidders' prices and costs for each individual bid item, is attached. All corrections to the bids are shown on the Bid Tabulation as shaded.

The bid totals ranged from \$429,121.09 to \$597,193.21. The Engineer's Estimate was \$459,023.06.

The apparent low bidder is C & R Tractor and Landscaping, Inc. Their bid was \$29,901.99 lower than the Engineer's Estimate.

City of Connell
March 20, 2020
Page 2

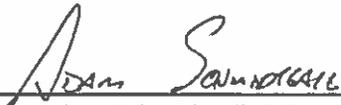
Summary

From our review of the bids, we recommend the City of Connell consider awarding the 5th Avenue/Franklin Street Water Line and Fulton Street/Chelan Avenue Water Line project to C & R Tractor and Landscaping, Inc., contingent upon approval from the City's Attorney.

Please contact me if you have any questions.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By  _____
Adam Schmidt Gall, P.E.

AS/aw

Attachments

cc: File No. 68-256-02, w/attach

S:\Docs\Connell\68-256 5th Ave-Franklin St Water Line\Bid Results Ltr.docx



Maria Peña, City Administrator
104 E. Adams, P.O. Box 1200 ♦ Connell WA 99326
(509) 234-2701 ext 1234 ♦ Fax: (509) 234-2704
www.cityofconnell.com

April 6, 2020

CITY ADMINISTRATOR'S REPORT

The following City Administrator's Report, while respectfully submitted to the Mayor and City Council, is provided and available to the general public to inform them of the status of City projects and activities. This report, as well as the monthly department reports, is placed on the City's website.

Here is what I have been working on for the month of March:

- WorkSorce Provider meeting held at City Hall. Discussed obstacle faced with promotion of the Economic Security for All along with ideas on how to advertise providers programs to help gain more participation.
- Census Promotion:
 - Participated in the Resource Night for NFSD held at the Community Center where I spoke to many participants in regards to the importance of being counted in the 2020 Census.
 - Joined the Keenagers for lunch where I spoke about the 2020 Census.
 - Attended the census Complete Count Committee meeting. Short video clips with locals from the Tri-Cities had been completed.
 - Held census training at the Connell City Hall that was open to the public.
 - Provided moral support for the Connell Census video. We should expect to see that in a few weeks.
 - Hosted a Complete Your Census event at the Community Center.
- Participated in the cost savings feasibility study with Apollo. City facilities were evaluated for a lighting audit.
- Participated in the monthly meeting with Department of Corrections.
- Participated in the North Franklin Business/Family & Consumer Science/Health Sciences Advisory Committee. This group has the very important task of reviewing new courses and program evaluations for the North Franklin School District.
- COVID-19
 - Participated in 17 COVID-19 calls, briefings, meetings etc.
- Set up GoToMeetings
- Set up Staff to be able to work from home and provide continuity of operations
- Provided guidelines for staff regarding COVID-19 Response

Please stay home and stay safe. I believe that we are stronger together and that together we will overcome this!

FIRE DEPARTMENT CITY ADMINISTRATOR REPORT



DATE: March 31, 2020
TO: MARIA PENA, CITY ADMINISTRATOR
FROM: KEN WOFFENDEN, FIRE CHIEF
RE: Monthly Staff Report Fire Department activities.

REPORTING PERIOD: This report covers activities that have occurred or are in progress for the month of March 2020.

- Connell Fire Department responded to Kahlotus (mutual aid) to assist with the extinguishment of a residence in town.
- Fire training March 11 as scheduled, March 25 canceled
- Provided fire station to Cemetery Board for a meeting.
- Delivered Food items to Kahlotus City hall for distribution
- Acquire cots and blankets for possible quarantine use
- Clean blankets in fire dept. extractor
- Paid Fire Dept. bills.
- Respond to several incidents

/s/ Ken Woffenden
Fire Chief/City of Connell



Connell Public Works

104 E. Adams, P.O. Box 1200 ♦ Connell WA 99326

(509) 234-6431 ♦ Fax: (509) 234-2704

E-Mail: htuck@connellwa.org



March 2020

P.W. Director's Report

What's happening in Public Works:

- 3/2/20 Attended Department Head Meeting
- 3/2/20 City Council Meeting
- 3/6/20 Conference call on feasibility presentation
- 3/9/20 Met with CRCC staff at CRCC for monthly meeting
- 3/16/20 Conference call with Apollo about energy audit findings
- 3/20/20 Emergency City Council Meeting
- 3/24/20 Conference call with EMS and BFHD on Covid-19
- 3/25/20 Dept head meeting on Covid-19
- 3/25/20 Conference call with EMS, Lamb Weston, NFS and CBHA
- 3/25/20 Public Works Crew was split into to teams on emergency stand by due to Covid-19
- 3/28/20 Conference call with EMS and BFHD on Covid-19
- 3/30/20 Dept head meeting on Covid-19
- 3/30/20 Met with Dollar General about new store
- 3/31/20 20 Conference call with EMS and BFHD on Covid-19



CONNELL POLICE DEPARTMENT

104 E Adams Street / P.O. Box 187
Connell, WA 99326
Tel: (509) 234-4141 / Fax: (509) 234-4140
Email: cpd@connellwa.org
Chris G. Turner, Chief of Police



March 2020 Department Report

301 Calls for Service

7-Vehicle Unlocks	13-Animal	18-Assists for other agencies	5-Field Contacts
15-Extra Patrol	1-Assault	1-Dumping	1-Narcotics
17-Follow-up	1-Order Violation	9-Vehicle Prowl	2-Civil
2-Lost/Found Property	8-Disturbances	1-Malicious Mischief	6-Loud Music/Noise
5-Warrants	6-Parking	4-Welfare Check	13-Suspicious
10-Citizen Assists	5-Trespass	7-Juvenile	3-Disabled Vehicle
4-Alarms	3-Domestic	1-911 Hang-up	3-Hazard

77-Traffic (5-Criminal Citations & 17-Infractions)

Criminal

4-DWLS
1-Allowing Unauthorized Person
to Drive

Infractions

2-No Insurance
9-Speeding
1-NVOL w/ID
3-Dog At Large
1-Expired Tabs
1-Defective Exhaust

In between counter contacts, phone calls, emails, visits, and patrolling we also did the following:

- 3/2 Reading Across America at Connell Elementary
- 3/2 Attended department heads meeting.
- 3/2 Attended Public Records Training.
- 3/2 Attended council meeting.
- 3/5 Attended Command College Executive Training Day in Walla Walla.
- 3/9 Attended monthly CRCC meeting at CRCC.
- 3/18 Attended department heads meeting.
- 3/20 Attended department heads meeting.
- 3/23 Attended city staff meeting.
- 3/25 Attended department heads meeting.
- 3/25 Attended teleconference with Emergency Management.



OFFICE OF THE CITY CLERK AND TREASURER

Marissa Ortiz, City Clerk

(509) 234-2701 ext. 1232 ♦ Fax: (509) 234-2704 ♦ mortiz@connellwa.org

March Monthly Report

This monthly report will emphasize some of the key functions that have been completed by this office.

- Prepared, published and posted City Council Meeting Agendas/Notices.
- The City of Connell received the Tree City USA recognition by the Arbor Day Foundation for the third year in a row.
- Received 3 Public Record requests and completed as of the end of March.
- City Treasurer Bernal has begun preparing for the Annual Report.
- Held the first web-based Emergency Council Meeting on March 20, 2020.
- Attended a Department Head meeting on March 25, 2020.
- Accounting Clerk Alvarado completed the 2020 Budget Book.
- 8 active business license applications submitted for March 2020, including 1 home-based business occupation.
- Staff participated in several webinars in response to COVID-19 Pandemic.