

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

MEETING RECONVENED

6:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE/PRESENTATIONS/APPOINTMENTS
 A) Resolution No. 2017-16 Honoring Garland Walton
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 September 05, 2017
 - b) Minutes of the Special Council Meeting August 28, 2017
 - c) Accounts Payable 9/5/17 for \$97,636.78
 - d) Check Register 9/1/17 for \$212.43
 - e) Payroll Register 8/31/17-9/05/17 for \$99,555.44
6. PRESENTATIONS FOR COUNCILMEMBERS
 7. APPROVAL OF AGENDA

ORDER OF BUSINESS

8. Waste Water Energy Workshop – Saving Energy, Saving Money!
9. Update Job Classifications
 A) Full –Time Police Clerk
 B) Accounting Clerk II
10. RESOLUTION NO. 2017-16 – Surplus Property at Heritage Park
11. Renewal of DOC-Contract K7567
12. WA State Dept of Transportation Amendment No. 2
13. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
14. EXECUTIVE SESSION
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.

City of Connell, Washington
RESOLUTION NO. 2017-15

IN MEMORIAM OF GARLAND D. WALTON

WHEREAS, the City Council of the City of Connell expresses its sorrow and extends their deepest sympathy to his family, and

WHEREAS, the City of Connell conveys its respect and appreciation for his leadership and commitment to our community, and

WHEREAS, the City recognizes his numerous years of service and commitment to the City of Connell, as he served everyone with kindness and respect and led with pride and integrity, and

WHEREAS, Garland "Gary" Walton was a very accomplished man who left his mark on the town of Connell. He was very well known and liked by many. He moved to Connell in 1978 and worked for many years for Centurylink. He became very active in the community, serving as a volunteer fire fighter for both the city and the county, as well as serving as a reserve officer. He was active in his church and taught CCD classes to the youth. He was a member of the Knights of Columbus, volunteered with the Eagles Nest, Columbia Basin Junior Livestock Show, and Keenagers.

Mr. Walton's service to this community extended into the city government with a dedicated heart and mind to serving this town he was proud to live in. He did so for 34 years during which he served as a council member, eventually becoming Mayor of Connell. During that time, he also served on the Community Actions Connections Committee, Health Department, as well as many other committees. In 2014 he retired from his Mayor leadership after 16 successful dedicated years in which he achieved many accomplishments that he was proud of because they would benefit the future growth for the town of Connell. Mr. Walton most certainly had the best interest in mind for this community and the people that lived in it.

Mr. Walton will be best remembered as a person who was always doing for others, being involved in his community, and church, and taking care of others. It was his nature to serve others and to do so in a kind and respectful manner. He shall be remembered with appreciation for his efforts, service, and accomplishments for many years to come.

NOW, THEREFORE, BE IT RESOLVED, that this resolution become a part of the minutes of this meeting and that a copy be sent to his daughter and family.

PASSED by the City Council for the City of Connell, Washington 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

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
September 05, 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, Mayor Pro Tem Monty Huber and Councilmembers:
Rhonda Quinton and Joe Escalera.

STAFF: Accounting Clerk Marissa Ortiz.

VISITORS: None

There being no critical staff to carry further business before the City Council of Connell and due to weather conditions Mayor Blackwell adjourned the meeting at 6:01 pm to be continued to Monday September 11, 2017.

ATTEST: _____
Marissa Ortiz, Accounting Clerk

Bruce Blackwell, Mayor

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
August 28, 2017

The special 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, Mayor Pro Tem Monty Huber and Councilmembers: Ray Minor, Kathie Silva and Rhonda Quinton.

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

STAFF: City Administrator Maria Peña, City Clerk/Treasurer Rose Courneya, Accounting Clerk Marissa Ortiz, Police Chief Chris Turner, Public Works Director Larry Turner and City Attorney Dan Hultgrenn.

VISITORS: Franklin County Graphic; Katherine Bingham Trowbride, American Legion; Kyle Hollibaugh & Chad Egbert. Citizens; Pat Barrera, John Linder, Lee Barrow, Andrea Shawver, Burl & Kara Booker.

CONSENT CALENDAR

Motion: Councilmember Silva moved to approve the consent calendar as presented.

- a) Minutes of the Regular Council Meeting August 7, 2017
- b) Check Register 8/21/17 for \$177,330.54
- c) Payroll Register 8/15/17-8/18/17 for \$69,164.39

Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

PRESENTATION

Kyle Hollibaugh from American Legion Post #195 spoke before council and requested the closure of Borah Street in-between the Flying X Coffee and the American Legion buildings for the Fall Festival Street Dance on Saturday, September 9, 2017.

Motion: Mayor Pro Tem Huber moved to approve the street closure for the American Legion for the Fall Festival Street dance on September 9, 2017. Councilmember Minor seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

Motion: Councilmember Minor moved to approve the agenda as presented. Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

POOL DISCUSSION

Attached for Council's review were the pool revenues and expenditures for 2017. City Clerk/Treasurer Rose Courneya listed the preliminary pool totals and stated the expenditures and revenues were not final due to the budget year not being closed out yet. She announced that for the 2017 pool season in pool passes, rentals, and training were \$6,605.00. The total revenues from proposition #1 had come in at \$33,965.05. City Clerk/Treasurer Courneya stated the proposed budget for the 2018 pool season was \$62,700. Also discussed was the 2018 proposed pool schedule, swimming lessons, and the Connell swim team. The pool would again open for two sessions from 1:30-3:30pm and 5:30-7:30pm, Monday thru Saturday and would be closed on Sundays. Three sessions of swimming lessons for two weeks each was proposed from 4:00 to 5:30pm with water safety certified instructors. Parents of the Connell swim team were proposed to become certified instructors and the city would pay for the cost. The parent lead Connell swim team had a good turn out and would again be charged for each member. City Administrator Maria Peña mentioned that the red and yellow slides were shut down last summer and again this summer. Since the slides were received on a grant the city would need to try and utilize them. Their life expectancy was at least another ten years. She stated that Pool Manager Jason Janosky the pool manager had previously suggested alternating lifeguards between the blue and big slides for 2018 then all slides would be utilized. City Administrator Peña expressed the other option would be to remove the big slides but it was expected something else in their place. A water splash park was an idea. She was waiting to hear back from the granting agency for more details. Overall the pool ran smoothly this year and no complaints were heard.

2018 PRELIMINARY BUDGET DISCUSSION

Attached for Council was the 2018 preliminary budget totals prepared by City Clerk Treasurer Rose Courneya with the help of staff department heads. City Clerk/Treasurer Courneya delivered the 2018 budget totals in the general fund:

- \$2,500 budgeted for fireworks.
- Full time Police Clerk in the Police Department.
- 2% COLA for the union employees with their specialty pay.
- 2% COLA for the non-union employees.
- Medical insurance policy provided by the City to non-union employees was decreased. Current policy would go away as of January 1st, 2018.
- Increased training fund in administration office for new staff.
- No park and recreation director for 2018.

Public Works Director Larry Turner briefly announced the upcoming street projects for 2018. He stated the water and sewer funds remained the same. In the capital expenditures for both water and a sewer fund, \$15,000 was added for machinery and equipment for needed repairs that could come up. Staff then asked direction from Council to review the budget and prepare it for adoption.

MEETING OF THE CITY OF CONNELL
Special Council Meeting – August 28, 2017

COMMITTEE / DEPARTMENT REPORTS

No reports or comments.

There being no further business before the City Council of Connell Mayor Blackwell adjourned the meeting at 6:54 pm.

ATTEST: _____
Marissa Ortiz, Accounting Clerk

Bruce Blackwell, Mayor

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 09/05/2017

Time: 14:12:20 Date: 09/01/2017
Page: 1

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|-------------|------------|-----------------|--------------------------------------|-----------|--|
| 17329 | 09/05/2017 | 09/05/2017 31 | Anderson Perry & Assoc. | 5,526.25 | Franklin Street Water Line Replacement-emergency Repair |
| 17340 | 09/05/2017 | 09/05/2017 47 | Assoc. Of Wa. Cities | 50.00 | AWC Regional Meeting |
| 17333 | 09/05/2017 | 09/05/2017 704 | Avista Utilities | 207.60 | Gas Utility Bills |
| 17310 | 09/05/2017 | 09/05/2017 74 | Bank Of America - Visa | 1,024.22 | VISA - Fire Dept |
| 17311 | 09/05/2017 | 09/05/2017 74 | Bank Of America - Visa | 882.17 | Visa Bill |
| 17315 | 09/05/2017 | 09/05/2017 74 | Bank Of America - Visa | 48.71 | City Hall VISA Statement |
| 17318 | 09/05/2017 | 09/05/2017 74 | Bank Of America - Visa | 307.01 | CITY ADMINISTRATOR VISA |
| 17335 | 09/05/2017 | 09/05/2017 74 | Bank Of America - Visa | 859.21 | POLICE DEPARTMENT VISA |
| 17330 | 09/05/2017 | 09/05/2017 99 | Big Bend Electric Cooperative, INC. | 2,884.66 | Electric Bills |
| 17313 | 09/05/2017 | 09/05/2017 3849 | Blackwell, Bruce A. | 25.00 | Reimbursement To Mayor For Personal Payment For TRIDEC Luncheon With Senator Cantwell. |
| 17328 | 09/05/2017 | 09/05/2017 515 | CenturyLink | 375.83 | Phone Bills |
| 17308 | 09/05/2017 | 09/05/2017 155 | City Of Connell | 400.00 | Payment From General To Water Usage For Pool |
| 17314 | 09/05/2017 | 09/05/2017 2513 | Columbia Electric Supply | 486.00 | Lights For Heritage And Striker Park Bathrooms |
| 17319 | 09/05/2017 | 09/05/2017 164 | Columbia Grain & Feed Inc | 432.75 | Replace Push Mower |
| 17326 | 09/05/2017 | 09/05/2017 170 | Connell Auto Parts | 217.46 | Parts |
| 17307 | 09/05/2017 | 09/05/2017 517 | Dept Of Commerce (CTED) | 26,384.80 | DWSFR Loan |
| 17363 | 09/05/2017 | 09/05/2017 255 | E W F O A | 30.00 | Rose Membership Fee For Eastern Washington Finance Officers Association |
| 17364 | 09/05/2017 | 09/05/2017 255 | E W F O A | 50.00 | EWFOA Fall Meeting-Rose |
| 17368 | 09/05/2017 | 09/05/2017 3215 | Emergency Reporting | 1,283.04 | Annual Subscription, Fire Package Oct 17 - Sept 18 |
| 17327 | 09/05/2017 | 09/05/2017 1937 | Farmers Electric II, LLC | 531.07 | Electrical Vault |
| 17317 | 09/05/2017 | 09/05/2017 4080 | Foremost Pump & Well Services, LLC | 20,049.12 | Lowering Of Pump At Well#5/Replacing Upper Shaft Bearings |
| 17338 | 09/05/2017 | 09/05/2017 284 | Franklin Co Corrections | 7,348.85 | Inmate Housing & Medical |
| 17361 | 09/05/2017 | 09/05/2017 293 | Franklin County Planning | 1,649.44 | Building Inspections |
| 17341 | 09/05/2017 | 09/05/2017 4356 | HD Supply Waterworks, LTD | 500.60 | Meter Register |
| 17320 | 09/05/2017 | 09/05/2017 347 | Inland Asphalt Co | 1,191.56 | Hot Mix For Patching |
| 17331 | 09/05/2017 | 09/05/2017 4436 | Intermedia.net Inc. | 134.74 | Viop |
| 17321 | 09/05/2017 | 09/05/2017 4050 | KCDA Purchasing Cooperative | 137.16 | Janitorial Supplies |
| 17312 | 09/05/2017 | 09/05/2017 2390 | Kroontje, Grant | 197.83 | SOLD Property At 549 N.FIFTH-Issued A Refund For Double Utility Payment. |
| 17366 | 09/05/2017 | 09/05/2017 400 | Kuffel, Hultgrenn, | 1,096.00 | Washington Collectors Agreement, Ord. Review, Council Packet Review. Etc |
| 17342 | 09/05/2017 | 09/05/2017 4068 | Language Testing International, Inc. | 90.00 | Spanish Testing- Ivan Barragan |
| 17322 | 09/05/2017 | 09/05/2017 3156 | Legacy Telecommunications, Inc. | 272.16 | L.S.4 Generator Check |
| 17323 | 09/05/2017 | 09/05/2017 127 | M Campbell & Company, Inc. | 1,197.07 | Repair Electrical Box On CH HVAC |
| 17337 | 09/05/2017 | 09/05/2017 3812 | Mission Support Alliance, LLC | 401.39 | EVOC Training Fee |
| 17369 | 09/05/2017 | 09/05/2017 3271 | Municipal Emergency Services, Inc. | 2,327.94 | PPE, 1 Set Of Turn Outs And Gloves |

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 09/05/2017

Time: 14:12:20 Date: 09/01/2017
Page: 2

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|---------------|------------|------------|--------|-----------|--|
| 17370 | 09/05/2017 | 09/05/2017 | 3271 | 2,116.80 | PPE, 1 Set Of Turn Outs And Gloves |
| 17365 | 09/05/2017 | 09/05/2017 | 2366 | 650.00 | Postage |
| 17334 | 09/05/2017 | 09/05/2017 | 3891 | 1,485.79 | Sweeper Parts |
| 17306 | 09/05/2017 | 09/05/2017 | 520 | 89.61 | City Hall Office Supplies |
| 17339 | 09/05/2017 | 09/05/2017 | 2695 | 120.00 | Well 9 Backflow Test |
| 17316 | 09/05/2017 | 09/05/2017 | 4794 | 11,032.11 | Installation Of LED Street Lights |
| 17325 | 09/05/2017 | 09/05/2017 | 4004 | 1,085.85 | Sweeper Parts |
| 17324 | 09/05/2017 | 09/05/2017 | 4017 | 1,066.24 | Cell Bill |
| 17336 | 09/05/2017 | 09/05/2017 | 598 | 100.00 | Minority & Women Business Enterprise-for Project |
| 17332 | 09/05/2017 | 09/05/2017 | 667 | 1,290.74 | Union Contract |
| Report Total: | | | | 97,636.78 | |

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 _____ Date: _____
 () Deputy Finance Director _____

CHECK REGISTER

City Of Connell
MCAG #: 0286

09/01/2017 To: 09/01/2017

Time: 10:33:17 Date: 09/01/2017

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|----------------|--------|-------|------------------|-------------------|-----------------------------|
| 3284 | 09/01/2017 | Claims | 7 | 36757 | U.S. Post Office | 212.43 | Utility Bill Postage 9/1/17 |
| | | 401 Water Fund | | | | 106.22 | |
| | | 402 Sewer Fund | | | | 106.21 | |
| | | | | | | <u> </u> | Claims: 212.43 |
| | | | | | | 212.43 | |

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

08/31/2017 To: 09/05/2017

Time: 13:54:00 Date: 09/01/2017
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|--------------------------|-----------|--|
| 3224 | 08/31/2017 | Payroll | 7 | EFT | | 1,664.35 | |
| 3225 | 08/31/2017 | Payroll | 7 | EFT | | 1,150.36 | |
| 3226 | 08/31/2017 | Payroll | 7 | EFT | | 1,040.74 | |
| 3227 | 08/31/2017 | Payroll | 7 | EFT | | 27.04 | |
| 3228 | 08/31/2017 | Payroll | 7 | EFT | | 1,531.40 | |
| 3229 | 08/31/2017 | Payroll | 7 | EFT | | 40.57 | |
| 3230 | 08/31/2017 | Payroll | 7 | EFT | | 1,634.20 | |
| 3231 | 08/31/2017 | Payroll | 7 | EFT | | 27.04 | |
| 3233 | 08/31/2017 | Payroll | 7 | EFT | | 27.04 | |
| 3234 | 08/31/2017 | Payroll | 7 | EFT | | 13.52 | |
| 3236 | 08/31/2017 | Payroll | 7 | EFT | | 1,818.52 | |
| 3238 | 08/31/2017 | Payroll | 7 | EFT | | 27.04 | |
| 3240 | 08/31/2017 | Payroll | 7 | EFT | | 1,475.75 | |
| 3242 | 08/31/2017 | Payroll | 7 | EFT | | 1,683.31 | |
| 3244 | 08/31/2017 | Payroll | 7 | EFT | | 13.52 | |
| 3245 | 08/31/2017 | Payroll | 7 | EFT | | 1,188.24 | |
| 3246 | 08/31/2017 | Payroll | 7 | EFT | | 13.52 | |
| 3248 | 08/31/2017 | Payroll | 7 | EFT | | 1,183.93 | |
| 3249 | 08/31/2017 | Payroll | 7 | EFT | | 2,402.72 | |
| 3250 | 08/31/2017 | Payroll | 7 | EFT | | 1,446.57 | |
| 3251 | 08/31/2017 | Payroll | 7 | EFT | | 1,345.40 | |
| 3252 | 08/31/2017 | Payroll | 7 | EFT | | 954.09 | |
| 3255 | 08/31/2017 | Payroll | 7 | EFT | | 1,663.30 | |
| 3256 | 08/31/2017 | Payroll | 7 | EFT | | 1,743.65 | |
| 3258 | 08/31/2017 | Payroll | 7 | EFT | | 5,807.90 | |
| 3259 | 08/31/2017 | Payroll | 7 | EFT | | 856.19 | |
| 3261 | 08/31/2017 | Payroll | 7 | EFT | | 41.56 | |
| 3263 | 08/31/2017 | Payroll | 7 | EFT | | 27.04 | |
| 3264 | 08/31/2017 | Payroll | 7 | EFT | | 1,078.40 | |
| 3265 | 08/31/2017 | Payroll | 7 | EFT | | 2,466.03 | |
| 3266 | 08/31/2017 | Payroll | 7 | EFT | | 2,054.45 | |
| 3268 | 09/05/2017 | Payroll | 7 | EFT | Community First Bank | 15,257.49 | 941 Deposit For 08/31/2017 - 08/31/2017 |
| 3269 | 09/05/2017 | Payroll | 7 | EFT | Department Of Retirement | 9,950.89 | 08/31/2017 To 08/31/2017 - PERS 2: 08/31/2017 To 08/31/2017 - LEOFF 2: 08/31/2017 To 08/31/2017 - Deferred Comp: 08/31/2017 To 08/31/2017 - PERS 3 |
| 3270 | 09/05/2017 | Payroll | 7 | EFT | MT457-306685 | 500.00 | 08/31/2017 To 08/31/2017 - ICMA-457 |
| 3232 | 08/31/2017 | Payroll | 7 | 36736 | | 1,106.59 | |
| 3235 | 08/31/2017 | Payroll | 7 | 36737 | | 163.91 | |
| 3237 | 08/31/2017 | Payroll | 7 | 36738 | | 126.40 | |
| 3239 | 08/31/2017 | Payroll | 7 | 36739 | | 204.12 | |
| 3241 | 08/31/2017 | Payroll | 7 | 36740 | | 136.31 | |
| 3243 | 08/31/2017 | Payroll | 7 | 36741 | | 381.06 | |
| 3247 | 08/31/2017 | Payroll | 7 | 36742 | | 185.88 | |
| 3253 | 08/31/2017 | Payroll | 7 | 36743 | | 86.74 | |
| 3254 | 08/31/2017 | Payroll | 7 | 36744 | | 138.79 | |
| 3257 | 08/31/2017 | Payroll | 7 | 36745 | | 131.36 | |
| 3260 | 08/31/2017 | Payroll | 7 | 36746 | | 96.65 | |
| 3262 | 08/31/2017 | Payroll | 7 | 36747 | | 27.70 | |
| 3267 | 08/31/2017 | Payroll | 7 | 36748 | | 258.22 | |
| 3271 | 09/05/2017 | Payroll | 7 | 36749 | AFLAC | 269.76 | 08/15/2017 To 08/31/2017 - AFLAC Addtl (AT): 08/15/2017 To 08/31/2017 - AFLAC Pre-Tax |

CHECK REGISTER

City Of Connell
MCAG #: 0286

08/31/2017 To: 09/05/2017

Time: 13:54:00 Date: 09/01/2017
Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|--|-----------|--|
| 3272 | 09/05/2017 | Payroll | 7 | 36750 | AWC Employee Benefits Trst | 22,490.86 | 08/15/2017 To 08/31/2017 - AWC: 08/15/2017 To 08/31/2017 - AWC Dental: 08/15/2017 To 08/31/2017 - AWC-Life |
| 3273 | 09/05/2017 | Payroll | 7 | 36751 | American Legal Services | 14.48 | 08/15/2017 To 08/31/2017 - ALS |
| 3274 | 09/05/2017 | Payroll | 7 | 36752 | Colonial Life | 699.94 | 08/15/2017 To 08/31/2017 - Colonial Life Pretax: 08/15/2017 To 08/31/2017 - Colonial Life-aftertax |
| 3275 | 09/05/2017 | Payroll | 7 | 36753 | NW Admin. Transfer Acct. | 9,608.90 | 08/15/2017 To 08/31/2017 - NW Administrator |
| 3276 | 09/05/2017 | Payroll | 7 | 36754 | Teamsters Local Union # 839 | 347.00 | 08/15/2017 To 08/31/2017 - Union # 839 |
| 3277 | 09/05/2017 | Payroll | 7 | 36755 | Case # 2549720 WA State Support Registry | 650.00 | 08/31/2017 To 08/31/2017 - Child Support |
| 3278 | 09/05/2017 | Payroll | 7 | 36756 | WSECU | 275.00 | 08/31/2017 To 08/31/2017 - WSECU |
| | | | | | | 65,832.28 | 001 General Fund |
| | | | | | | 3,359.98 | 101 Street |
| | | | | | | 16,401.97 | 401 Water Fund |
| | | | | | | 13,961.21 | 402 Sewer Fund |
| | | | | | | 99,555.44 | 99,555.44 Payroll: |

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



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

MEMORANDUM

DATE: SEPTEMBER 11, 2017
TO: MAYOR & COUNCIL
FROM: LARRY TURNER, PUBLIC WORKS DIRECTOR
RE: WASTEWATER ENERGY WORKSHOP - SAVING ENERGY, SAVING MONEY!

Staff will provide a presentation on saving energy (and money!) at the Wastewater Treatment Plant. You do not want to miss out!



MEMORANDUM

DATE: SEPTEMBER 11, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: ROSE COURNEYA, CITY CLERK/TREASURER
RE: UPDATE JOB CLASSIFICATIONS

Previously council approved a Part-Time Police Clerk job classification and description. The 2018 preliminary budget includes a full-time Police Clerk; therefore we will need to approve a new job classification and description for this position. The job classification and description didn't change from the part-time, just the title changed.

Currently the City of Connell has an Accounting Clerk job classification and description. I would like council to approve an Accounting Clerk II job classification and description. This would allow for more flexibility in the Clerk/Treasurer department. I have changed the classification to a Range 10 and have added to the job description:

- 1) Must be working towards a Certified Municipal Clerk Certification.
- 2) Must have worked for the City of Connell full time for 5 consecutive years.

OPTIONS: 1) Move to approve new job classifications and job descriptions for the Full-Time Police Clerk and the Accounting Clerk II. 2) Do not approve; 3) Defer action to later date.

RECOMMENDATION: approve full-time police clerk and accounting clerk II

City of Connell, Washington

| | |
|--|--|
| Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. | TITLE Full Time Police Clerk |
| DEPARTMENT Police | CLASS/EXEMPT STATUS Non-Exempt |
| DIVISION Police | SUPERVISOR Chief of Police |
| CLASSIFICATION RANGE 8 | |

Position Definition:
 Under general supervision, the Police Clerk provides complex and diverse administrative support work for the police and civil service operations. The position reports to the Chief of Police and receives operational directions from the Chief of Police. Performs additional duties as directed by the Chief of Police.

- **JOB FUNCTIONS/DUTIES**
 1. Prepares, maintains and distributes files, reports, records, correspondence and documents.
 2. Assists with customer services that include reception, counter services and answering telephones.
 3. Provides administrative and customer service support to the police department.
 4. Performs procurement and inventory of police department supplies.
 5. Registers and issues dog licenses, fingerprinting, bicycle registration, etc.
 6. Maintains police personnel training certifications.
 7. Coordinates, maintains and implements civil service employment processes and records.
 8. Must be the agency TAC for the WSP ACCESS
 9. Processes CPL's, records requests, pistol transfers, civilian fingerprints.
 10. Assists police staff in the department when requested with proofreading reports, entering stolen property in data base, sending and receiving request for medical records, running NCIC-III's, researching through DOL DAPS, and photo lineups from DOL.
 11. Perform data entry of protection orders, restraining orders and no contact orders.
 12. Routine validation as required of all orders and stolen property entered.
 13. Assures compliance with a variety of laws and regulations related to the maintenance, retention, and release of police records and information. Coordinates the maintenance of proper documentation for all disposition of records, dissemination of records and disclosure of records. Consults the City Attorney on public disclosure requests and content as needed.
 14. Assures the maintenance of department records, including; personnel records, historical documents, incident report files, contracts, memorandums, agreements and other documentation in accordance with the best practice and Washington State Archives Records Retention requirements.
 15. Oversees and directs preparation and editing of letters and correspondence, administrative reports, presentations and other documents, ensuring accuracy and attention to detail.
 16. Maintains confidentiality of information relating to and including special projects as assigned.
 17. Coordinates duties with other personnel to assist in the smooth, timely and efficient flow of information.
 18. Assist officers with request as needed.
 19. Be able to speak on a police radio frequency.
 20. Maintains property accountability for department assets and property, manages property and evidence, compiles and organizes information from various sources for audit purposes and reports.
 21. Provides administrative support to special committees, such as Civil Service Commission.

Miscellaneous
 Perform additional duties as directed by management.

- **POSITION REQUIREMENTS(Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):**

EDUCATION

- High school graduate or equivalent AND

EXPERIENCE

- Five (5) years experience in performing police clerk/dispatching duties

• KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

KNOWLEDGE

- Use of standard office machines, software and tools.
- Customer services concepts and principles.
- Principles and practices of basic book keeping, administrative support and office practices and procedures.
- Gather, interpret and report a variety of statistical and fiscal analysis data and information.
- Business English, spelling and arithmetic.

SKILLS AND ABILITIES

- Effectively communicate orally and in writing.
- Gather, interpret and understand a variety of documents such as city policy and procedure manuals, legal documents, local, state and federal codes.
- Plan and organize daily activities and duties.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Establish and maintain effective working relationships with staff, public, city officials, consultants and other public or private organizations.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation (to include fingerprints)
- Possess a valid Washington State Drivers license.
- Occasionally lifting of up to 25 pounds of supplies and equipment.
- Must be ACCESS 2 certified
- Must know the law enforcement phonetic alphabet
- No felony convictions
- Must be 21 years of age

| | | | | | | | |
|--------------------------------|-------------------|------------|------|-------------|------|----------------|------|
| PREPARED BY Chief C. Turner | DATE 8/30/2017 | SUPERVISOR | DATE | REVIEWED BY | DATE | MAYOR APPROVAL | DATE |
|--------------------------------|-------------------|------------|------|-------------|------|----------------|------|

City of Connell, Washington

| | |
|--|--|
| Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. | TITLE <p style="text-align: center;">Accounting Clerk II</p> |
| DEPARTMENT <p style="text-align: center;">City Clerk/Treasurer</p> | CLASS/EXEMPT STATUS <p style="text-align: center;">Non-Exempt</p> |
| DIVISION <p style="text-align: center;">Fiscal</p> | SUPERVISOR <p style="text-align: center;">City Clerk/Treasurer</p> |
| CLASSIFICATION RANGE <p style="text-align: center;">10</p> | |

Position Definition:

Performs basic posting, filing, and calculating duties. May participate in various board and commission meetings as secretary for minutes. Performs accounting functions such as; accounts payable, accounts receivable, and utility accounting. Also acts as cashier, answer telephone, receive and answer questions of the public, and respond to inquiries from customers and employees.

- **JOB FUNCTIONS/DUTIES** (Note – each individual Accounting Clerk position may be responsible for one or more of any of these essential duties and responsibilities as needed to maintain as much as possible a separation of duties in keeping with (Generally Accepted Accounting Principles), GAAP practices.)
 1. Assists with customer services that include reception, receipt of payments, counter services, and answering telephones.
 2. Balance tills daily.
 3. Performs all daily and monthly task associated with the utility billing cycles.
 4. Performs tasks associated with accounts payable; compiles city bills, processing voucher payments, and the printing and mailing of claim checks.
 5. Coordinates with the Public Works Department and Franklin County PUD scheduling of meter reads for connects and disconnects; as well as the monthly meter reading cycle for city utility billing purposes. Maintains all customer service records, correspondence, receipts, monthly billing reports, rate files and all other records necessary.
 6. Maintains, processes and issues all general business license records, including license billing and renewal process, receipting of payments, and issuing licenses.
 7. Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
 8. Receive, open, and distribute mail. Operate and maintain postage meter as needed.
 9. Performs procurement and inventory of supplies.
 10. Assists in the preparation of agendas, recording and transcription of meeting minutes and maintenance of correspondence and filing for various committees, commissions, and boards of the City.
 11. Schedules events and activities in the Connell Community Center. Maintains records of events; receipts rental fees and deposits and prepares refund vouchers.
 12. Assists with custodial duties of maintaining official records and public documents of the City.
 13. Assist with customer service as it may relate to police department, including answering telephone, receipting ticket payments and issuing of dog licenses.
 14. Attend seminars and workshops related to the assigned duties and responsibilities.
 15. Schedules City events and activities, travel arrangements, and training logistics.
 16. Coordinates, maintains and implements civil service employment processes and records.
 17. Assist with the maintenance and posting of the city's website.

Miscellaneous

Perform additional duties as directed by management.

- **POSITION REQUIREMENTS(Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):**

EDUCATION

- High school graduate or equivalent AND
- Must be working toward a Certified Municipal Clerk Certificate

EXPERIENCE

- Two (2) years experience in accounts payable, computer software and operations, record keeping procedures and filing, and business operations, or equivalent specialized educational/training.
- Must have worked full time for the City of Connell for 5 consecutive years

- **KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS**

KNOWLEDGE

- Strong computer skills; Excel, Word, web experience.
- Use of standard office machines and tools.
- Customer services concepts and principles.
- Principles and practices of basic book keeping, administrative support and office practices and procedures.
- Gather, interpret and report a variety of statistical and fiscal analysis data and information.
- Business English, spelling and arithmetic.

SKILLS AND ABILITIES

- Perform cashier duties accurately and timely.
- Effectively communicate orally and in writing.
- Gather, interpret and understand a variety of documents such as city policy and procedure manuals, legal documents and judicial guidelines and instructions.
- Plan and organize daily activities and duties with minimal supervision and direction.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Establish and maintain effective working relationships with staff, public, city officials, consultants and other public or private organizations.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation and be bondable
- Possess a valid Washington State Drivers license.
- Occasionally lifting of up to 25 pounds of supplies and equipment.

| | | | | | | | |
|----------------------------|-------------------|------------|------|-------------|------|----------------|------|
| PREPARED BY R. Courneya | DATE 8/30/2017 | SUPERVISOR | DATE | REVIEWED BY | DATE | MAYOR APPROVAL | DATE |
|----------------------------|-------------------|------------|------|-------------|------|----------------|------|



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

MEMORANDUM

DATE: SEPTEMBER 11, 2017
TO: MAYOR & COUNCIL
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: RESOLUTION NO. 2017-16 SURPLUS PROPERTY AT HERITAGE PARK

The attached resolution provides for the surplus of the property located at Heritage Park. The attached map shows the area to be surplus.

Once Council has approved the surplus staff can move forward with a Purchase and Sell agreement between the City and the Connell Heritage Museum.

Recommendation: Council move to approve Resolution No. 2017-16 for the surplus of property at Heritage Park.

City of Connell, Washington
RESOLUTION NO. 2017-16

**A RESOLUTION OF THE CITY OF CONNELL, WASHINGTON,
RELATING TO SURPLUS REAL PROPERTY.**

WHEREAS, City Staff has reviewed certain real property owned by the City and has determined that said property is surplus to City needs and has recommended to the City Council that said property be declared surplus and disposed of in accordance with law; and

WHEREAS, the City Council has determined that said real property located at West Adams adjacent to the Connell Heritage Park as set forth below is surplus; whereas said property is legally described as:

A PORTION OF LOT 11 AND LOT 12, BLOCK 13 OF THE MAP OF CONNELL, RECORDED IN BOOK "A" AT PAGE 69, RECORDS OF FRANKLIN COUNTY, LOCATED IN THE NORTHEAST ONE-QUARTER OF THE NORTHEAST ONE-QUARTER (NE1/4NE1/4) OF SECTION 36, TOWNSHIP 14 NORTH, RANGE 31 EAST, WILLAMETTE MERIDIAN, FRANKLIN COUNTY, WASHINGTON, SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 12, SAID POINT BEING THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE ALONG THE WESTERLY BOUNDARY OF SAID LOT 12 AND LOT 11, N.00°46'00"W., 44.61 FEET; THENCE DEPARTING SAID BOUNDARY S.40°41'07"E., 35.20 FEET; THENCE S.89°19'32"E., 50.71 FEET; THENCE S.01°36'35"W., 16.34 FEET TO A POINT ON THE SOUTHERLY BOUNDARY OF SAID LOT 12; THENCE ALONG SAID SOUTHERLY BOUNDARY S.89°13'59"W., 72.60 FEET TO THE POINT OF BEGINNING.

CONTAINING 1557.27 SQUARE FEET OR 0.036 ACRES MORE OR LESS AND BEING SUBJECT TO ALL EASEMENTS, RIGHT-OF-WAYS, COVENANTS OR RESTRICTIONS EXISTING, OF RECORD OR IN VIEW, TOGETHER WITH THE EAST HALF OF ALLEY ADJOINING AS VACATED BY CITY OF CONNELL ORDINANCE NO. 981-2017, RECORDED UNDER AUDITOR'S FILE NO. 1866147.

**NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF CONNELL,
WASHINGTON DOES RESOLVE AS FOLLOWS:**

The real property set forth in the legal description above is hereby declared to be surplus to the needs of the City, and City Staff is directed to dispose of said real property in accordance with applicable law.

PASSED AND 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:

INTRODUCED: _____

ADOPTED: _____

APPROVED: _____

Dan F. Hultgrenn, City Attorney



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

MEMORANDUM

DATE: SEPTEMBER 11, 2017
TO: MAYOR & CITY COUNCIL
FROM: CHIEF OF POLICE CHRIS TURNER
RE: RENEWAL OF DEPARTMENT OF CORRECTIONS CONTRACT K7567

This contract is a renewal between the Department of Corrections and the Connell Police Department for emergency services (Inmates to help with floods, Corrections Officers to help with riot control, Police Officers to help with securing the perimeter of the prison, etc.) City Attorney Dan Hultgrenn has reviewed the contract.

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

RECOMMENDATION: Move to approve the Chief of Police signing contract K7567.



State of Washington
Department of Corrections

Contract No. K7567
Amendment No. 2

This Amendment is made by the state of Washington, Department of Corrections, hereinafter referred to as Department, and Connell Police Department, hereinafter referred to as the Police Department, for the purpose of amending the above-referenced Memorandum of Understanding, heretofore entered into between the Department and the Police Department.

WHEREAS the purpose of this amendment is to extend the term of performance and amend various sections to the contract agreement.

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the Department and Police Department agree as follows:

EFFECTIVE DATE, is modified, in part, as follows:

EFFECTIVE DATE: The terms of this Memorandum shall become effective upon final signature, and shall extend through (~~June 30, 2015~~) June 30, 2020, unless terminated sooner. Either party may terminate this agreement by giving thirty (30) days written notice to the other.

PURPOSE, is amended, in part, as follows:

The purpose of this Memorandum is to set forth terms by which the Connell Police Department and CRCC can partner in strategies that support emergency needs of both CRCC and the Connell Police Department.

REQUEST FOR ASSISTANCE FROM CRCC: is amended, in part, as follows:

Requests for assistance from the Connell Police Department for assistance (~~((in quelling a disturbance))~~) during an emergency may be made by the CRCC Shift Commander or above.

1. (~~Criminal Investigation Personnel~~) Manpower: Officers needed/available to secure institution perimeter or conduct external searches.
 2. Other assistance as needed, depending on the circumstances and available resources;
- ((3))

REQUEST FOR ASSISTANCE FROM CONNELL POLICE DEPARTMENT: Requests for help from CRCC for assistance during an emergency may include, but are not limited to the following services:

1. Correctional staff to help with civil disobedience/crowd control.
2. Manpower (both correctional staff and offenders) to help with catastrophes such as water break, city flood, or natural disaster.

COMMAND RESPONSIBILITY AT THE EMERGENCY SCENE: (~~In the event that the Connell Police Department responds to a call for assistance at CRCC, the Connell Chief of Police or his/her designee shall, together with the Secretary of the Department, assume joint incident Command. While on the grounds of CRCC and acting under this agreement, all Connell Police Department Personnel shall be~~)

~~under the immediate control of their respective supervisors who shall be responsible to the Connell Chief of Police/designee.)~~ While on the grounds of CRCC and acting under this agreement, all Connell Police Department personnel shall be under the immediate control of their respective supervisors who shall be responsive to the Connell Chief of Police/designee. Likewise, responding member of Coyote Ridge Corrections Center shall remain under the immediate supervision of a DOC Agency/Representative/Leader.

POINT OF CONTACT, is modified, in part, as follows:

For CRCC the point of contact is the Superintendent, Jeffrey Uttecht, CRCC, Connell, WA 99326, (509) 543-5810.

The Connell Police Department, the point of contact is ~~((Mike Kessler))~~ Chris Turner, Chief, PO Box 187, Connell, WA 99326, (509) 234-4141.

COSTS:

The Department of Corrections shall reimburse the Connell Police Department for their expenses incurred directly as a result of their providing personnel and material in accordance with [RCW 72.72.050](#) and [RCW 72.72.060](#) and this Memorandum.

Likewise, the Department of Corrections shall be reimbursed for actual work completed by its members during the specified period of assistance.

Additions to this text are shown by underline and deletions by ~~((strikeout))~~. All other terms and conditions remain in full force and effect. The effective date of this amendment is July 1, 2017.

THIS AMENDMENT, consisting of two (2) pages, is executed by the persons signing below who warrant that they have the authority to execute the contract.

CONNELL POLICE DEPARTMENT

DEPARTMENT OF CORRECTIONS

(Signature)

(Signature)

(Printed Name)

John Nispel

(Printed Name)

(Title)

Contracts Administrator

(Title)

(Date)

(Date)

Approved as to Form:
This amendment format was approved
by the office of the Attorney General.
Approval on file.



MEMORANDUM

DATE: SEPTEMBER 11, 2017
TO: MAYOR & COUNCIL
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: WA STATE DEPT OF TRANSPORTATION AMENDMENT NO. 2

As you may recall Council approved to amend the Contract between the City of Connell and WA State Department of Transportation earlier this year in June, please see attached memo and Amendment.

Although it seems that BNSF and WSDOT are closer in signing an agreement for engineering and construction, it has not been finalized.

What has been completed is the Cost Benefit Analysis by Jeannie Beckett, which will be provided to Council for approval at a future date. Jennie Beckett has been very helpful with her expertise and has submitted a proposal to help with future grant applications. By amending the Agreement with WSDOT it would provide us with the funds to hire Ms Beckett to do the work proposed.

Recommendation: Council move to approve Amendment No. 2 between the City of Connell and the State of Washington agreement GCB 2372.

AMENDMENT NO. 2

Between

The City of Connell

And

THE STATE OF WASHINGTON

AGREEMENT GCB 2372

This AMENDMENT No.2 ("AMENDMENT") is between the City of Connell ("GRANTEE") and the STATE OF WASHINGTON, DEPARTMENT OF TRANSPORTATION ("STATE") and amends the Agreement for the Project GCB 2372 ("AGREEMENT") effective April 11, 2016, between the PARTIES.

WHEREAS, the PARTIES are authorized by Section XXVIII, "AMENDMENT," of the original AGREEMENT to amend the terms and conditions of the original AGREEMENT;

WHEREAS, the Scope of Work as described in Exhibit A has been completed as much as possible by the GRANTEE, with the remaining work being completed by the BNSF Railway Company; and

WHEREAS, in Amendment No. 1 both PARTIES desired to amend the grant to match the charges spent against this AGREEMENT; and

WHEREAS, both PARTIES wish to re-open the AGREEMENT; and

NOW THEREFORE, the PARTIES hereto agree to amend the AGREEMENT as follows:

1. In Title Block, revise Not to Exceed amount to "Nineteen Thousand Six Hundred Twenty Three Dollars And Eighty Five Cents (\$19,623.85)".
2. In Section III, paragraph 14, sentence 1, delete the "8/10/17" reference and replace it with "6/30/19".
3. Delete Exhibit A in its entirety, and replace it with EXHIBIT A-1, attached hereto and by the reference made a part of the original AGREEMENT.
4. Except as expressly modified herein, all other terms and conditions of the original Agreement GCB 2372 and Amendment No. 1 shall remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES have executed this AMENDMENT NO. 1 to AGREEMENT GCB 2372 as the date last signed below by the PARTIES.

STATE OF WASHINGTON
Department of Transportation

By: _____
Ron Pate, Director
WSDOT Rail, Freight, and Ports Division

Date: _____

By: _____
Bruce Blackwell, Mayor
City of Connell

Date: _____

By: _____
Scott Lockwood
Assistant Attorney General
State of Washington

Date: _____

Any modification, change or revision to this AGREEMENT requires the further approval as to form by the Office of the Attorney General.

EXHIBIT A-1
SCOPE OF WORK

Project Description:

In 2015, the City of Connell received a Community Economic Revitalization Board planning grant to undertake a Connell Rail Interchange Study, the focus of which was the feasibility, preliminary design, and cost estimate for improvements to the Columbia Basin Railroad and BNSF Railway Interchange in Connell. The City of Connell desires to continue to develop the Connell Rail Interchange Project.

The PROJECT is for grant preparation to further advance the Connell Rail Interchange Project.

Cost Estimate:

| | |
|----------------------|-------------|
| Amendment #1: | \$2,123.85 |
| Consultant Proposal: | \$11,500.00 |
| Contingency: | \$6,000.00 |
| Total: | \$19,623.85 |



Grant Development for Connell Rail Interchange

Purpose: The City of Connell and its Stakeholders would like to pursue Federal Funding for the Connell Rail Interchange. The Beckett Group believes either INFRA or TIGER funding grant programs are viable options for securing federal support for Connell Rail Interchange.

These grant programs are extremely competitive; accordingly, it is recommended that work begin on developing an application and funding package for a November INFRA grant submittal. The strategy, over time, would be use this base application and supporting analysis for other funding opportunities as they arise in the future.

This strategy is recommended based on analysis of the last eight rounds of funding under TIGER and the first round of INFRA. The elements and analysis required for the applications do not markedly change from one funding round to another.

Additionally, in recent years, other grant programs under USDOT have required similar elements and analysis. Accordingly, it is suggested that the Stakeholders and The Beckett Group fully develop the required elements for two grant applications: a small INFRA grant and a TIGER grant application. Work can be initiated in anticipation of a TIGER FY 17 NOFA announcement, which is expected very soon.

Scope: The development of an INFRA grant application, for submission in November 2017. This application can be revised to meet the requirements for a TIGER grant application when that funding opportunity arises.

Task 1: Pre- Application Preparation

Analysis of Readiness of the Project/ Gathering the data

1) The Connell Rail Project will be further defined by developing the following

- Written description of the project
 - History and need for the project.
 - A complete description of the project. This will be the basis on for all further communications and marketing of the project, including the grant application, requests for support letters, and key messages for work with public officials
- Identification of project(s) strengths and weaknesses
- Gather project(s) documentation into a grant application library-
 - costs, diagrams, pictures, etc.
- Project will have to be evaluated as to its readiness for construction

- The updated background information to be gathered will include scope, budget, schedule for the project
- What stage is this project really in? (including a discussion on the development of a funding strategy and a complete disclosure of the status of all environmental and permitting reviews)

2) Funding Plans/ Stakeholder Matrix will be developed for the project including:

- Funding partners
- Project sponsors support and partial funding
- Political support
- Development of the political support strategy
 - For Infrastructure projects, this includes getting the project listed on the appropriate city, county, regional planning organization, and state transportation plans/ rankings as appropriate.

3) Identify Funding opportunities

- Grant funding opportunities will be further evaluated based upon requirements of the specific past funding cycles and the specific project
- Required elements will be defined and evaluated as to whether a grant application submittal for the specific project meeting NOFO requirements. The key question: Based on the history of past awards, is the project in a state of (readiness?) development that a grant application will be competitive?

Deliverable: Development of 1 pager (front and back) overview of the project upon which a prototype grant application can be written.

Cost: not to exceed \$2,400 (16 hours at \$150 per hour)

TASK 2: Draft an INFRA Grant Application for submission on or before Nov 2, 2017

Prepare an application for a Grant under INFRA to be submitted on or before November 2, 2017. This application can be amended to meet the application requirements for a TIGER grant when USDOT posts the NOFO for the program. The grant application will be based on the information and analysis completed in Tasks 1 and the BCA that The Beckett Group has recently completed for this project.

- The Beckett Group will prepare a draft application based upon INFRA FY17-FY18 NOFO (DOT-OST-2017-0090) issued July 5, 2017
- The Beckett Group will draft a template support letter, that the City and its partners can use to secure support letters from the identified

stakeholders. The Beckett Group will work with the project team to identify the political and local leaders to seek support from.

- The City and its partners are responsible for development of the necessary community and political support needed to secure the project funding.

Deliverable: Final Grant Application for submittal under INFRA. The application can serve as a prototype for future submittals.

Cost: It is estimated that the development of a INFRA application (when starting from scratch) will not to exceed \$6,500 (43.33 hours at \$150 per hour). The Applicant is responsible for the submission of all required application documents in Grants.gov.

Task 3: Prepare a Grant Application for Submittal under TIGER FY17/FY18 NOFO

- Using the draft language and exhibits prepared in Task 1- 2 and the BCA-rewrite/ redraft application to match specific TIGER FY17/ FY18 NOFO requirements once a TIGER NOFO is released. As of this writing, it is unclear if USDOT will issue a TIGER NOFO for FY17 or combine FY 17 and FY18. Once the NOFO is released The Beckett Group, the City and its partners will discuss the appropriate submittal strategy.
- The Draft Application will be prepared for review and submittal as required by the NOFO
- The Beckett Group will draft a template support letter, that the project partners can use to secure support letters from the identified stakeholders
- The City and its partners are responsible for development of the necessary community and political support needed to secure the project funding.

Deliverable: TIGER grant application ready for submittal.

Cost: A time and cost estimate will be developed once final grant sourcing / requirements have been identified based upon a Notice of Funding Availability (NOFA). Not to exceed \$4,100 based upon the previously completed Tasks 1-2. The Applicant is responsible for the submission of all required application documents in Grants.gov.

Summary of Not to Exceed Cost:

Task 1: Project Identification and Documentation Gathering - Not to Exceed \$2,400 (16 hours at \$150 per hour). This Task can be completed with the remaining funds from the BCA.

Task 2: Development of an INFRA Grant Application – Not to Exceed \$6,500 (43.33 hours at \$150 per hour).

Task 3: Development of a TIGER Grant Application – Not to Exceed \$4,100 (27.33 hours at \$150 per hour). This assumes Task 2 is completed and the TIGER application can be developed based upon a draft INFRA grant application.

Expenses: Mileage and Travel expenses for a site visit during the process if needed. Not to Exceed \$500.

It is requested that funds be moved within the Tasks, as needed, with a total for writing two grants not to exceed of \$11,500 based upon the work already completed in the development of the BCA under a separate contract.

In order to proceed, The Beckett Group believes the applicant must commit to Tasks 1-2, since these tasks build on each other. We recognize the applicant may opt to not have the Beckett Group submit a second application (Task 3)

It is expected that the City or its partners will provide the necessary photos and maps required for the application as well as provide the necessary background documents and editorial support to ensure that the applications reflect the local flavor of the project.

We look forward to working on this innovative and exciting project with all of you.



MEMORANDUM

DATE: JUNE 19, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: WA STATE DEPT OF TRANSPORTATION AMENDMENT TO AGREEMENT

Unfortunately there is not much that I can provide as an update on the Rail Interchange Project. BNSF and WA State DOT are continuing to work on an agreement, the project is on hold until such an agreement is signed. Initially it had been expected that an agreement would have been signed by now and construction would have started to take place. That is not the case and I can not honestly tell you when that is expected to happen.

I did receive an initial draft of the Cost Benefit Analysis and that was forwarded to BNSF as there was more information that was needed to be completed.

The attached amendment to the agreement is for money that was allocated to the City in the State's 2015-2017 biennium to complete the project design portion of the project. The City has only spent \$2,123.85 of the \$600,000 that was allocated. It was determined that this money would be best spent by using it to pay for engineering that would be completed by BNSF's engineers and therefore the City did not continue to use HDR for the engineering.

This amendment is needed to close out the City's hold on these funds and would allow BNSF to acquire the funding.

Recommendation: Council move to approve Amendment No. 1 between the City of Connell and the State of Washington agreement GCB2372.

AMENDMENT NO. 1

Between

The City of Connell

And

THE STATE OF WASHINGTON

AGREEMENT GCB 2372

This AMENDMENT No.1 ("AMENDMENT") is between the City of Connell ("GRANTEE") and the STATE OF WASHINGTON, DEPARTMENT OF TRANSPORTATION ("STATE") and amends the Agreement for the Project GCB 2372 ("AGREEMENT") effective April 11, 2016, between the PARTIES.

WHEREAS, the PARTIES are authorized by Section XXVIII, "AMENDMENT," of the original AGREEMENT to amend the terms and conditions of the original AGREEMENT;

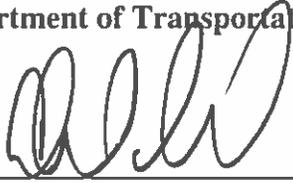
WHEREAS, the Scope of Work described in Exhibit A has been completed as much as possible by the GRANTEE and their consultant, with the remaining work being completed by the BNSF Railway Company; and

NOW THEREFORE, the PARTIES hereto agree to amend the AGREEMENT as follows:

1. In Title Block, revise Not to Exceed amount to "Two Thousand One Hundred Twenty Three Dollars and Eighty Five Cents (\$2,123.85)".
2. In Section III, paragraph 3, sentence 1, delete the "\$600,000.00" reference and replace it with "\$2,123.85".
3. In Section III, paragraph 14, sentence 1, delete the "8/10/17" reference and replace it with "10/31/16".
4. Except as expressly modified herein, all other terms and conditions of the original Agreement GCB 2372 shall remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES have executed this AMENDMENT NO. 1 to AGREEMENT GCB 2372 as the date last signed below by the PARTIES.

STATE OF WASHINGTON
Department of Transportation

By: 
Ron Pate, Director
WSDOT Rail, Freight, and Ports Division

Date: 6/27/17

By: 
Bruce Blackwell, Mayor
City of Connell

Date: June 20, 2017

Any modification, change or revision to this AGREEMENT requires the further approval as to form by the Office of the Attorney General.