

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

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REGULAR MEETING

6:00 PM

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

A) Resolution No. 2017-16 Honoring Garland Walton

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 Special Council Meeting August 28, 2017
- b) Accounts Payable 9/5/17 for \$97,636.78
- c) Check Register 9/1/17 for \$212.43
- d) Payroll Register 8/31/17-9/05/17 for \$99,555.44

6. PRESENTATIONS FOR COUNCILMEMBERS
- Port of Pasco - Connell Economic Needs
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. 2017-15 – In Memoriam of Gary Walton
11. RESOLUTION NO. 2017-16 – Surplus Property at Heritage Park
12. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
13. EXECUTIVE SESSION
14. CITIZEN COMMENT/NON-AGENDA ITEMS
15. CITY COUNCIL CLOSING REMARKS
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.*

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 1<sup>st</sup>, 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	Kroonije, 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

Pay #	Received	Date Due	Vendor	Amount	Memo
17370	09/05/2017	09/05/2017 3271	Municipal Emergency Services, Inc.	2,116.80	PPE, 1 Set Of Turn Outs And Gloves
17365	09/05/2017	09/05/2017 2366	Neofunds By Neopost	650.00	Postage
17334	09/05/2017	09/05/2017 3891	Owen Equipment Company	1,485.79	Sweeper Parts
17306	09/05/2017	09/05/2017 520	Quill	89.61	City Hall Office Supplies
17339	09/05/2017	09/05/2017 2695	Roylance Backflow Testing, Roger Roylance	120.00	Well 9 Backflow Test
17316	09/05/2017	09/05/2017 4794	SIERRA ELECTRIC INC.	11,032.11	Installation Of LED Street Lights
17325	09/05/2017	09/05/2017 4004	Sweeper Parts Sales	1,085.85	Sweeper Parts
17324	09/05/2017	09/05/2017 4017	Verizon Wireless	1,066.24	Cell Bill
17336	09/05/2017	09/05/2017 598	Washington State	100.00	Minority & Women Business Enterprise-for Project
17332	09/05/2017	09/05/2017 667	Wesley Group, The	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>212.43</u>	Claims: 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	Payroll: 99,555.44

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

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**MEMORANDUM**

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**DATE:** SEPTEMBER 5, 2017  
**TO:** MAYOR & COUNCIL  
**FROM:** LARRY TURNER, PUBLIC WORKS DIRECTOR  
**RE:** WASTEWATER ENERGY WORKSHOP - SAVING ENERGY, SAVING MONEY!

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



**City of Connell**

**EASTERN  
WASHINGTON'S  
HARVESTLAND**

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**MEMORANDUM**

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**DATE: SEPTEMBER 5, 2017**  
**TO: MAYOR AND COUNCILMEMBERS**  
**FROM: ROSE COURNEYA, CITY CLERK/TREASURER**  
**RE: UPDATE JOB CLASSIFICATIONS**

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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 <p style="text-align: center;"><b>Full Time Police Clerk</b></p>
DEPARTMENT <p style="text-align: center;"><b>Police</b></p>	CLASS/EXEMPT STATUS <p style="text-align: center;"><b>Non-Exempt</b></p>
DIVISION <p style="text-align: center;"><b>Police</b></p>	SUPERVISOR <p style="text-align: center;"><b>Chief of Police</b></p>
CLASSIFICATION RANGE <p style="text-align: center;"><b>8</b></p>	

**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
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## 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;"><b>Accounting Clerk II</b></p>
DEPARTMENT <p style="text-align: center;"><b>City Clerk/Treasurer</b></p>	CLASS/EXEMPT STATUS <p style="text-align: center;"><b>Non-Exempt</b></p>
DIVISION <p style="text-align: center;"><b>Fiscal</b></p>	SUPERVISOR <p style="text-align: center;"><b>City Clerk/Treasurer</b></p>
CLASSIFICATION RANGE <p style="text-align: center;"><b>10</b></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
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**City of Connell**

**EASTERN  
WASHINGTON'S  
HARVESTLAND**

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**MEMORANDUM**

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**DATE:** SEPTEMBER 5, 2017  
**TO:** MAYOR & COUNCIL  
**FROM:** ROSE COURNEYA, CITY CLERK TREASURER  
**RE:** RESOLUTION NO. 2017-15 – IN MEMORIAM OF GARY WALTON

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The attached resolution is in honor of former Mayor Gary Walton, for his service on the City Council and for his dedication to our community.

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



City of Connell

EASTERN  
WASHINGTON'S  
HARVESTLAND

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**MEMORANDUM**

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**DATE:** SEPTEMBER 5, 2017  
**TO:** MAYOR & COUNCIL  
**FROM:** MARIA PEÑA, CITY ADMINISTRATOR  
**RE:** RESOLUTION NO. 2017-16 SURPLUS PROPERTY AT HERITAGE PARK

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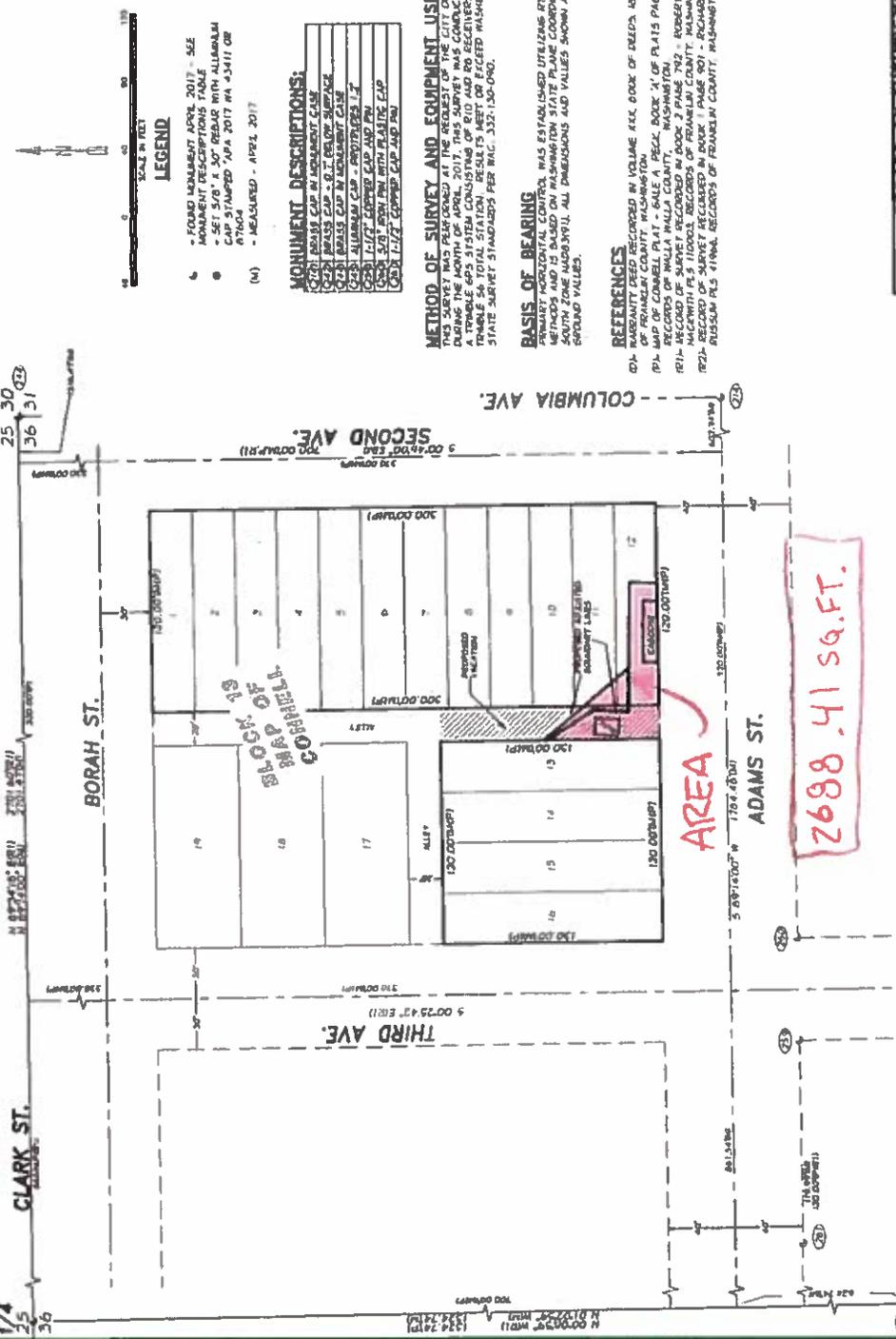
The attached resolution provides for the surplus of the property located at Heritage Park. The attached map shows the area to be surplus.

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.

**A BOUNDARY LINE ADJUSTMENT**

LOCATED IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 36, TOWNSHIP 14 NORTH, RANGE 31 EAST, WILLAMETTE MERIDIAN CITY OF CONNELL, FRANKLIN COUNTY, WASHINGTON



**LEGEND**

- FOUND MONUMENT APRIL 2017 - SEE MONUMENT DESCRIPTIONS TABLE
- SET 5/8" x 50' REBAR WITH ALUMINUM CAP STAMPED "A.A. 2017 WA 43411 OR 87604"
- (M) - MEASURED - APRIL 2017

**MONUMENT DESCRIPTIONS:**

1	CONCRETE MONUMENT WITH ALUMINUM CAP STAMPED "A.A. 2017 WA 43411 OR 87604"
2	CONCRETE MONUMENT WITH ALUMINUM CAP STAMPED "A.A. 2017 WA 43411 OR 87604"
3	CONCRETE MONUMENT WITH ALUMINUM CAP STAMPED "A.A. 2017 WA 43411 OR 87604"
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19	CONCRETE MONUMENT WITH ALUMINUM CAP STAMPED "A.A. 2017 WA 43411 OR 87604"

**METHOD OF SURVEY AND EQUIPMENT USED**  
 THIS SURVEY WAS PERFORMED AT THE REQUEST OF THE CITY OF CONNELL DURING THE MONTH OF APRIL 2017. THIS SURVEY WAS CONDUCTED USING A TRIPLE END SYSTEM CONSISTING OF RTD AND RO RECEIVERS AND A TRIPLE END TOTAL STATION. THE SURVEY WAS CONDUCTED USING STATE SURVEY STANDARDS PER IAC 332, 130-090.

**BASIS OF BEARING**  
 ALL BEARINGS WERE ESTABLISHED UTILIZING CITY EDS MONUMENTS AND IS BASED ON WASHINGTON STATE PLANE COORDINATES - SOUTH ZONE NAD83/11. ALL DIMENSIONS AND VALUES SHOWN ARE GROUND VALUES.

**REFERENCES**  
 (M) - RECORDS IN VOLUME 400, BOOK OF DEEDS, RECORDS OF FRANKLIN COUNTY, WASHINGTON  
 (P) - MAP OF CONNELL PLAT - SALE A PECK, BOOK 'X' OF PLATS PAGE 89, RECORDS OF WALLA WALLA COUNTY, WASHINGTON  
 (R) - RECORD OF SURVEY RECORDED IN BOOK 11, PAGE 101, RICHARDSON RECORDS OF FRANKLIN COUNTY, WASHINGTON  
 (R2) - RECORD OF SURVEY RECORDED IN BOOK 11, PAGE 101 - RICHARDSON RECORDS OF FRANKLIN COUNTY, WASHINGTON

**RECORD OF SURVEY FOR THE CITY OF CONNELL, WASHINGTON**

FILED IN VOLUME 400, BOOK 11, PAGE 101, RICHARDSON RECORDS OF FRANKLIN COUNTY, WASHINGTON

DATE: MAY 2017

BY: J. GREEN, P.L.S. 43411

214 EAST BIRCH STREET • WALLA WALLA, WA 99142 • (509) 539-0260



**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM A LICENSED SURVEYOR IN THE STATE OF WASHINGTON AND THAT I HAVE PERSONALLY CONDUCTED THIS SURVEY IN ACCORDANCE WITH THE REQUIREMENTS OF THE WASHINGTON SURVEYING ACT AND AT THE REQUEST OF THE CITY OF CONNELL.

ERIK J. GREEN, P.L.S. 43411

**AUDITOR'S CERTIFICATE**  
 I HAVE REVIEWED THIS SURVEY AND FIND IT TO BE CORRECT AND IN ACCORDANCE WITH THE REQUIREMENTS OF THE WASHINGTON SURVEYING ACT AND AT THE REQUEST OF THE CITY OF CONNELL.

AT \_\_\_\_\_ IN BOOK \_\_\_\_\_ OF \_\_\_\_\_ AT PAGE \_\_\_\_\_ AT THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

REQUEST OF ANDERSON-PERRY & ASSOCIATES, INC.

COUNTY CLERK \_\_\_\_\_

**AREA 2688.41 sq.ft.**

**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