

MEETING OF THE CITY OF CONNELL, WASHINGTON  
CONNELL, FRANKLIN COUNTY, WASHINGTON  
December 6, 2023

The Regular meeting of the Connell City Council was called to order by Mayor Lee Barrow at 6:00 pm in the City Hall and was opened with the Pledge of Allegiance.

ROLL CALL

Mayor Lee Barrow and Councilmember's: Joe Escalera, Pat Barrera, Shelly Harper, Katrina Kunkel, and John White.

**STAFF PRESENT:**

Fire Chief Ken Woffenden, City Clerk Marissa Ortiz, Treasurer Teresa Steele, Public Works Director Hallie Tuck (joined by zoom), City Administrator Cathleen Koch, Police Chief Chris Lee, and Howard Saxton as City Attorney.

PRESENTATIONS/CORRESPONDENCE

Public Works Supervisor Jason Schmidt and Public Works Assistant Director Ed Brown addressed the City Council regarding matters that included Tree Wells, CRCC Inmate work crew services, rock landscaping along Adams Street and snow removal in the city.

Mayor Barrow informed the City Council that the Columbia Basin Health Association, (CBHA 5K Color Run for a Cause) donated to the Connell Park & Recreation Department for childhood wellness in the amount of \$5,000.

Mayor Lee Barrow presented a plaque of gratitude to Councilmember Katrina Kunkel in recognition of her years of service as a Councilmember.

CONSENT CALENDAR

**Motion:** Councilmember Kunkel moved to approve the consent calendar as presented:

- a) Minutes of the Regular Council Meeting November 15, 2023
- b) Accounts Payable 12/6/23 for \$61,847.88
- c) Check Register 11/14/23 for \$65.00
- d) Check Register 11/21/23 for \$200.00
- e) Payroll Register 11/20/23-11/20/23 for \$104,493.20

Councilmember Escalera seconded the motion. Motion carried unanimously.

APPROVAL OF AGENDA

**Motion:** Councilmember Kunkel moved to approve the agenda as amended: (*Added Memo #10a – Request for Proposals/On-Call Planning Support*). Pro Tem Barrera seconded the motion. Motion carried unanimously.

ORDER OF BUSINESS

**CHART OF ACCOUNT LINE DESCRIPTION**

During the 2024 Budget Public Hearing on November 15, 2023, the City Council requested a description update of account line-item 518 30 10 00 classified as Maintenance/Securities/Insurance/Janitorial Services. Following Treasurer Teresa Steele's review, she determined that the description name needed to be updated as it is a Maintenance Custodial Salary line.

**POSITION DISTRIBUTION ALLOCATIONS**

The City Council requested an allocated position distribution list for all city employees during the 2024 Budget Public Hearing on November 15, 2023. Treasurer Teresa Steele provided the list downloaded from the city's payroll system. Also given was the 2023 Salary Schedule adopted by Resolution No. 2022-11, which contained employee salary ranges approved by the City Council.

**ORDINANCE NO. 1037-2023 ADOPTING THE 2024 BUDGET**

The City's 2024 Budget with Ordinance No.1037-2023 was given to the City Council's consideration and adoption in the total amount of \$19,754,525.00. Councilmembers engaged in a discussion and answer session with city staff.

Mayor Barrow recessed the regular meeting at 6:28 pm for 5 minutes.  
The regular meeting was called back to order by Mayor Barrow at 6:33 pm.

The summary for the 2024 budget totals were as follows:

<u>Fund#</u>	<u>Revenues</u>	<u>Expenditures</u>
001 General Fund	\$5,310,850	\$5,310,850
002 General Reserve Fund	\$3,031,700	\$3,031,700
101 Street Fund	\$742,900	\$742,900
104 Hotel/Motel Tax Fund	\$103,800	\$103,800
111 General Support Fund	\$1,517,330	\$1,517 330
300 Capital Facilities Fund	\$714,300	\$714,300
401 Water Utility Fund	\$4,924,000	\$4,924,000
402 Sewer Utility Fund	\$2,870,500	\$2,870,500
403 Solid Waste Fund	\$112,320	\$112,320
404 Water Emergency Fund	\$200,000	\$200,000
406 Sewer Emergency Fund	\$200,000	\$200,000
414 DWSRF Loan (CTED)	\$0	\$0
633 State Remittance Fund	\$26,825	\$26,825
Total	\$19,754,525	\$19,754,525

**Motion:** Councilmember Escalera moved to adopt Ordinance No. 1037-2023 approving the 2024 Budget. Pro Tem Barrera seconded the motion. Motion carried. (4-1 vote)

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**BASIN DISPOSAL FUEL SURCHARGE**

Basin Disposal proposed a 2.88% fuel surcharge for the billing invoices for the months of January and February 2024, as fuel prices continued to rise. The current fuel surcharge was 2.19%. For the Council's consideration, the new proposed fuel surcharge and rate sheet was provided. Staff recommended that the fuel surcharge be approved at the 2.88% rate; any future increases would be considered separately.

**Motion:** Councilmember Kunkel moved to approve a fuel surcharge of 2.88% be added to garbage bills for the months of January and February 2024. Councilmember Escalera seconded the motion. Motion carried unanimously.

**REQUEST FOR PROPOSALS / ON-CALL PLANNING SUPPORT**

City Administrator Cathleen Koch shared a draft packet for proposals at the City Council's request. The purpose of the request was to solicit proposals from qualified companies or individuals for on-call planning services for the City. City staff requested the direction from City Council to decide whether to proceed and submit the publication for this request.

DEPARTMENT REPORTS


City Clerk, Marissa Ortiz – Informed that Community Action Connections (CAC) had received additional funding for the low-income water assistance program. The City was a participant and eligible utility customers could apply.

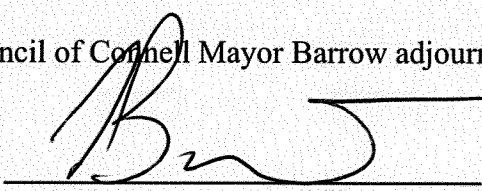
COUNCILMEMBERS REMARKS

Councilmember Escalera – Expressed thanks to Councilmember Kunkel for her tenure as Councilmember.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Barrow adjourned the meeting at 7:32 pm.

ATTEST:   
Marissa Ortiz, City Clerk

  
Lee Barrow, Mayor