

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
February 06, 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:

City Administrator Cathleen Koch, City Clerk Marissa Ortiz, Treasurer Teresa Steele, Public Works Director Hallie Tuck, Police Chief Chris Lee, Fire Chief Ken Woffenden and City Attorney Heidi Ellerd.

CONSENT CALENDAR

Motion: Councilmember Harper moved to approve the consent calendar as amended:

- a) Minutes of the Regular Council Meeting January 17, 2023
- b) Accounts Payable 2/6/23 for ~~\$267,373.36~~ \$267,390.28
- c) Check Register 1/20/23 for \$31,711.84
- d) Check Register 2/01/23 for \$315.59

Councilmember Kunkel seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

Motion: Councilmember Kunkel moved to approve the agenda as presented. Councilmember Harper seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

2022 COMP PLAN AMENDMENT AND RELATED AREA WIDE REZONE

Nicole Stickney from AHBL on behalf of the City, was in attendance and presented the continued process of the 2022 annual amendment to the Comprehensive Plan. She gave Councilmembers a brief background, a timeline, and potential options for consideration.

Motion: Councilmember Kunkel moved to table the agenda item to a future Council meeting and bring back appropriate changes and recommendations made by the City's Land Use Attorney. Councilmember White seconded the motion. Motion carried unanimously.

FRANKLIN CO. EMERGENCY MANAGEMENT PROFESSIONAL SERVICES
CONTRACT #E23-092

Fire Chief Ken Woffenden reported the City of Connell was awarded \$57,800 in grant funds (Homeland Security) to enhance security systems within the city. The projects to be included but not limited to were:

- Electronic fingerprint machine
- Fiber optic internet at Fire Hall

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- Security cameras at City Hall, Fire Hall, Visitor Center, and enhanced cameras to parks

Motion: Councilmember Harper moved to approve the Franklin County Emergency Management Professional Services Contract #E23-092. Pro Tem Barrera seconded motion. Motion carried unanimously.

CITY WEBSITE UPGRADE

City Clerk Marissa Ortiz stated that City staff had been in discussions to implement a new City website. The primary goals for the new website included development of a beneficial, cost-effective, easy to access, and a mobile-friendly platform that supported the public. Staff reviewed proposals from two vendors including Catalis formerly GovOffice Web Solutions, the City's longtime website provider. Provided for Council was a proposal plan from Catalis that met the experience and goals mentioned. They would assist City staff with the transition of the new upgrade. The Order Form agreement reflected the subscription terms, pricing, and website features. An annual payment was \$3995 per year, for 4 years with an additional one-time fee of \$500 for professional services totaling \$16,480.

Motion: Pro Tem Barrera moved to approve the Order Form with Catalis for the upgrade of the City's website in the amount of \$16,480. Councilmember Escalera seconded motion. Motion carried unanimously.

BASIN DISPOSAL FUEL SURCHARGE

Basin Disposal proposed a 2.42% fuel surcharge for billing invoices for the months of March and April as fuel prices remained high. They indicated that if fuel prices remained high, they would submit a new fuel surcharge for consideration during the month of March for May and June billing invoices. Provided was the new proposed fuel surcharge and rate sheet for those months. The previous fuel surcharge was 3.39%.

Motion: Councilmember Kunkel moved to approve a fuel surcharge of 2.42% be added to garbage bills for the months of March and April 2023. Councilmember Escalera seconded motion. (Vote 4-1) Motion carried.

RESOLUTION NO. 2023-01 AMENDING THE MASTER FEE SCHEDULE

In 2022, City Council directed staff to amend the Master Fee Schedule to allow memorial services to be held at the Community Center for free. An amended fee schedule that incorporated the changes was included for City Council's consideration. The amendment also contained other changes that staff recommended Council to consider.

These changes included:

- Setting parameters for those that qualified for free use (verifiable community members such as residents with utility bills, business owner, or someone known to the Mayor, City Administrator, or other staff as a community member).
- The time allowed for set up and use (a full day and into midnight hours or more than a day).
- Was alcohol allowed and did they have to pay for security the same as other users.
- Was cleaning costs and labor all the City's responsibility.


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After discussion, the consensus regarding Memorial services was the fees may be waived based on special circumstances as approved by the Mayor. City Council also reviewed updates to schedules A through I.

Motion: Councilmember Harper moved to adopt Resolution No. 2023 - 01 amending the Master Fee Schedule and to keep Community Center fees in place for Memorial Service but fees may be waived based on special circumstances as approved by the Mayor. Pro Tem Barrera seconded motion. Motion carried unanimously.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Barrow adjourned the meeting at 7:15 pm.

ATTEST: 
Marissa Ortiz, City Clerk


Lee Barrow, Mayor