

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
April 6, 2020

The Regular meeting of the Connell City Council was called to order by Mayor Barrow at 6:14 pm in the City Hall.

ROLL CALL

VIA TELEPHONIC:

Councilmember's: John White, Katrina Kunkel, Pat Barrera, Mayor Pro Tem Joe Escalera, Public Works Director Hallie Tuck, Fire Chief Ken Woffenden and City Attorney Dan Hultgrenn.

EXCUSED: Mayor Pro Tem Escalera moved to excuse Councilmember Shelly Harper. Councilmember White seconded motion. Motion carried unanimously.

PRESENT: Mayor Lee Barrow, City Administrator Maria Peña, City Clerk Marissa Ortiz, and City Treasurer Genesis Bernal.

CONSENT CALENDAR

Motion: Mayor Pro Tem Escalera moved to approve the consent calendar as presented:

- a) Minutes of the Emergency Council Meeting March 20, 2020
- b) Accounts Payable 4/6/2020 for \$78,295.40
- c) Check Register 4/1/2020 for \$208.32
- d) Payroll Register 3/31/2020-4/3/2020 for \$97,739.14

Councilmember Kunkel seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

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

ORDER OF BUSINESS

STATE OF WA DEPARTMENT OF CORRECTION – INMATE CREW RENEWAL AGREEMENT

Council had previously approved to extend the term of the Master Contract Agreement for the Inmate Work Crew Contract. City Clerk Marissa Ortiz reported the Department of Corrections next sent the Offender Project Description for review and approval. Aside from the extension of the existing agreement all other terms and conditions remained in full force and effect.

Councilmember Barrera abstained from voting.

Motion: Mayor Pro Tem Escalera moved to approve the Inmate Crew Work Description Agreement No. K11103 between Washington State Department of Corrections and City of Connell. Councilmember White seconded motion. Motion carried unanimously.

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WEEKLY BANK DEPOSITS

Due to the recent closure of public access to City Hall and staff working remotely from home, it was necessary to amend the daily procedures that applied to banking deposits. City Treasurer Genesis Bernal provided Council with a memo granting an exception to the daily deposit schedule. Effective Monday, March 30, 2020, accounting clerks began depositing at a minimum of one time per week. Deposits were made on Friday of each week until the city resumed normal operations. Throughout the week and while the office was in receipt of checks, money orders, or cash received through the mail or the payment drop box, money would be properly secured in the locked safe. This applied to funds received for both Franklin PUD and City of Connell. City Treasurer Bernal stated that it remained the responsibility of our accounting clerks and office staff to ensure proper theft protection to reduce the risk of loss of public funds.

HIRING OF TEMPORARY EMPLOYEES

Public Works Director Hallie Tuck requested Council's approval to hire two temporary seasonal employees. They would help keep up with the maintenance throughout the City. Due to COVID-19 he was forced to split the public works crew into two groups, working five days on and five days off. Coyote Ridge had also suspended the off-site work crews. The City of Connell personnel policy addressed temporary employment, allowing it. There was a possibility that the City could be reimbursed from Franklin County Emergency Management.

Motion: Mayor Pro Tem Escalera moved to approve hiring two temporary employees in the Public Works Department. Councilmember Kunkel seconded motion. Motion carried unanimously.

TEMPORARILY ADJUSTING OPMA/PRA RULES

City Clerk Marissa Ortiz explained that on March 24, Governor Inslee issued a Governor's Proclamation 20-28 temporarily easing Open Public Meetings Act (OPMA) and Public Records Act (PRA) requirements. The Proclamation would remain in effect until midnight on April 23, unless extended beyond that date. The proclamation temporarily prohibited in person contacts with the public that were required by the Open Public Meetings Act (RCW 42.30) and Public Records Act (RCW 42.56). Also temporarily prohibited was to maintain business hours for public inspection and copying of records for a minimum of 30 hours per week. Some statutory language was suspended, the language required agencies to respond to PRA requests for public records within five business days from receipt. The City of Connell had extended the response time period to thirty business days. City Clerk Ortiz reminded Council that in response to the outbreak of the COVID-19, staff would continue to conduct City business efficiently and orderly, while maintaining the health and safety of Council, meeting participants and staff supporting those types of meetings. Therefore, the proclamation allowed the City to conduct business while remaining compliant with OPMA and PRA.

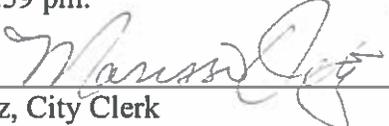
5TH AVE./FRANKLIN ST. & FULTON ST./CHELAN AVE. – WATER LINE BID RESULTS
Public Works Director Hallie Tuck provided Council with a detailed memo from Anderson Perry and Associates, Inc. regarding the bid results for the 5th/Franklin & Fulton/Chelan water line projects. The Engineer's estimate was at \$459,023.06 and the bid totals ranged from \$429,121.09 to \$597,193.21. The lowest bidder was C & R Tractor and Landscaping, Inc. at \$429,121.07.

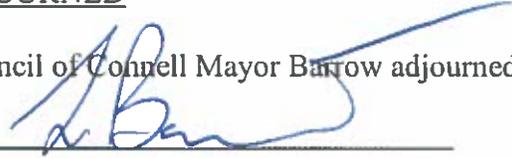
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Motion: Mayor Pro Tem Escalera moved to award the winning bid to C & R Tractor and Landscaping, Inc. Councilmember White seconded motion. Motion carried unanimously.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Barrow adjourned the meeting at 6:39 pm.

ATTEST: 
Marissa Ortiz, City Clerk



Lee Barrow, Mayor