

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
December 03, 2018

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

ROLL CALL

PRESENT: Mayor Lee Barrow and Councilmember's: Mayor Pro Tem Ray Minor, John White, Kathie Silva and Joe Escalera.

EXCUSED: Councilmember Silva moved to excuse Councilmember Pat Barrera. Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

STAFF: City Administrator Maria Peña, Deputy City Clerk Marissa Ortiz, Assistant Public Works Director Assistant Hallie Tuck, Police Chief Chris Turner, Deputy Treasurer Genesis Bernal, Fire Chief Chris Schulte and City Attorney Dan Hultgrenn.

CONSENT CALENDAR

Motion: Mayor Pro Tem Minor moved to approve the consent calendar as amended:

- a) Minutes of the Regular Council Meeting November 19, 2018
Correction- (Executive Session section pg 3): City Attorney announced that the Mayor had extended the Executive session 10 minutes.
- b) Accounts payable 12/03/18 for \$37,241.89
- c) Payroll Register 11/15/18 – 11/20/18 for \$60,761.99

Councilmember Silva seconded motion. Motion carried unanimously.

Mayor Barrow temporarily appointed Councilmember Kathie Silva to the finance committee

APPROVAL OF AGENDA

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

ORDER OF BUSINESS

ORDINANCE NO. 996- 2018- ADOPTION OF 2019 FISCAL YEAR BUDGET

City Administrator Maria Peña provided Council with the City's 2019 Final Budget along with Ordinance No. 996-2018 adopting the 2019 Fiscal Year Budget. Since the Final Budget hearing presentation the only change that had been made was the addition of \$50,000 for the expenditure of a sewer line replacement.

A Summary of the 2019 Fiscal Year budget was as follows:

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FUND#	FUND TITLE	REVENUES	EXPENDITURES
001	General Fund	3,420,900.00	3,420,900.00
002	General Reserve Fund	1,520,150.00	1,520,150.00
101	Street Fund	1,831,400.00	1,831,400.00
104	Hotel/Motel Tax Fund	55,200.00	55,200.00
111	General Support Fund	1,359,600.00	1,359,600.00
300	Capital Facilities Fund	392,100.00	392,100.00
	Water Utility Department		
401	Fund	2,353,500.00	2,353,500.00
	Sewer Utility Department		
402	Fund	2,711,000.00	2,711,000.00
403	Solid Waste Fund	133,500.00	133,500.00
404	Water Emergency Fund	200,000.00	200,000.00
406	Sewer Emergency Fund	200,000.00	200,000.00
414	DWSRF Loan (CTED)	25,200.00	25,200.00
633	State Remittance Fund	57,550.00	57,550.00
	Total	\$14,260,100.00	\$14,260,100.00

Motion: Councilmember Escalera moved to approve Ordinance No.996- 2018 adopting the 2019 Fiscal Year Budget. Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

RESOLUTION NO. 2018-11- SOCIAL MEDIA POLICY UPDATE

City Administrator Maria Peña stated the attached Resolution was an update to the City’s Social Media Policy. The current policy did not address use of non-official social media sites by staff or other personnel representing the City while on or off duty. With the changes incorporated in the policy it provided more guidance, not only for official City social media sites, but also for staff’s, or other personnel’s use of non-official social media sites.

Motion: Councilmember Escalera moved to approve Resolution No. 2018-11- updating the City’s Social Media Policy. Councilmember Silva seconded motion. Motion carried unanimously.

RESOLUTION NO. 2018-12 MASTER FEE SCHEDULE UPDATE: SCHEDULE F, H & I

Staff proposed amendments for the following schedules:

Schedule F – Police Department

Police Chief Chris Turner stated the Federal Bureau of Investigation (FBI) was charging \$12.00 for fingerprint based criminal history submission which was needed to obtain an original concealed pistol license. The Washington State Patrol notified the City that the new fee effective January 1, 2019 would be \$13.25, an increase of \$1.25. Those fees were collected by the City from the concealed pistol license (CPL) applicant and later sent to the Washington State Patrol.

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Schedule H & I – Sewer & Water

Deputy City Clerk Marissa Ortiz provided Council with the current schedule fee for sewer & water. It reflected a reconnection charge for \$30.00 for unpaid utility services. This charge was proposed to increase to \$50.00 to cover costs of staff processing late notices, final late tags, phone calls and for the disconnection/reconnection of water meters due to unpaid utility services.

Motion: Councilmember Silva moved to approve Resolution No. 2018-12 amending the City's Master Fee Schedule. Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

RESOLUTION NO. 2018-13-PERSONNEL POLICY UPDATE

Provided for Council was the latest updated draft of the Personnel Policy. City Administrator Maria Peña read through the additions made.

Changes included:

- **3.8 Attire** – In 2011 changes were made for Public Works attire, new wording reflected those changes.
- **3.10 Use of Credit Cards** - Language that no longer reflected current practice was stricken and the word “detailed” was included in regards to receipts.
- **4.11 Annual Leave** – Wording was changed to reflect that buy out of annual leave was contingent upon the Mayor or City Administrator's approval upon the supervisor's recommendation and the employee's ability to demonstrate justification.

Motion: Councilmember Silva moved to approve Resolution No. 2018-13 updating the City's Personnel Policy. Councilmember Escalera seconded motion. Motion carried unanimously.

SEWER LINE COLLAPSE

Public Works Director Assistant Hallie Tuck stated the City was alerted of a possible sewer backup on November 24th, 2018. Public Works staff investigated and found that a section of pipe had collapsed in the Connell Sand & Gravel lot area. Public Works Director Assistant Tuck continued with a presentation with images to explain in detail the steps the City took to maintain service and repair the sewer line collapse.

MUTUAL RESCISSION AGREEMENT – CONNELL PARK ESTATES, CBHA & CITY OF CONNELL

City Administrator Maria Peña reported that as discussed at the November 5th meeting, it was determined that the original Tri-Party Agreement between Connell Estates (CPE), Columbia Basin Health Association (CBHA), and the City was not the best solution in regards to the land encroachment issue. Instead the City worked with CPE to have the City's alley right of way cleared so that an actual alley could be established along most of the east side of the CPE. Provided to Council was the Mutual Rescission Agreement, since Connell Park Estates had removed the encroachments the Tri-Party Agreement was no longer needed. City Administrator Peña thanked Emery Yuhasz (CPE) and Doug Thompson (CBHA) for working with the City to solve the issue.

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Motion: Councilmember Escalera moved to approve, and to have the Mayor sign the Mutual Rescission Agreement. Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

DEPARTMENT REPORTS

Fire Chief – Chris Schulte

1. Reported the Connell Fire Department had received a courtesy call from Burlington Northern & Santa Fe Railway Company (BNSF) and informed that they had had a derailment in the Connell area. The problem was resolved in a timely manner and no HAZMAT incident posed a threat to the community.

MEETING RECESSED

Mayor Barrow recessed the regular meeting at 7:07 pm to go into Executive session for 20 minutes to review the performance of a Public Employee and to consider the minimum price at which real estate will be offered for sale.

Mayor Barrow invited Police Chief Chris Turner to join the session.

MEETING RECONVENED

Mayor Barrow called the regular meeting back to order at 7:27 pm.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Barrow adjourned the meeting at 7:29 pm.

ATTEST: _____
Marissa Ortiz, Deputy City Clerk

Lee Barrow, Mayor