

MEETING OF THE CITY OF CONNELL, WASHINGTON  
CONNELL, FRANKLIN COUNTY, WASHINGTON

December 5, 2016

The regular semi-monthly, 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, Councilmember's: Ray Minor, Rhonda Quinton, and Joe Escalera.

EXCUSED: Councilmember Minor moved to excuse Mayor Pro Tem Monty Huber and Councilmember Silva. Councilmember Quinton seconded motion. Motion carried unanimously.

STAFF: City Administrator Maria Peña, Public Works Director Larry Turner, Clerk/Treasurer Rose Courneya, Fire Chief Chris Schulte, Police Chief Chris Turner, and Attorney Dan Hultgrenn.

VISITORS: Franklin County Graphic; Kathy Bingham Trowbridge, Anderson Perry; Jake Hollopeter; Citizens; Manny Choi.

CORRESPONDENCE/PRESENTATIONS/APPOINTMENTS

Mayor Blackwell temporarily appointed Councilmember Minor to the finance committee due to Mayor Pro Tem Huber's absence.

CONSENT CALENDAR

**Motion:** Councilmember Minor moved to approve the Consent Calendar as listed:

- a) Minutes of the Regular Council Meeting November 21, 2016
- b) Accounts Payable December 5, 2016 for \$18,151.37
- b) Payroll Check Register 11/30/16-12/05/16 for \$107,753.24

Councilmember Quinton seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

**Motion:** Councilmember Quinton moved to approve the agenda. Councilmember Escalera seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

SELECTION OF ENGINEERING FIRM FOR 2016-2020 & AGREEMENT

City Administrator Maria Peña announced that a request for qualifications to furnish engineering services was posted and closed on November 30<sup>th</sup>. City Staff received two submittals one from STRATA and one from the City's current engineering firm Anderson Perry & Associates. Staff

MEETING OF THE CITY OF CONNELL  
Regular Meeting – December 5, 2016

reviewed and selected the most qualified firm by the five selection criteria & based on the selection criteria they recommended that Council move to approve Anderson Perry & Associates as the City's Engineering Firm. Attached for their review was a new agreement for engineering services with Anderson Perry & Associates.

**Motion:** Councilmember Minor moved to approve Anderson Perry & Associates as the City's engineering firm and to authorize the Mayor to sign the Agreement for Engineering Services with Anderson Perry & Associates. Councilmember Escalera seconded motion. Motion carried unanimously.

ANDERSON PERRY GENERAL ENGINEERING SERVICES TASK ORDER

City Administrator Maria Peña reported that in 2015 Anderson Perry & Associates and the City of Connell established a General Services Task Order to provide a convenient method of handling small, miscellaneous tasks that periodically arose in Anderson Perry's role as the City's engineering consultant. The Task Order set a dollar limit not to be exceeded. City Administrator Peña provided a list of the completed items of the 2015 Task Order that Council authorized.

The items completed included:

- Railroad Quiet Zone
- Connell Park Estates Easements
- Tennis Courts Short Plat
- Reviewed design concepts for the Low Income Housing Project
- Reviewed North 5<sup>th</sup> Ave Sewer
- Reviewed Industrial Development

She noted since the 2015 task order had met its dollar limit it was now time to approve a new task order. It was attached for Council to review and it was not to exceed \$15,000.

**Motion:** Councilmember Quinton moved to approve the Task Order for Anderson Perry to provide General Engineering Services. Councilmember Minor and Escalera seconded motion. Motion carried unanimously.

GIS (GEOGRAPHIC INFORMATION SYSTEM) PRESENTATION- ANDERSON PERRY & ASSOCIATES

Anderson Perry & Associates were in attendance to provide information on a web-based mapping and information tracking system (Geographic Information System) GIS. Staff would first utilize the system to manage assets of the water and sewer utilities. Then eventually have a system that incorporated a topography map with the City's zoning map, urban growth area map and flood zone map. The GIS system would also be used for fire safety (mapping of fire hydrants), mapping of city water and sewer lines, and for promotion of economic development. This would also help the City in preparing the Comprehensive Plan which would be due June 2018 and would take about a year to complete. Jake Hollopeter from Anderson Perry & Associates briefed the Council and gave a PowerPoint presentation describing GIS and how it would benefit the City by bringing all aspects of the water and sewer into one program.

MEETING OF THE CITY OF CONNELL

Regular Meeting – December 5, 2016

By consensus, the City Council agreed to authorize staff to include those services in the 2017 budget.

ORDINANCE NO. 973-2016- REPELLING CMC 2.56-LABOR CHARGE ALLOCATION

Clerk/Treasurer Rose Courneya stated that it was brought to the attention of staff by the State Auditors that the Connell Municipal Code (CMC) included a Labor Charge Allocation code that was adopted in 1974. The city currently tracked cost allocations but in a different format than what was described in Chapter 2.56 of the Connell Municipal Code. Clerk/Treasurer Courneya requested to completely repeal Chapter 2.56, Title 2 of the CMC. She would be working with staff to create a cost allocation policy as per the State Auditors recommendation with the current format of how cost allocations were being done.

**Motion:** Councilmember Minor moved to approve Ordinance No. 973-2016 repealing Chapter 2.56, Title 2 of the Connell Municipal Code. Councilmember Escalera seconded motion. Motion carried unanimously.

COMMITTEE / DEPARTMENT REPORTS

CITY ADMINISTRATOR- Maria Peña

1. Provided council with her City Administrator report along with current department reports.

FIRE CHIEF- Chris Schulte

1. Had been working on completing a hydro map for the Public Works Department.

MEETING RECESSED

Mayor Blackwell recessed the regular meeting at 6:42pm to go into Executive session for 10 minutes to consider the minimum price at which real estate will be offered for lease or sale.

MEETING RECONVENED

Mayor Blackwell called the regular meeting back to order at 6:52 pm.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Blackwell adjourned the meeting at 6:53 pm.

ATTEST: \_\_\_\_\_  
Marissa Canales, Accounting Clerk

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Bruce Blackwell, Mayor