

MEETING OF THE CITY OF CONNELL, WASHINGTON  
CONNELL, FRANKLIN COUNTY, WASHINGTON  
February 5, 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 Councilmembers: Mayor Pro Tem Ray Minor, John White, Patricia Barrera and Joe Escalera.

EXCUSED: Councilmember Escalera moved to excuse Councilmember Kathy Silva. Councilmember Barrera seconded motion. Motion carried unanimously.

STAFF: City Administrator Maria Peña, City/Clerk Treasurer Rose Courneya, Police Chief Chris Turner, Accounting Clerk Marissa Ortiz, Fire Chief Chris Schulte, Building Service Clerk Sterling Joyner and City Attorney Dan Hultgrenn.

CONSENT CALENDAR

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

- a) Minutes of the Regular Council Meeting January 2, 2018
- b) Accounts payable February 05, 2018 for \$67,784.81
- c) Check Register 12/29/17 for \$9,763.80
- d) Check Register 12/31/17 for \$64,551.64
- e) Check Register 1/16/18 for \$58,932.90
- f) Check Register 2/1/18 for \$208.32
- g) Payroll Register 1/10/18 for \$13,324.49
- h) Payroll Register 1/15/18-1/20/18 for \$67,648.26

Councilmember Barrera seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

**Motion:** Councilmember Barrera moved to approve the agenda as amended: (addition to consent calendar: item (i) - Dept. of Commerce-Interagency Agreement Contract). Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

COUNCIL TRAINING-PUBLIC RECORD REQUESTS

Attached for Council's review was the current City of Connell Record Request Policy and the Social Media Policy. City Clerk/Treasurer Rose Courneya reviewed the procedures used by the City of Connell when a public record request was received by the City.

ORDINANCE NO. 987-2018-TOWN HALL MEETINGS

City Administrator Maria Peña provided that previous Mayor Blackwell had requested the ordinance be changed to include Town Hall Meetings. Section 2.04.020 allowed for a third

MEETING OF THE CITY OF CONNELL  
Regular Meeting – February 5, 2018

regular council meeting each month called the Town Hall Meeting. The attached ordinance provided for the removal of Section 2.04.020 from the Connell Municipal Code.

**Motion:** Mayor Pro Tem Minor moved to approve Ordinance No. 987-2018 removing section 2.04.020 *Additional Regular Meeting Date*. Councilmember Escalera seconded motion. Motion carried unanimously.

SICK LEAVE POLICY

City Clerk/Treasurer Rose Courneya provided the updated sick leave policy. She stated Initiative 1433 was passed by voters in the fall of 2016. Therefore, it required all employers to provide paid sick leave to all employees. The City of Connell then adopted a new personnel policy that provided paid sick leave days off for part-time, temporary, and seasonal employees but it did not cover all the new criteria required by the Department of L & I. City/Clerk Treasurer Courneya created a new sick policy for all City of Connell employees using the Washington State Department of L & I's example. City Attorney Dan Hultgren had reviewed the new sick leave policy.

**Motion:** Councilmember White moved to approve and adopt the City of Connell Sick Leave Policy. Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

RESOLUTION NO. 2018-01-PERSONNEL POLICY UPDATE

The attached Resolution No. 2018-01 personnel policy update was due to the addition of a new City of Connell sick leave policy that was mandated by Initiative 1433 which required a separate sick leave policy. City Clerk/Treasurer Rose Courneya announced the changes made to the current personnel policy:

1. 4.13 (Sick Leave) was changed to refer to the new sick leave policy.
2. 4.14 (Shared Leave) was changed to refer to vacation time. The shared sick leave was addressed in the new sick leave policy for the City of Connell.

**Motion:** Mayor Pro Tem Minor moved to adopt Resolution No. 2018-01 updating the City of Connell's Personnel Policy. Councilmember Barrera seconded motion. Motion carried unanimously.

SPECIAL INVESTIGATIONS UNIT-INTERLOCAL AGREEMENT

Police Chief Chris Turner explained the City of Connell was fortunate to be one of the parties in this interlocal agreement. The purpose of this agreement was to establish a Special Investigations Unit consisting of law enforcement officers' from the various local law enforcement agencies to help facilitate orderly, thorough, and objective investigations of incidents involving law enforcement officers that result in grievous or fatal injury to another person or to an officer resulting from acts of another person.

**Motion:** Councilmember Escalera moved to approve the Mayor to sign the interlocal agreement for Special Investigations Unit. Mayor Pro Tem Minor seconded motion. Motion carried unanimously.

## MEETING OF THE CITY OF CONNELL

Regular Meeting – February 5, 2018

### 2017 END OF YEAR FINANCIAL REPORT

City Clerk/Treasurer Rose Courneya gave a brief summary on the 2017 end of the year financial report. She stated that in the General Fund the City was able to pay off water right debt, run the pool, have parks, a library, and provide general administration (customer service), fire protection, planning services, and police services. In the Street Fund between street operations and street reserves, the City's beginning fund balance decreased \$23,000. In the Capital Fund \$44,100 was added in Real Estate taxes to the beginning fund balance. Between water operations and water reserves, the City's beginning fund balance in the Water Fund decreased \$161,632. That included the unexpected water line replacement on Franklin Street that cost \$225,959. In the Sewer Fund the City's beginning fund balance added \$237,086. City/Clerk Treasurer Courneya attached the beginning fund balance spread sheet which gave Council a 5 year beginning budget comparison.

### CONTRACT WITH AHBL-COMPREHENSIVE PLAN UPDATE

City Administrator Maria Peña attached and discussed a revised proposal for land use planning services from AHBL that had been reviewed and approved by Attorney Hultgrenn. AHBL was the only entity that submitted a request for proposal to help with the City's Comprehensive Plan update. The proposal had come in higher than expected. City Administrator Peña said after speaking with Deputy Project Manager, Nicole Stickney at AHBL they had come to a good understanding of how City staff can help with the processes with the guidance and expertise of AHBL. A total of \$10,000 had been included in the 2018 budget for this Comp Plan update. After the budget adoption staff was informed of a \$9,000 grant that the City was eligible for. This would provide \$19,000 to use towards the update. The Comp Plan update was due June 30, 2018.

**Motion:** Mayor Pro Tem Minor moved to approve the revised proposal with additional language from AHBL for Land Use Planning Services. Councilmember White seconded motion. Motion carried unanimously.

### OFF ROAD VEHICLES-DISCUSSION

City Administrator Maria Peña expressed the City had been approached in regards to allowing off-road, non-highway, and wheeled all-terrain vehicles to operate on the City's streets. Although those vehicles were not constructed to be used on City streets, RCW 46 allowed cities to adopt an ordinance that would authorize it. City Administrator Peña had contacted four cities in Washington that had adopted an ORV/WATV/ATV ordinance; Pullman, Moses Lake, Prosser, and East Wenatchee. All of them expressed that they had not had any issues or nearly no issues with these vehicles on city streets. Mayor Lee Barrow said he was approached during the Connell Fall Festival, but felt if this would be approved it would need to be regulated. An ordinance would need to be made clear on what the City would expect if allowed on City streets.

Consensus of the Council was to bring back at a later date, after further research.

DEPARTMENT REPORTS

City Administrator –Maria Peña

1. Reported an email was sent to Mayor Lee Barrow from the State Senator. Asked about maintenance at the City Pool. Possibly a \$25,000 grant was available towards maintenance on the pool. The City applied for this grant.
2. Received a letter of resignation from City Clerk/Treasurer Rose Courneya, after ten years of dedicated service to the City of Connell.

CITIZEN COMMENT/NON-AGENDA ITEMS

Burl Booker- spoke on behalf of Franklin County Fire District. They've had an issue with the stand pipe fill site for the county trucks. It was removed without notice to the County. He requested to have the water stand pipe be reinstalled.

He also added that recently the adjoining two lots by the City tennis courts had been sold. The family who had donated this land to the City for youth recreation approached Mr. Booker. He stated they wished to see the revenue from the sale go towards youth recreation.

Mayor Barrow responded the topics would be reviewed.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Barrow adjourned the meeting at 7:10 pm.

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

\_\_\_\_\_  
Lee Barrow, Mayor