



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, May 28, 2020
Teleconference
N/A, Ridgefield, WA 98604**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Roll Call
 - 2. Late changes to the agenda
- II. INTRODUCTION OF OFFICER MARTINEZ - CHIEF BROOKS**
- III. CONSENT AGENDA**
 - 1. Approval of Claims And/Or Payroll
 - 2. Approval of Minutes from the May 14, 2020 Meeting
- IV. BUSINESS**
 - 1. Motion - Approval of Amendment to Continuing Operations Plan - Lee Knottnerus, Deputy City Manager
 - 2. Motion - Approval of Amendment to Building and Construction Order - Steve Stuart, City Manager
 - 3. Motion - Award of Construction Contract to Equip Well 11 - Bryan Kast, Public Works Director
 - 4. Resolution No. 578 - Declaring Certain Property as Surplus and Authorizing Its Disposition - Kirk Johnson, Finance Director
 - 5. Resolution No. 579 – Approval of Designation of Official Newspaper - Kirk Johnson, Finance Director
- V. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**
 - 1. Council
 - 2. Mayor
 - 3. City Manager
- VI. ADJOURN**

**City Council Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>**

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 28, 2020
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

City Council approves claims and/or payroll of the City on a regular basis

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: May 28, 2020 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: May 28, 2020

3.1.a

Sum of Amount							
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total		
ABM INDUSTRIES INC	3476	15112969	Genl Govt/Facilities	RACC Sanitization	208.22		
			Public Works	RACC Sanitization	179.28		
	15112973	Community Development	RACC Sanitization	752.20			
		Genl Govt/Facilities	RACC Sanitization	30.15			
		Public Works	RACC Sanitization	25.95			
		Community Development	RACC Sanitization	108.90			
ABM INDUSTRIES INC Total					1,304.70		
ACCELA INC. - EPAY	3386	200521926	Public Works	Cust Web ACH Fees	53.28		
ACCELA INC. - EPAY Total					53.28		
ADVENTIST HEALTH/OCCUPATIONAL MC	865	86375	Public Safety	Pre Hire Medical Exam	639.00		
ADVENTIST HEALTH/OCCUPATIONAL MC Total					639.00		
ARAMARK UNIFORM & CAREER APPAREL GROUP INC	3470	PDX2-001321	Genl Govt/Facilities	Oper Supplies - PW	37.20		
			Public Works	Oper Supplies - PW	497.29		
		b004788	Genl Govt/Facilities	Hand Sanitizer	260.16		
ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total					794.65		
ARAMARK UNIFORM SERVICES	32	864479893	Genl Govt/Facilities	PW Floor Mats	1.93		
				PW Uniforms	1.29		
			Public Works	PW Floor Mats	25.80		
				PW Uniforms	31.10		
		864471375	Genl Govt/Facilities	CH/PW/CDD/PD Floor Mats	7.36		
				Public Safety	CH/PW/CDD/PD Floor Mats	4.47	
			Public Works	CH/PW/CDD/PD Floor Mats	3.66		
				Community Development	CH/PW/CDD/PD Floor Mats	3.90	
		864488543	Genl Govt/Facilities	PW Floor Mats	1.93		
				PW Uniforms	1.14		
			Public Works	PW Floor Mats	25.80		
				PW Uniforms	27.44		
		864479894	Genl Govt/Facilities	CH/PW/CDD/PD - Floor Mats	7.36		
				Public Safety	CH/PW/CDD/PD - Floor Mats	4.47	
			Public Works	CH/PW/CDD/PD - Floor Mats	3.66		
				Community Development	CH/PW/CDD/PD - Floor Mats	3.90	
		864471374	Genl Govt/Facilities	PW Uniforms/Floor Mats	3.10		
				Public Works	PW Uniforms/Floor Mats	53.21	
		ARAMARK UNIFORM SERVICES Total					211.52
		ASHLEY SPEER	3478	501732917	Genl Govt/Facilities	Business License Refund - Bevridge Public	50.00
ASHLEY SPEER Total					50.00		
BLUEFIN PAYMENT SYSTEMS	2827	2827-20200528A	Public Works	Citizen Payment Fees - April 2020	21.90		
		2827-20200528B	Public Works	Citizen Payment Fees - April 2020	426.20		
BLUEFIN PAYMENT SYSTEMS Total					448.10		
BRITTANI FREIMUTH	3418	3418-20200528	Genl Govt/Facilities	Supplies Reimb - Freimuth	38.23		

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BRITTANI FREIMUTH	3418	3418-20200528	Public Works	Supplies Reimb - Freimuth	4.03
			Finance	Mileage Reimb - Freimuth	12.13
BRITTANI FREIMUTH Total					54.39
CFM STRATEGIC COMMUNICATIONS INC.	2551	25501	Genl Govt/Facilities	Lobbyist - April 2020	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CITY OF BATTLE GROUND	92	INV00292	Judicial	Court Costs/Public Defender - April 2020	13,595.42
CITY OF BATTLE GROUND Total					13,595.42
CITY OF LACENTER	2846	916	Genl Govt/Facilities	PD Uniforms - Martinez	(144.61)
			Public Safety	PD Uniforms - Martinez	1,866.21
CITY OF LACENTER Total					1,721.60
CITY OF RIDGEFIELD-W/S	96	006419-000-20200528	Public Works	301 N 3rd Ave CDD - Water	26.67
				301 N 3rd Ave CDD - Storm	19.05
			Community Development	301 N 3rd Ave CDD - Water	26.67
				301 N 3rd Ave CDD - Storm	19.05
		005807-000-20200528	Public Works	Abrams Park Restrooms - Storm	19.05
				Abrams Park Restrooms - Water	111.11
		005488-000-20200528	Public Works	Cemetery Water Spigots - Water	47.48
		005806-000-20200528	Public Works	Abrams Soccer Field	151.82
		009272-000-20200528	Public Works	1308 N Heron Dr Hayden Park - Storm	19.05
				1308 N Heron Dr Hayden Park - Water	47.44
		005812-001-20200528	Public Works	Abrams Park Chloine Injector - Storm	19.05
		007097-000-20200528	Public Works	2311 N 5th Way Crows Nest Park - Storm	38.10
				2311 N 5th Way Crows Nest Park - Water	47.44
		009787-003-20200528	Public Works	Green Gables Tract-D Irrigation M	47.44
		006420-000-20200528	Public Works	315 N 3rd Avenue Davis Park - Water	151.82
		009787-005-20200528	Public Works	Park & Ride Lot - Storm	209.55
		005815-000-20200528	Genl Govt/Facilities	109 W Division WWTP - Storm	400.05
				109 W Division WWTP - Water	117.62
			Public Works	109 W Division WWTP - Storm	400.05
				109 W Division WWTP - Water	117.63
		008428-000-20200528	Public Works	Cedar Ridge Park - Storm	19.05
				Cedar Ridge Park - Water	94.88
		010889-000-20200528	Public Works	Junction Well & Reservoir - Storm	133.35
		007183-000-20200528	Public Works	618 Lark Dr Lark Park - Storm	19.05
				618 Lark Dr Lark Park - Water	47.44
		009787-006-20200528	Public Works	Roundabout 45th & 3rd	47.44
		006405-000-20200528	Public Works	119 N 3rd Ave Community Park - Water	47.48
				119 N 3rd Ave Community Park - Storm	38.10
		005032-000-20200528	Genl Govt/Facilities	111 S Main - Water	57.03
				111 S Main - Storm	57.15
		010935-000-20200528	Public Works	Cedar Creek Irrigation Tract B	172.48
		005811-000-20200528	Public Works	Abrams Park Kitchen & Irrigation - Water	54.25
				Abrams Park Kitchen - Storm	400.05

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CITY OF RIDGEFIELD-W/S	96	005810-000-20200528	Public Works	Abrams Park Standpipe - Water	63.77
		012825-000-20200528	Public Works	IRR West End S Sevier Rd	298.69
		005436-010-20200528	Public Works	5054 Pioneer Street	19.05
		009457-000-20200528	Public Works	Columbia Hills Irrigation Tract D Cispus Way	94.88
		010821-000-20200528	Public Works	Water Tower (Cemetery)	57.15
		005436-000-20200528	Public Works	1-5/SR501 NE Interchange Irrigation	94.88
		005436-009-20200528	Public Works	6007 N Ridgefield Woods Dr. - Irrigation	47.44
		005207-000-20200528	Public Works	Blue Heron Community Garden - Water	54.02
		006398-000-20200528	Public Safety	116 N Main Ave PD - Water	57.90
				116 N Main Ave PD - Storm	76.20
		005463-005-20200528	Public Works	1-5/SR501 NE Interchange Irrigation	94.88
		009787-000-20200528	Public Works	Green Gables Tract-Q Irrigation M	47.90
		006404-000-20200528	Genl Govt/Facilities	230 Pioneer Street City Hall - Storm	133.35
				230 Pioneer Street City Hall - Water	361.92
		009787-004-20200528	Public Works	Green Gables Tract-C Irrigation M	47.44
		009787-002-20200528	Public Works	Green Gables Tract-D Irrigation MET	47.44
		009427-000-20200528	Public Works	Columbia Hills Irrigation Tract B Wind River	47.44
CITY OF RIDGEFIELD-W/S Total					4,868.24
CLARK COUNTY AUDITOR	109	E5731062	Community Development	Boyse Property DA - E-Recording	131.34
CLARK COUNTY AUDITOR Total					131.34
CLARK COUNTY TREASURERS OFFICE	554	SIF042020	Genl Govt/Facilities	School Impact Fees	39,183.75
CLARK COUNTY TREASURERS OFFICE Total					39,183.75
CLARK PUBLIC UTILITIES	110	7124-838-9-20200528	Public Works	Overlook Park - Electricity	58.82
		7516-978-9-20200528	Public Works	SR/Pioneer ST & S 65 AVE	54.41
		7207-403-2-20200528	Public Works	911 N 65th Ave Intertie 2 - Water	97.41
		7207-401-6-20200528	Public Works	800 NE 264 St Intertie 1 - Water	640.51
		7516-979-7-20200528	Public Works	(blank)	91.06
		7207-402-4-20200528	Public Works	1504 NW Intertie 3 - Water	677.65
		7122-942-1-20200528	Public Works	3701 N 3rd Cir - Electricity	26.98
		7122-944-7-20200528	Public Works	512 N Allen Dr - Electricity	26.91
		7123-324-1-20200528	Public Works	S Cispus Way	46.91
		7123-806-7-20200528	Public Works	Pioneer St. & Gee Creek Loop - Electricity	27.23
		7448-974-1-20200528	Public Works	N 35th Ave and Pioneer St	53.59
		7126-408-9-20200528	Public Works	2300 N 3rd Way Bellwood Trail Lights	33.44
		7453-365-4-20200528	Public Works	535 N Abrams Park Rd.	48.24
		7503-626-9-20200528	Public Works	337 S Royal Rd.	118.82
CLARK PUBLIC UTILITIES Total					2,001.98
CLARK REGIONAL WASTEWATER DISTRICT	741	032664-000-20200528	Public Works	301 N 3rd Ave CDD - Sewer	25.08
			Community Development	301 N 3rd Ave CDD - Sewer	25.07
		035480-000-20200528	Public Works	255 S 56th Pl Well & Reservoir - Sewer	39.75
		032695-000-20200528	Public Works	109 W Division WWTP - Sewer	184.10
		032752-000-20200528	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	81.95
		032899-000-20200528	Public Works	Abrams Park Former Mgr House - Sewer	42.81

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CLARK REGIONAL WASTEWATER DISTRICT	741	032895-000-20200528	Public Works	Abrams Park Restrooms - Sewer	91.12
		032894-000-20200528	Public Works	Abrams Park Kitchen - Sewer	40.98
		032712-000-20200528	Public Safety	116 N Main Ave PD - Sewer	46.49
CLARK REGIONAL WASTEWATER DISTRICT Total					577.35
COMCAST	2271	2271-202005-230	Genl Govt/Facilities	Internet Services - City Hall	300.23
		2271-202005-109	Genl Govt/Facilities	PW Shop Communications	28.37
			Public Works	PW Shop Communications	379.31
		2271-202005-116	Public Safety	PD Communications	348.07
COMCAST Total					1,055.98
COMDATA NETWORK INC.	1101	20334314	Genl Govt/Facilities	Fuel PW - XN173 - 05/01/2020-05/16/2020	103.13
			Public Works	Fuel PW - XN173 - 05/01/2020-05/16/2020	1,378.62
			Community Development	Fuel CDD - XN173 - 05/01/2020-05/16/2020	160.10
		20334316	Public Safety	Fuel PD - XN795 - 05/01/2020-05/15/2020	682.94
COMDATA NETWORK INC. Total					2,324.79
DICK'S TIRE FACTORY	158	D59503	Public Safety	PD Vehicle Maint	43.25
DICK'S TIRE FACTORY Total					43.25
DKS ASSOCIATES	1565	73561	Community Development	On Call Review Services - April 2020	877.50
DKS ASSOCIATES Total					877.50
E2 LAND USE PLANNING SERVICES LLC	485	0485-20200528	Community Development	Planning Consulting Services - April 2020	5,067.50
E2 LAND USE PLANNING SERVICES LLC Total					5,067.50
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC.	2967	93826260	Community Development	ArcGis Desktop Basic License Renewal	433.60
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC. Total					433.60
EXCEL DESIGNS LLC	2861	35438	Public Safety	PD Unifroms	126.78
		35659	Public Safety	PD Uniforms	29.26
		35487	Public Safety	PD Uniforms	29.26
EXCEL DESIGNS LLC Total					185.30
H.D. FOWLER COMPANY	2036	C501071	Public Works	Oper Supplies - Water - Return	(253.66)
		I5460922	Public Works	Oper Supplies - Water	253.66
H.D. FOWLER COMPANY Total					0.00
HAPCO POLE PRODUCTS	3477	IN0000054085	Genl Govt/Facilities	Street Light Pole	(365.82)
			Public Works	Street Light Pole	4,720.82
HAPCO POLE PRODUCTS Total					4,355.00
HARRY'S LAWN AND POWER EQUIPMENT	214	180416	Public Works	Parks Equip Repair	9.19
HARRY'S LAWN AND POWER EQUIPMENT Total					9.19
INTERMEDIA.NET INC	2187	2005242828	Information Technology	Voice Services - April 2020	84.59
INTERMEDIA.NET INC Total					84.59
JANEAN Z PARKER	2199	77	Community Development	Legal Services - April 2020	50.00
			Legal	Legal Services - April 2020	1,800.00
JANEAN Z PARKER Total					1,850.00
JASON FERRISS	1663	1663-20200528	Public Safety	Supplies Reimb - Ferriss	88.49
JASON FERRISS Total					88.49
JENSEN DRILLING COMPANY	3292	3292-20200528	Genl Govt/Facilities	Abrams Park Well 11 - Retainage Release	10,259.30
JENSEN DRILLING COMPANY Total					10,259.30

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KEITH'S SPORTING GOODS INC.	3049	05152020RPD	Genl Govt/Facilities Public Safety	Optics/Flashlights Optics/Flashlights	(98.95) 1,276.95
KEITH'S SPORTING GOODS INC. Total					1,178.00
L.N. CURTIS AND SONS	3075	INV387240	Public Safety	Oper Supplies - PD	216.75
L.N. CURTIS AND SONS Total					216.75
LARSEN SIGN CO	1784	27016	Public Safety	PD Vehicle Lettering	65.94
LARSEN SIGN CO Total					65.94
LINKO TECHNOLOGY INC.	3337	7073	Genl Govt/Facilities Public Works	Web Tests - April 2020 Web Tests - April 2020	(8.82) 113.82
LINKO TECHNOLOGY INC. Total					105.00
MALLORY SAFETY AND SUPPLY LLC	285	4839402	Genl Govt/Facilities Public Works Public Works	PW Uniforms/Oper Supplies PW Uniforms/Oper Supplies PW Uniforms - Nathan	21.28 159.91 190.57
MALLORY SAFETY AND SUPPLY LLC Total					371.76
METROPOLITAN TRANSPORTATION COMMISSION	2115	4926-AR11669	Public Works	Street Saver Annual Sub	1,500.00
METROPOLITAN TRANSPORTATION COMMISSION Total					1,500.00
MINISTER-GLAESER SURVEYING INC.	1044	67214	Parks	Boyse Short Plat	10,000.00
MINISTER-GLAESER SURVEYING INC. Total					10,000.00
NAPA AUTO PARTS	498	178598 179094 179393 179188 180281 178501 179763	Public Safety Public Works Genl Govt/Facilities Public Works Public Works Public Works Public Works Public Works	Vehicle Maint - PD Vehicle Maint - Storm PW Shop Supplies PW Shop Supplies Vehicle Maint - Storm Equipment Maint - Flail Mower Vehicle Maint - Storm Equipment Maint - Parks	28.88 57.64 2.29 30.62 167.34 76.63 325.16 11.42
NAPA AUTO PARTS Total					699.98
NORTHSTAR CHEMICAL INC.	1019	168230	Public Works	Sodium Hypochlorite	868.28
NORTHSTAR CHEMICAL INC. Total					868.28
PACIFIC OFFICE AUTOMATION	1564	68061607	Genl Govt/Facilities Public Works Community Development	(blank) RACC Copier Lease City Hall Copier Lease (blank) RACC Copier Lease RACC Copier Lease	1.64 4.89 140.84 21.97 65.53 70.42
PACIFIC OFFICE AUTOMATION Total					305.29
PACIFIC POWER GROUP	819	486756-00	Public Works	Generator Repair - Abrams Park Well 11	648.25
PACIFIC POWER GROUP Total					648.25
PBS ENGINEERING AND ENVIRONMENTAL	342	0071532.000-1	Public Works	Hillhurst Road Overlay Design	6,219.50
PBS ENGINEERING AND ENVIRONMENTAL Total					6,219.50
RENEWAL BY ANDERSON	3467	3467-20200528	Genl Govt/Facilities	1Sat Vendor Fee Refund - May/June 2020	50.00
RENEWAL BY ANDERSON Total					50.00
RICOH USA INC.	1662	103611940	Public Safety	PD Copier Lease	170.32

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RICOH USA INC. Total					170.32
RIDGEFIELD HARDWARE	376	0376-20200528	Genl Govt/Facilities	Oper Supplies - PW	8.47
			Public Safety	Oper Supplies - PD	61.40
			Public Works	Oper Supplies - Water	105.71
				Oper Supplies - Cemetery	5.86
				Oper Supplies - PW	117.70
				Oper Supplies - Parks	177.70
				Oper Supplies - Streets	154.13
				Oper Supplies - Storm	27.30
				Abrams Park Well 11 Supplies	21.45
			Community Development	Oper Supplies - PW	5.55
RIDGEFIELD HARDWARE Total					685.27
SHRED-IT US JV LLC	2274	8129689505	Genl Govt/Facilities	Secure Shredding - City Hall	40.95
SHRED-IT US JV LLC Total					40.95
SPRINGBROOK SOFTWARE LLC	3444	INV-ACC51920	Public Works	ACH Web Payments - April 2020	313.00
SPRINGBROOK SOFTWARE LLC Total					313.00
STATE AUDITOR'S OFFICE	524	L136379	Finance	Audit Services	35,796.15
STATE AUDITOR'S OFFICE Total					35,796.15
SW CONSULTING ENGINEERING	3398	1212194-A	Community Development	7 Eleven - Consulting Services	2,774.00
		0805193-P	Community Development	Legacy Trail Apts - Consulting Svcs	2,090.00
SW CONSULTING ENGINEERING Total					4,864.00
TAC 1 SYSTEMS	1634	SI-008664	Genl Govt/Facilities	Surveillance Kits	(16.04)
			Public Safety	Surveillance Kits	207.04
TAC 1 SYSTEMS Total					191.00
THE MASTERS TOUCH LLC	1786	P69391	Public Works	Pre Paid Postage	1,156.20
		69391	Public Works	Utility Stmts - April 2020	941.82
THE MASTERS TOUCH LLC Total					2,098.02
THE PARR COMPANY	964	26501979	Public Works	Streets/Park Oper Supplies	55.96
		26501728	Public Works	Abrams Park Well 11 Supplies	9.85
		26501727	Public Works	Abrams Park Well 11 Supplies	46.86
		26502567	Public Works	Abrams Park Well 11 Supplies	51.13
THE PARR COMPANY Total					163.80
THERESA PATERSON	3097	368616	Genl Govt/Facilities	1sat - Flower Crowns	265.58
THERESA PATERSON Total					265.58
TRUEPOINT SOLUTIONS	3064	20-353	Public Works	Stormwater Prog Services - April 2020	487.50
TRUEPOINT SOLUTIONS Total					487.50
VERIZON WIRELESS	452	9853510278	Genl Govt/Facilities	PW Cell Phones & 2 iPads	95.36
			Public Safety	PD Cell Phones	992.68
			Public Works	PW Cell Phones & 2 iPads	1,274.75
				Cell Equip - Crippen	96.29
		9853510276	Community Development	CDD Cell Phones	543.01
			Genl Govt/Facilities	Verizon Wireless - April 2020	13.20
			Public Safety	Verizon Wireless - April 2020	88.04

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VERIZON WIRELESS	452	9853510276	Public Works	Verizon Wireless - April 2020	(337.30)
			Community Development	Verizon Wireless - April 2020	44.08
			Finance	Verizon Wireless - April 2020	34.88
			Executive	Verizon Wireless - April 2020	34.88
			Administration	Verizon Wireless - April 2020	34.88
			Council	Verizon Wireless - April 2020	294.02
			Public Works	Hillhurst Pedestrian Crossing - April 2020	31.79
VERIZON WIRELESS Total					3,240.56
WALLIS ENGINEERING	464	15104	Public Works	S 3rd Avenue Improvements	753.40
WALLIS ENGINEERING Total					753.40
WELLS FARGO	1681	202004-5961	Public Safety	Doriot Amazon Scissors for Active Shooter Go Bags	60.24
				Doriot Fleet Farm 4 Active Shooter Go Bags	131.72
				Doriot Fred Meyer Thumb Drive for Training Info	16.25
				Doriot Fleet Farm 1 Active Shooter Go Bag	32.98
		202004-3072	Genl Govt/Facilities	Lust Auto Glass Windshield Replacement - CDD	(28.90)
				Community Development	Lust Auto Glass Windshield Replacement - CDD
		202004-4015	Genl Govt/Facilities	Arends My Business Spedometer Repair 2005 chevy 3500	13.08
				Arends Amazon Trailer Hitch - Kauffman	63.41
				Arends Carl'B Clean Vehicle Wash-Arends	20.00
				Arends Super Taco Unauthorized Expense-invoiced	6.77
		202004-9760	Public Works	Arends My Business Spedometer Repair 2005 chevy 3500	174.92
				Arends Amazon Trailer Hitch - Kauffman	359.34
				Arends Carl'B Clean Vehicle Wash-Arends	60.00
				Genl Govt/Facilities	Hoots HC Warehouse disposable hand restraints-use/sales tax
			Public Safety	Hoots HC Warehouse disposable hand restraints	37.52
				Hoots LA Police Gear Hobble restraint strap	24.38
				Hoots Amazon PD Supplies - Disposable Covers	9.70
				Hoots TLO Transunion back ground investigations	54.20
				Hoots Amazon broom/dustpan for patrol car	12.40
				Hoots Costco coffee PD	36.99
				Hoots Public Records Act refund-public records class	(125.00)
				Hoots Galls Hobble restraint strap	22.44
		202004-5494	Genl Govt/Facilities	Hoots Amazon PD Supplies	21.71
				Hoots Amazon plastic medical tongs	5.82
				Kipp April Credit Card Statement	1,512.40
				202004-8764	Information Technology
		Knottnerus custom ink Marketing - COVID related to support local	219.45		
		Knottnerus Zoom Virtual Meeting Platform	16.24		
		Knottnerus Adobe Community Engagement	57.44		
		Human Resources	Knottnerus Nepelra Webinar	99.00	
			Knottnerus cvent.com Professional Membership	185.00	
			Knottnerus indeed Job Posting - Stormwater	211.73	
			Administration	Knottnerus Travelers Bond Notary renewal - Kipp	40.00

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WELLS FARGO	1681	202004-3080	Public Works	Thamert Amazon Cell Phone holders for storm vehicles	125.72	
				Thamert Solid Waste Systems Straps for Jetter Trailer	109.86	
		202004-1889	Human Resources	Stuart 360 Burgers Staff lunch during COVID-19 pandemic	112.13	
			Executive	Stuart cvent.com WA City Manager's Association Annual Dues	315.00	
				Stuart Hotels.com Refund for Washington DC Trip re: City legisla	(899.65)	
				Stuart Adobe Monthly Dues	16.25	
			Council	Stuart The Sportsman Dinner for City Council Meeting	107.32	
		202004-7229	Community Development	Blehm American Planning Anne McNamra Webinar	125.00	
			Human Resources	Blehm Fred Meyer Wellness	11.97	
			Administration	Blehm TXTSIGNAL.com Texting Service	39.00	
		202004-8453	Genl Govt/Facilities	Kast Walmart Supplies for Bennett Kitchen break room	7.65	
			Public Works	Kast Walmart Supplies for Bennett Kitchen break room	102.18	
		202004-2960	Genl Govt/Facilities	Johnson Ahern Rentals Surgical masks - Covid-19	248.81	
			Public Safety	Johnson Ahern Rentals Surgical masks - Covid-19	198.93	
			Public Works	Johnson Ahern Rentals Surgical masks - Covid-19	185.92	
				Johnson Barkee Inspection Services Commercial inspection - PW op	2,400.00	
			Community Development	Johnson Fuel Lunch for staff at RACC - Covid-19	119.07	
				Johnson Ahern Rentals Surgical masks - Covid-19	179.34	
				Johnson J2 CDD fax line	16.95	
			Finance	Johnson Fuel Lunch for staff at RACC - Covid-19	39.69	
				Johnson GFO Refund for registration - GFOA conference Kirk	(470.00)	
				Johnson GFO Refund for registration - GFOA conference Julieta	(420.00)	
			Council	Johnson Hotels.com Refund for lodging - DC lobby trip council	(1,727.32)	
			202004-4056	Public Works	Ferriss Cintas Operational Supp - Street Sweeper	40.18
			202004-8989	Public Safety	Brooks Cross Match Technologies Fingerprinting Machine	329.10
WELLS FARGO Total					5,083.32	
WESTERN EQUIPMENT	2363	7115126-00	Public Works	Equipment Maint - Parks	685.64	
		7114933-00	Public Works	Equipment Maint - Parks	248.87	
		7114933-01	Public Works	Equipment Maint - Parks	209.96	
WESTERN EQUIPMENT Total					1,144.47	
WILCOX AND FLEGEL	1469	0493951-IN	Genl Govt/Facilities	Diesel Fuel	28.31	
			Public Works	Diesel Fuel	378.38	
WILCOX AND FLEGEL Total					406.69	
WSP USA INC.	3338	955815	Community Development	Carty Rd Subarea Plan	4,594.91	
WSP USA INC. Total					4,594.91	
Grand Total					179,997.50	

Attachment: May 28, 2020 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 28, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the May 14, 2020 Meeting

AGENDA ITEM TITLE:

Approval of minutes from the following meeting(s) of the council:

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s)

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 05-14-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
May 14, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Sandra Day	Councilor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Dana Ziemer	Councilor	Present	

LATE CHANGES TO THE AGENDA

PROCLAMATION

1. Small Business Month

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from the April 23, 2020 Meeting

BUSINESS

1. Motion - Approval of Amendment to Building and Construction Order

City Manager Steve Stuart and Community Development Director Claire Lust presented an amendment to the building and construction order.

MOTION: MOVED TO APPROVE AMENDMENT TO BUILDING AND CONSTRUCTION ORDER AS PRESENTED.

Attachment: 05-14-2020 (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Rob Aichele, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

2. Second Reading of Ordinance No. 1316 – 2020 Budget Amendment - Kirk Johnson, Finance Director

Due to the recent and ongoing downturn in the economy, related to the pandemic affecting the country, the Finance Department has been reviewing 2020 revenue projections and appropriations. As a result of the review, revenue projections are forecast to be reduced by approximately 17% including a potential 10% delinquency in property tax levy payments by the end of 2020. Staff will continue to review projections, as a majority of revenue source receipts lag from the time they are collected, to when they are received by the city. Staff will continue to monitor revenue projections and update council throughout the year.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1316 WITH PAVEMENT PRESERVATION OPTION 3.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Dana Ziemer, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

3. First Reading of Ordinance No. 1317 - Authorization to Issue Limited Tax General Obligation Bonds to Purchase Commercial Property for a Public Works Operation Facility - Kirk Johnson, Finance Director

City staff became aware of commercial property that was listed for sale in December 2019. The property is located at 487 S 56th Place in Ridgefield. The facility meets or exceeds the space requirements, identified in the 2013 study, conducted to determine what was needed over a future 20-year horizon for a public works operations facility. The estimated cost to purchase land and build the facility was \$11.8 million. Adoption of Ordinance No. 1317 provides the legal authorization to the City Manager and Finance Director to issue the bonds and sets the not to exceed amount, maximum rate and time frame for issuance of the bonds. The City issued an RFP on April 13, 2020 to place the bonds with a bank. Issuance of bonds for a maximum amount of \$4.4 million. The bond would include purchase price, issuance costs, closing costs and due diligence. Additional amounts would be used for tenant improvements to be determined.

City Council discussion.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1317 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

4. Resolution No. 577 - Approval of the "Shop Local and Save" Program - Steve Stuart, City Manager

Shop Local and Save program is intended to help reduce the economic hardship to utility customers and businesses caused by the crisis, encourage small businesses to fully comply with public health guidelines, and to prevent bankruptcy and permanent closure of small businesses due to the government mandated temporary closure of business, thereby reducing the number of jobs lost and public sales tax revenue lost by the COVID-19 pandemic; the program is necessary to further the

City's purposes of helping the poor by assisting with utility rates during this pandemic that affects all households; program is necessary to further the City's purposes of the protecting public health, safety, and welfare during the COVID-19 pandemic, preventing local and regional economic collapse due to the loss of jobs and businesses within the City, and promoting public health by assisting local business who are complying with the shutdown and social distancing requirements that causing their businesses to suffer.

MOTION: MOVED TO APPROVE "SHOP AND SAVE" program as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jen Lindsay, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

5. Motion - Award of Downtown Stormwater Enhancements Design Contract

The 2018 Stormwater Plan includes seven capital improvement projects in the downtown area. This area is primarily composed of older homes and residential streets that were constructed prior to stormwater regulations. Currently, stormwater runoff from these areas is collected in catch basins located within the public streets and discharged, without treatment, directly to Gee Creek and Lake River. In 2019 the City applied for and received \$359,000 in Public Works Trust Fund (PWTF) pre-construction funds for these projects. The PWTF loan will fund the survey, design and permitting of these stormwater facility projects. The City requested proposals for the project in February and received four proposals. City Staff reviewed and scored the proposals and selected Wallis Engineering as the most qualified. Staff have worked with Wallis Engineering to develop the scope for the work, included as an attachment. The design work for project 8 was broken out separately, as the City has received CDBG grant funds for that project, and may be able to use the design costs as match.

MOTION: MOVED TO AWARD THE DOWNTOWN STORMWATER ENHANCEMENTS PROJECT TO WALLIS ENGINEERING.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dana Ziemer, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Onslow - Attended virtual City Manager Briefing, C-Tran Meeting.

Council Member Day - Attended virtual Workforce SW WA meeting, Port of Ridgefield meeting, City Manager briefing.

Council Member Wells - Attended virtual City Manager briefing.

Council Member Ziemer - Blood drive is scheduled for June 3rd at Nazarene Church.

Council Member Aichele - Attended virtual Port of Ridgefield meeting.

Council Member Lindsay - Attended virtual AWC small city connector, AWC statement policy committee.

Mayor

Attended a virtual meeting regarding potential YMCA facility in Ridgefield.

City Manager

City Manager Steve Stuart - Thanks to everyone that helped at the boat launch on the opening day for fishing. Provided an update on commercial and industrial projects, COVID-19 update.
Finance Director Kirk Johnson - State auditor update provided.

ADJOURN - [8:41 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 05-14-2020 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 28, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Continuing Operations Plan

Amendment to Continuing Operations Plan

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Ridgefield COOP Plan.May 28 (PDF)



City of Ridgefield Planned Response for COVID-19 Continued Operations Plan

Effective Dates: **March 18, until the threat of COVID-19 to public health and safety has abated, as determined through continued local, regional, statewide, and national evaluation. This Plan will be evaluated on a regular basis for any changes that may be necessary as the situation evolves.**

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. The good news is that, except in rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

PLAN OBJECTIVES.

City's Primary Goal: Protect Employees and Residents

- Reduce the spread of disease among staff and residents.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Minimize impact on residents, customers and businesses.
- Be proactive, rather than reactive, by taking measures now to minimize risk.
- Provide information to and communication with employees and residents regarding City operations and other updates.

This plan will supersede all other City policies. This plan is subject to change as needed.

KEY BUSINESS FUNCTIONS

Essential employees are defined as those who will be required to work so that essential government services can still be provided. The Table attached as Exhibit A identifies the location where employees are working based on job duties or membership in an at-risk population, not hours worked. All employees are subject to be called back to work, depending on the need and circumstances.

To assure that employees are able to continue to perform key business functions, whether in the workplace or at a remote location, and that hours of worked are tracked, the City will:

- Obtain and Inventory equipment that remote workers will be utilizing.
- Codes will be established for payroll purposes to track reduced hours and leave due to COVID-19.

IMPACT ON CITY FACILITIES AND OPERATIONS

City facilities and operations are modified as follows to assure safety of employees and residents, and continuation of City services:

- City Facilities ~~are closed~~ will remain closed to the public with necessary in-person services by appointment until Phase III of Safe Start Washington. ~~to the public except by appointment.~~ Phones are monitored during normal business hours. On-line services are available 24 hours.
- ~~All play structures within the City are closed. Parks and trails will remain open.~~
- Communication channels are actively maintained internally for employees and externally for: community/residents, building industry, businesses closed due to statewide emergency proclamation, businesses open but with guidelines from statewide emergency proclamation, HOA's.
- Administrative, Human Resources and other support services are maintained as necessary to implement this Planned Response and otherwise provide assistance for all City employees.
- Non-Essential public meetings are suspended. City Council, meetings that are essential, are conducted as virtual meetings.
- New job recruitments which require multiple in-person interview processes, including Building Official and Planner, are suspended.

Specific Department functions are modified as follows:

Police Department.

Following services will be suspended:

- Civilian Ride-Alongs;
- Concealed weapons permits;
- Application/Issuance of dog licenses;
- Fingerprinting;
- Prescription medication drop-off;
- Public tours of facility and vehicles; and
- RPD sponsored community outreach events and gatherings.

Weapons transfers will be conducted on-line via email to Sandra Hoots at Sandra.Hoots@ci.ridgefield.wa.us

Public Works.

All Public Works operations staff (Facilities, Utilities, Stormwater) will be placed on an alternate work schedule to minimize transmission of the coronavirus.

- Engineering staff will be available during normal business hours by email or phone; and will be available to meet in-person by appointment only;
- Inspection staff will continue rounds while limiting physical contact. Inspections by appointment only;
- Utilities staff will continue to operate the City's water system and perform maintenance and locates;
- Meter installs, mid-cycle meter reads and final meter inspections will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks,
- Park and ROW mowing and maintenance will continue;
- Stormwater staff will continue to maintain and inspect facilities, and check facilities before/during heavy rains; and
- Shut off related to backflow testing will be suspended.

Finance.

• ~~SAO Audit scheduled to begin March 30;~~

- Finance staff will remain available during normal business hours by email or phone;
- Utility payments will not be accepted in person. Payments may be made by phone, on-line, by mail or drop box;
- Late fees for water payments will be suspended, and shut-off for non-payment of water bills will be suspended;
- Start/Stop/Move utility services will be available on-line;
- Non-essential procurement services suspended; and
- Accounts payable will operate as usual.

Community Development.

The Community Development Department will accept and process building, land use and engineering permits and perform building inspections consistent with building and construction proclamations issued by Governor Inslee.

Staff is available by phone and email during normal business hours. Scheduling appointments to submit, drop off, and pick up materials is at staff members' discretion.

Code enforcement is restricted to cases where no physical interaction is required.

Miscellaneous Services

The following City services will be suspended:

- Cemetery Services: plots will be sold when possible without contact, burial services are modified consistent with state requirements. ~~funeral services are suspended.~~
- Issuance of Peddler's License
- Notary services.
- Response to public records will be electronic only.
- All public events and park rentals are suspended.

PREVENTING WORKPLACE EXPOSURE

The following actions will be taken in an attempt to prevent workplace exposure:

Notification of Illness. Any employee who experiences symptoms of any illness will remain home from work, or leave work immediately if symptoms develop at work. Employees will notify a department manager or human resources if the employee or a member of their household test positive for COVID-19 or experience symptoms consistent with COVID-19.

Physical (social) Distancing and other Prevention.

- Hold virtual meetings if possible. Minimize in-person meetings and assure physical distancing requirements can be met;
- Adhere to physical distancing policies through the use of email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact; and avoid handshakes.

- Effectively handle materials and customers, they could be contaminated; and
- Wash hands often and practice other sanitary means to prevent spread of germs.

Police Department: Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home) to minimize risk of exposure to family members;

Work-related Travel and Training. ~~All in-person trainings and travel for such trainings are suspended.~~ Employees may attend in-person training if social distancing and other disease control measures are required. Travel for essential training may be approved by the City Manager.

Telework: Eligible employees are encouraged to work remotely when possible, provided it does not interfere with continuing essential city services. Eligible employees are those whose job duties can be completely or substantially performed from home, as determined by their manager.

At Risk Employees: Individuals deemed by the CDC as being at higher risk of suffering severe illness or death from COVID-19. Based on current CDC guidance, this definition includes:

1. Individuals aged 65 years and older;
2. Individuals who live in a nursing home or long-term care facility;
3. Individuals of any age with an underlying medical condition, including:
 - Chronic lung disease; Moderate to severe asthma; Serious heart condition; Diabetes; Severe obesity (Body Mass Index ≥ 40); Chronic kidney disease undergoing dialysis; Liver disease;
 - Any condition that compromises an individual's immune system, including: Cancer treatment; Smoking; Bone marrow transplantation; Organ transplantation; Immune deficiencies; HIV or AIDS; Prolonged use of corticosteroids (often seen in individuals with autoimmune diseases); Any other immune-weakening condition.

Employees who are in one of these populations will not be required to report to work, and will be provided with work to perform at home, if possible.

RESPONDING TO A WORKPLACE EXPOSURE

If an employee is diagnosed/confirmed positive with the virus or reports symptoms of the virus, the following actions will be taken:

- Employees who are experiencing symptoms will be encouraged to obtain a test for COVID-19.
- Employees who test positive for COVID-19 will be placed on paid leave for three weeks or until a medical professional authorizes return to work.
- Employees who ~~have been exposed~~ have been in close contact to someone who has tested positive for COVID-19 and is in mandatory quarantine, will be on paid leave for two weeks.
- Employees who have symptoms consistent with COVID-19 or who test negative will be placed on paid leave until 72 hours after their symptoms have resolved without the use of fever reducing medications, or three weeks whichever comes first.
- Employees who believe the exposure was work related will be encouraged to submit an application for

workers compensation benefits.

The workplace will be shut down and disinfected before allowing other employees to return.

WORKPLACE LEAVE POLICIES

Employees who are unable to work due to the COVID-19 pandemic as listed below will be placed on paid leave and will be paid at their regular hourly rate without having to use accrued leave hours. This leave policy will supersede any current City Employment Policies that address leave from work:

- Employees who are placed on leave due to an exposure as described in the “responding to workplace exposure” section of this Plan.
- Employees who are not working because they are in one of the at risk categories as described in this plan or are caring for someone in their household who is one of the categories.
- Employees who need to care for children who are without adequate care due to a school shutdown or are unable to find childcare services due to the pandemic.
- Employees who are not able to work because of the City’s operational changes.

Personal Travel. If an employee chooses travel for personal reasons to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any applicable earned leave (sick, vacation, etc.) while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

INFECTION CONTROL MEASURES

The City will take the following infection control measures:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations;
- Provide soap, water, and hand sanitizer in multiple locations and routinely refill;
- Provide face masks for employees who are in contact with the public;
- Require employees to clean hands often by washing for at least 20 seconds using soap and water, or using hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Require that employees routinely clean commonly touched surfaces and sanitize all areas of their workspace daily.

ENCOURAGE PHYSICAL DISTANCING

Physical distancing is an intervention to increase the distance between people and reduce the spread of disease. To encourage physical distancing, the following measures are put in place:

- Implement policies and procedures for employees to work remotely, if possible;
- Permit flexible work hours, if possible;
- Provide the technology and infrastructure needed to support multiple employees working from home;
- Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.;
- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff;
- Provide email and telephone number on signage for assistance to customers utilizing the drop box; and
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES

- Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home; and
- Ensure that all managers and supervisors are aware of City policies and the expectation that sick employees stay home.

ANTICIPATE ABSENTEEISM

The City will anticipate absenteeism due to COVID-19 and will:

- Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools;
- Be ready to adapt business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

The City recognizes that communication is critical during this pandemic and for employees who are working remotely. Therefore, the City will:

- Keep all employees informed about City operations, wellness activities, safety and COVID-19 updates through postings, email, City Intranet and the Employee Hotline when necessary;
- Provide positive, factual information which will help calm and encourage staff;
- Establish clear lines of communication between within and between departments to ensure critical services can be provided; and
- Provide timely and factual press releases as needed to keep community informed.

PROCESS FOR ACTIVATING THE CITY'S PLAN WHEN THERE IS A REPORT OF COVID IN THE WORKPLACE

- Employees must immediately notify, by phone or email only, their manager or Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Employees who have been medically diagnosed with the virus or who were quarantined ~~must will~~ submit a physician's release to return to work, if possible. ~~If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days before returning to work.~~
- The City will ~~work~~ with local health officials as needed or required for contact notification.

SAFE START WASHINGTON

The City will prepare for reopening according to the requirements outlined in Safe Start Washington and related proclamations and orders.

- City operations will be modified as needed to provide services for local business as they reopen, to provide necessary information regarding requirements for reopening and to enforce those requirements.
- City facilities will reopen at Phase III. Guidelines will be established for the workplace and employee contact with the public prior to reopening to assure compliance with social distancing and other disease control requirements.
- Public meetings, including City Council meetings, will resume in-person as outlined in the state proclamation related to Open Public Meetings.
- Play structures will be re-opened at Phase II. Regular sanitation schedules will be established and signage posted regarding use of the structures.

MODIFICATIONS TO THIS PLAN

The City will comply with the restrictions of all state and federal emergency proclamations and declarations related to COVID-19. In the event a proclamation or declaration modifies this Planned Response, the remainder of this Planned Response will remain in full force and effect.

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APPENDIX A

This table attached identifies the location where employees are working based on job duties or membership in an at-risk population, not hours worked:

Remain in Workplace	Number of Staff	Work from Home	Number of Staff	Paid Leave (not working)	Number of Staff
City Manager	1/2	City Manager	1/2		
Deputy City Manager	1/2	Deputy City Manager	1/2		
Department Heads	3 - varies				
Police					
Police – Command Staff	2	Police Clerk	1		
Police – Officers	8	Engineering	2		
Support Services: Admin & Finance					
Accounting	FTE – 1 1/2 Half Time EE	Accounting	FTE – 1/2		
		Admin Temp	3/4		
City Clerk	1/2	City Clerk	1/2		
Community Engagement	1/2	Community Engagement	1/2		
		Events	1		
Human Resources	1/2	Human Resources	1/2		
Procurement	1/2	Procurement	1/2		
		Utility Clerk	1		
		Events	1		
Public Works					
Facilities Maintenance	7 + temp	Admin	1		
Utilities Maintenance	5	Development Inspection	1		
Stormwater	1 + temp	Engineering	2		
		Facilities Maintenance	1		
		Planner	1		
Community Development					
Inspections	2 1/2	Admin	1		
Code Enforcement	1/2				
Permitting	1 (2 FTE's, part time)	Permitting	1 (2 FTE's, part time)		
Plan Review	1	Planner	1		

- All employees are subject to be called back to work, depending on the need and circumstances.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 28, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Building and Construction Order

GOVERNING LEGISLATION:

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: May 28, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Award of Construction Contract to Equip Well 11

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Award of Well 11 Drilling and testing contract on 3/14/19.

SUMMARY/BACKGROUND:

The City's 2013 Water System Plan identifies a new well in Abrams Park as the next water source for the City. This new well will be known as well 11, and will be located on the north side of the park across from the existing wells. The City contracted with Gray and Osborne Inc. (G&O) to complete the design on the new well, and in 2019 Jenson Drilling drilled the well and completed flow testing of the well.

The second phase of the project is to equip the well with pumps and connect the well to the City's water system. The project to equip the well was bid on May 12th and the City received one bid from Lee Contractors of Battle Ground.

BUDGET/FINANCIAL IMPACTS:

The 2020 Budget includes a total of \$400,000 for the construction of the Well 11 project. The Lee Contractors bid of \$339,400.40 is within budget and is under the Engineer's estimate for this phase of the project.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to Lee Contractors. A suggested motion is:

"I move to award the contract to Equip Abrams Park Well 11 to Lee Contractors in the amount of \$339,400.40"

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: P20005_BidTab (PDF)

City of Ridgefield Bid Tab for P20005: Equip Abrams Park Well 11 Opening: 05/12/2020 at 10am				Lee Contractors, LLC. 20907 NE 72nd Ave. Battle Ground, WA 98604 360-852-2317	
Base Bid:					
Item	Bid Item	Quantity	Unit	Unit Cost	Total
1	Mobilization and Demobilization	1	LS	\$ 25,000.00	\$ 25,000.00
2	Minor Change	1	CALC	\$ 5,000.00	\$ 5,000.00
3	Locate Existing Utilities	1	LS	\$ 2,000.00	\$ 2,000.00
4	Trench Excavation Safety Systems	1	LS	\$ 100.00	\$ 100.00
5	Special Excavation of Unsuitable Material	20	CY	\$ 100.00	\$ 2,000.00
6	Sitework	1	LS	\$ 30,000.00	\$ 30,000.00
7	Erosion Control	1	LS	\$ 1,000.00	\$ 1,000.00
8	Foundation Material	20	CY	\$ 150.00	\$ 3,000.00
9	Crushed Surfacing Top Course	250	TN	\$ 100.00	\$ 25,000.00
10	Topsoil	25	CY	\$ 100.00	\$ 2,500.00
11	Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
12	Controlled Density Fill	10	CY	\$ 100.00	\$ 1,000.00
13	Well 11 Building	1	LS	\$ 75,000.00	\$ 75,000.00
14	Well 11 Submersible Pump	1	LS	\$ 25,000.00	\$ 25,000.00
15	Piping Valves and Appurtenances	1	LS	\$ 10,000.00	\$ 10,000.00
16	Additional Fittings	300	LBS	\$ 5.00	\$ 1,500.00
17	Electrical, Telemetry, and Instrumentation	1	LS	\$ 100,000.00	\$ 100,000.00
				Total Base Bid	\$ 313,100.00
				WA State Sales Taxes	\$ 26,300.40
				Grand Total	\$ 339,400.40

Attachment: P20005_BidTab (Award of Construction Contract to Equip Well 11)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: May 28, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: Declaring Certain Property as Surplus and Authorizing Its Disposition

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 35A.11.010 – Rights, powers, and privileges; City of Ridgefield Financial Policy #09: Capitalization of Assets

PREVIOUS COUNCIL ACTION TAKEN:

Council has previously adopted resolutions providing for the surplus of certain property and executing its sale or disposal

SUMMARY/BACKGROUND:

The City acquired property located at 211 N Main Avenue in 2017 with an intention that the property would be used to build a new library facility. The library district eventually determined the existing library location was better suited for their use. As a result, the City no longer has plans to use the property for City use.

The City has been approached by a developer to purchase the property to include in the first planned development in the downtown core in approximately 25 years. The City has come to agreement on the price and would like to begin the process to surplus and sell the property.

A public hearing is not required to surplus this property per RCW 39.33.020 and AGO 1997 No. 5, and RCW 35.94.040. RCW 39.33.020 requires a public hearing for surplus of property over \$50,000 in value for all intergovernmental transfers. RCW 35.94.040 requires a public hearing to surplus property over \$50,000 in value for the surplus of property originally purchased for a utility. The current property does not meet either of these criteria.

The City originally paid \$93,533.64 for the land, \$54,967.66 for the mobile homes on the property and \$31,036.92 to demo the mobile homes. The developer has offered \$185,000 to ensure the City is made whole for this transaction. The current value of the bare land per the County Assessor is \$101,420.

BUDGET/FINANCIAL IMPACTS:

The City will see a budget impact for the property at the time of sale. The sales price of the property will be \$185,000.

RECOMMENDED ACTION OR MOTION:

Staff recommends that Council adopt resolution No. 578 as presented by making the

following motion:

“I move to adopt Resolution No. 578 as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

Resolution No.578

DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION

WHEREAS, the City of Ridgefield has acquired certain real property, which includes land that was purchased in 2017; and

WHEREAS, the City purchased the land to build a new library facility; and

WHEREAS, the Fort Vancouver Library District has obtained land and a building in a different location for the library; and

WHEREAS, the real property is surplus to the immediate needs of the City of Ridgefield.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF RIDGEFIELD, WASHINGTON AS FOLLOWS:

Section 1. Based upon the findings and recommendations of the City, the real property parcel #68027-000, legally described as #80 Arthur Quigley DLC .14A, with an address of 211 N. Main Avenue, Ridgefield, WA 98642, requesting to be declared surplus and no longer meets the needs of the City, and further, these items cannot be reassigned as an asset to other departments of the City.

Section 2. This property is deemed to no longer create a benefit for the residents of the City of Ridgefield.

Section 3. The Council authorizes the City Manager to sell the real property to the best benefit of the City of Ridgefield.

ADOPTED AT A REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 28th DAY OF MAY, 2020.

City of Ridgefield

Don Stose, Mayor

Attest:

Julie Ferriss, City Clerk

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: May 28, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: Designation of Official Newspaper

GOVERNING LEGISLATION:

RCW 35A.21.230, RCW 35A.12.160; RCW 35A.33.060, RCW 65.16

PREVIOUS COUNCIL ACTION TAKEN:

Council designates the official newspaper annually. Most recently they designated the official newspaper by adoption of Resolution No. 557 on June 13, 2019.

SUMMARY/BACKGROUND:

RCW 35A.21.230 provides that “Each code city shall designate an official newspaper by resolution. The newspaper shall be of general circulation in the city and have the qualifications prescribed by chapter 65.16 RCW”. City procurement policy requires services, including selection of the official newspaper, to be obtained using due diligence for both price and quality.

Therefore, the city must have one official newspaper that it should contract with based on an annual bid process. The city may, of course, publish notices in newspapers in addition to the official newspaper.

A request for bids was published in the Reflector and the Columbian with a deadline for submission no later than 2:00 PM on May 28, 2020. The bid is for publications during the period of June 1, 2020 through May 31, 2021.

Staff will bring forward bids for the official newspaper at the May 28th meeting for council consideration.

BUDGET/FINANCIAL IMPACTS:

No significant impact over 2019 advertising expense.

RECOMMENDED ACTION OR MOTION:

“I move to approve Resolution No. 579 designating the Official Newspaper for the City of Ridgefield for the period June 1, 2020 through May 31, 2021 as presented.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

Resolution No.579**DESIGNATION OF OFFICIAL NEWSPAPER**

WHEREAS, the _____ submitted a bid for publication of any official notices that the City is required to publish during the period from June 1, 2020 through May 31, 2021, and

WHEREAS, the _____ is a newspaper of general circulation in the City and has the qualifications prescribed by RCW 65.16.020, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The _____ is designated to be the official newspaper for the City of Ridgefield for publication of all official notices, which the City is required to publish.

Section 2. This resolution shall be effective immediately upon passage and signatures hereto.
PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING HELD ON THE 28TH DAY OF MAY, 2020.

Don Stose

Mayor

Attest:

Julie Ferriss

City Clerk