



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, April 9, 2020
Teleconference
N/A, Ridgefield, WA 98604**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Flag Salute
 - 2. Roll Call
 - 3. Late changes to the agenda
- II. CONSENT AGENDA**
 - 1. Approval of Claims And/Or Payroll
 - 2. Approval of Minutes from the March 26, 2020 Meeting
- III. PRESENTATION**
 - 1. Update on Emergency Declaration - Steve Stuart, City Manager
- IV. BUSINESS**
 - 1. Second Reading of Ordinance No. 1315 - Authorization for an Interfund Loan for Purchase of Property - Kirk Johnson, Finance Director
 - 2. Motion - Approval of Executive Order - Building and Construction - Steve Stuart, City Manager
- 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: April 09, 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: April 09 2020 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: April 09, 2020

2.1.a

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ANDERSON SIGNS INC.	2569	50865	Public Works	Cemetery Board Name Plates	50.60
ANDERSON SIGNS INC. Total					50.60
ARAMARK UNIFORM SERVICES	32	864419260	Genl Govt/Facilities	PW Floor Mats	1.93
				PW Uniforms	1.14
		864428882	Public Works	PW Floor Mats	25.80
				PW Uniforms	27.44
			Genl Govt/Facilities	PW Floor Mats	1.93
				PW Uniforms	1.14
		864409477	Public Works	PW Floor Mats	25.80
				PW Uniforms	27.44
			Genl Govt/Facilities	PW Floor Mats	1.93
				PW Uniforms	1.14
		864409478	Public Works	PW Floor Mats	25.80
				PW Uniforms	27.44
			Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
		864428883	Public Safety	PD Floor Mats	4.47
				CDD/PW/FIN Floor Mats	3.66
			Public Works	CDD/PW/FIN Floor Mats	3.90
				CDD/PW/FIN Floor Mats	3.90
			Community Development	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
			Genl Govt/Facilities	PD Floor Mats	4.47
				CDD/PW/FIN Floor Mats	3.66
		64419261	Public Works	CDD/PW/FIN Floor Mats	3.90
				CDD/PW/FIN Floor Mats	3.90
			Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
			Public Safety	PD Floor Mats	4.47
				CDD/PW/FIN Floor Mats	3.66
		Community Development	CDD/PW/FIN Floor Mats	3.90	
ARAMARK UNIFORM SERVICES Total					227.10
AUNDRA SKINNER INTERIORS LLC	3468	501716184	Genl Govt/Facilities	Business License Refund - Aundra Skinner Interiors	50.00
AUNDRA SKINNER INTERIORS LLC Total					50.00
B AND L PAPER COMPANY	2165	30828	Genl Govt/Facilities	PW - Paper Towels/Gloves	81.45
			Public Works	PW - Paper Towels/Gloves	1,088.73
		30829	Genl Govt/Facilities	City Hall Paper/Soap Supplies	431.41
B AND L PAPER COMPANY Total					1,601.59

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BSK ASSOCIATES	2119	VD00986	Public Works	Coliform Testing	625.00
BSK ASSOCIATES Total					625.00
CASCADE RECREATION INC.	2897	9048	Public Works	Wabash Valley Bench	1,559.88
CASCADE RECREATION INC. Total					1,559.88
CATHY DORIOT	79	0079-20200409	Genl Govt/Facilities	Hand Sanitizer	16.67
				Hand Sanitizer - Tax	(25.20)
			Public Safety	Hand Sanitizer	108.40
				Vetrinary Visit - Case #20-143	106.78
			Public Works	Hand Sanitizer	222.89
CATHY DORIOT Total					429.54
CITIES DIGITAL INC.	3382	48147	Information Technology	Gold Advanced Service Package	6,937.60
CITIES DIGITAL INC. Total					6,937.60
CLARK COUNTY	102	CI012929	Judicial	Pretrial Supervision & Interviews	445.50
		CI013660	Public Works	January 2020 - Decant Billing	4,664.80
CLARK COUNTY Total					5,110.30
CLARK COUNTY UTILITY COUNCIL	108	CCUCC 2020	Public Works	2020 Membership Dues - CCUCC	130.00
CLARK COUNTY UTILITY COUNCIL Total					130.00
CLARK PUBLIC UTILITIES	110	7206-645-9-20200409	Public Works	N Abrams Park/E Division	153.83
		7206-580-8-20200409	Public Works	301 N 3rd Ave	41.00
			Community Development	301 N 3rd Ave	41.00
		7206-605-3-202020409	Public Works	N 1st Cir & N 65th Ave - Park & Ride	66.25
		7206-555-0-20200409	Public Works	109 W Division St - Electricity	212.59
		7206-555-7-20200409	Public Works	214 S Riverview Dr	80.28
		7206-456-1-20200409	Public Safety	116 N Main Avenue	278.79
		7206-644-2-20200409	Public Works	City Park/Water Well	2,167.49
		7206-694-7-20200409	Public Works	255 S 56th Pl - Electricity	1,830.16
		7206-643-4-20200409	Public Works	400 N Abrams Park Rd	873.30
		7206-648-3-20200409	Public Works	Municipal Lighting Lease	7,727.33
		7206-578-2-20200409	Genl Govt/Facilities	230 Pioneer Ave	130.97
CLARK PUBLIC UTILITIES Total					13,602.99
CLEAN WORLD MAINTENANCE INC	3105	44770	Genl Govt/Facilities	Janitorial Services - March 2020	613.84
			Public Safety	Janitorial Services - March 2020	336.47
			Public Works	Janitorial Services - March 2020	246.04
CLEAN WORLD MAINTENANCE INC Total					1,196.35
COLUMBIAN PUBLISHING	116	20275	Parks	Ordinance 1312 - Boyse Proj.	45.00
		20337	Community Development	Public Hearing Cancellation	28.80
		20350	Public Works	Refuge Parks Advertising	361.80
		20360	Community Development	Notice Type II Land Use	140.40
		20199	Community Development	Title 18 Updates	95.40
COLUMBIAN PUBLISHING Total					671.40

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COMCAST	2271	2271-202004-510	Genl Govt/Facilities	RACC Communication - March-April 2020	13.71
			Public Works	RACC Communication - March-April 2020	183.73
			Community Development	RACC Communication - March-April 2020	197.46
COMCAST Total					394.90
COMDATA NETWORK INC.	1101	20333321	Genl Govt/Facilities	Fuel PW - XN173	85.74
			Public Works	Fuel PW - XN173	1,146.24
			Community Development	Fuel CDD - XN173	185.01
		20333305	Public Safety	PD Fuel XN795 - 03/16/2020-03/31/2020	676.89
COMDATA NETWORK INC. Total					2,093.88
CONSERVATION TECHNIX INC.	1821	897	Public Works	Ridgefield Parks/Rec Plan Updates	3,706.81
CONSERVATION TECHNIX INC. Total					3,706.81
DEPARTMENT OF HEALTH	148	SW2797	Public Works	Abrams Park Well 11 - Water Testing	2,125.00
DEPARTMENT OF HEALTH Total					2,125.00
DEPARTMENT OF LICENSING	3387	0154-20200409	Public Works	Driving Record Request - Bradley	13.00
DEPARTMENT OF LICENSING Total					13.00
DEPARTMENT OF LICENSING - CPL	154	RG0000420-2020	Genl Govt/Facilities	CPL Fees - Butler	18.00
DEPARTMENT OF LICENSING - CPL Total					18.00
DEPARTMENT OF RETIREMENT SYSTEM	1537	1388364	Genl Govt/Facilities	2019 Old Age & Survivors Insurance	25.00
DEPARTMENT OF RETIREMENT SYSTEM Total					25.00
DJ'S Electrical Inc.	UB*00320	(blank)	Genl Govt/Facilities	Refund Check 011810-003 Hydrant Meter 5 W Mill St	409.60
DJ'S Electrical Inc. Total					409.60
DKS ASSOCIATES	1565	73026	Community Development	On Call Review Services - Feb 2020	292.50
DKS ASSOCIATES Total					292.50
DR Horton Inc	UB*00323	(blank)	Genl Govt/Facilities	Refund Check 007991-022 Hydrant Meter	32.69
DR Horton Inc Total					32.69
ELCOR INC	2081	MSP-12432	Public Safety	IT Services - March 2020	2,409.42
			Public Works	IT Services - March 2020	2,013.39
			Community Development	IT Services - March 2020	2,141.71
			Information Technology	IT Services - March 2020	4,679.44
		12468	Genl Govt/Facilities	Computer Equipment/Software	5,000.91
ELCOR INC Total					16,244.87
FCS GROUP	958	3070-22003076	Community Development	Building Fee Review	1,325.00
FCS GROUP Total					1,325.00
FERGUSON ENTERPRISES INC # 8423	181	864289	Genl Govt/Facilities	Water Meters	(747.26)
			Public Works	Water Meters	9,643.26
FERGUSON ENTERPRISES INC # 8423 Total					8,896.00
GISI MARKETING GROUP	2811	154053	Community Development	Business Cards - CDD Dir Lust	130.62
GISI MARKETING GROUP Total					130.62
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4400235	Public Works	RORC Security Monitoring Services	56.59
		4400233	Public Works	RORC Security System Installation	3,446.04

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GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4400234	Public Works	RORC Security System	325.20
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					3,827.83
GRAINGER	206	9477292099	Public Works	Parks Supplies	17.19
GRAINGER Total					17.19
H.D. FOWLER COMPANY	2036	I5423171	Public Works	Water Meter Supplies	45.53
		I5408575	Public Works	Drainage at Nature Play Park	736.06
		I5418117	Public Works	Water Meters	1,190.62
H.D. FOWLER COMPANY Total					1,972.21
H2O SOLUTIONS LLC	3453	3152019	Public Works	HS/Cemetery Insp/Cleaning	4,336.00
H2O SOLUTIONS LLC Total					4,336.00
Hall Sher'rie	UB*00321	(blank)	Genl Govt/Facilities	Refund Check 009697-001 3033 S Cedar Ridge Dr	123.17
Hall Sher'rie Total					123.17
HARPER HOUF PETERSON RIGHELLIS INC.	1678	47704	Public Works	9th Avenue Waterline	1,467.50
HARPER HOUF PETERSON RIGHELLIS INC. Total					1,467.50
HARRY'S LAWN AND POWER EQUIPMENT	214	175789	Public Works	Parks - Equipment	322.89
HARRY'S LAWN AND POWER EQUIPMENT Total					322.89
HONEY BUCKETS	223	551483484	Public Works	Davis Park Port-A-Potty	298.00
HONEY BUCKETS Total					298.00
INTERSTATE BATTERIES	1458	93521	Public Works	Equip Maint - Abrams Park Gernerator	316.42
INTERSTATE BATTERIES Total					316.42
J2 BLUE PRINT SUPPLY	243	AR83488	Public Works	S 3rd Ave Improvements	132.36
		AR83640	Public Works	Refuge Park Improvements	677.23
		AR83464	Public Works	Junction Booster Pump Station VFD Upgrade Proj	116.04
J2 BLUE PRINT SUPPLY Total					925.63
JOHN DEERE FINANCIAL	1717	445017	Public Works	Equip Maint - Generator	20.50
JOHN DEERE FINANCIAL Total					20.50
KIM YAMASHITA	3469	3469-20200409	Public Safety	Generations in the Workplace - Training	400.00
KIM YAMASHITA Total					400.00
Kingston Homes LLC	UB*00317	(blank)	Genl Govt/Facilities	Refund Check 010504-080 1736 S Farm View Loop	40.10
	UB*00318	(blank)	Genl Govt/Facilities	Refund Check 010504-082 1613 S 40th Pl	68.69
	UB*00325	(blank)	Genl Govt/Facilities	Refund Check 010504-085 1715 S Farm View Loop	69.75
Kingston Homes LLC Total					178.54
KIRK JOHNSON	1716	1716-20200409	Finance	Mileage Reimb - Johnson	195.50
KIRK JOHNSON Total					195.50
L.N. CURTIS AND SONS	3075	INV369962	Public Safety	PD Uniforms - Morgan	53.27
L.N. CURTIS AND SONS Total					53.27
LES SCHWAB TIRES WOODLAND	272	42600379586	Public Works	Vehicle Maint - Stormwater	178.01
LES SCHWAB TIRES WOODLAND Total					178.01
LEWIS COUNTY SHERIFF'S OFFICE	2465	2465-20200409	Public Safety	Drop Box Med - Disposal	3.72
LEWIS COUNTY SHERIFF'S OFFICE Total					3.72

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LINKO TECHNOLOGY INC.	3337	6936	Genl Govt/Facilities	Backflow Software - Tax	(36.12)
			Public Works	Backflow Software	466.12
LINKO TECHNOLOGY INC. Total					430.00
MINUTEMAN PRESS (NORTH)	3278	2535	Genl Govt/Facilities	Name Badges	2.35
			Public Safety	Name Badges	15.66
			Public Works	Name Badges	24.74
			Community Development	Name Badges	35.55
			Finance	Name Badges	15.66
			Executive	Name Badges	15.67
			Administration	Name Badges	31.32
MINUTEMAN PRESS (NORTH) Total					140.95
MRSC ROSTERS	1720	CP-032020-1173	Community Development	Writing Good/Effective Code Provisions - Lust	35.00
		CP-032020-1172	Community Development	Writing Good/Effective Code Provisions - Anne	35.00
MRSC ROSTERS Total					70.00
NAPA AUTO PARTS	498	170749	Public Works	Equip Maint - John Deere	177.94
NAPA AUTO PARTS Total					177.94
Nicholson Steve	UB*00322	(blank)	Genl Govt/Facilities	Refund Check 008540-000 3147 S 3rd Way	84.16
Nicholson Steve Total					84.16
NW CONSTRUCTION GENERAL CONTRACTING INC.	2900	2900-20200409	Public Works	Retainage Release - Refuge Park Storm Proj.	6,959.00
NW CONSTRUCTION GENERAL CONTRACTING INC. Total					6,959.00
PACIFIC OFFICE AUTOMATION	1564	67322257	Genl Govt/Facilities	(blank)	5.72
				RACC Copier Lease	19.97
				City Hall Copier Lease	575.35
			Public Works	(blank)	76.49
				RACC Copier Lease	267.71
			Community Development	RACC Copier Lease	287.68
PACIFIC OFFICE AUTOMATION Total					1,232.92
PACIFIC POWER GROUP	819	485635-00	Public Works	Equip Maint - Generator	425.14
PACIFIC POWER GROUP Total					425.14
Piercey David & Wilson Leslie	UB*00327	(blank)	Genl Govt/Facilities	Refund Check 006903-000 673 S 15th Ct	81.42
Piercey David & Wilson Leslie Total					81.42
PIONEER PEST MANAGEMENT	2040	343697	Genl Govt/Facilities	Pest Management - City Hall	129.00
		343916	Public Safety	Pest Management - PD	107.32
PIONEER PEST MANAGEMENT Total					236.32
PLATT ELECTRIC SUPPLY	766	Y229803	Public Works	Street Light	705.45
PLATT ELECTRIC SUPPLY Total					705.45
Prather Kevin	UB*00326	(blank)	Genl Govt/Facilities	Refund Check 011163-000 1609 S Phoebe Dr	0.27
Prather Kevin Total					0.27
RICK BUCKNER POLYGRAPH	1092	20200312	Public Safety	Polygraph Testing	300.00
RICK BUCKNER POLYGRAPH Total					300.00

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RIDGEFIELD ART ASSOCIATION	2501	2501-2020	Genl Govt/Facilities	City Partnership Contribution 2020	1,200.00
RIDGEFIELD ART ASSOCIATION Total					1,200.00
RIDGEFIELD COMMUNITY GLEANERS ASSOCIATION	2996	2996-2020	Genl Govt/Facilities	City Partnership Contribution 2020	1,200.00
RIDGEFIELD COMMUNITY GLEANERS ASSOCIATION Total					1,200.00
RIDGEFIELD GARDEN CLUB	2495	2495-2020	Genl Govt/Facilities	City Partnership Contribution 2020	1,200.00
RIDGEFIELD GARDEN CLUB Total					1,200.00
RIDGEFIELD SCHOOL DISTRICT	378	1001900056	Genl Govt/Facilities	(blank)	287.09
			Public Works	(blank)	247.19
			Community Development	(blank)	1,037.07
RIDGEFIELD SCHOOL DISTRICT Total					1,571.35
SANDRA DAY	1838	1838-20200409	Council	Mileage/Parking Reimb - Day	295.34
SANDRA DAY Total					295.34
Schultz-Rathbun Randall	UB*00319	(blank)	Genl Govt/Facilities	Refund Check 012680-000 3810 N Pioneer Canyon Dr	54.97
Schultz-Rathbun Randall Total					54.97
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	1554-20200409	Public Safety	Jail Beds - Feb 2020	540.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					540.00
Stenersen Lester & Liz	UB*00243	(blank)	Genl Govt/Facilities	Refund Check 008758-000 832 N 13Th Pl	137.54
Stenersen Lester & Liz Total					137.54
THE PARR COMPANY	964	26495686	Public Works	Abrams Park Well 11 - Concrete Mix	29.40
		26495711	Public Works	Abrams Park Well 11 - Concrete Mix	29.40
		26496161	Public Works	Abrams Park Well 11 - Concrete Mix	53.17
		26495946	Public Works	Water/Stormwater Oper Supplies	45.53
		26496041	Public Works	Abrams Park Well 11 - Lumber	29.67
		26495715	Public Works	Stormwater Oper Supplies	24.26
THE PARR COMPANY Total					211.43
THERESA PATERSON	3097	368615	Human Resources	St. Paddys Day Arrangements	173.44
THERESA PATERSON Total					173.44
TRAFFIC SAFETY SUPPLY	432	INV024249	Genl Govt/Facilities	Street Signs	(13.57)
			Public Works	Street Signs	175.13
TRAFFIC SAFETY SUPPLY Total					161.56
USA BLUEBOOK	444	169673	Public Works	Water Supplies	28.13
USA BLUEBOOK Total					28.13
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS	459	DUES 2020-00425	Public Safety	2020 Dues - Doriot	75.00
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS Total					75.00
WA STATE DEPARTMENT OF TRANSPORTATION	688	RE44JD1385BL020	Public Works	De-Icer/Rock - Streets	626.88
WA STATE DEPARTMENT OF TRANSPORTATION Total					626.88
WA WILDLIFE AND RECREATION COALITION	1076	WWRC20-Mem	Public Works	2020 WWRC Membership	250.00
WA WILDLIFE AND RECREATION COALITION Total					250.00
WASHINGTON TRACTOR INC.	2275	2032413	Public Works	Equip Maint - John Deere 6105D	2,026.83
WASHINGTON TRACTOR INC. Total					2,026.83

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WELLWORKS FOR YOU	3414	9398	Human Resources	Wellness Program - March 2020	356.00
WELLWORKS FOR YOU Total					356.00
WESTERN FIRST AID AND SAFETY	3470	50469	Information Technology	First Aid and Safety Supplies	7,664.91
WESTERN FIRST AID AND SAFETY Total					7,664.91
WILCOX AND FLEGEL	1469	0478628-IN	Genl Govt/Facilities	Diesel Fuel	101.87
			Public Works	Diesel Fuel	1,361.81
WILCOX AND FLEGEL Total					1,463.68
WSP USA INC.	3338	929325	Community Development	Carty Rd Subarea Plan	5,326.74
		941316	Community Development	Carty Rd Subarea Plan	12,595.65
WSP USA INC. Total					17,922.39
Zaradic Sharyn	UB*00324	(blank)	Genl Govt/Facilities	Refund Check 010613-000 4578 N Noble Loop	11.11
Zaradic Sharyn Total					11.11
Grand Total					130,550.73

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**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 09, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the March 26, 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: 03-26-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
March 26, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

CITY COUNCIL JOINT THE MEETING VIA TELECONFERENCE

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

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the March 12, 2020 Meeting**

BUSINESS

- 1. Resolution No. 574 – Approval of Declaration of Civil Public Health Emergency - Steve Stuart, City Manager**

City Council of the City of Ridgefield, Clark County, State of Washington, pursuant to Chapter 38.52 RCW and RMC Section 2.44.090(B), as follows: Pursuant to RMC Chapter 2.44, the City Council declares there is an emergency that requires immediate measures to protect the public health and safety of Ridgefield residents. There is hereby declared an emergency due to the imminent threat of the spread of COVID-19 in Ridgefield. Pursuant to the emergency declared at Section 1, and pursuant to the authority in RMC Chapter 2.44, City Manager, Deputy City Manager, and Finance Director are authorized to make emergency procurements where the City may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the

time required for following the regular purchasing procedures. Such authorization for emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection at their next scheduled meeting after the procurement is authorized. Emergency procurements shall be considered in full force and effect until the City Council acts. This Resolution ratifies and confirms the declaration of emergency in Section 1, as required by RMC 2.44.090(B). Effective upon the ratification procedures in Section 4 above, the Ridgefield City Manager shall exercise authority through issuance of Executive Orders and through use and direction of City personnel, services and equipment, and any additional acts deemed necessary by the City Manager for the management of this emergency, subject to Council ratification procedures in RMC 2.44.090(B) .

The declaration of a local emergency set forth at Section 1 shall terminate upon issuance of another declaration when order has been restored in the affected areas of the City of Ridgefield, unless otherwise extended or limited by the City Council.

City Council conducted discussion.

MOTION: Moved to adopt Resolution No. 574 as presented.

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

2. Resolution No. 575 – Approval of Ridgefield Emergency Plan Response for COVID-19 - Steve Stuart, City Manager

On February 29, 2020, the Governor of the State of Washington proclaimed that a State of Emergency exists in all counties in the State of Washington as a result of the novel coronavirus (COVID-19) outbreak. On March 13, 2020 the Chair of the Clark County Council declared that there is an emergency that requires immediate measures to protect the public health and safety of Clark County citizens.

On March 17, 2020, through a Declaration of Civil Public Health Emergency, the Ridgefield City Manager declared an emergency that requires immediate measures to protect the public health and safety of Ridgefield residents. On March 18, 2020, the City Manager exercised the authority provided in Section 5 of the Declaration to adopt a Planned Response for COVID-19 to direct City personnel, services and equipment for continuation of essential City services and management of this emergency.

City Council discussion.

MOTION: Moved to adopt Resolution No. 575 as amended.

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

3. Motion - Approval of Bid Award Junction Booster Pump Station VFD Upgrade

Presently the booster pumps at the Junction well and reservoir are simple on/off pumps. Prior to the Junction well and reservoir project these pumps were only used for infrequent fire flow events and were set to turn on when low pressure was detected in the system. With the new Junction well and reservoir these pumps are also used to boost the water generated by the well up to system pressure, and to pump

water up to the high school reservoir. When the pumps turn on they generate pressure waves in the system, also known as water hammer. These pressure waves can cause damage to components in the system. Additionally the existing motors are also showing their age and are beginning to fail. This project will replace the existing pumps with Variable Frequency Drive (VFD) pumps, which will allow the pumps to run at any speed, and to slowly ramp up and down. This will eliminate damage from pressure waves and increase operational flexibility. In the 2020 Budget council authorized \$420,000 for the construction of the Junction Variable Frequency Drive Project. Bids for the project were opened on March 19th, and the City received three bids on the project, with the lowest bid submitted by Stellar J Corporation of Woodland.

MOTION: Moved to award the Junction Booster Pump Station VFD Upgrade Project to Stellar J in the amount of \$312,192.00.

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

4. Motion - Approval of Bid Award S 3Rd Ave Improvements

In 2019 the City applied for and received \$250,000 CDBG Grant finds for construction of improvements to South 3rd Avenue and Sargent Street. The project will construct sidewalk on the north side of Sargent street, rain gardens to provide stormwater treatment, and roadway improvements including curb and asphalt. The project will also replace and upsize the existing 4-inch water main on S. 3rd and Sargent Street. This project will increase safety for pedestrians including children that walk to school from this neighborhood, improve drainage and fire flow, and will beautify the street and increase property values. The City contracted with Wallis Engineering to complete the design of the project and the project was advertised for bid on February 24th. Bids were opened on March 24th, and lowest bidder was Holme Excavating of Battle Ground, WA.

MOTION: Moved to award the S 3rd Avenue Improvement Project to Holme Excavating of Battle Ground in the amount of \$425,486.68.

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

5. First Reading of Ordinance No. 1315 - Authorization for an Interfund Loan for Purchase of Property - Kirk Johnson, Finance Director

The City is negotiating and has considered an offer to purchase commercial property in Ridgefield that has capacity to house the Public Works Operations. The property consists of 4.39 acres with a 23,000 sq Ft shop/warehouse and a two story 5,000 sq ft office building. The City has conducted a facility study to identify the needs long term for a new operations facility. The commercial property identified meets the requirements from the study. The Finance Department will issue an RFP for bids from commercial banks to finance the purchase. As a short-term financing bridge, staff are recommending an interfund loan, to facilitate the purchase and closing of escrow. Staff is recommending an interfund loan from the Water System Development Charge fund for a maximum of \$3.8 million with interest paid back at the current LGIP rate in effect at the time the loan is disbursed. Currently the LGIP rate is 1.56%. The timeline is to

issue the interfund loan to close the purchase of the property within 60 days of the signed purchase and sale agreement. The Finance Department will follow-up with a 10-year bank loan and reimburse all costs for the property purchase, paying the interfund loan no later than December 31, 2020. Staff will return to Council in April with authorization requests for the City Manager to sign the Purchase and Sale Agreement and authorization for the Finance Director to issue debt for financing the purchase and required tenant improvements. In addition, staff will bring a budget amendment to Council to recognize the debt issuance revenue and expense for the purchase, tenant improvements and moving expenses.

First reading conducted.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Day - no report.

Council Member Lindsay - Attended CREDC board of director meeting.

Council Member Ziemer - Picked up food donations from Rosauers and delivered to Ridgefield Family Resource Center.

Council Member Onslow - Attended CRWWD meeting.

Council Member Aichele - Helped Mayor with sign installation at Neighbors Helping Neighbors.

Council Member Wells - Attended CRWWD meeting.

Mayor

Attended numerous meetings with CRESA regarding COVID-19 outbreak.

City Manager

City Manager Steve Stuart - Continuing to work on COVID-19 response.

Finance Director Kirk Johnson - State auditors update provided.

ADJOURN - [8:06 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 03-26-2020 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 09, 2020

ITEM:

AGENDA ITEM TITLE: Update on Emergency Declaration

Update on Emergency Declaration

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 09, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: Authorization for an Interfund Loan for Purchase of Property

GOVERNING LEGISLATION:

City of Ridgefield Financial Management Policy #10: Debt Management; Office of the State Auditor BARS Manual 3.9.1

PREVIOUS COUNCIL ACTION TAKEN:

Council adopted the City's debt management policy August 25, 2016, Council conducted first reading of Ordinance No. 1315 on March 26, 2020

SUMMARY/BACKGROUND:

The City is negotiating and has considered an offer to purchase commercial property in Ridgefield that has capacity to house the Public Works Operations. The property consists of 4.39 acres with a 23,000 sq Ft shop/warehouse and a two story 5,000 sq ft office building. The City has conducted a facility study to identify the needs long term for a new operations facility. The commercial property identified meets or exceeds the requirements from the study.

The Finance Department will issue an RFP for bids from commercial banks to finance the purchase. As a short-term financing bridge, staff are recommending an interfund loan, to facilitate the purchase and closing of escrow. Staff is recommending an interfund loan from the Water System Development Charge fund for a maximum of \$3.8 million with interest paid back at the current LGIP rate in effect at the time the loan is disbursed. Currently the LGIP rate is 1.56%. The timeline is to issue the interfund loan to close the purchase of the property within 60 days of the signed purchase and sale agreement. The Finance Department will follow-up with a 10-year bank loan and reimburse all costs for the property purchase, paying the interfund loan no later than December 31, 2020.

Staff will return to Council in April with authorization requests for the City Manager to sign the Purchase and Sale Agreement and authorization for the Finance Director to issue debt for financing the purchase and required tenant improvements. In addition, staff will bring a budget amendment to Council to recognize the debt issuance revenue and expense for the purchase, tenant improvements and moving expenses.

BUDGET/FINANCIAL IMPACTS:

Interfund loan of \$3,800,000 and a maximum of \$19,785 in interest if paid December 31, 2020.

RECOMMENDED ACTION OR MOTION:

Staff recommends Council adopt Ordinance No. 1315 by making the following motion:

“I move to adopt Ordinance No. 1315, as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

ORDINANCE NO. 1315

AUTHORIZATION FOR AN INTERFUND LOAN FOR PURCHASE OF PROPERTY

INTERFUND LOAN (PUBLIC WORKS FACILITY)

An ORDINANCE relating to the public works facility project; establishing the City's Water System Development Charge Fund as the lending fund for an interfund loan; and authorizing the loan of funds from the City's Water System Development Charge Fund, in the amount of \$3,800,000 to the General Capital Project Fund to provide bridge financing for the acquisition of property for and improvements to a public works facility.

WHEREAS, the City established the General Capital Project Fund to account for capital expenses associated with completing public works and other general fund capital projects; and

WHEREAS, the City has an opportunity to acquire a site for its public works facility, and anticipates financing the acquisition and associated improvements with a bank loan or other debt; and

WHEREAS, the City wishes to use internal resources and not issue debt prematurely through the prudent use of an interfund loan; and

WHEREAS, there is sufficient cash in the City's Water System Development Charge Fund to support a loan of up to \$3,800,000 without detriment of any function or project for which the fund was established, to support an interfund loan to the General Capital Project Fund through December 31, 2020; and

WHEREAS, the loan from the City's Water System Development Charge Fund to the General Capital Project Fund for the purpose of providing bridge financing for the costs of the public works facility project is anticipated to be repaid from the General Fund upon incurrence of a bank loan or other debt for the project;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF RIDGEFIELD AS FOLLOWS:

Section 1. The Finance Director is authorized to make a loan of up to \$3,800,000 in principal amount from the City's Water System Development Charge Fund to provide bridge financing for the public works facility project. The loan amount shall be transferred from the City's Water System Development Charge Fund to the General Capital Project Fund.

Section 2. The loan amount shall be transferred, on a temporary basis, from the City's Water System Development Charge Fund to the General Capital Project Fund, effective March 26, 2020 or by the date the purchase closes through escrow. The interfund loan shall bear interest from such date at a rate which equals the LGIP actual rate of interest for the period which the loan is outstanding and shall be repaid from proceeds of a bank loan or other General Fund revenues to be deposited into the Water System Development Charge Fund on or before December 31, 2020 (the "Maturity Date"). All principal of and interest on the interfund loan shall be repaid on or prior to the Maturity Date.

Section 3. This ordinance shall take effect and be in force as provided by law.

ADOPTED at a regular meeting of the City Council of the City of Ridgefield, Washington, this 26th day of March, 2020.

CITY OF RIDGEFIELD, WASHINGTON

By _____
Don Stose, Mayor

ATTEST:

Julie Ferriss,
City Clerk

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 09, 2020

ITEM:

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

Executive Order - Building and Construction

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 4_3_20 Building and Construction Order(PDF)



APRIL 3, 2020: OFFICIAL RIDGEFIELD ORDER IMPLEMENTING WASHINGTON GOVERNOR INSLEE STATEWIDE PROCLAMATION NO. 20-25 and NO. 20-25.1

I. Background

On March 23, 2020, Governor Inslee issued Proclamation No. 20-25 which ordered that from midnight March 25, 2020 to midnight April 6, 2020, all non-essential businesses would be prohibited from conducting all but basic minimum operations and all essential businesses were allowed to continue operations so long as appropriate social distancing, sanitation, and worker safety measures were implemented. In its listing of essential businesses, the Order includes language related to construction workers as essential workers in the following circumstance:

“Construction workers who support the construction, operation, inspections, and maintenance of construction sites and construction projects (including housing construction) for all essential facilities, services and projects included in this document, and for residential construction related to emergency repairs and projects that ensure structural integrity.”

On March 25, 2020, the Governor issued a memorandum clarifying that, in general, commercial and residential construction is not authorized under the Proclamation because construction is not an essential activity, except for construction related to essential activities described in the order, to further a public purpose, to “prevent spoliation and avoid damage or unsafe conditions”, or emergency repairs.

Most recently, on April 2, 2020, the Governor issued Proclamation No. 20-25.1, extending the Stay Home – Stay Healthy Order until 11:59PM May 4, 2020. The Order extended all the provisions of “Proclamation No. 20-25 and all amendments thereto”.

II. Ridgefield Interpretation and Action

First and foremost, Proclamation No. 20-25.1 extends the City’s restrictions on building and development activities through May 4, 2020. These City restrictions will continue until the restrictions in the Governor’s Order have been lifted. Amended restrictions are defined within this Order and **take effect immediately**.

As referenced in the March 26, 2020 City Order implementing State Proclamation No. 20-25, “if the Governor’s Order is extended, our staff will work with you to re-evaluate additional measures necessary to prevent spoliation and avoid damage or unsafe conditions that may occur given the extended order’s time frame.” To that end, and while continuing to recognize the urgent nature of the Stay at Home Order, the City of Ridgefield is updating restrictions on construction as follows:

- 1) For **single-family and multi-family residential development and building projects**, all work including sites, permit submittals/drop-offs/pickups, and inspections **MUST STOP**, **EXCEPT** work necessary to prevent spoliation and avoid damage of partially erected structures. For the purposes of this Order:
 - a. "Partially erected structures" are defined as those where post and beam has already been installed. Call in for associated post and beam and underfloor plumbing inspections if those have not already occurred.
 - b. "To prevent spoliation and avoid damage" is limited to:
 - i. Framing;
 - ii. Windows;
 - iii. House wrap;
 - iv. Temporary construction doors;
 - v. Roofing (including shingles);
 - vi. Plumbing necessary to extend vents through roofing so roofers can flash the vent pipes;
 - vii. Siding; and
 - viii. Securing garage entries with plywood sheeting.
 - c. NO additional work is authorized beyond the list above.
 - d. All authorized work must be completed in a timely fashion in order to fulfill the word and intent of the Governor's Stay at Home Order.
 - e. It is the responsibility of the builder to secure the site against theft while working within the requirements and restrictions of this Order.
 - f. ALL BUILDERS ARE REQUIRED to provide Ridgefield Building Official John Wilson a list of addresses of homes being worked on under the terms of this Order, including the allowed work to be completed for each home, and expedited timelines for when the work will be completed.
 - g. All work which is not specifically authorized within this Order **SHALL STOP IMMEDIATELY** until the Governor's Stay At Home Order – Proclamation 20-25.1 – is lifted.
- 2) For **residential remodel construction on premises which have already been granted an occupancy permit**, all work including sites, permit submittals/drop-offs/pickups, and inspections **MUST STOP**, **EXCEPT** project or site work necessary for "emergency repairs and projects that ensure structural integrity".
- 3) For **commercial/industrial development and building projects**, only those projects which directly involve any of the thirteen essential facilities, services, or projects listed in the governor's order **MAY CONTINUE** with site work, permit submittals/drop-offs/pickups, and inspections.
 - a. ALL OTHER commercial/industrial development and building project sites, submittals, and inspections **MUST STOP**, **EXCEPT** project or site work necessary to prevent spoliation and avoid damage, which includes activities necessary to temporarily close down and secure a site for protection of the structure and the public safety.

Again, thank you all for your input and your help in complying with these necessary measures and restrictions. Stay safe and healthy, and let us know if you have additional questions.

Thank you,



Steve Stuart
City Manager