



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, March 26, 2020
Ridgefield Administrative and Civic Center
510 Pioneer Street, Ridgefield, WA 98642**

- 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 12, 2020 Meeting
- III. BUSINESS**
 - 1. Resolution No. 574 – Approval of Declaration of Civil Public Health Emergency - Steve Stuart, City Manager
 - 2. Resolution No. 575 – Approval of Ridgefield Emergency Plan Response for COVID-19 - Steve Stuart, City Manager
 - 3. Motion - Approval of Bid Award Junction Booster Pump Station VFD Upgrade - Bryan Kast, Public Works Director
 - 4. Motion - Approval of Bid Award S 3Rd Ave Improvements - Bryan Kast, Public Works Director
 - 5. First Reading of Ordinance No. 1315 - Authorization for an Interfund Loan for Purchase of Property - Kirk Johnson, Finance Director
- IV. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**
 - 1. Council
 - 2. Mayor
 - 3. City Manager
- V. 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: March 26, 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: March 26 2020 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: March 26, 2020

2.1.a

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCELA INC. - EPAY	3386	200321926	Public Works	Customer Web ACH Fees - February 2020	78.90
ACCELA INC. - EPAY Total					78.90
ACCURATE AUTOMOTIVE	9	4445	Public Safety	PD Vehicle Maint	1,118.55
ACCURATE AUTOMOTIVE Total					1,118.55
AHMAD ALQATANANI	3463	3463-20200326	Community Development	Mileage/Training Reimb-Res Bldg Inspec-Alqatanani	250.63
AHMAD ALQATANANI Total					250.63
ANDERSON SIGNS INC.	2569	51021	Community Development	Name Plate - Lust	23.50
ANDERSON SIGNS INC. Total					23.50
ARAMARK UNIFORM SERVICES	32	864399736	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.66
		864389973	Community Development	CDD/PW/FIN Floor Mats	3.90
			Genl Govt/Facilities	PW Floor Mats	1.78
				PW Uniforms	1.23
			Public Works	PW Floor Mats	23.80
		864389974		PW Uniforms	29.50
			Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
			Public Safety	PD Floor Mats	4.47
		864399735	Public Works	CDD/PW/FIN Floor Mats	3.66
			Community Development	CDD/PW/FIN Floor Mats	3.90
			Genl Govt/Facilities	PW Floor Mats	1.78
				PW Uniforms	1.23
			Public Works	PW Floor Mats	23.80
				PW Uniforms	29.50
ARAMARK UNIFORM SERVICES Total					151.40
BEVRIDGE PUBLIC LLC	3465	501732917	Genl Govt/Facilities	Business License Refund - Bevridge Public LLC	50.00
BEVRIDGE PUBLIC LLC Total					50.00
BLUEFIN PAYMENT SYSTEMS	2827	2827-20200326	Public Works	Citizen Payment Fees - Feb 2020	95.67
		2827-20200326B	Public Works	Citizen Pmt Fees - Feb 2020	572.31
BLUEFIN PAYMENT SYSTEMS Total					667.98
CEDARS CONSTRUCTION LLC	3464	PLM-19-0672	Genl Govt/Facilities	Refund PLM-19-0672	60.00
		BLD-19-0526	Genl Govt/Facilities	Refund BLD-19-0526	1,218.10
		BLD-19-0525	Genl Govt/Facilities	Refund BLD-19-0525	1,120.60
		PLM-19-0673	Genl Govt/Facilities	Refund PLM-19-0673	60.00
CEDARS CONSTRUCTION LLC Total					2,458.70
CFM STRATEGIC COMMUNICATIONS INC.	2551	25414	Genl Govt/Facilities	Lobbyist - Feb 2020	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CHMELIK SITKIN & DAVIS	3294	97492	Genl Govt/Facilities	Park Laundry Eval Remediation - Feb 2020	2,235.00

Attachment: March 26 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
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CHMELIK SITKIN & DAVIS Total					2,235.00
CITIES DIGITAL INC.	3382	48067	Information Technology	Docusign Licensing/maint/support	5,630.34
CITIES DIGITAL INC. Total					5,630.34
CITY OF BATTLE GROUND	92	INV00281	Judicial	Court Costs/Public Defender - Feb 2020	13,685.42
CITY OF BATTLE GROUND Total					13,685.42
CITY OF RIDGEFIELD-W/S	96	007183-000-20200326	Public Works	618 Lark Dr Lark Park - Water	47.44
				618 Lark Dr Lark Park - Storm	19.05
		006398-000-20200326	Public Safety	116 N Main Ave PD - Storm	76.20
				116 N Main Ave PD - Water	56.46
		006405-000-20200326	Public Works	119 N 3rd Ave Community Park - Water	47.44
				119 N 3rd Ave Community Park - Storm	38.10
		005436-009-20200326	Public Works	6007 N Ridgefield Woods Dr. - Irrigation	47.44
		009787-003-20200326	Public Works	Green Gables Tract-D Irrigation MET	47.44
		006419-000-20200326	Public Works	301 N 3rd Ave CDD - Storm	19.05
				301 N 3rd Ave CDD - Water	26.38
			Community Development	301 N 3rd Ave CDD - Storm	19.05
				301 N 3rd Ave CDD - Water	26.37
		010889-000-20200326	Public Works	Junction Well & Reservoir - Storm	133.35
		008428-000-20200326	Public Works	Cedar Ridge Park - Water	94.88
				Cedar Ridge Park - Storm	19.05
		006404-000-20200326	Genl Govt/Facilities	230 Pioneer Street City Hall - Water	566.44
				230 Pioneer Street City Hall - Storm	133.35
		009787-006-20200326	Public Works	Roundabout 45th & 3rd	47.47
		005810-000-20200326	Public Works	Abrams Park Standpipe - Water	49.24
		005488-000-20200326	Public Works	Cemetery Water Spigots - Water	47.44
		005815-000-20200326	Public Works	109 W Division WWTP - Storm	800.10
				109 W Division WWTP - Water	230.66
		005436-005-20200326	Public Works	1-5/SR501 NE Interchange Irrigation	94.88
		005811-000-20200326	Public Works	Abrams Park Kitchen & Irrigation - Water	49.05
				Abrams Park Kitchen - Storm	400.05
		010935-000-20200326	Public Works	Cedar Creek Irrigation Tract B	140.79
		009457-000-20200326	Public Works	Columbia Hills Irrigation Tract D Cispus Way	94.88
		009787-000-20200326	Public Works	Green Gables Tract-Q Irrigation M	48.08
		005807-000-20200326	Public Works	Abrams Park Restrooms - Storm	19.05
				Abrams Park Restrooms - Water	106.11
		007097-000-20200326	Public Works	2311 N 5th Way Crows Nest Park - Storm	38.10
				2311 N 5th Way Crows Nest Park - Water	47.44
		009787-004-20200326	Public Works	Green Gables Tract-C Irrigation M	47.44
		005032-000-20200326	Genl Govt/Facilities	111 S Main - Storm	57.15
				111 S Main - Water	61.01
		005207-000-20200326	Public Works	Blue Heron Community Garden - Water	47.44
		005806-000-20200326	Public Works	Abrams Soccer Field	151.82
		005436-010-20200326	Public Works	5054 Pioneer Street	19.05

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CITY OF RIDGEFIELD-W/S	96	009272-000-20200326	Public Works	1308 N Heron Dr Hayden Park - Storm	19.05
				1308 N Heron Dr Hayden Park - Water	47.44
		005812-001-20200326	Public Works	Abrams Park Chloine Injector - Storm	19.05
		010821-000-20200326	Public Works	Water Tower (Cemetery)	57.15
		009787-005-20200326	Public Works	Park & Ride Lot - Storm	209.55
		006420-000-20200326	Public Works	315 N 3rd Avenue Davis Park - Water	151.82
		009787-002-20200326	Public Works	Green Gables Tract-D Irrigation M	47.44
		005436-001-20200326	Public Works	1-5/SR501 NE Interchange Irrigation	94.88
		009427-000-20200326	Public Works	Columbia Hills Irrigation Tract B Wind River	47.44
CITY OF RIDGEFIELD-W/S Total					4,708.56
CLARK COUNTY TREASURERS OFFICE	554	SIF022020	Genl Govt/Facilities	SCHOOL IMPACT FEES	347,226.25
CLARK COUNTY TREASURERS OFFICE Total					347,226.25
CLARK PUBLIC UTILITIES	110	7207-403-2-20200326	Public Works	911 N 65th Ave Intertie 2 - Water	109.18
		7448-974-1-20200326	Public Works	N 35th Ave and Pioneer St	60.54
		7207-401-6-20200326	Public Works	800 NE 264 St Intertie 1 - Water	607.17
		7503-626-9-20200326	Public Works	337 S Royal Rd.	113.67
		7122-942-1-20200326	Public Works	3701 N 3rd Cir - Electricity	26.91
		7516-978-9-20200326	Public Works	SR/Pioneer ST & S 65 AVE	56.78
		7122-944-7-20200326	Public Works	512 N Allen Dr - Electricity	26.83
		7124-838-9-20200326	Public Works	Overlook Park - Electricity	82.73
		7123-806-7-20200326	Public Works	Pioneer St. & Gee Creek Loop - Electricity	27.16
		7516-979-7-20200326	Public Works	(blank)	103.47
		7207-402-4-20200326	Public Works	1504 NW Intertie 3 - Water	655.45
		7453-365-4-20200326	Public Works	535 N Abrams Park Rd.	44.99
		7126-145-7-20200326	Public Works	Heron Dr & Lark Dr	46.91
		7126-408-9-20200326	Public Works	2300 N 3rd Way Bellwood Trail Lights	33.27
CLARK PUBLIC UTILITIES Total					1,995.06
CLARK REGIONAL WASTEWATER DISTRICT	741	032664-000-20200326	Public Works	301 N 3rd Ave CDD - Sewer	25.08
			Community Development	301 N 3rd Ave CDD - Sewer	25.07
		032695-000-20200326	Public Works	109 W Division WWTP - Sewer	184.10
		032894-000-20200326	Public Works	Abrams Park Kitchen - Sewer	40.98
		032712-000-20200326	Public Safety	116 N Main Ave PD - Sewer	46.49
		032752-000-20200326	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	81.95
		035480-000-20200326	Public Works	255 S 56th Pl Well & Reservoir - Sewer	39.75
		032895-000-20200326	Public Works	Abrams Park Restrooms - Sewer	91.12
		032899-000-20200326	Public Works	Abrams Park Former Mgr House - Sewer	42.81
CLARK REGIONAL WASTEWATER DISTRICT Total					577.35
Columbia Pacific Construction	UB*00316	(blank)	Genl Govt/Facilities	Refund Check 011006-001 Hydrant Meter	467.56
Columbia Pacific Construction Total					467.56
COLUMBIA RESOURCE COMPANY	114	27208	Genl Govt/Facilities	Streets/Shop Dump	19.41
			Public Works	Streets/Shop Dump	272.86
COLUMBIA RESOURCE COMPANY Total					292.27
COLUMBIAN PUBLISHING	116	20112	Public Works	Junction Booster Pump Advertising	303.60

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COLUMBIAN PUBLISHING	116	20112	Public Works	S 3rd Ave Improvements Advertising	382.80
			Community Development	Summary Ordinance 1313	73.80
COLUMBIAN PUBLISHING Total					760.20
COMCAST	2271	2271-202003-109	Genl Govt/Facilities	PW Shop Communications	28.39
			Public Works	PW Shop Communications	379.51
		2271-202003-230	Genl Govt/Facilities	Internet Services - City Hall	300.34
		2271-202003-116	Public Safety	PD Communications	348.18
COMCAST Total					1,056.42
COMCAST BUSINESS	1666	97860944	Genl Govt/Facilities	Internet Services - 230 Pioneer St	371.72
COMCAST BUSINESS Total					371.72
COMDATA NETWORK INC.	1101	20332690	Genl Govt/Facilities	PW/CDD Fuel XN173 - 3/1/2020-3/15/2020	125.03
			Public Works	PW/CDD Fuel XN173 - 3/1/2020-3/15/2020	1,671.43
			Community Development	PW/CDD Fuel XN173 - 3/1/2020-3/15/2020	254.67
		20332688	Public Safety	PD Fuel XN795 - 3/1/2020-3/15/2020	930.12
COMDATA NETWORK INC. Total					2,981.25
CRISTY MAY	3466	3466-20200326	Community Development	Lunch Meeting Reimb - May	24.97
CRISTY MAY Total					24.97
DAILY JOURNAL OF COMMERCE	133	744646797	Public Works	Junction VFD Upgrad Proj Bid Advert	414.10
		744646798	#N/A	S 3rd Ave Improvements Bid Advert	520.70
DAILY JOURNAL OF COMMERCE Total					934.80
DELL MARKETING L.P.	2841	10379609843	Public Safety	PD Vehicle Docking Station	658.52
DELL MARKETING L.P. Total					658.52
DEPARTMENT OF LICENSING - CPL	154	RG0000417-2020	Genl Govt/Facilities	CPL Fees - Hanus	18.00
		RG0000416-2020	Genl Govt/Facilities	CPL Fees - Holder	18.00
		RG0000419-2020	Genl Govt/Facilities	CPL Fees - Stenersen	18.00
		RG0000415-2020	Genl Govt/Facilities	CPL Fees - Iverson	18.00
DEPARTMENT OF LICENSING - CPL Total					72.00
EFFICIENT COMMUNICATION SOLUTIONS	2126	26268	Information Technology	Phone for City Hall	466.08
EFFICIENT COMMUNICATION SOLUTIONS Total					466.08
ELI KREBSER	2132	2132-20200326	Genl Govt/Facilities	Meal Reimb - Pesticide Refresher - Krebs	3.00
			Public Works	Meal Reimb - Pesticide Refresher - Krebs	17.00
ELI KREBSER Total					20.00
ENVIRONMENTAL SCIENCE ASSOCIATES	2398	153128	Public Works	EF20 Mitigation Proj Side Channel Monitoring	402.50
ENVIRONMENTAL SCIENCE ASSOCIATES Total					402.50
GISI MARKETING GROUP	2811	153931	Genl Govt/Facilities	1Sat Handbills	379.40
GISI MARKETING GROUP Total					379.40
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4400053	Public Works	RORC Security System	6,486.66
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					6,486.66
GRAINGER	206	9468359584	Public Works	Streets Air Compressor Oil	83.38
		9463789439	Public Works	Well 11 Supplies	98.07
		9463451766	Public Works	Abrams Park Well 11	122.50
		9461365422	Public Works	Abrams Park Well 11	331.96
		9468591095	Public Works	Abrams Park Well 11	119.12

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GRAINGER Total					755.03
GRAY AND OSBORNE INC	207	19273.00-7	Public Works	Junction VFD Upgrade Project	7,854.58
		19234.00-14	Public Works	Water System Plan Update	3,783.52
		18274.00-21	Public Works	Abrams Park Well 11 Prelim Design/Drilling	17,016.79
		20224.00-1	Community Development	McCormick Creek Final Plat	503.38
		20234.00-1	Parks	Boyce Short Plat	186.30
		19307.00-2	Community Development	Urban Downs Final Plat	62.10
GRAY AND OSBORNE INC Total					29,406.67
H.D. FOWLER COMPANY	2036	I5407288	Public Works	Water Meter & Well 11 Supplies	662.52
H.D. FOWLER COMPANY Total					662.52
H2O SOLUTIONS LLC	3453	46710	Public Works	HS/Cemetery Tank Cleaning/Insp	4,216.00
H2O SOLUTIONS LLC Total					4,216.00
HONEY BUCKETS	223	551447718	Public Works	Davis Park Port-A-Potty	298.00
HONEY BUCKETS Total					298.00
INTERMEDIA.NET INC	2187	2003104599	Information Technology	Voice Services - Feb 2020	85.20
INTERMEDIA.NET INC Total					85.20
J.L. STOREDAHL AND SONS	558	294464	Public Works	Parks/Streets Crushed Rock	679.98
J.L. STOREDAHL AND SONS Total					679.98
J2 BLUE PRINT SUPPLY	243	AR82411	Genl Govt/Facilities	1Sat - Community Mural	151.76
		AR82728	Public Works	Junction Booster Pump Station VFD Upgrade Proj.	850.23
		AR82727	Public Works	S 3rd Ave Improvements	747.20
J2 BLUE PRINT SUPPLY Total					1,749.19
JANEAN Z PARKER	2199	72	Public Works	Legal Services - February 2020	50.00
			Community Development	Legal Services - February 2020	3,150.00
			Parks	Legal Services - February 2020	400.00
			Legal	Legal Services - February 2020	2,100.00
JANEAN Z PARKER Total					5,700.00
KENYON DISEND PLLC	1746	189910	Community Development	Prof Attorney Services - Comp Plan Appeal	362.90
KENYON DISEND PLLC Total					362.90
KILLA BITES INC.	3090	1951	Genl Govt/Facilities	PW Interview Panel Lunch	6.50
			Public Works	PW Interview Panel Lunch	37.89
			Community Development	PW Interview Panel Lunch	4.39
		1952	Community Development	Carty Rd Subarea Comittee Lunch	233.06
		1953	Genl Govt/Facilities	City Council Meeting - Catering	298.10
KILLA BITES INC. Total					579.94
LARCH CORRECTIONS CENTER	2088	LCC2002.827	Public Works	Community Work Crew - Feb 2020	1,614.25
LARCH CORRECTIONS CENTER Total					1,614.25
LARSEN SIGN CO	1784	26735	Public Safety	PD Vehicle Lettering	544.01
LARSEN SIGN CO Total					544.01
LINKO TECHNOLOGY INC.	3337	6818	Genl Govt/Facilities	Web Tests - February 2020	(0.50)
			Public Works	Web Tests - February 2020	6.50
LINKO TECHNOLOGY INC. Total					6.00
MCFARLANE'S BARK INC.	1412	173076	Public Works	Parks Bark Chips	439.02

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MCFARLANE'S BARK INC.	1412	173069	Public Works	Parks Bark Chips	439.02
MCFARLANE'S BARK INC. Total					878.04
MINUTEMAN PRESS	1432	87436	Community Development	CDD Stamp	32.52
MINUTEMAN PRESS Total					32.52
MINUTEMAN PRESS (NORTH)	3278	2444	Public Works	Ceneterly & Parks Board/Plan Comm Name Badges	140.07
			Community Development	Ceneterly & Parks Board/Plan Comm Name Badges	98.00
MINUTEMAN PRESS (NORTH) Total					238.07
MUNICIPAL CODE CORP.	1185	340567	Genl Govt/Facilities	Codification	162.65
MUNICIPAL CODE CORP. Total					162.65
NAPA AUTO PARTS	498	169861	Genl Govt/Facilities	Vehicle Maint - Webberly	1.54
			Public Works	Vehicle Maint - Webberly	29.10
		168994	Public Works	Vehicle Maint - Toro Mower	10.29
		168789	Genl Govt/Facilities	Bucket Truck Maintenance	4.04
			Public Works	Bucket Truck Maintenance	53.95
		169857	Public Works	Vehicle Maint - Bolling	57.64
NAPA AUTO PARTS Total					156.56
NORTHWEST NATURAL GAS	315	8817-9-20200326	Genl Govt/Facilities	City Hall - Natural Gas	275.15
		1000591-6-20200326	Public Safety	Police Department - Natural Gas	71.60
		8578-7-20200326	Public Works	PW Shop - Natural Gas	295.05
NORTHWEST NATURAL GAS Total					641.80
ONE CALL CONCEPTS	326	29092	Public Works	Excavation Notif/Modem Ticket Delivery - Feb 2020	225.72
ONE CALL CONCEPTS Total					225.72
OTAK INC.	1787	32000035	Genl Govt/Facilities	Discovery Corridor Economic Vision	5,283.59
OTAK INC. Total					5,283.59
PACIFIC NORTHERN ENVIRONMENTAL LLC	3451	211026	Public Works	Abrams Well 10 Maintenance	708.20
PACIFIC NORTHERN ENVIRONMENTAL LLC Total					708.20
PAGEFREEZER SOFTWARE INC	3452	INV-7278	Genl Govt/Facilities	PageFreezer Software use/sales tax	(640.08)
			Information Technology	PageFreezer Software	8,260.08
PAGEFREEZER SOFTWARE INC Total					7,620.00
PATRICK HILDRETH BRAND AND DESIGN	2372	1623	Genl Govt/Facilities	Professional Design & Web Maintenance	300.00
PATRICK HILDRETH BRAND AND DESIGN Total					300.00
PITNEY BOWES	341	3310724206	Genl Govt/Facilities	Postage Machine Lease - 1st Qtr 2020	466.77
PITNEY BOWES Total					466.77
PLATT ELECTRIC SUPPLY	766	Y227367	Public Works	Street lights	2,549.97
PLATT ELECTRIC SUPPLY Total					2,549.97
QUICK LANE TIRE AND AUTO CENTER	3050	422538	Public Safety	PD Vehicle Maint	56.42
QUICK LANE TIRE AND AUTO CENTER Total					56.42
RENEWAL BY ANDERSON	3467	3467-20200326	Genl Govt/Facilities	1SAT Vendor Fee Refund	25.00
RENEWAL BY ANDERSON Total					25.00
REYES M HARI	3462	501716982	Genl Govt/Facilities	Business License Refund - Reyes Hari	50.00
REYES M HARI Total					50.00
RICOH USA INC.	1662	103373729	Public Safety	PD Copier Lease	367.94
RICOH USA INC. Total					367.94

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RIDGEFIELD HARDWARE	376	0376-20200326	Genl Govt/Facilities	Operational Supplies - Feb 2020	65.67
			Public Safety	Operational Supplies - Feb 2020	33.15
			Public Works	Operational Supplies - Feb 2020	766.16
			Community Development	Operational Supplies - Feb 2020	5.20
RIDGEFIELD HARDWARE Total					870.18
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-20200326	Public Works	Parks/Storm Dump and Bark Dust	2,552.28
RIDGEFIELD LANDSCAPE PRODUCTS Total					2,552.28
RIDGEFIELD SCHOOL DISTRICT	378	1001900052	Genl Govt/Facilities	ID Cards	100.00
RIDGEFIELD SCHOOL DISTRICT Total					100.00
SANDRA HOOTS	2163	2163-20200326	Public Safety	Mileage/Meals-per-diem Reimb - Tac Access - Hoots	175.25
SANDRA HOOTS Total					175.25
SANDY'S SIGN AND DESIGN	556	73-20	Public Works	Street Sign	37.94
SANDY'S SIGN AND DESIGN Total					37.94
SHRED-IT US JV LLC	2274	8129314675	Genl Govt/Facilities	Secure Shredding - City Hall	40.95
SHRED-IT US JV LLC Total					40.95
SIMPLOT PARTNERS	606	212086328	Public Works	Parks Supplies	1,379.40
SIMPLOT PARTNERS Total					1,379.40
SMARSH	2550	INV00578998	Information Technology	Social Media/Email Archiving	30.98
SMARSH Total					30.98
SPRINGBROOK SOFTWARE LLC	3444	INV-ACC50986	Public Works	ACH Web Payments - Feb 2020	380.00
SPRINGBROOK SOFTWARE LLC Total					380.00
STATE OF WASHINGTON DEPARTMENT OF REVENUE	156	0-013-368-171	Genl Govt/Facilities	FEB 2020 B&O AND EXCISE TAX	1,438.53
			Public Works	FEB 2020 B&O AND EXCISE TAX	6,514.73
STATE OF WASHINGTON DEPARTMENT OF REVENUE Total					7,953.26
SUNITA MODY	3427	4	Judicial	Interpreting Services - Case 9Z0559938	319.10
SUNITA MODY Total					319.10
THE MASTERS TOUCH LLC	1786	P68390	Public Works	Prepaid Postage	1,142.74
		F200108	Public Works	Utiltiy Billing Envelope Stock	309.12
		68390	Public Works	Utility Statements - Feb 2020	934.21
THE MASTERS TOUCH LLC Total					2,386.07
THE PARR COMPANY	964	26492964	Genl Govt/Facilities	PW Shop Tools	11.85
			Public Works	PW Shop Tools	158.44
		26493710	Genl Govt/Facilities	PW Shop Tools	25.40
			Public Works	PW Shop Tools	339.59
		26494245	Public Works	Parks Supplies	14.50
		26492858	Public Works	Streets Operational Supplies	58.80
		26492831	Public Works	Parks Supplies	44.10
		26493462	Public Works	Parks Oper Supplies	47.75
THE PARR COMPANY Total					700.43
USA BLUEBOOK	444	155888	Public Works	Water/Stormwater Oper Supplies	381.72
		164164	Public Works	Abrams Park Well 11	102.98
		146793	Public Works	Water Oper Supplies - Return	(210.87)
		114899	Public Works	Water Oper Supplies	210.87

Attachment: March 26 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: March 26, 2020

2.1.a

USA BLUEBOOK Total					484.70			
VARI SALES CORPORATION	3412	IVC-2-1411828	Genl Govt/Facilities	Stand Up Desk	385.36			
VARI SALES CORPORATION Total					385.36			
VERIZON WIRELESS	452	9849346266	Genl Govt/Facilities	Julie iPad	34.84			
				PW Director iPad	5.25			
			Public Safety	PW Cell Phones & 2 iPads	70.44			
				PD Chief iPad	34.87			
				PD Cell Phones	960.84			
			Public Works	PW Director iPad	22.60			
				PW Cell Phones & 2 iPads	941.53			
			Community Development	PW Director iPad	6.98			
				CDD Cell Phones	544.63			
				CDD Director iPad	34.87			
			Council	Council iPads	293.97			
			Finance	Finance Director iPad	34.87			
			Executive	City Manager iPad	34.87			
			Administration	Deputy City Manager iPad	34.87			
			Public Works	Hillhurst Pedestrian Crossing - Feb 2020	110.04			
			VERIZON WIRELESS Total					3,165.47
			WALLIS ENGINEERING	464	15028	Public Works	S 3rd Undersized Main Replacement	1,529.00
15027	Public Works	S 3rd Improvements			7,906.05			
WALLIS ENGINEERING Total					9,435.05			
WASHINGTON STATE PATROL	463	I20005588	Genl Govt/Facilities	Background Checks - CPL	119.25			
WASHINGTON STATE PATROL Total					119.25			
WELLS FARGO	1681	202002-2960	Genl Govt/Facilities	Johnson Costco Coffee-PW Shop	1.39			
				Johnson Costco Coffee-RACC	3.83			
			Public Safety	Johnson Signupgenius Volunteer Management annual fee	269.89			
				Johnson Costco Coffee - City Hall	38.97			
				Johnson WA DOL & REG Register new PD vehicle	59.00			
			Public Works	Johnson Costco Coffee-PW Shop	18.59			
				Johnson Costco Coffee-RACC	51.14			
			Community Development	Johnson J2 Efax CDD Faxline - 2020	16.95			
				Johnson Costco Coffee-RACC	54.97			
			Council	Johnson Hotels.com Hotel for Washington DC trip Mayor Stose/ Cou	1,727.32			
			Finance	Johnson Rosauers Snacks for hosting SW WFOA meeting	71.12			
				Johnson Rosauers Lunch SW WFOA meeting Kirk & Julieta	21.40			
		202002-8764	Genl Govt/Facilities	Knottnerus Costco.com City Hall TV/Screen	303.51			
				Knottnerus Costco.com City Hall/Cable for TV	19.51			
				Knottnerus Facebook Ad for State of the City	1.30			
				Knottnerus Costco.com City Hall TV Mount	92.12			
				Human Resources	Knottnerus NPELRA Professional Membership	225.00		
				Information Technology	Knottnerus Amazon Web Serices Website Backup	0.35		
					Knottnerus Adobe Marketing/Community Engagement 2020	57.44		

Attachment: March 26 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: March 26, 2020

WELLS FARGO	1681	202002-8764	Information Technology	Knottnerus Eclinchier Marketing/Community Engagement - 2020	49.00
				Knottnerus Organimi Inc. Marketing - Annual Renewal	125.00
		202002-1889	Executive	Stuart Hotels.com Lodging-Washington DC to advocate City legisla	899.65
				Stuart Country Cafi½ Mtg w/Councilors re:City issues/agendas	72.45
				Stuart Uber Trans from Mtg re:City infrastructure projects	14.97
				Stuart Alaska Air Airfare to Washington DC-advocate City legisla	1,126.12
				Stuart The Sportsmans Mtg w/Councilors re:City issues/agendas	95.59
				Stuart Uber Trans to Mtg re:City infrastructure projects	13.96
				Stuart Uber Trans to Mtg w/ Comm. developer re:junction projects	15.81
				Stuart Uber Trans from Mtg w/ Comm. developer re:junction projec	10.78
				Stuart Adobe Monthly Subscription	16.25
		202002-5494	Genl Govt/Facilities	Kipp Amazon City Hall Supplies	110.66
				Kipp Apple.com City Hall Music	14.08
				CCE Kipp Amazon State of City Supplies	22.75
				Kipp Apple.com Events Music	10.83
				Kipp Sticker Mule Ribbon Cutting Supplies	61.79
				1SAT Kipp Sticker Mule Supplies	153.92
				MTC Kipp Amazon Supplies	492.46
				1SAT Kipp Amazon Supplies	32.50
				Kipp Etsy 1SAT Supplies	19.51
				Kipp Amazon Ribbon Cutting Supplies	9.09
			Community Development	Kipp Amazon CDD Supplies	20.87
			Human Resources	Kipp Costco Wellness	884.42
		202002-8989	Public Safety	Brooks IACP Professional Dues	190.00
				Brooks Audible Refund for Erronomous Charge	(16.21)
				Brooks Craft Warehouse Certificate Frames	17.32
				Brooks COV Parking Parking for Meeting	3.75
		202002-8453	Genl Govt/Facilities	Kast El Rancho Viejo PW/CDD Coordination lunch	2.39
				Kast Carols Corner PW Director Meeting	2.33
			Public Works	Kast El Rancho Viejo PW/CDD Coordination lunch	9.25
				Kast Carols Corner PW Director Meeting	8.98
				Kast Tennis Court Supply Pickle Ball Court Equipment	402.28
			Community Development	Kast El Rancho Viejo PW/CDD Coordination lunch	18.27
				Kast Carols Corner PW Director Meeting	4.19
		202002-4015	Public Works	Arends The Webstaurant Store TP Dispenser Overlook Park	213.00
				Arends Walmart Bleach for Parks Weed Control	28.55
				Arends Amazon Parks Mower Maint	48.72
		202002-4056	Public Safety	Ferriss Ridgefield Pioneer Police Dep Oral Boards lunch	6.86
				Ferriss Fuel Bistro Police Dep Oral Boards lunch	77.39
			Council	Ferriss Alaska Air WA DC Trip - Council Member Ziemer	683.00
				Ferriss Alaska Air WA DC Trip - Mayor Stose	1,152.99
			Human Resources	Ferriss NW Chapter of Conference Registration - Lee Knottnerus	140.00
			Administration	Ferriss NW Chapter of Conference Registration - Lee Knottnerus	210.00

Attachment: March 26 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: March 26, 2020

WELLS FARGO	1681	202002-7229	Public Works	Blehm Red Lion Hotel for Fred Crippen	382.44
				Blehm Evergreen Rural Water Registration for Fred Crippen	285.00
				Blehm Pacific NW AWWA Registration-Brenda/Grant/Bryan	285.00
			Human Resources	Blehm The Birds & the Beans All Hands meeting	43.36
				Blehm Rosauers All Hands meeting	48.68
				Blehm International Registration for Lee Knottnerus	120.00
			Administration	Blehm Rosauers Jim Perry's farewell luncheon	82.03
				Blehm Papa Petes Pizza Jim Perry's farewell luncheon	285.31
				Blehm Nonprofit Network Registration for Megan DeMoss	110.00
				Blehm TxtSignal.com Social media community	39.00
				Blehm International Registration for Lee Knottnerus	180.00
				202002-9760	Genl Govt/Facilities
		Hoots Action Targets Gun targets (one set backordered)	126.67		
		Public Safety	Hoots Glock Professional Inc. Armorer's Course for Jeff Pettit		250.00
			Hoots TLO Transunion Back ground investigations	54.20	
		202002-5961	Public Safety	Hoots Public Records Act MRSC Training for Sandra (outline attac	125.00
				Doriot USPS Video evidence for Prosecutor	2.99
				Doriot Amazon Single Point Slings (4) Rifles	54.57
				Doriot Amazon Sling Mount for Rifles	22.71
				Doriot Amazon Laminating Pouches for Sandra's office	5.39
				Feb 2020 WF Over Limit Fee	39.00
202002-3663	Community Development	Garbo Rosauers Snacks for coordination meeting	6.49		
WELLS FARGO Total					13,047.35
WILCO FARM STORE	655	708870	Public Works	Streets/Parks Oper Supplies	43.54
		708983	Genl Govt/Facilities	PW Shop Erosion Control Supplies	8.13
			Public Works	PW Shop Erosion Control Supplies	108.62
		709329	Public Works	Parks Supplies	71.48
		709057	Community Development	Boots/Gloves - Wilson	159.33
		708914	Community Development	Boots - Alqatanani	140.91
WILCO FARM STORE Total					532.01
WOODLAND TRUE VALUE HARDWARE	1507	A220044	Public Works	Well 11 Oper Supplies	33.43
		A220006	Public Works	Water Oper Supplies	85.29
WOODLAND TRUE VALUE HARDWARE Total					118.72
Grand Total					512,068.68

Attachment: March 26 2020 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: March 26, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the March 12, 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: 03-12-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
March 12, 2020

Regular Meeting - 6:30 PM

STUDY SESSION - 5:00 P.M.

- 1. Parks and Recreation Plan**
- 2. Carty Road Subarea Plan**

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

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

PUBLIC COMMENT

Michael Jennings
 Kalama methanol plant meeting update
 Can provide help with Coronavirus information

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, 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 February 27, 2020 Meeting**

PRESENTATION

Clark County Fire & Rescue Update - Dan Yager, Division Chief

Attachment: 03-12-2020 (Approval of Minutes)

BUSINESS**1. Second Reading of Ordinance No. 1312 – Boyse Property Development Agreement - Steve Stuart, City Manager**

Second reading of the Development Agreement with the Boyse. City Manager Steve Stuart provided additional amendments to the Development Agreement with the Boyse family.

City Council discussion.

MOTION: Moved to adopt Ordinance No. 1312 and authorize the City Manager to sign the development agreement as presented.

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

2. Resolution No. 572 - 2020 Parks and Recreation Comprehensive Plan - Bryan Kast, Public Works Director

In 2019, the City began a process to update the 2014 Parks & Recreation Comprehensive Plan to meet the Recreation and Conservation Office (RCO) grant program requirements and to develop an updated Plan based on current system needs. Conservation Technix, who completed the 2014 plan update, was selected for the 2020 update as well. The update process included an inventory of current park facilities and trails, identification of gaps in the park inventory and trail network, and evaluation of levels of service for parks and trails based on population. The update also incorporated a significant public outreach effort to guide the plan update, including multiple Parks Board meetings, stakeholder engagement, Pop-up workshops at National Night Out and Experience Ridgefield, an open event at Davis Park, and the 2019 community survey. The plan was recommended for approval by the Parks Board at their February 12, 2020 meeting.

City Council discussion.

MOTION: Moved to adopt Resolution No. 572 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 McCormick Phase 1 Final Plat

The applicant proposes to subdivide the 5.01-acre site with Assessor's #986047193 into 53 single-family residential lots. Per the preliminary subdivision decision and the post decision review, both detached single-family and attached single-family (townhouse) are permitted products in McCormick Creek Phase 1. The applicant states that the proportions and distribution of detached and attached products is not known at this time, and will be determined by the builder in compliance with the land use approvals. All parks, open space, and trails are made available for public use and are to be maintained by the HOA.

MOTION: Moved to approve McCormick Phase 1 final plat as presented.

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

PUBLIC HEARING/BUSINESS

1. Resolution No. 573 – Heritage Tree Register Proposed Nominations and Removal - Claire Lust, Acting Community Development Director

2020 Heritage Tree Nominations for Listing and Removal:

Nomination #	General Location(s)	Description
7308460	S. 65 th Avenue	English walnut “Heart Tree”
7308579	Smythe Road (Kemper Grove)	Grove of evergreen trees
7308555	Smythe Road (Kemper Grove)	Cedar
7308539	Smythe Road	Maple
7199416	907 Pioneer	Tulip maple
Removal of designated tree		
The Johnsons	936 N 1st Avenue	Black walnut designated as heritage tree in 2018 under Resolution No. 550.

City Council conducted discussion.

City Council received public testimony on the proposed nominations and removal of the designated tree.

MOTION: Moved to adopt Resolution No. 573 as discussed.

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

PUBLIC COMMENT

Jeff Vigue - Resident

Great to see light discussion with everything else going on in the world.

Joe Melroy - Port of Ridgefield Commissioner

Overpass project update

Sandy Schill - Resident

4th of July event update

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Attachment: 03-12-2020 (Approval of Minutes)

Council Member Day - Attended Boyse property tour.
Council Member Lindsay - Attended Boyse property tour.
Council Member Aichele - Attended community open house meeting for Vista property project.
Council Member Wells - Attended Port of Ridgefield Meeting, City Manager briefing.
Council Member Ziemer - Attended Meals on Wheels annual luncheon.
Council Member Onslow - Attended Parks Board meeting, State of the City address.

Mayor

State of the City address.

City Manager

City Manager Steve Stuart - latest update on the COVID-19 virus.
Public Works Director Bryan Kast - Pickleball court update.
Finance Director Kirk Johnson - State auditor update.

ADJOURN - [8:23 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 03-12-2020 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: March 26, 2020

ITEM:

AGENDA ITEM TITLE: Regarding a Declaration of Civil Public Health Emergency

Declaration of Civil Public Health Emergency

RECOMMENDED ACTION OR MOTION: Staff recommends that Council adopt Resolution No. 574 as presented by making the following motion:

"I move to adopt Resolution No. 574 as presented."

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS:

Resolution No.574**REGARDING A DECLARATION OF CIVIL PUBLIC HEALTH EMERGENCY**

WHEREAS, 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;

WHEREAS, on March 6, 2020, the Clark County Public Health Department confirmed the first case of COVID-19 within Clark County;

WHEREAS, the Director/Health Officer of Clark County Public Health Department has reported to the Clark County Council that beginning March 6, 2020, COVID-19, a potentially life-threatening infectious disease was identified in Clark County;

WHEREAS, on March 13, 2020 the President of the United States proclaimed that a State of Emergency exists as a result of the novel coronavirus (COVID-19) outbreak;

WHEREAS, 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;

WHEREAS, this COVID-19 can result in serious illness or death and have serious impacts to the health and well-being of the public and can overwhelm the health and medical system in Clark County;

WHEREAS, under the above referenced conditions there is substantial likelihood of risk to the residents of Ridgefield unless further efforts are taken to reduce the threat; and

WHEREAS, the conditions stated above constitute an emergency for the City of Ridgefield, necessitating activation of the City of Ridgefield Comprehensive Emergency Management Plan and the utilization of emergency powers granted pursuant to Ridgefield Municipal Code (RMC) 2.44 and Chapter 38.52 RCW;

NOW THEREFORE BE IT RESOLVED by the 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:

Section 1. 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.

Section 2. There is hereby declared an emergency due to the imminent threat of the spread of COVID-19 in Ridgefield.

Section 3. 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.

Section 4. This Resolution ratifies and confirms the declaration of emergency in Section 1, as required by RMC 2.44.090(B).

Section 5. 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) .

Section 6. 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.

Passed by the City Council at its regular meeting held on the 26th day of March, 2020.

Don Stose
Mayor

Attest:

Julie Ferriss
City Clerk

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: March 26, 2020

ITEM:

AGENDA ITEM TITLE: Regarding Ridgefield Planned Response to COVID-19

GOVERNING LEGISLATION: Chapter 38.52 RCW and RMC Section 2.44.070

PREVIOUS COUNCIL ACTION TAKEN: Ratification of Declaration of Civil Public Health Emergency, March 26, 2020

SUMMARY/BACKGROUND:

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.

At its regularly scheduled meeting on March 26, 2020, City Council ratified and confirmed The Declaration of Civil Public Health Emergency.

BUDGET/FINANCIAL IMPACTS:

There are no direct financial impacts to the City with ratification and confirmation of the Planned Response for COVID-19.

RECOMMENDED ACTION OR MOTION:

Staff recommends that City Council approve Resolution No. 575. A recommended motion is:

“I move to approve Resolution No. 575 as presented.”

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS: Ridgefield COOP Plan.March 25 (PDF)

Resolution No.575**REGARDING RIDGEFIELD PLANNED RESPONSE TO COVID-19**

WHEREAS, 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; and

WHEREAS, on March 13, 2020 the President of the United States proclaimed that a State of Emergency exists as a result of the novel coronavirus (COVID-19) outbreak; and

WHEREAS, 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; and

WHEREAS, on March 17, 2020 the City Manager declared a local emergency that requires immediate measures to protect the public health and safety of Ridgefield residents; and

WHEREAS, 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.

THEREFORE, BE IT RESOLVED by the City Council of the City of Ridgefield, Clark County, State of Washington:

1. That the Ridgefield City Council ratifies and confirms the Emergency Planned Response for COVID-19.

Passed by the City Council at its regular meeting held on the 26th day of March, 2020.

Don Stose

Mayor

Attest:

Julie Ferriss

City Clerk



City of Ridgefield Planned Response for COVID-19

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.

Remain in Workplace	Number of Staff	Work from Home	Number of Staff	Paid Leave	Number of Staff
Police – Command Staff	2	Police Clerk	1	PW Facilities	1
Police – Officers	8	Engineering	2	PW Utilities	1
City Manager	1	Utility Clerk	1	Admin (Temp)	1
Deputy City Manager	1	Procurement	1/2	Utilities	1
Department Heads	2	Events	1		
Accountant	1	Department Heads	1		
Human Resources	1/2	PW Admin	1		
Communication	1/2	Planner	1		
Information Tech	Contract	Accounting	1 1/2		

Accounting	1/2	City Clerk	1/2		
PW Facilities	7	Permitting	1 (2 PT FTEs)		
PW Utilities	4	Human Resources	1/2		
Inspections	3	Communications	1/2		
City Clerk	1/2				
Permitting	1 (2 PT FTEs)				
Stormwater	1 1 temp				
Procurement	1/2				
Plan Review	1				

- Inventory equipment that remote workers will be utilizing.
- All employees are subject to be called back to work, depending on the need and circumstances.
- An hours code will be established for payroll purposes to track all hours worked or on leave due to COVID-19.

IMPACT ON CITY FACILITIES AND OPERATIONS

- City Facilities will be closed to the public except by appointment. Phones will be monitored during normal business hours. On-line services are available 24 hours.
- Communication channels will be created 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 will 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, will be conducted as virtual meetings.

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 and mid-cycle meter reads will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks, and will sanitize play equipment in City parks a minimum of three times each week. 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 fees 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.

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.

Single-family and multi-family building permits

- All submittals, drop-offs, and pick-ups are suspended.
- Staff will continue processing permit applications which have already been submitted.

Commercial and industrial building permits

- All submittals, drop-offs, and pick-ups are suspended except those for projects which directly involve any of the thirteen essential facilities, services, or projects listed in the governor's order.
- Staff will continue processing permit applications which have already been submitted.
- For essential projects, submittal, drop-off, and pick-up are by appointment M-F 8am-12pm.
- Arrange appointments with Dorothy Harrington, Dorothy.harrington@ci.ridgefield.wa.us, 360-857-5011.

Land use and engineering permits

- Submittal, drop-off, and pickup by appointment, M-F 8am-12pm.
- Arrange appointments with Cristy May, cristy.may@ci.ridgefield.wa.us, 360-857-5027.

Building inspections are restricted to new construction and unoccupied structures that have been vacant for more than two weeks.

- **Inspection of housing construction (defined as the construction of new single- and multi-family homes) is suspended.**
- Inspection of other residential construction (defined as construction to existing homes for which a certificate of occupancy has been previously issued) will occur only for projects providing emergency repairs or work necessary to ensure structural integrity.
- Inspection of non-housing/residential construction will occur only for projects involving, in whole or in part, any of the essential facilities, services, or projects listed in the governor's order.

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

Miscellaneous Services

The following City services will be suspended:

- Cemetery Services.
- Issuance of Peddler's License
- Notary services.
- Response to public records will be electronic only.
- All public events and park rentals are suspended.
- New job recruitments which require multiple in-person interview processes, including Building Official, are suspended.

PREVENTING WORKPLACE EXPOSURE

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

All Employees. 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.

All employees in the workplace.

- Minimize meetings;
- Adhere to physical distancing policies through the use of email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact; and avoiding 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. For the duration of this Plan, all in-person trainings and travel for such trainings are prohibited.

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.

Vulnerable Populations: CDC has identified populations that are more at risk of being infected by this disease, or developing severe complications. Those populations include individuals over 60 years of age, anyone who has an underlying medical condition, or who has a compromised immune system from a medical condition or treatment. 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.
- Employees who have been exposed 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 will be placed on paid leave until 72 hours after their symptoms have resolved, 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 should 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 vulnerable population 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 to personally travel 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 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

- 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 alcohol-based hand rubs in multiple locations and routinely refill;
- Employees should clean hands often by washing for at least 20 seconds using soap and water, or using an alcohol-based hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Employees should 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;
- Ensure that we have 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

- 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 your business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

- Keep workforce informed about City operations, wellness activities 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 essential staff members and 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

- 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 submit a physician's release to return to work. If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days before returning to work.
- Work with local health officials as needed.

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.

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: March 26, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Bid Award Junction Booster Pump Station
VFD Upgrade

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND: 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.

BUDGET/FINANCIAL IMPACTS:

The Stellar J bid of \$312,192.00 within budget and is lower than the amount estimated by the Design Engineer.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to Stellar J. A suggested motion is:

“I move to award the Junction Booster Pump Station VFD Upgrade Project to Stellar J in the amount of \$312,192.00”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: P20004_JunctionBoosterBidTab (PDF)

City of Ridgefield

P20004

Junction Booster Pump Station VFD Upgrade

Stellar J Corporation1363 Down River Drive
Woodland, WA 98674
360-225-7996**Clark and Sons Excavating, Inc.**7601 NE 289th St
Battle Ground, WA 98604
360-450-7378**Northeast Electric, LLC**1780 Down River Drive
Woodland, WA 98674
360-225-7004

Item	Bid Item	Quantity	Unit	Unit Cost	Total	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization and Demobilization	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00
2	Minor Change	1	CALC	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3	End Suction Centrifugal Booster Pumps	1	LS	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 5,000.00	\$ 5,000.00
4	Piping, Valves, and Appurtenances	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 55,000.00	\$ 55,000.00	\$ 35,000.00	\$ 35,000.00
5	System Integration	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
6	Electrical, Telemetry and Instrumentation	1	LS	\$ 168,000.00	\$ 168,000.00	\$ 156,000.00	\$ 156,000.00	\$ 245,000.00	\$ 245,000.00
				Subtotal	\$ 288,000.00		\$ 291,000.00		\$ 315,000.00
				WA State Sales Tax (8.4%)	\$ 24,192.00		\$ 24,444.00		\$ 26,460.00
				Grand Total	\$ 312,192.00		\$ 315,444.00		\$ 341,460.00

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: March 26, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Bid Award S 3Rd Ave Improvements

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

In 2019 the City applied for and received \$250,000 CDBG Grant funds 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 will be opened on March 24th, and bid results will be available at the meeting.

BUDGET/FINANCIAL IMPACTS:

The 2020 Budget includes a total of \$537,000 for the construction of the S. 3rd Ave Improvements project. Project funding includes \$250,000 from the grant, and \$251,500 from the water SDC fund and \$35,000 from REET as match.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to the low bidder.

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: March 26, 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

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 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:

Conduct first reading of Ordinance No. 1315

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