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