

## COUNCILMEMBERS

Position No.

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



## ORTING CITY COUNCIL Regular Business Meeting Agenda

Virtual, Orting, WA  
May 13<sup>th</sup>, 2020  
7 p.m.

**Mayor Joshua Penner, Chair**

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.**

*\*The City is utilizing remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space have been suspended by proclamation of the Governor. The meeting is however, available for the public to hear by a call in number. To Join the meeting call the following number and use the meeting ID below:*

Phone Dial-in +1.408.419.1715

Meeting ID: 912 620 261

### **ANY REQUESTS FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.**

- 2. PUBLIC COMMENTS-** *Comments may be sent to the City Clerk at [jmontgomery@cityoforting.org](mailto:jmontgomery@cityoforting.org) by 5pm on May 13<sup>th</sup>, 2020, and will be read in to the record at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Comments that come in after the deadline will be read in to the record at the next Council meeting.*

Any Request for Consent Agenda Item to Be Pulled For Discussion?

### **3. CONSENT AGENDA**

**A.** Regular Meeting Minutes of April 29<sup>th</sup>, 2020

**B.** Payroll and Claims Warrants

**Motion:** Move to approve Consent Agenda as prepared.

### **4. COVID19 DISCUSSION**

✚ **Mayor Penner**

### **5. OLD BUSINESS**

**A. AB20-30-**Orting Valley Farmers Market Sponsorship Application- Resolution No. 2020-08, Declaring a Public Purpose and Authorizing City Sponsorship of the Orting Valley Farmer's Market.

✚ **CM Gunther & CM Williams**

**Motion:** *To approve Resolution No. 2020-08 Declaring a Public Purpose and Authorizing City Sponsorship of the Orting Valley Farmer's Market.*

### **6. NEW BUSINESS**

**A. AB20-42-** Resolution No. 2020-13, A Resolution Of The City Of Orting, Washington, Setting Policy Pertaining To Covid-19 Pandemic And Requesting Mayor To Take Action Consistent Therewith

✚ **Mayor Penner/Attorney Archer**

**Motion:** *To adopt Resolution No. 2020-13, Setting Policy Pertaining to COVID-19 Pandemic and Requesting the Mayor Take Action Consistent Therewith*

### **7. EXECUTIVE SESSION**

### **8. ADJOURNMENT**

**Motion:** *Move to Adjourn.*

## **Councilmembers**

### **Position No.**

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



## **Orting City Council**

Regular Business Meeting Minutes  
Virtual Meeting, Orting, WA  
April 29<sup>th</sup>, 2020, 7p.m.

**Mayor Joshua Penner, Chair**

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.**

Mayor Penner called the meeting to order at 7:00pm. Councilmember Bradshaw led the pledge of allegiance.

**Councilmembers Present:** Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, John Kelly, Tony Belot, John Williams, Gregg Bradshaw, and Councilmember Drennen.

**Staff Present:** Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Assistant City Administrator/Treasurer, Charlotte Archer, City Attorney, JC Hungerford, Chris Gard, Chief of Police.

### **REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.**

None were requested.

### **2. PUBLIC COMMENTS**

No comments were submitted.

### **3. CONSENT AGENDA**

- A. Regular Meeting Minutes of April 8<sup>th</sup>, 2020.
- B. Study Session Minutes of April 15<sup>th</sup>, 2020.
- C. Payroll and Claims Warrants.

**Deputy Mayor Hogan made a motion to approve Consent Agenda as prepared. Second by Councilmember Kelly. Motion passed (7-0)**

### **4. STAFF REPORTS- (Full comments may be listened to on the City's website.)**

#### **Jane Montgomery, City Clerk**

City Clerk Montgomery briefed on the following:

- New City Website
- Records Management application

#### **Scott Larson, Treasurer/Assistant City Administrator**

Treasurer/Asst. City Admin. briefed on the following:

- Cares Act
- COVID19 Related expenses and reimbursement

#### **Chris Gard, Chief of Police**

Chief Gard briefed on the following:

- Officer Defeit is back from his assignment with the National Guard
- Update on new hires

#### **Mark Barfield, Public Works Supervisor**

Supervisor Barfield briefed on the following:

- NPDES permit work

- WWTP cleaning and maintenance
- Picnic tables sprayed along the trails
- Night flushing of water mains

Councilmember Drennen would like a post COVID meeting to get a good feel for where the City is as we near budget season. Mayor Penner stated that it is critical that Committees begin to meet again in May. Budget discussions are ongoing. Treasurer Larson weighed in regarding the budget and stated that he is waiting on results from the school levy, and revenues that come in from property taxes to get the full picture of the effects realized from COVID19. Councilmember Gunther asked what the City might expect in regard to property taxes. Treasurer Larson stated that he met with other City Finance officials and asked how they determine what percentage of properties pay their taxes thru an escrow agreement, and they estimated the number to be about 25%.

**Mark Bethune, City Administrator**

Administrator Bethune briefed on the following:

- City Hall project on budget and on time
- Meetings with Pierce County regarding upcoming summer events
- Farmers Market has recommendations on how to put on the market safely

Council discussion followed related to the Farmers Market.

**5. OLD BUSINESS**

**A. AB20-39- Ordinance No. 2020-1060 Pertaining to Enforcement of Emergency Orders.**

Charlotte Archer briefed that the proposed ordinance is based on feedback from the Council during their last study session . The proposed Ordinance now includes the following:

- No adoption by reference of RCW 43.06.220, making a violation of the Governor’s Order a misdemeanor;
- Amendments to OMC Chapter 1-8, pertaining to the Mayor’s authority to issue a Proclamation of Civil Emergency, including a penalty provision for violations of the Mayor’s Proclamation and related orders setting the penalty as follows:
  - first violation = class 4 civil infraction (\$60 fine, plus statutory assessments);
  - second violation = class 3 civil infraction (\$120 fine, plus statutory assessments);
  - third and subsequent violations = misdemeanor (\$1,000 fine / 90 days in jail).

Council discussion followed related to the proposed ordinance.

***Deputy Mayor Hogan made a motion to adopt Ordinance No. 2020-1060, Amending OMC Chapter 1-8 Pertaining to Emergency Management. Second by Councilmember Williams. Roll call vote was taken and the Motion passed (6-1).The Nay vote was made by Councilmember Belot.***

**6. COVID 19 DISCUSSION**

Mayor Penner began a discussion on COVID19 related topics relating to the following:

- The Governor’s new proclamation
- Working on policy related to the new proclamation
- Uptick in crime
- Effects on the budget
- Revised budget

Council discussion followed.

**7. EXECUTIVE SESSION**

No session needed.

**8. ADJOURNMENT**

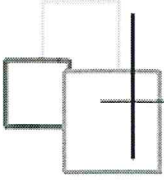
*Deputy Mayor Hogan made a motion to Adjourn. Second by Councilmember Kelly. Motion passed (7-0)*

Mayor Penner adjourned the meeting at 8:07pm.

**ATTEST:**

\_\_\_\_\_  
*Jane Montgomery, City Clerk, CMC*

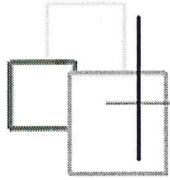
\_\_\_\_\_  
*Joshua Penner, Mayor*



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2020 - May 2020 - 1st Council

Fund Number	Description	Amount
001	Current Expense	\$32,709.68
101	City Streets	\$466.10
105	Parks Department	\$12,627.01
304	City Hall Construction	\$608,423.66
401	Water	\$13,109.03
408	Wastewater	\$5,569.75
410	Stormwater	\$1,795.83
	<b>Count: 7</b>	<b>\$674,701.06</b>

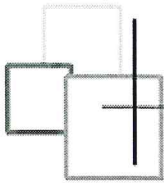


# Register

Fiscal: 2020  
Deposit Period: 2020 - May 2020, 2020 - April 2020  
Check Period: 2020 - May 2020 - 1st Council

Number	Name	Print Date	Clearing Date	Amount
<b>Key Bank</b>	<b>2000073</b>			
<b>Check</b>				
<u>48557</u>	Actual Assistant	5/13/2020		\$300.00
<u>48558</u>	Arrow Lumber	5/13/2020		\$272.50
<u>48559</u>	Associated Petroleum Products INC	5/13/2020		\$1,130.28
<u>48560</u>	Axon Enterprise INC	5/13/2020		\$4,463.81
<u>48561</u>	Bingham, Freda	5/13/2020		\$57.96
<u>48562</u>	Brisco Inc.	5/13/2020		\$426.32
<u>48563</u>	Brouillette, Ken	5/13/2020		\$540.00
<u>48564</u>	Business Solutions Center	5/13/2020		\$174.88
<u>48565</u>	CenturyLink/Qwest	5/13/2020		\$274.99
<u>48566</u>	Core & Main	5/13/2020		\$10,691.15
<u>48567</u>	Crystal & Sierra Springs	5/13/2020		\$147.13
<u>48568</u>	Culligan Seattle WA	5/13/2020		\$34.31
<u>48569</u>	Curry & Williams, P.I.I.c	5/13/2020		\$2,063.47
<u>48570</u>	Department of Navy-Disbursing Officer Crane Division	5/13/2020		\$900.00
<u>48571</u>	DM Disposal Co., Inc	5/13/2020		\$1,643.37
<u>48572</u>	Fastenal Company	5/13/2020		\$63.08
<u>48573</u>	Ford Motor Credit Company LLC	5/13/2020		\$2,981.03
<u>48574</u>	Frost Landscape	5/13/2020		\$12,348.71
<u>48575</u>	Galls LLC	5/13/2020		\$613.94
<u>48576</u>	Hach Company	5/13/2020		\$948.78
<u>48577</u>	Helix Design Group	5/13/2020		\$13,017.50
<u>48578</u>	Inslee, Best, Doezie & Ryder, P.S	5/13/2020		\$9,977.91
<u>48579</u>	Konica Minolta Business-Usa Inc	5/13/2020		\$166.33
<u>48580</u>	Korum Automotive Group	5/13/2020		\$55.47
<u>48581</u>	LN Curtis & Son	5/13/2020		\$480.59
<u>48582</u>	Logan Enterprises INC	5/13/2020		\$445.00
<u>48583</u>	O'Reilly Auto Parts	5/13/2020		\$131.02
<u>48584</u>	Orting Valley Fire & Rescue	5/13/2020		\$2,979.17
<u>48585</u>	Orting Valley Senior Cent	5/13/2020		\$1,250.00
<u>48586</u>	P.c. Budget & Finance	5/13/2020		\$2,233.00
<u>48587</u>	PBS Engineering And Environmental INC	5/13/2020		\$325.00
<u>48588</u>	Pease Construction INC	5/13/2020		\$595,406.16
<u>48589</u>	Platt	5/13/2020		\$451.49
<u>48590</u>	Puget Sound Energy	5/13/2020		\$48.32
<u>48591</u>	Recovery Cafe	5/13/2020		\$833.33

Number	Name	Print Date	Clearing Date	Amount
<u>48592</u>	Schwab, Erica	5/13/2020		\$300.00
<u>48593</u>	Schwab-Ellison Co, Inc	5/13/2020		\$21.98
<u>48594</u>	SCORE	5/13/2020		\$15.00
<u>48595</u>	Sonsray Machinery LLC	5/13/2020		\$314.60
<u>48596</u>	Sumner Lawn'n Saw	5/13/2020		\$492.15
<u>48597</u>	The Walls Law Firm	5/13/2020		\$1,875.00
<u>48598</u>	UniFirst Corporation	5/13/2020		\$441.12
<u>48599</u>	US Bank Equipment Finance	5/13/2020		\$327.83
<u>48600</u>	Usabluebook	5/13/2020		\$3.81
<u>48601</u>	Utilities Underground Location Center	5/13/2020		\$60.06
<u>48602</u>	Vision Forms LLC	5/13/2020		\$2,113.72
<u>48603</u>	Washington Rock Quarries,	5/13/2020		\$146.00
<u>48604</u>	Water Management Lab Inc.	5/13/2020		\$358.00
<u>48605</u>	Wells Fargo Financial Leasing	5/13/2020		\$92.91
<u>48606</u>	Winfield	5/13/2020		\$262.88
		<b>Total</b>	<b>Check</b>	<b>\$674,701.06</b>
		<b>Total</b>	<b>2000073</b>	<b>\$674,701.06</b>
		<b>Grand Total</b>		<b>\$674,701.06</b>



# Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount			
Actual Assistant	48557	749-May 2020	001-514-23-41-12	Website Maintenance/Hosting	\$132.00			
			105-576-80-41-05	Website Maintenance/Hosting	\$9.00			
			401-534-10-41-34	Website Maintenance/Hosting	\$45.00			
			408-535-10-41-36	Website Maintenance/Hosting	\$78.00			
			410-531-38-41-05	Website Maintenance/Hosting	\$36.00			
			<b>Total</b>	<b>\$300.00</b>				
Arrow Lumber	48558	600186-May 2020	001-524-20-31-00	Supplies	\$11.79			
			105-576-80-31-00	Scoop	\$76.49			
			105-576-80-48-00	Coupling Slip-Gazebo	\$0.86			
			401-534-10-31-04	Screwdriver-Utility Knife-Holesaw-Gloves	\$69.07			
			401-534-50-48-02	North Park Supplies	\$7.25			
			401-534-50-48-02	Yard Hydrant	\$86.34			
			408-535-10-31-00	Lighter	\$3.92			
			408-535-10-31-00	Utility Hooks	\$10.59			
			408-535-50-48-02	Hillman Fasteners	\$6.19			
			<b>Total</b>	<b>\$272.50</b>				
			Associated Petroleum Products INC	48559	0196637-IN	101-542-30-32-00		\$108.62
						401-534-80-32-00		\$434.49
401-534-80-32-01		\$19.83						
408-535-80-32-00		\$434.49						
408-535-80-32-01		\$4.40						
410-531-38-32-01		\$108.62						
410-531-38-32-02		\$19.83						
<b>Total</b>	<b>\$1,130.28</b>							
Axon Enterprise INC	48560	SI-1653376	001-521-50-48-04	Taser Battery Packs	\$371.62			
		SI-1654807	001-594-21-64-43	Payment for Taser Lease	\$4,092.19			
		<b>Total</b>	<b>\$4,463.81</b>					
Bingham, Freda	48561	MAY2020-200	001-514-23-31-02	Coffee-Supplies	\$57.96			
<b>Total</b>	<b>\$57.96</b>							
Brisco Inc.	48562	MAY2020-201	001-524-20-32-01	Fuel Building	\$82.55			



Vendor	Number	Invoice	Account Number	Notes	Amount
Brisco Inc.	48562	MAY2020-201	401-534-80-32-01	Fuel Water	\$288.23
			410-531-38-32-01	Fuel Storm	\$55.54
				<b>Total</b>	<b>\$426.32</b>
Brouillette, Ken	48563	2020-03	001-524-20-49-00	Fire Inspection-City Hall-215 Whitesell	\$450.00
		2020-04	001-524-20-49-00	Fire Inspection-City Hall-215 Whitesell-Finals	\$90.00
				<b>Total</b>	<b>\$540.00</b>
Business Solutions Center	48564	108370	401-534-10-31-00	Window Envelopes	\$58.29
			408-535-10-31-00	Window Envelopes	\$58.30
			410-531-38-31-00	Window Envelopes	\$58.29
				<b>Total</b>	<b>\$174.88</b>
CenturyLink/Qwest	48565	464B-May 2020	001-521-20-45-02	Cell Connection	\$116.86
		465B-May 2020	001-521-20-45-02	Cell Connection	\$81.86
		492B-May 2020	001-521-20-45-02	Cell Connection	\$76.27
				<b>Total</b>	<b>\$274.99</b>
Core & Main	48566	M144753	401-594-34-63-09	5/8 X 3/4 T10 R900 Meters-Meter Gasket	\$10,091.13
		M227350	401-534-50-48-02	Meter Parts	\$167.01
		M231754	401-534-10-31-00		\$145.07
			408-535-10-31-00		\$145.07
		M232301	401-534-50-35-00	Magnetic Valve Cover Lifter	\$142.87
				<b>Total</b>	<b>\$10,691.15</b>
Crystal & Sierra Springs	48567	16789927 032820	001-514-23-31-02		\$61.60
		5225720 042520	401-534-10-31-00	Water For Public Works	\$33.99
			408-535-10-31-00	Water For Public Works	\$51.54
				<b>Total</b>	<b>\$147.13</b>
Culligan Seattle WA	48568	0551525	001-521-20-31-03	Water for PSB	\$34.31
				<b>Total</b>	<b>\$34.31</b>
Curry & Williams, P.I.I.c	48569	Court Judge-April 2020	001-512-50-10-02	Court Judge-April 2020	\$2,063.47
				<b>Total</b>	<b>\$2,063.47</b>
Department of Navy-Disbursing Officer Crane Division	48570	N00164LEO736-19	001-521-20-31-01	Night Vision Equipment	\$900.00
				<b>Total</b>	<b>\$900.00</b>
DM Disposal Co., Inc	48571	9113041	408-535-60-47-00	WWTP-Garbage Service	\$1,242.87

Vendor	Number	Invoice	Account Number	Notes	Amount
DM Disposal Co., Inc	48571	9135285	408-535-60-47-00	New Public Works Shop	\$400.50
				<b>Total</b>	<b>\$1,643.37</b>
Fastenal Company	48572	WASUM655857	101-542-30-31-02	Face Shields	\$12.61
			105-576-80-31-00	Face Shields	\$12.61
			401-534-10-31-04	Face Shields	\$12.62
			408-535-10-31-05	Face Shields	\$12.62
			410-531-38-31-00	Face Shields	\$12.62
				<b>Total</b>	<b>\$63.08</b>
Ford Motor Credit Company LLC	48573	1749685-Lease Payment #18 - 3-2018 Ford Interceptor-P 8487901	001-591-21-70-03	Lease Payment #18 - 3-2018 Ford Interceptor-P 8487901	\$2,431.49
			001-592-21-80-02	Lease Payment #18 - 3-2018 Ford Interceptor-P 8487901	\$549.54
				<b>Total</b>	<b>\$2,981.03</b>
Frost Landscape	48574	13861	105-576-80-48-08	Landscape Services-April 2020	\$12,348.71
				<b>Total</b>	<b>\$12,348.71</b>
Galls LLC	48575	015207874	001-521-20-31-01	Sweatpants-Hubbard	\$26.39
		015218413	001-521-20-31-01	Tie-Lawpro Oxford - Rose	\$54.98
		015237577	001-521-20-31-01	Cargo Pant-Hubbard	\$72.91
		015247339	001-521-20-31-01	Academy Iniform Items-Hubbard	\$166.90
		015333695	001-521-20-31-01	Tie Bar-Hubbard	\$13.25
		015333710	001-521-20-31-01	Name Plate-Hubbard	\$21.68
		015352200	001-521-20-31-01	Unifrom Items Trousers-Shrits-Hubbard	\$123.42
		015352224	001-521-20-31-01	Short Sleeve Shirt-Hubbard	\$61.71
		015352227	001-521-20-31-01	Short Sleeve Shirt-Hubbard	\$61.71
		015364858	001-521-20-31-01	Handcuff Key-Taylor	\$10.99
				<b>Total</b>	<b>\$613.94</b>
Hach Company	48576	11928790	408-535-10-31-00	Lab Supplies	\$860.37
		11935896	408-535-10-31-00	Lab Supplies	\$88.41
				<b>Total</b>	<b>\$948.78</b>
Helix Design Group	48577	A18-021.10 0000007	304-594-18-60-01	New City Hall Facilities	\$7,216.50
			304-594-31-60-01	New City Hall Facilities	\$1,082.48
			304-594-34-60-01	New City Hall Facilities	\$1,082.47
			304-594-35-60-01	New City Hall Facilities	\$2,164.95

Vendor	Number	Invoice	Account Number	Notes	Amount		
Helix Design Group	48577	A18-021.10	0000007	304-594-44-60-01	New City Hall Facilities	\$240.55	
				304-594-76-60-01	New City Hall Facilities	\$240.55	
	A18-021.16	0000007	304-594-18-60-01	New City Hall Facilities	\$594.00		
			304-594-31-60-01	New City Hall Facilities	\$89.10		
			304-594-34-60-01	New City Hall Facilities	\$89.10		
			304-594-35-60-01	New City Hall Facilities	\$178.20		
			304-594-44-60-01	New City Hall Facilities	\$19.80		
			304-594-76-60-01	New City Hall Facilities	\$19.80		
			<b>Total</b>		<b>\$13,017.50</b>		
Inslee, Best, Doezie & Ryder, P.S	48578	257112	001-515-41-41-01	City Attorney Retainer	\$2,225.00		
			001-515-41-41-02	City Attorney	\$423.47		
			001-515-41-41-02	City Attorney-Services	\$4,947.44		
			001-515-41-41-04	City Attorney - Chronic Nuisance	\$238.20		
			001-515-41-41-05	City Attorney -HR	\$899.86		
			001-515-41-41-06	City Attorney -Code Enforcement	\$635.20		
			001-515-41-41-07	City Attorney - Development	\$79.40		
			401-534-10-41-04	City Attorney Services-Water	\$185.27		
			408-535-10-41-04	City Attorney Services-Sewer	\$238.20		
			410-531-39-41-04	City Attorney Services-Storm	\$105.87		
<b>Total</b>		<b>\$9,977.91</b>					
Konica Minolta Business-Usa Inc	48579	265856902	001-521-10-40-06	Copier Lease PD	\$166.33		
				<b>Total</b>	<b>\$166.33</b>		
Korum Automotive Group	48580	5705690	001-521-50-48-02	Oil Change-2017 Interceptor -17743	\$55.47		
				<b>Total</b>	<b>\$55.47</b>		
LN Curtis & Son	48581	370383	001-521-20-31-01	Uniform Items-Cassatt	\$93.94		
				372740	001-521-20-31-01	\$40.70	
				538207	001-521-20-31-01	Uniform Items-Rose	\$309.79
				540751	001-521-20-31-01	Uniform Items-Cassatt	\$36.16
				<b>Total</b>	<b>\$480.59</b>		
Logan Enterprises INC	48582	17393	001-514-21-41-01	Monthly Janitorial	\$111.25		
				001-524-20-49-02	Monthly Janitorial	\$22.25	
				001-575-50-41-01	Monthly Janitorial	\$89.00	
				401-534-10-31-00	Monthly Janitorial	\$89.00	
				408-535-10-31-00	Monthly Janitorial	\$89.00	

Vendor	Number	Invoice	Account Number	Notes	Amount
Logan Enterprises INC	48582	17393	410-531-38-31-00	Monthly Janitorial	\$44.50
				<b>Total</b>	<b>\$445.00</b>
O'Reilly Auto Parts	48583	1265583-May	001-521-50-48-02	Car Wash Supplies	\$61.69
			105-576-80-48-02	Light Bulb-FA1030	\$14.85
			401-534-50-48-04	Blue Def FA1112	\$22.93
			408-535-50-48-04	Spark Plug	\$2.18
			408-535-50-48-04	TruFlex Belt Fa087	\$6.43
			410-531-38-48-01	Blue Def FA1112	\$22.94
				<b>Total</b>	<b>\$131.02</b>
Orting Valley Fire & Rescue	48584	Payment #5 Lease for PSB- Court	001-512-50-41-04	Payment #5 Lease for PSB-Court	\$297.92
			001-521-50-41-07	Payment #5 Lease for PSB-Police	\$2,681.25
				<b>Total</b>	<b>\$2,979.17</b>
Orting Valley Senior Cent	48585	204 -Monthly Support May 2020	001-571-20-31-06	Monthly Support May 2020	\$1,250.00
				<b>Total</b>	<b>\$1,250.00</b>
P.c. Budget & Finance	48586	CI-287287 C-104188	001-554-30-40-00	Pierce County Animal Control-Feb 2020	\$2,233.00
				<b>Total</b>	<b>\$2,233.00</b>
PBS Engineering And Environmental INC	48587	0041548.002-6	001-518-20-40-02	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$81.25
			001-521-50-46-07	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$162.50
			401-534-10-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$32.50
			408-535-10-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$32.50
			410-531-31-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$16.25
				<b>Total</b>	<b>\$325.00</b>

Vendor	Number	Invoice	Account Number	Notes	Amount
Pease Construction INC	48588	Pay Request #7 - New City Hall Facilities	304-594-18-60-01	Pay Request #7 - New City Hall Facilities	\$357,243.70
			304-594-31-60-01	Pay Request #7 - New City Hall Facilities	\$53,586.55
			304-594-34-60-01	Pay Request #7 - New City Hall Facilities	\$53,586.56
			304-594-35-60-01	Pay Request #7 - New City Hall Facilities	\$107,173.11
			304-594-44-60-01	Pay Request #7 - New City Hall Facilities	\$11,908.12
			304-594-76-60-01	Pay Request #7 - New City Hall Facilities	\$11,908.12
				<b>Total</b>	<b>\$595,406.16</b>
Platt	48589	OH52872	408-535-50-48-02	Lights	\$451.49
				<b>Total</b>	<b>\$451.49</b>
Puget Sound Energy	48590	200019646914-MAY2020	101-542-63-47-03	Street Lights	\$48.32
				<b>Total</b>	<b>\$48.32</b>
Recovery Cafe	48591	005	001-571-20-31-39	Grant Recovery Cafe-May 2020	\$833.33
				<b>Total</b>	<b>\$833.33</b>
Schwab, Erica	48592	000003-Civil Service-Consultant-April 2020	001-521-10-10-04	Civil Service-Consultant-April 2020	\$300.00
				<b>Total</b>	<b>\$300.00</b>
Schwab-Ellison Co, Inc	48593	82200450940	401-534-50-48-04	Tire Repair	\$21.98
				<b>Total</b>	<b>\$21.98</b>
SCORE	48594	4286	001-523-60-41-00	Jail Medical Care-Tesch	\$15.00
				<b>Total</b>	<b>\$15.00</b>
Sonsray Machinery LLC	48595	P39319-08	101-542-30-48-04	Wheel for Backhoe-FA1112	\$62.92
			105-576-80-48-01	Wheel for Backhoe-FA1112	\$62.92
			401-534-50-48-04	Wheel for Backhoe-FA1112	\$62.92
			408-535-50-48-04	Wheel for Backhoe-FA1112	\$62.92
			410-531-38-48-01	Wheel for Backhoe-FA1112	\$62.92
				<b>Total</b>	<b>\$314.60</b>
Sumner Lawn'n Saw	48596	47290	410-531-38-48-01	Blade	\$62.61
		47726	410-531-38-48-01	X-Guard-Hand Pruner	\$188.87

Vendor	Number	Invoice	Account Number	Notes	Amount
Sumner Lawn'n Saw	48596	47731	410-531-38-48-01	Glove-Oil	\$240.67
				<b>Total</b>	<b>\$492.15</b>
The Walls Law Firm	48597	42	001-515-41-41-03	Prosecuting Attorney-April 2020	\$1,875.00
				<b>Total</b>	<b>\$1,875.00</b>
UniFirst Corporation	48598	330 1630839	408-535-10-31-03	Uniform Item-Protective Services	\$188.89
		330 1632936	408-535-10-31-03	Uniform Item-Protective Services	\$252.23
				<b>Total</b>	<b>\$441.12</b>
US Bank Equipment Finance	48599	413207093	001-594-14-41-04	City Hall Copier Lease	\$327.83
				<b>Total</b>	<b>\$327.83</b>
Usabluebook	48600	209139	408-535-10-31-00	Micro Spatula	\$3.81
				<b>Total</b>	<b>\$3.81</b>
Utilities Underground Location Center	48601	0040194	401-534-60-41-00	Locates -April 2020	\$30.03
			408-535-60-41-00	Locates -April 2020	\$30.03
				<b>Total</b>	<b>\$60.06</b>
Vision Forms LLC	48602	5940	401-534-10-31-00	Utility Bill Processing & Mailing	\$241.68
			401-534-10-42-00	Utility Bill Processing & Mailing	\$417.07
			408-535-10-31-00	Utility Bill Processing & Mailing	\$379.15
			408-535-10-42-00	Utility Bill Processing & Mailing	\$417.07
			410-531-38-31-00	Utility Bill Processing & Mailing	\$241.68
			410-531-38-42-00	Utility Bill Processing & Mailing	\$417.07
				<b>Total</b>	<b>\$2,113.72</b>
Washington Rock Quarries,	48603	111257	101-542-30-48-06	Concrete Dump Fees	\$121.93
		111431	101-542-30-48-06	Concrete Dump Fees	\$24.07
				<b>Total</b>	<b>\$146.00</b>
Water Management Lab Inc.	48604	184598	401-534-10-41-03	Lab Testing	\$147.00
		184625	401-534-10-41-03	Lab Testing	\$211.00
				<b>Total</b>	<b>\$358.00</b>

Vendor	Number	Invoice	Account Number	Notes	Amount
Wells Fargo Financial Leasing	48605	5010161856	105-576-80-31-00	Public Works Copier	\$13.94
			401-534-10-31-00	Public Works Copier	\$46.46
			408-535-10-31-00	Public Works Copier	\$18.58
			410-531-38-31-00	Public Works Copier	\$13.93
				<b>Total</b>	<b>\$92.91</b>
Winfield	48606	63743408	101-542-30-48-02	Crossbow	\$87.63
			105-576-80-48-00	Crossbow	\$87.63
			410-531-38-48-00	Crossbow	\$87.62
				<b>Total</b>	<b>\$262.88</b>
				<b>Grand Total</b>	<b>\$674,701.06</b>



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: Farmers Market Sponsorship-</b> By Resolution No 2020-08, Declaring A Public Purpose And Authorizing City Sponsorship Of The Orting Valley Farmer's Market	<b>Agenda Item #</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>AB20-30</b>	<b>CGA</b>		
	<b>For Agenda of:</b>	<b>3.3.20</b>		05.13.20
	<b>Department:</b>	Clerk		
	<b>Date Submitted:</b>	<b>1.31.20</b>		
<b>Cost of Item:</b>	<u>\$</u>			
<b>Amount Budgeted:</b>	<u>\$</u>			
<b>Unexpended Balance:</b>	<u>\$</u>			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>Clerk/CGA Committee</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Application and Resolution				
<p><b>SUMMARY STATEMENT:</b> The City received an application for sponsorship from the Orting Valley Farmer's Market. The Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community &amp; Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> <li>1. Allow all citizens to reasonably participate;</li> <li>2. Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history and;</li> <li>3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City.</li> </ol> <p>CGA reviewed the application on March 3<sup>rd</sup>, 2020, and recommend approval.</p>				
<p><b>RECOMMENDED ACTION: MOTION:</b> To Approve Resolution No. 2020-08, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing City Sponsorship Of The Orting Valley Farmer's Market.</p>				



**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2020-08**

**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, DECLARING A PUBLIC PURPOSE AND  
AUTHORIZING CITY SPONSORSHIP OF THE ORTING  
VALLEY FARMER’S MARKET.**

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**WHEREAS**, the City of Orting has adopted a Special Event Sponsorship Policy (the “Policy”) to extend City-sponsorship to events that the City Council determines serve valid municipal purposes; and

**WHEREAS**, in accordance with the Policy, sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community; and

**WHEREAS**, upon a declaration by the City Council that a particular event qualifies for sponsorship, the event may be entitled to use of city facilities and services without charge; and

**WHEREAS**, the City received an application for sponsorship from the Orting Valley Farmer’s Market; and

**WHEREAS**, the City Council’s Community & Government Affairs Committee reviewed the application on March 3<sup>rd</sup>, 2020, and recommended approval of the application; and

**WHEREAS**, the City Council finds that the Orting Valley Farmer’s Market has been an institution of public service for many years, is open to the public, and serves the valid municipal purposes of providing an opportunity for strengthening the City’s sense of community and celebrating the agricultural assets that are fundamental to the City; and

**WHEREAS**, the City Council finds that the Orting Valley Famer’s Market’s application meets the requirements of the City’s Policy, and qualifies for City-sponsorship as an event serving valid municipal purposes; and

**NOW, THEREFORE**, the City Council of the City of Orting, Washington, do resolve as follows:

**Section 1. Declaration of Public Purpose.** The City Council declares that the Orting Valley Farmer’s Market is an event open to the public, which serves the valid municipal purposes described herein.

**Section 2. Authorization for Sponsorship of Event.** The City Council authorizes the City’s sponsorship of the Orting Valley Farmer’s Market, pursuant to the City’s Policy, at the Tier # 1 level. This authorization extends to each event identified on the Orting Valley Farmer’s

Market's application for sponsorship, on every Friday between June 5<sup>th</sup>, 2020, and August 28<sup>th</sup>, 2020. The Mayor is authorized to enter into a contract with the Orting Valley Farmer's market to memorialize the City's sponsorship described herein.

**Section 3. Effective Date.** This Resolution shall take effect and be in full force immediately upon its passage.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13<sup>TH</sup> DAY OF MAY, 2020.**

CITY OF ORTING

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Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

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Jane Montgomery, City Clerk, CMC

Approved as to form:

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Charlotte Archer, City Attorney  
Inslee, Best, Doezie & Ryder, P.S.

## COVID-19 Guidelines for Farmers Markets Providing Essential Services

Farmers markets are a valuable resource for food supplies during times when social distancing is required. They are considered **essential businesses**, similar to grocery stores. Farmers markets are encouraged to operate if they are able to implement required social distancing and sanitation measures to prevent the spread of COVID-19. Contact your [local health department](#) for additional information specific to your farmers market.

### Farmers Market Operations

Operating during a pandemic is not business as usual. The following operational guidance may help lower the risk of COVID-19 exposure for the vendors and visitors at your market.

- **Limit your vendors:**
  - Only allow vendors that provide **essential services** at this time. This includes vendors that provide food and supplies needed to maintain health, safety, and sanitation. Check the [Washington essential business list](#) for more information.
  - Do not schedule non-essential services such as musical bands, activities, or entertainment.
- **Put vendor safety plans in place:**

Ask your vendors to complete a safety plan with the following information:

  - A description of the essential service they are providing.
  - How they plan to protect their own health (such as hand hygiene and sneeze barriers).
  - How they plan to protect customers from exposure while at their booth.
  - Their plans to reduce touchpoints in the booth, including:
    - Keeping designated “Display Only” items for customers to view or handle, when possible.
    - Pre-bagging/pre-packaging/pre-weighing food when possible.
    - Discontinuing all product sampling and self-serve areas.
- **Anticipate and communicate change:**
  - The market season will be dynamic and subject to change. Keep a log with notes on what works well and what needs to change before the next market event (such as providing more handwashing sinks).
  - Prior to making major changes, communicate with your local health department for guidance.
  - Use social media, email, or other methods to share updates on operating standards and expectations at the market. For example:
    - Encourage pre-ordering and “single shoppers” (one member of a family shops the market while others stay home) if possible.

## Social or Physical Distancing

Staying at least 6 feet away from others can help prevent the spread of COVID-19. Use the following strategies to ensure physical distancing in all areas of the market:

- **Modify the market layout.**
  - Prevent visitors from gathering in groups. Remove, block-off, or stack tables and chairs in customer seating areas.
  - Define and limit entrances and exits by posting signs at entrance.
  - Space vendor booths at least 6 feet apart. Keep the empty spaces unoccupied.
  - Arrange booths and tables in a single line, rather than a U shape.
  - Provide signs or spacing markers to promote 6 feet of distance between visitors.
  - Do not allow visitors to dine on the premises.
  - Consider allowing visitors to enter the market early if lines develop before you open.
  - Consider prohibiting pets (except for service animals) to help minimize congestion.
- **Implement management practices to reduce crowding and maintain social distancing.**
  - Create a plan for how to respond when people aren't in compliance with social distancing measures.
  - Train market staff on social distancing requirements and ways to educate or correct others to maintain a safe environment.
  - Ask your vendors to help ensure social distancing plans are followed.

## Exclude People with Illness

A key way to help prevent the spread of COVID-19 is to watch for symptoms, and stay home if ill.

- Use a written checklist to assess the health of market staff and vendors before they enter the market. See [Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors](#) for more information.
- Visitors should self-screen for symptoms before they enter the market. Post signs at entrances that outline the symptoms of COVID-19 (see below), with a reminder not to enter if they have symptoms.

**Use the following information as a checklist when assessing market staff and vendors at the entrance.**

1. Individuals with **any** of the following symptoms **should not work in or visit the market:**
  - A fever (100.4°F or higher)
  - Cough
  - Shortness of breath
  - A sore throat
  - Muscle aches
2. Individuals with any of the above symptoms should:
  - Self-isolate at home.
  - Visit the Department of Health website for information about what to do next:
    - [Testing for COVID-19](#)
    - [What to do if you were potentially exposed to someone with confirmed COVID-19](#)
    - [What to do if you have symptoms of COVID-19 and have not been around anyone diagnosed with COVID-19](#)

- Contact their health provider by phone if they need medical assistance.
3. Anyone with symptoms should isolate until:
- They have been free from fever for at least 3 days (72 hours), without having used fever-reducing medications; AND,
  - They no longer have respiratory symptoms (e.g., cough, shortness of breath); AND,
  - At least 7 days have passed since symptoms first appeared.

## Cloth Face Coverings

There is limited evidence to suggest that cloth face coverings (masks) help reduce COVID-19 transmission. However, these coverings can reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes. The Washington State Department of Health and the Centers for Disease Control and Prevention recommend that people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others. To preserve PPE for the medical community, surgical masks or N-95 respirators should not be used by the public. View the full Department of Health guidance on [cloth face masks](#).

## Gloves

Encourage vendors to use poly or vinyl food service gloves when needed. This helps preserve nitrile or latex gloves for the medical community.

## COVID-19 & Food Safety

Food, including fruits and vegetables, is not known to be a source of COVID-19 spread. Follow standard food safety guidelines to help reduce the risk of common foodborne illness. It is ok for your vendors to donate extra products to local food recovery systems.

## Handwashing

Ensure all market staff and attendees have the means to wash or sanitize their hands.

- Install temporary, portable handwashing stations or hand-sanitizing dispensers for market staff, volunteers, and visitors.
  - Handwashing stations must have soap; running, potable warm water; and single-use towels.
  - Antiseptic hand rubs must have at least 60% ethyl alcohol.
  - Designate staff to check and replenish hygiene supplies.
  - Use posters, flags, and announcements to ensure vendors and attendees are aware of sanitation stations.
- Consider requiring vendors to provide their own individual handwashing stations or antiseptic hand rubs for their personal use.

## Cleaning and Sanitizing

Each shift, designate a market worker to ensure that cleaning and sanitization procedures are completed. These procedures should meet the [environmental cleaning guidelines set by the CDC](#).

- Establish procedures for cleaning and sanitizing touchpoints, temporary handwashing stations, merchandise, shelving and displays, and other surfaces.
  - Use routine soap and water to clean surfaces with visible dirt.

- Use an EPA-registered disinfectant per the instructions on the label to disinfect touch points in the market.
- At least once an hour, disinfect high touch areas such as payment devices and restrooms.

## Payment Handling

Money has not been linked to the spread of coronavirus, but it is still important to reduce direct hand contact with shoppers.

- After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.
- When possible, allow mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay when possible.
- When handling cash, tokens, checks, or change:
  - Designate a money handler separate from the worker handling products.
  - Ask for exact change to help limit additional handling.
  - Collect payment in a container rather than directly into hands.
- To disinfect wooden tokens, consider the following:
  - “Quarantine” tokens by holding in a container until the next week. Tokens held should not need additional disinfection for COVID-19.
  - Use a cloth wetted with disinfectant to clean wooden tokens or laminated paper, then air dry. Wash hands after disinfecting objects.

## Reusable Grocery Bags

It is unlikely for a person to get COVID-19 by touching reusable shopping bags. According to the CDC, touching surfaces that may have the virus on them is not the main way the virus spreads. The following recommendations can help address additional concerns:

- Encourage customers to bag their own items when using reusable shopping bags.
- Encourage customers to wash their reusable bags before shopping.
- Remind vendors to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth. See the Department of Health’s [Food Worker and Establishment Guidance on COVID-19](#) for more information.

## Resources & Posters

- [WA State Coronavirus Response for Essential Businesses](#)
- [WA State Printable Posters for Essential Services](#)
- [CDC COVID-19 Signage and Posters](#)
- [Dining Area Closures: Guidance for Food Establishments \(PDF\)](#)
- [FDA Frequently Asked Questions](#)
- [DOH Food Worker and Establishment Guidance on COVID-19](#)
- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)
- [WA L&I COVID-19 Resources](#)



(206) 703-5198 | [info@wafarmersmarkets.org](mailto:info@wafarmersmarkets.org)  
Updated: April 21, 2020

## Farmers Market & COVID-19

Farmers markets are included in the Governor's "list of "Essential Critical Infrastructure Workers" to help state, local, tribal, and industry partners as they work to protect communities while ensuring continuity of functions critical to public health and safety, as well as economic and national security."<sup>1</sup> Farmers market vendors, staff, and volunteers are on the

The WSFMA is committed to allowing safe, permitted farmers markets to operate provided they abide by the most up-to-date guidance, directives, and procedures issued by the CDC, Washington State Executive, Department of Health and local jurisdictions. We respect the right of a farmer market to close temporarily for all or part of the market season should it determine that this is the best course of action for its community.

**Farmers Markets Are Safe:** Our primary concern is the health and safety of our farmers and producers, market shoppers, market staff, and the host community. Farmers markets are taking serious safety precautions, including:

- revising market operations;
- reducing the number of vendors and changing the market layout;
- expecting shoppers and vendors to abide by public health directives and new market rules; and
- making a cultural shift from being highly social to proactively limiting time at the market and maintaining physical distances.

**Farmers Markets Are Essential:** Our farmers markets are important and necessary food outlets for community members from all economic backgrounds to purchase healthy, fresh, nutritious food. In some neighborhoods, farmers markets are one of the few sources of fresh produce.

**Farmers Markets Allow You to Shop Direct:** Shopping at our markets means that you can purchase fresh, nutritious food from as close to the source as possible, from the farmers you know and trust.

**Farmers Markets Support Washington State:** Farmers markets are essential to the livelihood of farmers and food producers. Shopping at farmers markets means you are supporting your local economy, which is especially critical in this time of uncertainty.

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<sup>1</sup> <https://coronavirus.wa.gov/whats-open-and-closed/essential-business> (4/7/2020)

## COVID-19 Guidelines for Farmers Markets Providing Essential Services (April 21, 2020)

	FARMERS MARKET ORGANIZATIONS	VENDORS
<p><b>MARKET OPERATIONS</b></p> <p><i>Operating during a pandemic is not business as usual. The following operational guidance may help lower the risk of COVID-19 exposure for the vendors and visitors at your market.</i></p>	<p>Operational COVID-19 Response Plan</p> <p><b>1. Limit your vendors and services:</b> Only allow vendors that provide <b>essential services</b> at this time. This includes vendors that provide food and supplies needed to maintain health, safety, and sanitation. Check the <a href="#">Washington essential business list</a> for more information.</p> <p>Do not schedule non-essential services such as musical bands, activities, or entertainment.</p> <p><b>2. Ask your vendors to complete a safety plan</b></p> <p><b>3. Anticipate and communicate change:</b> The market season will be dynamic and subject to change.</p> <ul style="list-style-type: none"> <li>○ Keep a log with notes on what works well and what needs to change before the next market event (such as providing more handwashing sinks).</li> <li>○ Prior to making major changes, communicate with your local health department for guidance.</li> <li>○ Use social media, email, or other methods to share updates on operating standards and expectations at the market.</li> </ul>	<p><b>Complete a safety plan.</b></p> <ul style="list-style-type: none"> <li>○ What essential service they are providing.</li> <li>○ How they plan to protect their own health (such as hand hygiene and sneeze barriers).</li> <li>○ How they plan to protect customers from exposure while at their booth.</li> <li>○ Their plans to reduce touchpoints in the booth, including: <ul style="list-style-type: none"> <li>▪ Keeping designated “Display Only” items for customers to view or handle, when possible.</li> <li>▪ Pre-bagging/pre-packaging/pre-weighing food when possible.</li> <li>▪ Discontinuing all product sampling and self-serve areas.</li> </ul> </li> </ul>
<p><b>Social or Physical Distancing</b> <i>Staying at least 6 feet away from others can help prevent the spread of COVID-19. Use the following strategies to ensure physical distancing in all areas of the market.</i></p>	<p><b>4. Modify the market layout.</b></p> <ul style="list-style-type: none"> <li>○ Prevent visitors from gathering in groups. Remove, block-off, or stack tables and chairs in customer seating areas.</li> <li>○ Define and limit entrances and exits by posting signs at entrance.</li> <li>○ Space vendor booths at least 6 feet apart. Keep the empty spaces unoccupied.</li> </ul>	



	FARMERS MARKET ORGANIZATIONS	VENDORS
	<ul style="list-style-type: none"> <li>○ Arrange booths and tables in a single line, rather than a U shape.</li> <li>○ Provide signs or spacing markers to promote 6 feet of distance between visitors.</li> <li>○ Do not allow visitors to dine on the premises.</li> <li>○ Consider allowing visitors to enter the market early if lines develop before you open.</li> <li>○ Consider prohibiting pets (except for service animals) to help minimize congestion.</li> </ul> <p><b>5. Implement management practices to reduce crowding and maintain social distancing.</b></p> <ul style="list-style-type: none"> <li>○ Create a plan for how to respond when people aren't in compliance with social distancing measures.</li> <li>○ Train market staff on social distancing requirements and ways to educate or correct others to maintain a safe environment.</li> <li>○ Ask your vendors to help ensure social distancing plans are followed.</li> </ul>	
<p><b>Exclude People with Illness</b></p> <p>A key way to help prevent the spread of COVID-19 is to watch for symptoms, and stay home if ill.</p>	<p><b>6. Use a written checklist to assess the health of market staff and vendors before they enter the market.</b> See <a href="#">Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors</a> for more information. See <a href="#">Attachment 2</a>.</p> <p><b>7. Visitors should self-screen for symptoms before they enter the market. Post signs at entrances that outline the symptoms of COVID-19 (see below), with a reminder not to enter if they have symptoms.</b></p>	

FARMERS MARKET ORGANIZATIONS & VENDORS		
PPE	<p><b>Cloth Face Coverings</b> There is limited evidence to suggest that cloth face coverings (masks) help reduce COVID-19 transmission. However, these coverings can reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes.</p> <p>The Washington State Department of Health and the Centers for Disease Control and Prevention recommend that people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others.</p> <p>To preserve PPE for the medical community, surgical masks or N-95 respirators should not be used by the public. View the full Department of Health guidance on <a href="#">cloth face masks</a>.</p> <p><b>Gloves</b> Encourage vendors to use poly or vinyl food service gloves when needed. This helps preserve nitrile or latex gloves for the medical community.</p>	
COVID-19 & Food Safety	Food, including fruits and vegetables, is not known to be a source of COVID-19 spread. Follow standard food safety guidelines to help reduce the risk of common foodborne illness. It is ok for your vendors to donate extra products to local food recovery systems.	
	FARMERS MARKET ORGANIZATIONS	VENDORS
<p><b>Handwashing</b></p> <p><i>Ensure all market staff and attendees have the means to wash or sanitize their hands.</i></p>	<p><b>8. Install temporary, portable handwashing stations or hand-sanitizing dispensers for market staff, volunteers, and visitors.</b></p> <ul style="list-style-type: none"> <li>○ Handwashing stations must have soap; running, potable warm water; and single-use towels.</li> <li>○ Antiseptic hand rubs must have at least 60% ethyl alcohol.</li> <li>○ Designate staff to check and replenish hygiene supplies.</li> <li>○ Use posters, flags, and announcements to ensure vendors and attendees are aware of sanitation stations.</li> <li>○ Consider requiring vendors to provide their own individual handwashing stations or antiseptic hand rubs for their personal use.</li> </ul>	Consider providing your own individual handwashing stations or antiseptic hand rubs for their personal use.

<p><b>Cleaning and Sanitizing</b></p>	<p><b>9. Each shift, designate a market worker to ensure that cleaning and sanitization procedures are completed.</b></p> <p>These procedures should meet the <a href="#">environmental cleaning guidelines set by the CDC</a>.</p> <p><b>10. Establish procedures for cleaning and sanitizing touchpoints, temporary handwashing stations, merchandise, shelving and displays, and other surfaces.</b></p> <ul style="list-style-type: none"> <li>○ Use routine soap and water to clean surfaces with visible dirt.</li> <li>○ Use an EPA-registered disinfectant per the instructions on the label to disinfect touch points in the market.</li> <li>○ At least once an hour, disinfect high touch areas such as payment devices and restrooms.</li> </ul>	
<p><b>Payment Handling</b></p> <p><i>Money has not been linked to the spread of coronavirus, but it is still important to reduce direct hand contact with shoppers.</i></p>	<p><b>11. To disinfect wooden tokens, consider the following:</b></p> <ul style="list-style-type: none"> <li>○ “Quarantine” tokens by holding in a container until the next week. Tokens held should not need additional disinfection for COVID-19.</li> <li>○ Use a cloth wetted with disinfectant to clean wooden tokens or laminated paper, then air dry. Wash hands after disinfecting objects.</li> </ul>	<p>After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.</p> <ul style="list-style-type: none"> <li>• When possible, allow mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay when possible.</li> <li>• When handling cash, tokens, checks, or change: <ul style="list-style-type: none"> <li>○ Designate a money handler separate from the worker handling products.</li> <li>○ Ask for exact change to help limit additional handling.</li> <li>○ Collect payment in a container rather than directly into hands.</li> </ul> </li> </ul>
<p><b>Reusable Grocery Bags</b></p> <p><i>It is unlikely for a person to get COVID-19 by touching reusable shopping bags. According to the CDC, touching surfaces that may have the virus on them is not the main way the virus spreads.</i></p>	<ul style="list-style-type: none"> <li>• Encourage customers to bag their own items when using reusable shopping bags.</li> <li>• Encourage customers to wash their reusable bags before shopping.</li> <li>• Remind vendors to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth. See the Department of Health’s <a href="#">Food Worker and Establishment Guidance on COVID-19</a> for more information.</li> </ul>	

## SIGNAGE

Required by Washington State Department of Health

1. Define and limit entrances and exits by posting signs at entrance.
2. Provide signs or spacing markers to promote 6 feet of distance between visitors.
3. Post signs at entrances that outline the symptoms of COVID-19, with a reminder not to enter if they have symptoms.
4. Use posters, flags, and announcements to ensure vendors and attendees are aware of sanitation stations

## MESSAGING

Suggested:

- Use social media, email, or other methods to share updates on operating standards and expectations at the market.
- Encourage shoppers to pre-order if available.
- Encourage “single shoppers” (one member of a family shops the market while others stay home) if possible.
- Encourage customers to bag their own items when using reusable shopping bags.
- Encourage customers to wash their reusable bags before shopping.
- Remind vendors to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth.

## Resources & Posters

- WA State Printable Posters for Essential Services:  
<https://coronavirus.wa.gov/business-workers/business-signage-toolkit>
- CDC COVID-19 Signage and Posters
- Dining Area Closures: Guidance for Food Establishments (PDF)
- FDA Frequently Asked Questions
- DOH Food Worker and Establishment Guidance on COVID-19:  
<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/FoodWorkers>
- WA State Department of Health 2019 Novel Coronavirus Outbreak (COVID-19)
- WA State Coronavirus Response (COVID-19)
- Find Your Local Health Department or District
- CDC Coronavirus (COVID-19)
- Stigma Reduction Resources
- WA L&I COVID-19 Resources

**DRAFT**  
**VENDOR SAFETY PLAN**

Name:

Business:

**1. What essential service are you are providing?**

- Food
- Supplies needed to maintain health, safety, and sanitation

**2. How do you plan to protect your own health and that of your employees?**

- hand hygiene, hand washing station in booth
- barriers such as sneeze guards
- signs
- Remember to and remind employees to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth.

**3. How do you plan to protect customers from exposure while at your booth?**

Reduce touchpoints in the booth. Suggestions include:

- Keeping designated “Display Only” items for customers to view or handle, when possible.
- Pre-bagging/pre-packaging/pre-weighing food when possible.
- Discontinuing all product sampling and self-serve areas.

Signed: \_\_\_\_\_

Date:

Time:

**Payment Handling Guidelines from the Wa Department of Health (April 21, 2020)**

After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.

When possible, allow mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay when possible.

When handling cash, tokens, checks, or change:

- Designate a money handler separate from the worker handling products.
- Ask for exact change to help limit additional handling.
- Collect payment in a container rather than directly into hands.

To disinfect wooden tokens, consider the following:

- “Quarantine” tokens by holding in a container until the next week. Tokens held should not need additional disinfection for COVID-19.
- Use a cloth wetted with disinfectant to clean wooden tokens or laminated paper, then air dry. Wash hands after disinfecting objects.

**Attachment 2**

[NAME] FARMERS MARKET  
HEALTH STATUS ASSESSMENT

To stop the spread of COVID-19, it is critical that anyone experiencing any of the symptoms should stay home or return home immediately. This includes farmers market staff, volunteers, vendors, shoppers, or other visitors.

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

<b>1. Do you have a fever (100.4F or higher) or a sense of having a fever?</b>	Yes	No
<b>2. Do you have a new cough not caused by another health condition?</b>	Yes	No
<b>3. Do you have any new shortness of breath not caused by another health condition?</b>	Yes	No
<b>4. Do you have any new shortness of breath not caused by another health condition?</b>	Yes	No
<b>5. Do you have a new muscle ache not caused by another health condition or physical activity?</b>	Yes	No

Self assessment. I attest that I have responded honestly to the above to the best of my knowledge:

Signed: \_\_\_\_\_

Date:

Time:

Market assessment conducted by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:

Time:

Please contact [NAME] at [contact info] if you have any questions.

Please file completed health assessments [in secure spot].



## Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis. The screening protocol outlined below is based on the following:

- A review of screening protocols from multiple agencies
- Recommendations by the CDC
- A literature review of the most common signs and symptoms of COVID-19

### COVID-19 screening protocol: What to do

Screen **everyone** who enters your facility, including:

- All employees before the start of each work shift
- All visitors

#### Ask the following questions when you screen employees and visitors:

“YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

- A new fever (100.4°F or higher), or a sense of having a fever?\*
- A new cough that you cannot attribute to another health condition?\*
- New shortness of breath that you cannot attribute to another health condition?\*
- A new sore throat that you cannot attribute to another health condition?\*
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?\*

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).

\*If an employee or visitor answers **YES** to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

### Additional COVID-19 Resources

- [DOH Coronavirus \(COVID-19\) webpage](#) – updated information and resources daily



PO Box 489 \* Orting, WA 98360  
 360.893.2219 Ext. 120  
 Website: [www.cityoforting.org](http://www.cityoforting.org)  
 Email: [recreation@cityoforting.org](mailto:recreation@cityoforting.org)

## APPLICATION FOR SPECIAL EVENT PERMIT AND CITY SPONSORSHIP FOR SPECIAL EVENT

**SECTION I: INSTRUCTIONS TO APPLICANT:** A Special Event Permit issued by the City of Orting is required for any Special Event that occurs within the City of Orting, and meets the following definition of "Special Event":

A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs, bike-a-thon, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical or musical entertainments and motion picture filming.

**Special Event Permit:** To qualify for a Special Event Permit, the Applicant shall submit the following to the City sixty (60) days prior to the event: (1) a completed Special Event Permit Application; (2) a Certificate of Insurance, naming the City of Orting as an additional insured for this event in the amount of \$1,000,000.00; and (3) a map that shows the area in which the event will take place and affected areas of the City. Applicants are encouraged to submit their requests as far in advance as possible (60 days minimum) for events that may require more significant City services in order to ensure the best coordination with City personnel, such as events that involve blocking roads or traffic revisions or events which may block emergency access to areas.

**Permit Application Rates:** For Rates see Resolution 2011-12

**Special Event City Sponsorship:** All Special Events require a Permit; some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy (Policy). To qualify for City Sponsorship the event must abide by all requirements of the Policy, including: (1) hosted by a Non-Profit Organization registered with the Washington Secretary of State; (2) be open to all Orting residents; and (3) serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's History. Applicants seeking City Sponsorship must meet these baseline criteria, and shall submit to the City Clerk the following at least 60 days prior to the month in which the Event is scheduled to occur: (1) all items required for a Special Event Permit (described above); (2) a brief letter defining the purpose of the event and the tier of sponsorship requested (see Section III of this Application for more information); and (3) proof of liability insurance that complies with the terms of Section IV of the City Special Event Sponsorship Policy. All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting in order to answer any questions regarding the request. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

### SECTION II: SPECIAL EVENT PERMIT APPLICATION [TO BE COMPLETED BY APPLICANT]

NAME OF EVENT: ORTING VALLEY FARMERS MARKET  
 SPONSORING ORGANIZATION (Non-Profit): ORTING VALLEY FARMERS MARKET, A 501(C)3 ORG.  
 NAME AND TITLE OF PERSON APPLYING ON BEHALF OF SPONSORING ORGANIZATION:

DOUG GRAVES  
 APPLICANT'S ADDRESS: 19511 112TH AVE E,  
 CITY/STATE/ZIP: GRAHAM / WASHINGTON / 98338  
 PHONE: 253-509-3609 pers, 360-872-6836  
 EMAIL ADDRESS: OVMCONTACT@GMAIL.COM

TYPE OF EVENT (CIRCLE ALL THAT APPLY):

- |                                   |   |               |
|-----------------------------------|---|---------------|
| • Festival                        | • Parade  | • Run/Race    |
| • Walk Procession/Organized Rally | • March   | • Block Party |
| • Demonstration                   | • Other (Please Describe: <u>FARMERS MARKET</u> ) |               |



DATE OF EVENT: MAY 8 AND EACH FRIDAY FROM JUNE 5 THROUGH AUG 28  
TIME OF EVENT: Set Up NOON Start of Event 3 PM End of Event 7 PM End Time 8 PM  
ALSO POWWAIN FEST AND HOME FOR THE HOLIDAYS  
CONTACT PERSON FOR EVENT (day of): DOUG GRAVES - MARKET MANAGER  
PHONE OF CONTACT PERSON: 253-509-3609

Certificate of Insurance showing the City of Orting as an Additional Insured (please attach).

- Name of Insurance Company: CAMPBELL RISK MANAGEMENT
- Policy Number: #AA 2528 LHW D481967

A City Map that shows the area in which the event will take place (please attach). Please show on the map the streets that will be closed, the location of barricades/signs, where you will be using electricity, where police services or any other staffing by the City of Orting will be necessary, where garbage receptacles will be placed, where restroom facilities are provided, and indicate other streets that may be affected by event as well as the flow of traffic will be routed.

What arrangements have been made to provide for additional garbage service and where is the plan for placement (Show on Map)?

What arrangements have been made to provide adequate restroom facilities and where (Show on Map)?

Will there be any open flame, cooking facilities, or gas cylinders (Show on Map)?

Will there be any vendors? (Circle one) YES / NO If YES, vendors are required to purchase a City of Orting Business License prior to the event (City Code 4-1-1). TO BE COVERED BY A BLANKET PERMIT PURCHASED BY OVFPM FOR ALL ATTENDING VENDORS.

Will City services be requested?

- ◇ Barricades: How Many/Where (Show on Map) YES / NO  
I FOLDING CITY BARRICADE SAME AS PROVIDED IN 2019, FOR VENDOR EXIT
- ◇ Signage: What Signs/Where (Show on Map) YES / NO
- ◇ Police Officers: YES / NO How Many/For what service/What Hours (must arrange with the police department)
- ◇ City Crew: YES / NO How Many/For what service/What Hours (must arrange with the utility department)
- ◇ Street Sweeper: YES / NO Date of Request
- ◇ Electricity: YES / NO Basic Electrical Outlets/Spider Boxes (Show on Map)  
REQUESTING POWER EXTENSION CABLE AND TWO SPIDER BOXES AS IN 2019.
- ◇ Other:  
REQUESTING TO PORTA POTTIES TO BE PLACED AT ENTRANCE AS IN 2019

IS IT POSSIBLE TO IRRIGATE THE NORTH SIDE OF THE MARKET GRASS TO KEEP IT GREEN THROUGHOUT THE SUMMER SEASON? 1/2/2018

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? NO

What methods do you propose for notifying adjacent homeowners/businesses?

Additional Comments that the City of Orting needs to know about your event?

WE WILL BE HAVING EVENTS AS LAST YEAR ... BBQ COOKOFF, HAWAIIAN ALOHA FRIDAY, AND NEW THIS YEAR WILL BE A BLUES FRIDAY FEST AND A GARLIC FESTIVAL.

### **SECTION III: ADDITIONAL INFORMATION FOR CITY SPONSORSHIP**

Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. There is no additional fee to apply for City Sponsorship, and Applicants may request sponsorship for a specific "tier." The City offers two "tiers" of sponsorship, with differing levels of support offered by the City depending upon the City's determination of the value added by the event to the community:

#### **Tier #1:**

The following are examples of Tier #1 type events and available locations, and any special requirements therefor:

Gazebo or BBQ Area or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. North Park- For Event more than 1 day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit.

#### **Tier #1~Sponsorship May Include:**

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- City to display banner over Washington Avenue at no fee.

#### **Tier #2:**

The following are examples of Tier #2 type events and available locations, and any special requirements therefor:

Block Train Street/Calistoga/Parking Lots with MPC/Gazebo/North Park- Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Must purchase a City Business License Blanket Permit.

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit.

#### **Tier #2~Sponsorship May Include:**

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- Spider Box Usage
- 1 Maintenance Staff 8 hours


- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones but not stay for event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to display banner over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification.

**SECTION IV: SIGNATURE OF APPLICANT FOR SPECIAL EVENT PERMIT**

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is the authorized representative of the Sponsoring Organization identified in Section II of this Application, and further AGREES to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property.

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

APPLICANT SIGNATURE:  Date: 1/31/2020  
 PRINTED NAME: DOUG GRAVES - MARKET MANAGER  
 TITLE/ROLE IN SPONSORING ORGANIZATION: \_\_\_\_\_

*You can either mail or bring in the application and fee to:*

Mail to:  
 City of Orting  
 Attention: Event Permit  
 PO Box 489  
 Orting, WA 98360

Or

Stop by:  
 City Hall  
 110 Train St SE  
 Orting, WA 98360

\*If you have questions regarding the application please call (360) 893-2219 ext. 120\*  
 \*\*A receipt by the City is NOT approval of the event\*\*

For Office Use Only

Detailed Map Enclosed: YES / NO  
 Sponsorship Requested: YES / NO Tier #1 \_\_\_\_\_ Tier #2 \_\_\_\_\_  
 Fee Paid \$ \_\_\_\_\_ Check / Cash / Debit / Credit Receipt # \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**03/07/2019**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Pro Insur, Inc. dba Campbell Risk Management 9595 Whitley Drive, Suite 204 Indianapolis, IN 46240 Larry Spilker ext 203	<b>CONTACT NAME:</b> Larry Spilker ext 203 <b>PHONE (A/C, No, Ext):</b> 317-848-9075 <b>FAX (A/C, No):</b> 317-848-9093 <b>E-MAIL ADDRESS:</b> lspilker@campbellrisk.com
<b>INSURED</b> <b>Orting Valley Farmers Market</b> PO Box 1665 Orting, WA 98360	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A : HANOVER INSURANCE GROUP      22292 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

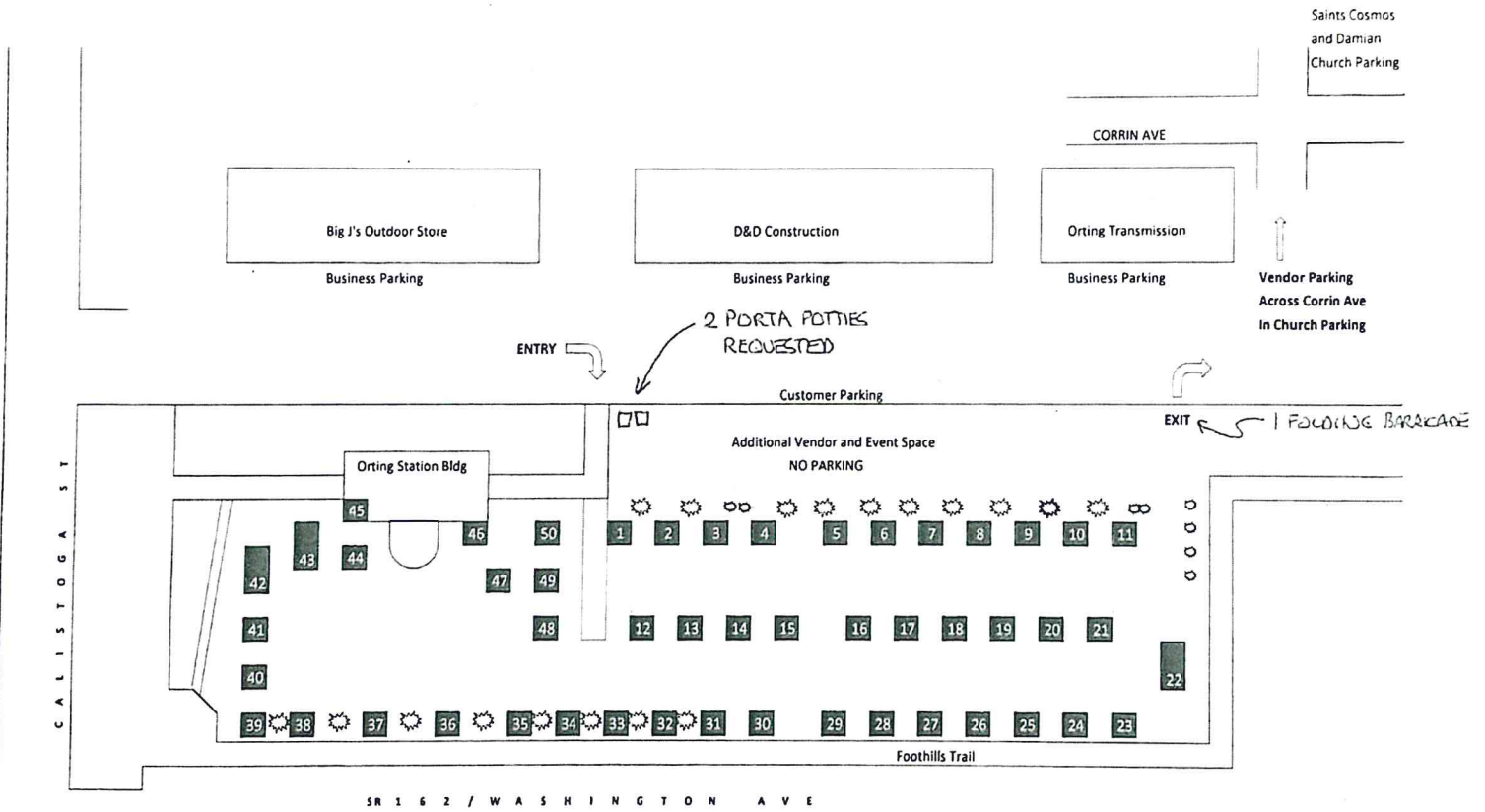
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	WVD					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AA2528 LHW D481967	03/01/2019	03/01/2020	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b>						AGGREGATE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE							\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	N/A			E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's operation. Blanket additional Insured applies per coverage form 421-2915 06 15.

<b>CERTIFICATE HOLDER</b>  <div style="text-align: center;"><b>EVIDENC</b></div> <p style="text-align: center;">Evidence of Insurance</p>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: 
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SR 162 / WASHINGTON AVE

Doug Graves  
 ORTING VALLEY FARMERS MARKET  
 MANAGER



**City Of Orting**  
**Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Date</b>
<b>Subject: Resolution Setting Policy Pertaining To Covid-19 Pandemic And Requesting Mayor Take Action Consistent Therewith</b>	<b>AB20-42</b>			5.13.20
	<b>Department:</b>	Executive/Administration		
	<b>Date Submitted:</b>	5/8/20		
<b>Cost of Item:</b>	<u>\$NA</u>			
<b>Amount Budgeted:</b>	<u>\$NA</u>			
<b>Unexpended Balance:</b>	<u>\$NA</u>			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>Joshua Penner, Mayor</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Resolution No. 2020-13				
<p><b>SUMMARY STATEMENT:</b> The Mayor issued a “Memo: Request for Council Direction and Statement Regarding COVID19” on May 3, 2020, to the City Council of Orting. That Memo identified the Mayor’s concerns with the Governor’s Proclamation 20-25.1 and, in particular, the vague direction in the proclamation and issues of limited resources and enforcement. Through the Memo, the Mayor sought policy guidance from Council on these issues. By this Resolution, the City Council would provide policy direction to the Mayor regarding reasonable public health and safety measures, and requests the Mayor to take action consistent with this policy direction.</p>				
<p><b>RECOMMENDED ACTION:</b> Motion: To adopt Resolution No. 2020-13, Setting Policy Pertaining to COVID-19 Pandemic and Requesting the Mayor Take Action Consistent Therewith</p>				

**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2020-13**

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**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON,  
SETTING POLICY PERTAINING TO COVID-19 PANDEMIC AND  
REQUESTING MAYOR TO TAKE ACTION CONSISTENT  
THEREWITH**

---

**WHEREAS**, the City Council received the Mayor’s “Memo: Request for Council Direction and Statement Regarding COVID19”, dated May 3, 2020, and, in response, the Council resolves as follows; and

**WHEREAS**, Ordinance 2020-1060, Pertaining to Enforcement of Emergency Orders, now codified at OMC 1-8 states, “[t]he authority granted to the Mayor in this chapter is in addition to and not in limitation of other policies allowing the Mayor to declare an emergency and take action necessary to deal with such emergency, including but not limited to those powers set forth in Chapter 38.52 RCW”; and

**WHEREAS**, the Council believes that all businesses are essential to the Orting community; and

**WHEREAS**, the Council believes the Governor’s specification of which businesses fall into which category or phase in his phased re-opening plan is sufficiently vague so as to cause us to expend substantial staff effort to interpret and enforce the plan; and

**WHEREAS**, the Council believes that making a mistake on which phase a business would fall into would cause potentially irreparable harm to that business and the livelihood of its proprietors; and

**WHEREAS**, the Council believes that public health and business health are not mutually exclusive ideas; and

**WHEREAS**, the Council believes that small businesses can do more to protect their patrons from COVID19 transmission than large box stores like Walmart, Target, Lowes, Home Depot, etc.; and

**WHEREAS**, the Council believes that Orting residents that can shop local are less likely to engage in “non-essential” travel as defined by the Governor through his proclamations; and

**WHEREAS**, the Council believes that Orting businesses, churches, and clubs are capable of rising to the measures defined by the public health experts of the State of Washington, including, but not limited to:

- Maintaining at least 6 foot separation between patrons.
- Maintaining abundant PPE for the protection of employees.

- Maintaining robust hand washing capacity.
- Creating physical barriers between patrons and employees where practical and effective.
- Taking reservations by appointment when possible to reduce queuing.
- Allowing no more than 5 patrons to queue outside of the business at any time.
- Limiting the size of non-family groups on the premise of their business.
- Closing to the public if any employees contract the virus leading to COVID19 until such time as the best available practices from the state say that opening is safe again
- Spacing tables or fixtures at sufficient distance to maximize the spacing in accordance to the best practices of the state.
- Posting on the business door front the steps the business, club, or church is using to comply with the best available public health directives for minimizing transmission of the virus leading to COVID19.
- Responding to lawful requests of Orting Police Department and Orting staff when violations of these best practices are witnessed and communicated to the proprietor or staff.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The City Council requests the Mayor carry out the policy directives herein in accordance with these beliefs and facts for the remainder of the COVID19 emergency.

**Section 2. Effective Date.** This Resolution shall be effective upon passage.

**Section 4. Corrections Authorized.** The City Clerk is authorized to make necessary corrections to this Resolution, including but not limited to correction of clerical errors.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13<sup>TH</sup> DAY OF MAY, 2020.**

CITY OF ORTING

\_\_\_\_\_  
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Jane Montgomery, City Clerk

Approved as to form:

\_\_\_\_\_  
Charlotte A. Archer  
Inslee Best, City Attorney