



**CITY OF WHITE SALMON**  
**City Council Meeting – Wednesday, January 19, 2022**  
**Via Zoom Teleconference**

**Council and Administrative Personnel Present**

**Council Members:**

Ben Giant  
Jason Hartmann  
David Lindley  
Ashley Post  
Jim Ransier

**Staff Present:**

Marla Keethler, Mayor  
Pat Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Russ Avery, Public Works Operations  
Manager  
Mike Hepner, Police Chief  
Brendan Conboy, Land Use Planner  
Ken Woodrich, City Attorney

**I. Call to Order and Roll Call**

Marla Keethler, Mayor called the meeting to order at 6:00 p.m. There were approximately 14 members of the public in attendance via teleconference.

**II. Changes to the Agenda**

Jan Brending, Clerk Treasurer requested Items D and F be removed from the Consent Agenda, remove the presentation by Jeff Speck and item E be removed from the Business Items. She noted that Jeff Speck will be making his presentation at 6:00 p.m. on January 20.

***Moved by Jason Hartmann. Seconded by Ashley Post.***

***Motion to remove items D. Approval of Meeting Minutes, December 8, 2021 and F. Approval of Meeting Minutes January 5, 2022 from the Consent Agenda and remove items E. Collectively Bargained Agreement, Police Department. CARRIED 5-0.***

**III. Consent Agenda**

- A. Personal Services Contract Agreement Amendment – Communications Outreach Consultant, Zaya LLC
- B. Request for Authorization to Waive January Utility Billing Late Fees
- C. 2022 Committee Appointments
- D. ~~Approval of Meeting Minutes – December 8, 2021 (REMOVED)~~
- E. Approval of Meeting Minutes – December 15, 2021
- F. ~~Approval of Meeting Minutes – January 5, 2022 (REMOVED)~~
- G. Approval of Meeting Minutes – January 12, 2022
- H. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 19<sup>th</sup> day of January 2022.

Type	Date	From	To	Amount
<b>Claims</b>	12/31/2021	37743	37775	123,093.57
	1/19/2022	37776	37789	20,255.21
			<b>Claims Total</b>	<b>143,348.78</b>
<b>Payroll</b>	1/20/2022	EFT	EFT	74,281.95
	12/31/2021	EFT	EFT	9,194.56
			<b>Payroll Total</b>	<b>83,476.51</b>
<b>Manual Claims</b>				
			<b>Manual Total</b>	<b>0.00</b>
			<b>Total All Vouchers</b>	<b>226,825.29</b>

Ben Giant, Council Member noted that in the January 12, 2022 meeting minutes noted that there is a typographic error where it states “Jim Hartmann” and it should be “Jason Hartmann.”

**Moved by Jim Ransier. Seconded by Ben Giant.**  
**Motion to approve Consent Agenda as amended. CARRIED 5-0.**

**IV. Public Comment**

*There was no general public comment.*

**V. Business Items**

**A. Ordinance 2022-01-1091, Declaring Short-term Rental Moratorium Extension**

Marla Keethler, Mayor review the proposed ordinance extending the moratorium for a 6-month period. She said the intent is that the moratorium will be removed when action is taken on ordinances amending the city’s codes regarding short-term rentals.

Marla Keethler, Mayor opened the public hearing regarding the proposed ordinance extending the moratorium on short-term rentals.

There was no public comment.

Marla Keethler, Mayor closed the public hearing.

Ben Giant, Council Member said this extension is officially a 6-month extension but it is the intent of the city council to adopt ordinances by the middle of February.

Jan Brending, Clerk Treasurer said the ordinances will be considered by the city council at the February 16, 2022 meeting. She said notice of adoption has to be published which will take place one week later and the ordinances will be effective 5 days after publication.

Ken Woodrich, City Attorney said the ordinance that is adopted will include a repealer for the moratorium effective the date the ordinances become effective.

***Moved by Jim Ransier. Seconded by Jason Hartmann.***

***Motion to adopt Ordinance 2022-01-1091, Declaring Short-term Rental Moratorium Extension. CARRIED 5-0.***

**B. Critical Areas Heritage Tree Ordinance Variance Request, 2021-004, Basecamp Inc. – 683 NW Achor Avenue**

Brendan Conboy, Land Use Planner said Sky Chaney with Basecamp Inc. has applied for a variance to White Salmon Municipal Code 18.10.317 – Special Provisions – Heritage Trees for a lot located at 693 NW Achor Avenue. He said the applicant is seeking permission to remove a white oak that is located on the property in such a way that reasonable use of the property is not possible without its removal. Conboy said staff is recommending the city council approve the variance.

Marla Keethler, Mayor opened the closed hearing and read information regarding appearance of fairness and conflict of interest. No appearance of fairness issues or conflict of interest was raised.

Skye Chaney, Basecamp Inc. said Brendan Conboy has conveyed the intent of the application. He said he is trying to get a buildable lot and moving forward.

Ashley Post, Council Member asked what the distance from the house to the tree would be.

Skye Chaney said the distance from the tree to the front of the home it would be 15 to 20 feet at most and would be into the dripline. He said that anything dug in that area would damage the roots.

Ashley Post, Council Member asked if there are other trees on the property. She asked if those trees will be preserved.

Skye Chaney said that if they are not in the building footprint they will not be disturbed. He said a lot of the trees are on the lot lines. Chaney said he is open to plant some other trees to offset the removal of the one tree.

Ben Giant, Council Member asked about the recommendation from staff where it states that one tree is to be removed. He said it appears there are two trees and asked for clarification.

Brendan Conboy, Land Use Planner said it looks like there are two trees but there is one trunk that then splits into two trunks.

Skye Chaney said it is one tree that has split into two trunks.

David Lindley, Council Member said that staff's recommendation is to plant two trees for each one removed. He asked if the recommendation is two trees or four trees.

Brendan Conboy, Land Use Planner said it is up to council but two seems to be reasonable.

Ken Woodrich, City Attorney said that page 46 of the city council packet gives a better picture of the tree and it appears to be one tree.

***Moved by Jason Hartmann. Seconded by Ben Giant.  
Motion to approve as is Critical Area Ordinance Variance for WS-CAP-2021-004 to WSMC 18.10.327 – Special Provisions – Heritage Trees, to allow the removal of classified heritage tree from the property addressed at 693 NW Achor Avenue with the understanding that two trees would be planted in its stead. CARRIED 5-0.***

Marla Keethler, Mayor closed the hearing.

**C. Resolution 2022-01-536 Amending COVID-19 Procedures**

Marla Keethler, Mayor provided an update on the status of COVID-19. She said CDC has changed their guidelines and the city's COVID polices have been revised on how to handle sick leave. Keethler reviewed how sick leave is being handled related to COVID-19.

Ken Woodrich, City Attorney said the mayor has the authority address sick leave policies for staff. He said the Collectively Bargained Agreements have provisions for management authority. He said this would not normally come to the city council but because it was included in the previous resolution it is before the council. Woodrich noted that that in 2G the word "sue" underlined should be "use."

Council members and staff discussed how leave for employees has been and is handled related to unpaid leave.

Council members discussed removing item G or the language after the first sentence.

***Moved by Jim Ransier. Seconded by Jason Hartmann.  
Motion to adopt Resolution 2022-01-536 Amending COVID-19 Procedures including striking the wording in 2G after the first sentence. CARRIED 5-0.***

**D. Collectively Bargained Agreement – Municipal Employees**

Jan Brending, Clerk Treasurer reviewed the changes to the Collectively Bargained Agreement for Municipal (Non-Uniformed) Employees. She noted that the agreement

includes the salary matrix for 2022, updated job descriptions and the table that provides for where employees will be located in the matrix effective January 1, 2022.

Jim Ransier, Council Member asked if there is context in switching 40 hours for full-time to 32 hours.

Jan Brending, Clerk Treasurer said that is something the city council had already approved through a memorandum of understanding (MOU) in 2018. She noted there were a number of MOUs that were approved related to the prior contract.

***Moved by David Lindley, Seconded by Jason Hartmann.***

***Motion to accept the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Municipal (Non-Uniformed) Employees and authorize the Mayor to sign the agreement. CARRIED 5-0.***

**E. Resolution 2022-01-533, Adopting Salary Matrix for 2022**

Jan Brending, Clerk Treasurer reviewed the salary matrix. She said the council formally adopts the salary matrix which also covers management positions through a resolution.

***Moved by Jason Hartmann. Seconded by Jim Ransier.***

***Motion to adopt Resolution 2022-01-533, Adopting Salary Matrix for 2022. CARRIED 5-0.***

**F. 2022 Legislative Priorities**

Marla Keethler, Mayor provided an overview of the Association of Washington Cities (AWC) legislative priorities. She said that in 2021 the legislative priority for the city was the replacement of the Hood River bridge. Keethler said the bridge will continue to be an elevated priority. She said she is seeking input from the council and will then bring back a document that puts the priorities in writing.

Jan Brending, Clerk Treasurer pointed out that Association of Washington Cities has identified funding for Transportation Improvement Districts as a priority and it is something the city might be able to use in the future.

Marla Keethler, Mayor said that locally housing remains a priority.

Jim Ransier, Council Member said the bridge is definitely the number one priority. He said that funding for transportation and infrastructure is important.

Marla Keethler, Mayor noted that this is a short legislative session and next year is the long legislative session. She said the planning for the community center is being done this year to prepare for an ask for funding in next year's session.

Jim Ransier, Council Member said he knows the pool is no in the city's realm but is there value in addressing it in this legislative session.

Jan Brending, Clerk Treasurer said she is not sure of the status of the pool funding but could have the Pool District come and make a presentation to the city council.

Marla Keethler, Mayor said the city has not made decisions on how to spend the COVID ARPA funds. She said there may be some applicability of providing some funding towards that project.

Jason Hartmann, Council Member said he thinks of legislative priorities as those things the city cannot solve alone such as the bridge, attainable housing and infrastructure needs. He said the community center could possibly fall into the infrastructure needs.

David Lindley, Council Member said he agrees with Jason Hartmann and noted that many priorities fall within in the transportation and infrastructure realm.

Marla Keethler, Mayor said she will draft a document and bring back to the council at the next council meeting.

## VI. Reports and Communications

### A. Department Heads

**Mike Hepner, Police Chief** said the department has been fairly busy but not as much sense the snowstorm ended. He said mental health calls have been up requiring the department's assistance. Hepner said Skyline Health is advertising to hire a second behavioral health person. He thanked the council for signing the memorandum of understanding with Comprehensive Health at the last council meeting. Hepner said there is now a designated crisis responder that rides with officers on the weekend nights. He said it has gone well and will continue.

**Bill Hunsaker, Fire Chief/Building Official** said council chambers were made available as a warming shelter and will do so again if the need arises. He thanked Chief Hepner for the police department's assistance in responding to a house fire and using a fire extinguisher to put out a fire.

**Russ Avery, Public Works Operations Manager** said that due to snow event public works has had to repair a number of vehicles. He said the holiday decorations will be taken down soon. Avery said the aquifer storage recharge program will be started up soon. He provided an overview of the aquifer storage recharge program to the council.

**Brendan Conboy, Land Use Planner** said he spent the day with Jeff Speck and is looking forward to the presentation tomorrow. He said he is wrapping up the amendments to the short-term rental ordinances and has been working on several grant applications.

Ashley Post, Council Member asked if there will be a discussion about fees and outstanding issues related to short-term rentals at the February 2, 2022 meeting.

Brendan Conboy, Land Use Planner said yes.

**Jan Brending, Clerk Treasurer** said the council will see a proposed amendment to the 2022 budget in late February or early March. She noted that city hall has been short-staffed this week.

**B. Council Members**

**Jason Hartmann, Council Member** said the city operations committee met and discussed the plans for installing a crosswalk at Dock Grade and Oak Street on the north side of the intersection. He said the committee also discussed the idea of providing for a 4-way stop at Spring and Main. Hartmann said the committee agreed to forward that idea to the city council and hold a public hearing to get input. He noted that it will also slow people down coming into town along Main Street.

Mike Hepner, Chief of Police said he would not be opposed to a 4-way stop intersection at Main and Spring.

**David Lindley, Council Member** said the Tree Board met and discussed a grant proposal that Underwood Conservation District will be submitting to the Department of Natural Resources to focus on Tree of Heaven. He said it will be a collaborative project between the district, cities and counties. Lindley said the Board also discussed Arbor Day Celebration to be held March 19 in conjunction with the Underwood Conservation TreeFest. He said the Board also discussed locations for planting trees in the city park.

**Ashley Post, Council Member** said the city operations committee also discussed trying to provide a site to bring in fallen tree debris from the snowstorm. She said Jan Brending will be looking into the costs involved and where a container could be located. Post said staff is also working with Washington Department of Transportation to see how a crosswalk at Jewett and Grandview could be installed.

**C. Mayor**

Marla Keethler, Mayor noted that council members can sign up to receive legislative updates from Association of Washington Cities. She said City Action Days will be held virtually on January 27. Keethler thanked the council for approving the waiving of late fees and shutoffs due to mail being delayed because of the snowstorm. She said the Mt. View Grange is applying funding to install a commercial kitchen. Keethler said Governor Inslee is making COVID tests available for all households. She noted that the Red Cross has a severe blood shortage and is need of blood donors. Keethler said trash collection

and recycling has been a hot topic in the community. She reviewed the efforts being made by Republic to get caught up. Keethler said the city is actively recruiting for the clerk treasurer position. She said a presentation will be made to the city council at an upcoming meeting regarding the Walker House.

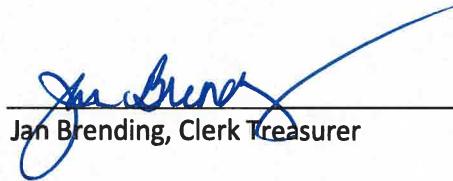
**VII. Executive Session (if needed)**  
There was no Executive session

**VIII. Adjournment**  
The meeting adjourned at 7:41 p.m.



---

Marla Keethler, Mayor



---

Jan Brending, Clerk Treasurer