



CITY OF WHITE SALMON
City Council Meeting – Wednesday, March 2, 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
Jan Brending, Clerk Treasurer
Russ Avery, Public Works Operations
Manager
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 4 members of the public in attendance via teleconference.

II. Changes to the Agenda

Jan Brending, Clerk Treasurer asked that two items be added to the Business Items agenda

1. Underwood Conservation District Grant Application Support and Funding (to be considered before the Latecomer Agreement item)
2. City Administrator Job Description (to be considered after the Latecomer Agreement item)

Moved by Ashley Post. Seconded by Jim Ransier.

Motion to add the two following items to the Business Items agenda:

1. **Underwood Conservation District Grant Application Support and Funding (to be considered before the Latecomer Agreement item)**
2. **City Administrator Job Description (to be considered after the Latecomer Agreement item)**

CARRIED 5-0.

III. Consent Agenda

- A. Authorization to Hire Bond Counsel, USDA Rural Development – 14-Inch Main Line Replacement (\$12,000)
- B. Authorization to Enter into Agreement for Interim Bank Financing – USDA Rural Development 14-Inch Main Line Replacement (\$500 Fee and 1.85% Interest)

- C. Interlocal Agreement – Klickitat County, Distribution of STP Funding within Klickitat county
- D. Approval of Meeting Minutes – February 16, 2022
- E. 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 2nd day of March 2022.

Type	Date	From	To	Amount
Claims	3/2/2022	EFT	EFT	4,940.00
	3/2/2022			132,013.12
			Claims Total	136,953.12
Payroll				
			Payroll Total	0.00
Manual Claims	1/10/2022	EFT	EFT	7,920.00
	2/10/2022	EFT	EFT	7,920.00
	2/22/2022	37873	37873	8,318.73
	2/24/2022	37874	37879	13,469.38
	3/5/2022	EFT	Eft	2,060.32
	3/10/2022	EFT	Eft	7,920.00
			Manual Total	15,840.00
			Total All Vouchers	152,793.12

*Moved by Jason Hartmann. Seconded by David Lindley.
 Motion to approve Consent Agenda as presented. CARRIED 5-0.*

IV. Public Comment

There was no public comment.

V. Presentations

The City Council watched a video “Untold Stories of Women in the Suffrage Movement” in recognition of Women’s History Month.

VI. Business Items

A. Underwood Conservation District Grant Application Support and Funding

Jan Brending, Clerk Treasurer provided an overview of the Underwood Conservation District Grant Application. She said Underwood Conservation District (UCD) is applying for a 2022 Community Forest Assistance Grant for a “Tree of Heaven/Spotted Lanternfly Eradication, Prevention and Demonstration Project.” Brending said UCD is seeking a letter of support and funding for matching dollars. She said the Tree Board has reviewed

the proposed project and is supportive. Brending said she is recommending the city provide \$2,000 in matching funds.

David Lindley, Council Member said there is unanimous support from the Tree Board

Marla Keethler, Mayor said this is an issue that has been discussed for a number of years at the Tree Board level and she is glad to see something coming forward.

Moved by David Lindley. Seconded by Jason Hartmann.

Motion to authorize the mayor to sign a letter of support and for the City of White Salmon to provide \$2,000 in matching funding for the Underwood Conservation District's 2022 Community Forestry Assistance Grant Application for a Tree of Heaven/Spotted Lanternfly Eradication, Prevention and Demonstration Project. CARRIED 5-0.

B. Settlement of Claims and Latecomer Agreement – Seth and Claire Gilchrist

Staff provided an overview of the proposed Settlement of Claims and Latecomer Agreement. Ken Woodrich, City Attorney said that the city required improvements to N. Michigan Avenue for a development owned by Gilchrist. He said because of proportionality issues a settlement of claims was drafted by himself and Gilchrist's attorney. Woodrich said this allowed the property owner to move ahead with the development and provided that ultimately, he would not incur all the costs for improvements that serve multiple properties. The proposed Settlement of Claims and Mutual Release provides that the performance of work is to be completed by Gilchrist; the street engineering design, inspection work and as built drawings will be provided by the City of White Salmon; the City of White will reimbursement Gilchrist up to \$5,000 for costs; and the City of White Salmon will assume financial responsibility for other expenses and change orders not directly associated with access to the Gilchrist property. The Latecomer Agreement provides that properties will incur costs associated with the improvements when they are developed and provides a formula for determining those costs.

Council members and staff discussed the proposed documents. It was noted Michigan is a public road and that the city administers the Latecomer Agreement. Russ Avery, Public Works Operations Manager noted that the road construction has been completed and meets the city's standards.

Moved by Jim Ransier. Seconded by Jason Hartmann.

Motion to authorize the mayor to sign Settlement of Claims and Mutual Release with Seth Gilchrist providing improvements to N. Michigan Avenue which includes the following:

- ***Performance of work to be completed by Gilchrist***
- ***Street engineering design, inspection work and as built drawings to be provided by City of White Salmon***
- ***Reimbursement of Gilchrist's costs p to \$5,000 by City of White Salmon***

- **Financial responsibility for other expenses and change orders not directly associated with access to the Developer's property by City of White Salmon**

CARRIED 5-9.

Moved by Ben Giant. Seconded by David Lindley.

Motion to authorize the mayor to sign Latecomer Agreement with Seth and Claire Gilchrist providing for latecomer's costs and responsibility of the City and Gilchrist.

CARRIED 5-0.

C. City Administrator Job Description

Marla Keethler, Mayor provided an overview of the changes to the City Administrator job description and proposed salary range. She noted the city council has information regarding salary ranges for cities of comparable size stating that the salaries provided are 2021 salaries and do not include any cost-of-living increases. Keethler said it is her desire at this time separate the responsibilities from public works and to be clear about the management expectations. She said there are no other staffing considerations being proposed at this time.

David Lindley, Council Member asked if the change in salary level is tied to removing some of the public work's responsibilities from the job description.

Keethler said yes.

Moved by Jim Ransier. Seconded by Ben Giant.

Motion to adopt the revised job description for City Administrator with a salary range at Range 53, Step 1 to 10. CARRIED 5-0.

VII. Reports and Communications

A. Department Heads

Russ Avery, Public Works Operations Manager provided a review of the work done to create a four-way stop at the intersection of Main and Spring. He noted that the stop signs are located slightly away from the intersection because they need to be located where the stop bars will be painted which will be located behind crosswalks. Avery said the crosswalks will be painted when the weather dries out.

Jason Hartmann, Council Member asked if the "4-way stop" signs will be attached to each stop sign and if temporary "traffic revision" signs will be installed.

Avery said temporary "traffic revision" signs have been put into place and the "Stop Ahead" signs and "4-way Stop" signs have been ordered and will be installed shortly.

Ashley Post, Council Member noted that in the future it would be helpful to notify the school district when traffic revisions are made that might have an impact on school bus routes.

Brendan Conboy, Land Use Planner said a transportation planning survey will be released to the public shortly. He said he is working on some code revisions with the planning commission that will then come to the city council including a new downtown commercial zone with design review tied to the city's walkable core. Conboy said he is also working on several grant applications; conditional use permits and variances.

Ken Woodrich, City Attorney noted that if the city reaches more than 2500 in population it could elect to have a 7-member city council.

Jan Brending, Clerk Treasurer said that in order to prepare information for the March 16 meeting, the Tree Board meeting is moving to Monday, March 7; the Personnel and Finance Committee Meeting will be held on Monday, March 14 at 4:00 p.m. and an additional CityLab Board meeting will be held on Monday, March 14 at 6:00 p.m.

B. Council Members

Jim Ransier, Council Member said the Community Development Committee met on Monday and discussed the possibility of a mural on the restroom wall in Rheingarten Park and Spring Fest which will be a one-day event on June 4th. He said Kate Bennett led the CityLab Board meeting when he was on vacation and he understands it was a good discussion. Ransier noted that in relation to both Black History Month and Women's History Month that a black woman has been nominated to the Supreme Court.

Ashley Post, Council Member said she is happy to hear about a possible mural in the park and asked if anyone is considering a mural on the Ace Hardware wall.

Jim Ransier, Council Member said that has not been added to the list yet.

Jason Hartmann, Council Member said that the recent Personnel & Finance Committee meeting went smoothly.

David Lindley, Council Member thanked the city council for their support for the Tree of Heaven proposal.

Ashley Post, Council Member said that she has been reflecting on the pool presentation which she was very helpful and enlightening. She said the district did not specify an amount during the presentation that they would like to see the City of White Salmon contribute but believes they have asked staff for a

specific amount that would come from the city's ARPA funds. Post said the city has already invested a lot in the pool and she feels the city wants to see the pool come to fruition. She suggested it would be helpful to share how the ARPA funds are being proposed to be used.

Ashley Post, Council Member read a resignation letter to the city council noting that her last council meeting would be on March 16. She said it has been a difficult and painstaking decision to resign. Post said the last four years have been a privilege and inspiring.

Marla Keethler, Mayor said Post will be greatly missed. She said Post always came to the meetings prepared and that a lot of what the city is doing is a result of Post's work. Keethler noted it is always good to have diversity and different perspectives on the council.

Jason Hartmann, Council Member said it was great to work with Post on the City Operations Committee and he will miss her.

C. Mayor

Marla Keethler, Mayor said that ultimately the city council is the decision maker regarding how the ARPA funds will be spent. She said she will be presenting a proposal initially to the Personnel and Finance Committee and the CityLAB Board before the city council considers it on March 16. Keethler said the pool district has asked for some of that funding. She said she feels it should represent the scale of White Salmon within the entire district. Keethler said staff will be forwarding several reports to the council regarding the Walker House in anticipation of the discussion on March 16 including a theoretical business plan. She said there are a number of personnel changes coming city hall and filling those positions are a priority. Keethler said Pat Munyan has done many incredible things for the city and the city should be grateful for his work and contributions. She said she will be working with staff to ensure that projects continue to move forward. Keethler noted that council members should not be surprised if they get some push back on committee level projects as staff has a lot going on. She said she anticipates city council meetings to returning to in person meetings in April. Keethler said she has been working to address trash collection and recycling collection issues. She noted that a credit that was agreed to by Republic has not yet been reflected on customer's statements. Keethler noted that she continues to forward legislative updates to council members regarding the Hood River Bridge project. She said she did receive word that there would be a one-day Spring Fest event on June 4th.

VIII. Executive Session (if needed)

There was no Executive session

IX. Adjournment

The meeting adjourned at 7:11 p.m.



Marla Keethler, Mayor



Jan Breeding, Clerk Treasurer