



**CITY OF WHITE SALMON**  
**City Council Special Meeting – Wednesday, March 28, 2022**  
**Via Zoom Teleconference**  
**DRAFT**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
David Lindley  
Jim Ransier

**Staff Present:**

Marla Keethler, Mayor  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney

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

Marla Keethler, Mayor called the meeting to order at 5:00 p.m. There were approximately 9 members of the public in attendance via teleconference.

**II. Business Items**

**A. Personal Services Contract – Administrative Services Consultant, Paul Koch**

Marla Keethler, Mayor said Pat Munyan's last day with the city will be April 20 and noted that he will be taking two weeks of vacation for the first two weeks of April. She said she is hoping to bring Paul Koch onboard this week to provide some overlap and feels it is important to put in place an interim city administrator to ensure the continuity of operations for the city.

Jan Brending, Clerk Treasurer said council members should have received an updated "Exhibit A" with changes. She said the language has been provided in consultation with the city attorney and the city's labor attorney, Tony Menke. She said AWC RMSA (risk management insurance provider) also reviewed the contract and provided a recommendation that the following language be added to the Scope of Work: "Except as otherwise specified in Contract Proposal, Contractor Service Provider shall not incur or charge the City any other fees or expenses without the prior written authorization of the Client."

David Lindley, Council Member asked for background on how the mayor identified and selected the individual.

Keethler said Paul Koch is an individual has held a variety of positions across Washington and Oregon and in recent years has been doing some work on Gorge-wide transportation and transit access. She said she has worked with him intermittently and most recently doing some outreach. Keethler knew, through those engagements, that he had been a consultant and was open to consulting work. She said she felt comfortable that he was a good candidate for stepping in quickly to provide continuity in the city.

David Lindley, Council Member said he was surprised not to see a not-to-exceed amount.

Jan Brending said that at \$75 per hour and an average of 35 hours per week for 17 weeks the cost would be \$44,625.

Marla Keethler, Mayor noted there will be some cost savings in the budget due to the fact that an overlap for the outgoing City Administrator and the new City Administrator will not occur.

Council members discussed a not-to-exceed amount. Jason Hartmann, Council Member recommended \$60,000 which is \$15,000 per month.

Ken Woodrich, City Attorney recommended that a per month amount not be used which will allow the Mayor to manage the contract.

David Lindley, Council Member asked about assigning a city email account to the interim city administrator.

Ken Woodrich, City Attorney said that if there is a specific purpose for the use of the city email then there is no problem.

David Lindley, Council Member asked if there should be specific language in the contract that states the consultant is not an employee of the city.

Jan Brending, Clerk Treasurer said there is already language that states the consultant is not an employee and is not eligible for benefits.

***Moved by Jason Hartmann. Seconded by Jim Ransier.  
Motion to authorize the mayor to sign the personal services contract with PK Consulting for services as interim city administrator at a rate of \$75 per hour not to exceed \$60,000 total including two proposed amendments providing by attorneys and AWC RMSC. CARRIED 3-0.***

### III. Adjournment

The meeting adjourned 5:20 p.m.

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Marla Keethler, Mayor

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Jan Brending, Clerk Treasurer