



DRAFT
CITY OF WHITE SALMON
City Council Meeting – Wednesday, December 21, 2022
In Person and Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Ben Giant
Patty Fink
Jason Hartmann
Jim Ransier
David Lindley

Staff Present:

Jeff Broderick, Land Use Planner
Jeff Cooper, Public Works Foreman
Mike Hepner, Police Chief
Marla Keethler, Mayor
Stephanie Porter, Clerk Treasurer
Troy Rayburn, City Administrator
Ken Woodrich, City Attorney

I. Call to Order and Roll Call

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

II. Changes to the Agenda

No changes were made to the agenda.

III. Consent Agenda

- A. Approval of Creation of a New Job Description - Public Works Director
- B. Approval of Creation of a New Job Description - Community Development and Special Projects Coordinator
- C. Personal Services Contract Amendment No.1 - ARC Architect Community Center Feasibility Study, Amending Scope of Work and Extending to 12.31.2022
- D. Personal Services Contract Amendment No 2 - Anderson Perry & Associates - Water and Wastewater Engineering Services, Extending to December 31, 2023
- E. Personal Services Contract Amendment No 2 - Aspect Consulting -Hydrogeological Engineering Services, Extending to December 31, 2023
- F. Personal Services Contract Amendment No 2 - Pioneer Surveying and Engineering, Inc -Garfield Street Improvement Project, Extending to December 31, 2023
- G. Personal Services Contract Amendment No 3 - Anderson Perry & Associates - Transmission Main Improvement Project, Extending to December 31, 2023
- H. Personal Services Contract Amendment - Nelson\Nygaard -Transportation System Plan, Extending to December 31, 2023
- I. Personal Services Contract - Brightly Software - Asset Management Module (\$14,501.79)
- J. Personal Services Contract - Brightly Software - SmartGov Custom Module (\$31,898)
- K. Legal Services Agreement: Temporary City Attorney Services- Shawn McPherson, Extending to 12/31/2023

- L. Small Works Agreements - Snow Removal I.V. Riley Materials
- M. Small Works Agreement - Snow Removal Gorge Dirt Works
- N. November 2022 Budget Report
- O. Approval of Meeting Minutes - November 16, 2022
- P. Approval of Vouchers

Type	Date	From	To	Amount
Claims	12/21/2022	38727	38758	70,736.82
			Claims Total	70,736.82
Payroll	12/20/2022	EFT	EFT	94,776.05
	12/20/2022	38724	38726	313.99
			Payroll Total	95,090.04
Manual Claims	11/5/2022	EFT	EFT	2,706.03
	11/10/2022	EFT	EFT	7,920.00
	11/17/2022	EFT	EFT	17,203.78
	11/30/2022	EFT	EFT	76.34
	12/5/2022	EFT	EFT	1,919.88
	12/10/2022	EFT	EFT	7,920.00
	12/13/2022	EFT	EFT	16,733.99
	12/15/2022	EFT	EFT	110.00
			Manual Total	54,590.02
			Total All Vouchers	220,416.88

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 21st day of December 2022.

**Moved by Jason Hartmann. Seconded by Patty Fink.
Motion to approve Consent Agenda. CARRIED 5-0.**

- IV. **Public Comment**
No Public Comment.

V. Business Items

A. Ordinance 2022-12-1119 Creation of a Transportation Benefit District (TBD)

Marla Keethler, Mayor presented the Creation of a Transportation Benefit District, noting that the Ordinance before the council addresses only the creation of the TBD. It does not address funding of the TBD.

Staff noted that if the council chose to create the TBD, assume the powers and implement revenue sources in the form of a .1% sales tax and/or a vehicle licensing fee, all revenue generated would be restricted for use on street infrastructure identified in the council adopted City of White Salmon Transportation Plan.

Mayor Marla Keethler opened the Public Hearing at 6:10pm.

Kevin Herman, White Salmon Resident

Kevin Herman said that he is concerned about the Vehicle Licensing Fee adding up over multiple vehicles.

He is concerned that the money will not be used for the right projects.

He asked if the TBD could be governed by a board rather than the city council.

Jeff Cooper, White Salmon Resident

Jeff Cooper asked what vehicles would be subject to the licensing fee.

Troy Rayburn confirmed the exempt vehicles as campers, standard tractors, mopeds, off road/non-highway ATV, snowmobiles, and registered international vehicles.

Mike Henderson, White Salmon Resident

Mike Henderson said that the current economy is already increasing prices overall for residents, this additional fee is one more expense that residents cannot afford. He would like to ask council to evaluate if this is the right time to implement an additional fee.

Public Hearing closed at 6:19pm

Council discussed and confirmed that the .1% sales tax could be implemented by a council manic vote (without the vote of residents) and a vehicle registration fee of up to \$50 but it would have to be done in increments over an identified period of time. The revenue generated would be restricted to use on transportation related capital projects that must be listed in the City of White Salmon Transportation Plan including match funds for potentially grant funded projects.

Ben Giant, Council Member asked that staff research the possibility of modifying the exempt vehicles for White Salmon.

Jim Ransier, Council Member noted that this revenue opportunity is being explored due to public response regarding the condition of the streets and sidewalks in White Salmon. He said the sales tax is more regressive where the vehicle tax is more progressive.

Stephanie Porter, Clerk Treasurer noted that the street fund is supported by property tax revenue of which only increased by \$4,200 from 2022 to 2023. The need for additional revenue to keep up with inflation and cost of goods and to address the aging street and sidewalks is truly necessary.

Moved by Patty Fink. Seconded by Ben Giant.

Motion to adopt Ordinance 2022-12-1119 Establishing WMSC 3.60 Creation of a Transportation Benefit District.

Ordinance 2022-12-1119 AN ORDINANCE OF THE CITY OF WHITE SALMON, WA, ADOPTING WHITE SALMON MUNICIPAL CODE CHAPTER 3.60 WHITE SALMON TRANSPORTATION BENEFIT DISTRICT, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE BOUNDIARES FOR THE TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE CONSTRUCITON, RECONSTRUCTION, MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS AND FUTURE TRANSPORTATION IMPROVEMENTS, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Discussion:

Marla, Keethler, Mayor confirmed that the sales tax and licensing fees will be addressed with separate ordinances, therefore they can be considered separately.

Mayor Keethler confirmed that the council could choose to not assume the powers of the district, but that a separate board would need to be established. An advisory committee could be created, or advisory duties could be delegated to the City Operations Committee.

David Lindley, Council Member requested that staff confirm the amount that would be received through the vehicle licensing fee.

CARRIED 5-0.

B. Ordinance 2022-12-1120 Amending the 2022 Budget for Fiscal Year Ending December 31, 2022.

Stephanie Porter, Clerk Treasurer presented the final 2022 budget amendment. All ending fund balances were increased.

The Personnel and Finance Committee reviewed the amendment and recommend adoption.

Moved by Jim Ransier. Seconded by Jason Hartmann.

Motion to adopt Ordinance 2022-12-1120 Amending the 2022 Budget for Fiscal Year ending December 31, 2022. CARRIED 5-0.

C. Appointment of City of White Salmon Hearing Examiner per WSMC 2.21

Stephanie Porter, Clerk Treasurer presented the Appointment of Hearing Examiner. Joe Turner, PC was the City of White Salmon Hearing Examiner. The most current contract expired on December 31, 2020.

The hourly rate for the new contract will be \$230 through the end of the 3-year contract. For reference, the contract signed in 2015 with Joe Turner approved an hourly rate of \$215.

Per WSMC 2.21, the mayor is authorized to appoint, with council approval, a "City of White Salmon Hearing Examiner". The position would be established to provide an efficient and effective administrative adjudicatory system for acting upon quasi-judicial matters and reviewing contested administrative determinations.

Jeff Broderick, Land Use Planner said that the planning department would use the hearing examiner for appeals made from Planning Commission decisions. He noted that the hearing examiner would be utilized via zoom which will save money on drive time. He noted that it is hard to identify an average time to hear an appeal as it depends on the type of appeal.

Stephanie Porter noted that the adopted 2023 budget accounts for \$43,463 to cover contract services including Legal Services and Granicus Software. As of mid-December, Granicus offered a one-time credit due to late implementation of paid services that would provide for a savings of \$2,568 that could be used for Hearing Examiner Fees.

Ken Woodrich, City Attorney said that an appeal would average \$1000. He noted that the City of White Salmon has only seen 2 appeals in the 15 years he has been with the city.

Jeff Broderick noted that hearing examiner in most cases will be less than the amount paid for legal services to have staff handle an appeal in house.

Moved by Jason Hartmann. Seconded by Ben Giant.

Motion to approve the Mayor appointment of The City of White Salmon Hearing Examiner as Joe Turner, PC. and to authorize the mayor to sign a 3-year contract for Hearing Examiner Services with Joe Turner, PC. CARRIED 5-0

D. Decision on How to Hear Planning Commission Appeal - Kingsford-Smith

Jeff Broderick, Land Use Planner said that the City has received an appeal from an applicant whose variance application was not approved by the Planning Commission on

October 26, 2022 due to lack of majority with a split vote of 2-2. He noted that variances are a Type II decision with appeals being heard as a closed record by the City Council or by a hearing examiner.

Jeff Broderick said that the City Council would need to determine if they would like to hear the variance appeal themselves at a council meeting or approve use of the city hearing examiner to hear the variance appeal. He noted that staff recommend the hearing examiner as it provides an unbiased hearing of appeals.

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to approve the use of the City of White Salmon hearing examiner to hear variance appeal file VAR-2022-001, Kingsford-Smith.

Discussion:

Ben Giant, Council Member asked if a lack of majority could be a frequent event.

Jeff Broderick, Land Use Planner said that Planning Commission is required to convene if there is a quorum of 3 members or more, so it could happen in the future, but he is hopeful to have full attendance at most meetings.

CARRIED 5-0.

VII. Reports and Communications

A. Department Heads

Mike Hepner, Police Chief

Provided an update on call logs. 40 of 53 calls were for White Salmon.

Klickitat County Mental Health Services officially begin on January 6.

Ben Giant, Council Member requested that a previous year comparison of call volume be provided.

Jeff Broderick, Land Use Planner

Jeff Broderick reviewed his department report. Noted that the non-compliant short term rental units in the commercial zone were in the process to gain compliance.

Broderick noted that he has held a briefing with the Planning Commission on how decisions should be determined, basing decisions on current code. He noted that if a code seems outdated, or not in line with city goals that the code should be updated rather than making a determination that goes against the current code.

Renewal letters for short term rentals have gone out.

Transportation System Plan survey will be available in mid-January. Will have more options to participate than just mobile phone.

Planning department is continuing to work on tightening up the Land Use and building permit process by working with all city departments to get the most well informed and well-rounded data to base decisions.

Jeff Cooper, Acting Public Works Operations Manager

Jeff Cooper reviewed his department report. He noted that a leak at the Youth Center building has been repaired by city staff.

Mayor Keethler noted that the building official, Bill Hunsaker, has a plan to look at the building to recommend repairs.

Jeff Cooper noted that the language in the municipal code regarding sidewalks needs to be clarified.

Ken Woodrich, City Attorney confirmed that repair of the sidewalks is the responsibility of the city for liability and safety concerns. Clearing the sidewalks of debris of hazards is the responsibility of the adjacent property owner.

Jeff Cooper reviewed snow plowing issue and made recommendation for future years plow map and temporary signage for narrow streets.

Troy Rayburn, City Administrator

Weekly updates will be coming soon as well as a Quarterly newsletter that is in the works.

B. Council Members

David Lindley, Council Member

David Lindley said that the Tree Board discussed updates on existing projects. Tree Planting was completed in the park and the Green Street Tree has been replaced.

He noted that he would like to see updates on the contracts that have been extended into 2023.

Ben Giant, Council Member

Ben Giant noted that council is keeping in mind the best interest the residents of White Salmon.

Jim Ransier, Council Member

Jim Ransier said that the CityLab is discussing next steps for the Climate Action Plan.

He noted that he would like to see status updates on the needs lists for department reports.

C. Mayor

Mayor Keethler detailed the plan for rolling out the quarterly newsletter.

She noted that the Glockenspiel Bells have been repaired and are working.

Klickitat County Childcare Committee is evaluating existing buildings for the potential of use for childcare facilities. The first step in the ARC evaluation. The ARC study will conclude in the spring of 2023.

Pioneer Surveying contract will be complete as the Garfield Street project must happen in 2023. The round about has been removed for now.

Anderson Perrys work on the Transmission Main Line has gone to bid. Bids are due on January 12, 2023 for the public opening.

Nelson-Nygaard Contract for the Transportation System Plan is to be completed in the Spring of 2023.

Public Works Director Job will be advertised in January.

Committee Members and Commissions will be revamped in 2023 with a look at attendance requirements.

The January 4th Meeting will bring 2023 Legislative Priorities. Troy Rayburn suggested that the council keep a short, focused list of priorities to be most successful.

VIII. Executive Session

No executive session was necessary.

IX. Adjournment

The meeting was adjourned at 7:49p.m.

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer