

May 1, 2024

RE: City Administrator's Information Brief

City Council Members –

Below are informational highlights. I continue to strive for a balance between those that are looking for one or two sentence highlights and those who are seeking more context. There is no particular order relating to priority of the topics listed. The list is not all inclusive of everything going on at the city or what I am working on. ... Please excuse typos.

Bluff Connector Trail Study / R.F.Q. – Two consulting firms met the 3:00 PM, April 26 deadline to submit. They are Harper Houf Peterson Righellis, Inc. out of Vancouver, WA, and Range Studio, LLC. out of Portland, OR. I will begin my review next week for submittal completion per the legally noticed R.F.Q.

Community Wildfire Mitigation Meeting – The city hosted an informational meeting on April 23 in partnership with the Washington State Department of Natural Resources and the Underwood Conservation District. Concerned residents filled the council chamber. The community meeting was well attended by home and property owners looking to learn what the city is doing around wildfire fuel mitigation. Residents took advantage of the opportunity to learn about defensible space protocols and other resources provided by our regional partners.

Planning Commission – I attended the April 24th Planning Commission work session re: the proposed Heritage Tree Ordinance. In sum, everyone respects and understands the importance of our tree canopy. There was interest expressed about balancing the importance of tree protection with the importance of fire fuel mitigation and keeping people and property safe. ... Newly appointed Planning Commissioner Erika Price attended her first PC work session.

City Planner Position – I presented the city planner job description and salary range to the Personnel and Finance Committee. No substantial changes from what council previously approved. The position is currently being advertised through the Columbia Gorge News (our paper of record), Portland State University's School of Urban Design and Planning, the Association of Washington Cities, the League of Oregon Cities, and LinkedIn. My first review of applications is June 4.

Parklets – City Administrator is working with downtown businesses regarding their interest in a 2024 parklet.

Emails, Impromptu Visitors Requesting Time, & Voicemail Messages – Outreach from residents, our regional and state partners, and others are all being met with prompt courtesy and relevant follow up information.

WAGAP's Klickitat County Childcare Committee – City Administrator attended most recent committee meeting. Contributed to dialog about committee composition and outreach. Need for more men on the committee to help deliver the message about need. This is not just a mom and grandmother issue. It is also a family and work force issue. Also provided information re: possible organizations that might be able to provide space for a childcare facility. These ideas were well received.

Grant Prospecting for Early Childcare and Youth Center – Mayor Keethler & I are working with the Mid-Columbia Economic Development District (MCEDD) regarding assistance with identifying, applying for, and management of grants for childcare and relocating the Youth Center. The topics were included on MCEDD's Comprehensive Economic Development Strategy's project ranking list. The Klickitat County Economic Development Authority approved the list on April 23 and it's on the Board of Commissioners' agenda for April 30. So hopefully we will have a contract for services in place shortly.

MayFair – Met on site at Rhiengarten Park with the event organizer to work through a number of logistics for the Saturday, May 4, community event, including: Public Works will erect the pole on Thursday, May 2. Public Works will cone-off and run caution tape around the perimeter of the pole. The cones & caution tape will be replaced after the event and the Public Works crew will return Monday morning to take everything down. Chief Hunsaker's is working to secure a fire engine for the kids to be parked on NW Washington in close proximity to the May Pole activity.

Housing / Middle Housing Grant Administration – Our housing / zoning code consultant, Michael Mehaffy, and I participated in a Washington State Department of Commerce Middle Housing Grant management meeting. This informational meeting was about what type of information / benchmarks need to be reported, invoicing, etc. to Commerce to show the grant award is being complied with.

Housing / Zoning – Dr. Mehaffy restarted his office hours. On April 18 he implemented an open house format for residents to learn about code changes to-date and phase 2 of code updates. I counted 10 residents around the table that Thursday evening, include seven (7) new faces. Folks that I had not seen involved until the open house on the 18th.

Everybody's Brewing – Because Everybody's Brewing is a located in White Salmon, is a valued small business and employer, and a gathering space for locals and our visitors alike, I am coordinating with Everybody's and the City of Bingen to facilitate solutions regarding wastewater.

Code Compliance – Our new Code Compliance Officer Jenne Patterson is transiting in nicely. Her on-boarding continues. Thank you to Jenne's front office mates, Public Works, Police, and the City Clerk & Treasurer for assisting Jenne with information and how-to. Jenne is taking ownership of the code compliance program and is bringing forward good ideas.

Pickel Ball / Tennis Courts – The WA State Recreation & Conservation Office (RCO) is scheduled to announce sometime in early May what pre-applicants can apply for the full grant.

Four Oaks Housing Subdivision Development – The city’s water engineer, Anderson Perry Engineering, has made redline comments on the submitted preliminary plans and city’s contract planning consultants, Facet N.W. (formerly The Watershed Group), is reviewing those redline comments. Should have reply from Facet N.W. next week.

For more information on the various issues and projects registered in the city’s project management software program, please access Click Up via the provided link below:

<https://app.clickup.com/9009050558/v/l/8cfpcxy-691>