



CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, November 6, 2019

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
Donna Heimke
Marla Keethler
Ashley Post
Amy Martin

Staff Present:

Pat Munyan, City Administrator
Stephanie Porter, Deputy Clerk
Ken Woodrich, City Attorney
Mike Hepner, Police Chief
Russ Avery, Public Works Operations
Manager

1. Call to Order

Mayor Dave Poucher called the meeting to order at 6:00pm. There were approximately 20 people present.

2. Roll Call

All Council members present.

3. Comments – Public and Council

Ruth Olin, White Salmon Resident said she is opposed to paving alleys and parking spaces in White Salmon. She said gravel and grassy areas are necessary for water drainage and asked the council to look at the Chicago Green Alley Program. Olin said that she thinks the Commercial Zoning should allow for unpaved parking. Olin suggested that the 12 trees slated for removal be replaced.

Kirby Erdely, White Salmon Resident said he would like to see the speed limit on Vine Street lowered to 20 mph or less. He said he lives on Vine Street and it is a major walking path for residents coming to and from Bingen, WA. Erdely said that at 25 mph drivers "rip through there at 40-45 mph" to bypass construction or traffic on Jewett Blvd. He said Jewett Blvd/Hwy 141 is being lowered to 20 mph. and feels that Vine Street should be lower than the main street.

Ashley Post, Council Member responded saying that the speed limit decrease on Highway 141 will be at Dock Grade Road. She said the speed limit on Highway 141 at the base of Vine Street will remain at 35 mph.

4. Changes to the Agenda

None.

5. Washington Gorge Action Programs, Youth Center

Leslie Naramore, Executive Director for Washington Gorge Action Programs and Autumn Williams, Director for the Youth Center said they are requesting additional funds for 2020. Autumn Williams said that she has 90 registered children that attend the Youth Center on a regular basis. She said they now accept children from age 6 up to age 12. Williams said they

have seen a significant increase in attendance due to the childcare shortage in White Salmon. She said that she is the only full-time employee and there is one other part time employee. Williams said they are always looking for volunteers. She said that at the Youth Center they help children with their homework, provide resources for schoolwork including computers, and activities for the kids. Williams said they provide a hot meal for the kids two times a week, which is funded by United Way. She said these meals are frequently the only hot meal the kids get.

Leslie Naramore said that this year Washington Gorge Action Programs is asking for \$12,000 to help fund the Youth Center. She said that they also requested an increase in funding from the City of Bingen as well. She said this increase would fund a second full-time position at the Youth Center.

Marla Keethler, Council Member asked if there has been any conversation about making improvements to the building.

Autumn Williams said she believes that the building is generally safe, it just is old and not aesthetically pleasing. Leslie Naramore said that she does not believe it would be worth it to do any major aesthetic updates to the building. She said there has not been any safety concerns. Williams said the size of the building is almost 4,000 square feet and that is a huge advantage. She said it has a full commercial kitchen and 2 bathrooms which allow for great functionality.

Leslie Naramore said she would be open to conversations about pursuing grants for a new Community Center. She said she has not been approached by the city regarding that opportunity yet.

Mayor David Poucher said the city will need to look at the budget with some upcoming expenditures. He said that the city is waiting for a final decision for the location of the new pool before discussions about a Community Center can move forward.

Leslie Naramore thanked the council for lowering the speed limit through town to 20 mph. She said they are always concerned for the children who walk home on that road.

6. Big River Land Trust, Presentation

David Poucher recused himself from the presentation because he is on the Board of Directors for Big Rive Land Turst.

Donna Heimke stepped in as Mayor Pro Tempe.

Becky Williams introduced Anne Medenbach to speak about the Big River Community Land Trust.

Anne Medenbach said there is a lack of middle-income affordable housing in White Salmon. She said roughly 70% of the population of White Salmon cannot afford the median house price of \$445,000. Medenbach said she believes a community land trust is a vital step in moving towards solving the housing crisis. She explained that a community land trust is a private, non-profit organization that acquires and holds land for the benefit of the community. Medenbach said it

provides secure and affordable access to land and housing for community residents. She explained how a community land trust works. She said the current affordable median home price for White Salmon according to HUD standards is \$215,000, which is calculated as 30% of the average gross income for the community which is \$59,200 in White Salmon. Medenbach said Big River Land Trust is focused on single-family residents. She said there is support for community land trusts. Medenbach said they have been in contact with other land trusts in the area to get ideas and knowledge of what works and what does not work. Medenbach said Big River Community Land Trust is incorporated in Washington State and registered in Oregon. She said they are applying for 501(c)3 status in the next month and have an active board with members from both sides on the river. Medenbach said the specific goals of the Big River Community Land Trust are: 1) to provide homes for sale at 60-120% median family income (\$36,000-\$71,000), 2) cultivate sustainable development, 3) to have an inventory of 200 affordable homes in the next 10 years. She said the Trust's role is to be stewards the land. Medenbach said the Trust will acquire and develop the land, hire the contractors to build the homes, market the homes, sell the homes and build the long-term relationships with the members. She said initial funding will come from community partners and donations. Medenbach said that after the initial start-up they will be looking for loans. She said as a non-profit they will be eligible for more kinds of financing. She said the best way the City of White Salmon can help at this stage is with a letter of support for the Big River Community Land Trust's IRS 501(c)3 application.

Council members discussed the opportunities for a community land trust with Anne Medenbach.

Moved by Jason Hartmann. Seconded by Amy Martin.

Motion to authorize the Mayor to sign the provided letter of support from the White Salmon City Council for the Big River Land Trust's 501(c)3 non-profit application to the Internal Revenue Service.

Discussion:

Marla Keethler said the current proposed letter of support contains some things may be misleading specifically the mention of density bonus. She said that she wants to be sure the letter does not set precedents regarding density bonuses that cannot be fulfilled. Keethler said she wants to be sure that what the letter does not suggest preferential treatment of an organization over other groups.

Ken Woodrich recommended that the last sentence of the fourth paragraph be removed that states "The City Council is researching density bonuses, limits on short term housing and looking to partner with local housing organizations that can develop and keep housing affordable for our residents in the long term".

Marla Keethler said she would like the fifth paragraph to read, "The City strongly supports the current goals of the Big River Land Trust and requests that their application for 501(c)3 status be approved".

Motion to amend the original motion to authorize the Mayor to sign the provided letter of support from the White Salmon City Council for the Big River Land Trust's 501(c)3 non-profit application to the Internal Revenue Service with the discussed changes. (The maker of the original motion and seconder agreed to the proposed amendment).

CARRIED 5-0.

7. 2020 Preliminary Budget

Mayor David Poucher said that the full presentation from Jan Brending will be given at the next council meeting on November 20, 2019. He said if there are any questions, to direct them to City Hall staff.

Stephanie Porter said that there will be a public hearing for the 2020 Budget at the November 20, 2019 meeting.

Ashley Post said the City Operations Committee has been talking about replacing the park equipment in Rheingarten Park. She said that she would like to see the 2020 park budget include \$60,000 to \$80,000 for a park designer.

8. Ordinance 2019-11-1052, Adopting WSMC 5.02 Short-Term Rentals

Marla Keethler presented the saying this ordinance includes some key changes that include a \$75 annual fee for registered short-term rentals as defined in the ordinance. She said the fee would be adopted by Resolution. She said the ordinance now states the inspection of the short-term rentals will be at the city's discretion when warranted rather than required at registration. She said the ordinance is emphasizing a registration process rather than feeling like a regulatory process. She said in the case that a short-term rental is revoked the owners will be allowed to honor any reservations on the books and the time of revocation unless the revocation is the result of a health or safety issue.

Mayor David Poucher opened public comment.

Lisa Evans, Klickitat County Resident said thank you for the changes made so far to work with the Short-term rental community. She said that she wants to point out the second whereas in the ordinance states "the City feels it necessary to regulate" and thinks that should be changed to register. She said that some of the wording needs to be reviewed for consistency. She asked about the registration fee and if there will be public hearings on any changes to the fee in the future.

Mayor Poucher Closed Public Comment.

Discussion:

Amy Martin said that the Ordinance will not have an expiration date. She said they can be reviewed and revised by the council at any future date.

Marla Keethler said that the fee will be documented through resolution so the ordinance will not have to be updated every time the fee changes.

Ashley Post said that with the Resolution there will not be a public hearing for changes made.

Jason Hartmann asked if short-term rental owners would need to have both a Business/Rental license and the short-term registration, or just the short-term registration.

Marla Keethler said that they will need to have both. She said the rental license is for the business and the short-term rental registration has a whole different set of requirements.

Marla said we do have a lodging tax in the city limits. She said the wording is to capture those who do not rent through Air B&B or a similar booking sites to be sure they are paying the taxes owed.

Marla Keethler said that they did review the language and tried to update to reflect the intent of registration. She said she would like to change the whereas to show registration instead of regulation.

Ken Woodrich said that the process is more than just a registration in that there will be regulations for safety and health issues. He said the language in the recitals are not technically part of the ordinance.

Jason Hartmann asked if there is a different consideration for short-term rentals in commercial zones. Ken said no. Jason said his concern is that with the current definition of a dwelling unit, if a hotel puts a microwave in their units, do they now become a short-term rental and then need to register each unit separately.

Ken Woodrich said that hotels are exempt. Jason said he did not see an exemption in the ordinance to cover that issue. Ken said that there should be an exemption for hotels.

Jason also pointed out the difference between the city's definition of short-term rental and the states definition of short-term rental. He asked if the city is allowed to add restrictions. Ken said that as a code city we have broad authority. He said he will verify that there is no concerns with having a more restrictive definition for a dwelling unit.

Ashley Post said that the second whereas says "feel" should say "finds". She said that under Finding, intent and purpose 5.02.005 A needs to say, "In the adoption of these regulations, the city finds".

She asked if we need to add clarification on how many dwelling units need to be registered for properties that have more than one unit within a single structure.

Marla said that multiple listings will qualify as multiple units. She said each listing requires a \$75 registration fee.

Jason Hartmann asked if we need the definition of the dwelling unit.

Marla Keethler said that she believes having the definitions is helpful for especially for later changes to the ordinance.

Ken Woodrich said that there needs to be an addition of the Hotel exemption. He said that over defining is not a bad thing.

***Tabled until the November 20, 2019 council meeting.
CARRIED 5-0***

9. Resolution 2019-11-593, Establishing Fee for Short-Term Rental Registration per WSMC 5.02.020

**No Discussion
*Tabled until the November 20, 2019 council meeting
CARRIED 5-0***

10. Request for Proposals, Arborist – Award of Contract

Pat Munyan said that the city hired an arborist to develop a tree inventory and management plan for the trees in city parks and along Jewett Blvd. The city has issued a request for proposals for an arborist to oversee the tree maintenance and removal recommended in the inventory/management plan. He said the tree maintenance and removal will be done by a separate contractor.

Moved by Marla Keethler. Seconded by Jason Hartmann.

Discussion:

Ashley Post said that she did not see an option for addressing the Sweet Gum tree in front of the Enterprise building.

Pat Munyan said that the last-minute changes to the scope of work were not added into most of the bids received. She said these can be addressed with change orders.

Marla said that the tree board requested that the 2 companies, the arborist and the tree maintenance company, get together ahead of time to verify the plan of action.

Motion to authorize the Mayor to sign contract with Bartlett Tree Services for Arborist oversight of tree maintenance and removal in the amount of \$1,569.60. CARRIED 5 to 0.

11. Request for Bids, Tree Maintenance and Removal – Award of Contract

Pat Munyan said that the city hired an arborist to develop a tree inventory and management plan for the trees in city parks and along Jewett Blvd. He said the city has issued a Request for Bids for tree maintenance and removal. He said the contractor selected for conduction the

maintenance and removal will be overseen by an arborist hires by the city through a separate contract.

Moved by Jason Hartmann. Seconded by Amy Martin.

Discussion:

Donna Heimke asked why there was such a drastic discrepancy in bid amounts.

Patrick Munyan said that Jan communicated with Klickitat Tree to verify they understood the scope of work and they said yes.

Motion to authorize the Mayor to sign contract with Klickitat Tree for tree maintenance and removal in the amount of \$4,676.25. CARRIED 5-0.

12. Small Works Roster Bid, Concrete Work Police Department – Award of Contract

Pat Munyan said the City council authorized concrete work to be done at the police department with an estimated cost of \$80,000. He said that it includes some underground work as well. The city has issued a Small Works Roster sealed bid for the work and received 3 bids. He said the city recommends that the authorizing the mayor to sign a contract with Artistic Excavation for the concrete work.

Moved by Amy Martin. Seconded by Amy Martin.

Discussion:

Ashley Post asked if the front door is going to be on the landing. Pat said yes. He said they are required to have a ramp and stairs for ADA compliance.

Ashley Post asked if the sidewalk wrapping around the side of the building would be done. Pat said yes and a change order has been placed to run a conduit under the sidewalk to the flower bed. He said this will allow the city to tie into the Police Station power for seasonal decorations.

Motion to authorize the Mayor to sign contract with Artistic Excavation for concrete work at the police department in the amount of \$44,715.16. CARRIED 5 to 0.

13. Downtown Parking Overlay Ordinance

Ken Woodrich said this is not ready for adoption. He said staff is seeking direction from the city council on a proposed downtown parking ordinance in order to present a proposed ordinance to the planning commission.

Ken said the proposed ordinance adds a new chapter to the city's zoning code providing for a downtown parking overlay zone. He said the downtown parking overlay zone addresses the

issue of limited parking in the downtown area and provide additional flexibility in the downtown area.

Ken said that these should ideally go to both City Operations Committee and the Community Development Committee for input and review.

Discussion:

Marla Keethler said she would like to enlist the help of local business owners.

Ken said that transient, residential and business parking all must be considered. He said this code should give structure to each of these areas. He said that the time frame for this code is about 3-6 months. He said it should go through City Operations Committee and the Community Development Committee before going to the Planning Commission.

Marla said that she sees 2 action items. She said the first is zoning related parking and the second is the downtown overlay.

Ken said that ideally the council would look at how to reduce the need for parking.

Dave Poucher said that it might be time to revisit allowing golf carts and 4-wheelers on the road as more economical option.

Ashley Post said she would like to see bicycle parking and address the need for safe bicycle lanes.

Marla Keethler agreed that placing it in the ordinance would give support for future negotiations with Washington Department of Transportation.

Pat Munyan said that there will be a lot of public input needed.

Discussion was tabled until a later council meeting to be determined.

CARRIED 5-0

14. Center Place – Water and Sewer Utility Upgrades - Agreement

Pat Munyan said that the proposed Environmental Agreement allows for the city to waive short plat fees, wastewater connection fees and water connection fees for Andrew Harmon Construction, in agreement that he provides the installation of utilities, dedication of easements and the construction of utility improvements. He said the agreement provides that the city will design and prepare the plan and specifications for utility improvements located within NE Center Place and NE Pioneer Place and will use an engineer to inspect and supervise the construction and utility improvements. He said the agreement provides Andrew Harmon Construction will construct and install the utility improvements. He said that staff recommends that the council authorize the mayor to sign the agreement with Andrew Harmon Construction.

Pat said that the city will be waiving \$30,000 in fees for \$150,000 worth of improvements.

Moved by Jason Hartmann. Seconded by Amy Martin.

Discussion:

Pat Munyan said it is a good deal for the city. He said the city will gain better infrastructure and fix poor planning.

Motion to approve Environmental Agreement between the City of White Salmon and Andrew Harmon, DBA Andres Harmon Construction providing for the exchange of 4 water and 4 sewer connections for improvements made to both water and sewer lines. CARRIED 5-0.

15. Draft Scope of Work – White Salmon Feasibility Study

Pat Munyan said the city has a contract with Aspect Consulting LLC for professional services. He said the proposed scope of work and cost estimate would extend the current contract and provide for additional services for a cost of \$245,000. He said the city was notified verbally that it will receive a \$250,000 grant from the Department of Ecology to conduct the White Salmon River Reliability Study.

Pat said that the Department of Ecology gave a line item in their budget to White Salmon for this study. He said that the scope of work must be authorized before the money can be exchanged. He said that Aspect Consulting will provide a contract at a later date.

Moved by Jason Hartmann. Seconded by Marla Keethler.

Discussion: none

Motion to approve scope of work and cost estimate in the amount and \$245,000 with Aspect Consulting LLC for White Salmon River Source Reliability Study contingent upon signing the contract with Washington Department of Ecology for \$250,000 contribution. CARRIED 5-0.

16. Consent Agenda

- a. Approval of Minutes – October 16, 2019
- b. 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 6th day of November, 2019.

Type	Date	From	To	Amount
Claims	11/6/2019	35524	35579	83,713.08
	11/6/2019	EFT	EFT	0.00
			Claims Total	83,713.08

Payroll	10/20/2019	EFT	EFT	66,574.28
	11/5/2019	EFT	EFT	103,775.67
	11/5/2019	35517	35523	1,501.15
			Payroll Total	171,851.10
Manual Claims	10/21/2019	35515	35515	1,348.48
	11/1/2019	35516	35516	8,950.00
			Manual Total	10,298.48
			Total Vouchers	265,862.66

Moved by Jason Hartmann. Seconded by Amy Martin.
Motion to approve the consent agenda.
CARRIED 5 to 0.

17. Department Head and Council Reports

Mike Hepner, Police Chief said he has nothing to report.

Ken Woodrich, City Attorney said he has nothing to report.

Pat Munyan, City Administrator said he got a call from the contractor that is doing the land inventory work. He said they are doing a very thorough job so far. He said he will be sending them copies of the City's Water Comprehensive Plan, Sewer Comprehensive Plan, Urbanization Study, and Water Maps. He said they are looking at water right infrastructure to determine future growth projections and land availability and what is can actually be used for. He said that the next time he meets with the City Operations committee he has some plans for the Women's Bath House. He said it needs to be modified so it is ADA compliant.

Russ Avery, Public Works Operations Manager said Public Work is waiting on sample bottles so they can start the ASR testing for well #2.

He said they are getting ready to install the electronic speed signs. He said one will be at Fireman's Park and the other side of town they are testing different areas to find a spot that has enough sun to power the sign.

Jason Hartmann, Council Member said he went to Solid Waste Advisory Committee meeting. He said they are updating the county wide solid waste management plan. He said there has been a lot of talk about the contract between the county and Republic Services. He said he brought up the blue bags used for recycling and how because they are not recyclable, they go against our mission of being environmentally friendly.

Republic has a mandated goal in their contract to complete a 50% reduction in landfill abatement. He said they are currently at somewhere between 3% and 23%.

He said they are actively talking about plans for the near future to provide containers rather than bags for curb side recycling and hopefully containers for glass as well.

Marla Keethler, Council Member said holiday decorations are ordered.

She said the MOU for the state-wide affordable housing tax opportunity is being reviewed still.

She said she has been in conversation with Amanda Lawrence of the White Salmon Valley Education Foundation. She said that Amanda was a big part of creating the Safe Routes to School and there are currently grant opportunities for a Safe Routes to Parks. She said they have been discussing how they could use those monies to work in the route inside city limits on Loop Road. She said she is going to get more information because the grants just came out and then send her forward to City Operations Committee.

Donna Heimke, Council Member said the Budget Committee has not been meeting due to illness, but they have been communicating via e-mail.

Ashley Post, Council Member said she has nothing to report.

Amy Martin, Council Member said she has nothing to report.

18. Executive Session to discuss the performance of city employee(s) pursuant to RCW 42.30.110(1)(g).

Council went into Executive Session at 8:18 P.M. for 10 minutes.

Council came out of Executive Session at 8:28 pm.

Council went back into Executive Session 8:28pm for 5 minutes.

Council came out of Executive Session at 8:33 pm.

Council went back into Executive Session 8:33pm for 5 minutes.

Council came out of Executive Session at 8:38 pm.

Council went back into Executive Session 8:38pm for 5 minutes.

Council came out of Executive Session at 8:43 pm.

The City Council came to a consensus and agreed to move forward with what they discussed regarding City employees.

19. **Adjournment**
The meeting adjourned at 8:44p.m.



David Poucher, Mayor



Jan Breeding, Clerk Treasurer