



CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, December 18, 2019

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
Donna Heimke
Marla Keethler
Amy Martin
Ashley Post

Staff Present:

Jan Brending, Clerk Treasurer
Ken Woodrich, City Attorney
Pat Munyan, City Administrator
Russ Avery, Public Works Operations Mgr.
Bill Hunsaker, Fire Chief/Building Official
Mike Hepner, Police Chief

1. Call to Order

Mayor Pro Tempe Donna Heimke called the meeting to order at 6 p.m. There were approximately 4 people present.

2. Roll Call

All council members were present.

3. Comments – Public and Council

Lloyd DeKay, White Salmon Valley Metropolitan Park District said that the District is meeting with the school board tomorrow to discuss the lease of property for the new pool. He said he expects the District will let the city know of its decision as to where the new pool will be located by Friday.

4. Presentation

The city made a presentation to Donna Heimke noting her 4 ½ years of service to the city as council member.

5. Changes to the Agenda

No changes to the agenda were proposed.

6. 2019 Budget Amendment – Ordinance 2019-12-1059

Jan Brending presented the final budget amendment to the 2019 budget. She noted the proposed amendments were reviewed by the Personnel and Finance Committee. Brending said the majority of the amendments are trying to bring up revenues and expenditures based on actuals through the time of the report was printed and estimating the remainder of December. She said there are a number of projects that will be carried over into 2020 including the Comprehensive Plan Amendment, Critical Areas Ordinance Update, Council Chambers/Fire Hall Flooring Replacement, ASR Support, Jewett Water Main Improvements Project, and SCADA replacement. Brending said funding items were added that included \$20,000 for audio equipment replacement, \$9,200 for purchase of Christmas decorations, and \$14,000 for replacing UPS backups for the water system. She said reductions were taken related to the Police Department

Improvements project, the 2019 TIB chip seal project and moving the construction costs for the Jewett Water Main Improvement project to 2020.

Moved by Jason Hartmann. Seconded by Amy Martin.

Motion to adopt Ordinance 2019-12-1059, Amending the Budget for the City of White Salmon, Washington for the Fiscal Year Ending December 31, 2019. CARRIED 5-0.

7. Interfund Loan Extension – USDA Rural Development Jewett Water Main Project

Jan Brending said the city council originally approved an interfund loan from the General Fund Reserve to the USDA Rural Development Fund in the amount of \$100,000 to be repaid by December 31, 2019. She said that because the city cannot draw on the USDA loan until after the construction contract is awarded she is asking that the repayment of the interfund loan be extended to March 31, 2020 with an additional \$624.88 in interest to be paid to the General Fund Reserve.

Moved by Maria Keethler. Seconded by Jason Hartmann.

Motion to adopt Resolution 2019-12-497 Amending Authorization of Interfund Loan from General Fund Reserve to USDA Rural Development Fund in the Amount of \$100,000. CARRIED 5-0.

8. Jewett Water Main Improvements – Bid Results and Contract Award

Jan Brending reviewed the letter from the city's engineer, Anderson Perry & Associates, inc. She said the city received 9 bids with lowest bidder being Crestline Construction Company LLC with a base bid of \$2,307,501.48. She said the engineer's recommendation is for the city to acknowledge all bids and award the base bid of \$2,307,501.48 to Crestline Construction Company LLC contingent on approval by USDA Rural Development.

Moved by Ashley Post. Seconded by Jason Hartmann.

Motion to acknowledge all bids and award the base bid of \$2,307,501.48 to Crestline Construction Company LLC contingent on approval by USDA Rural Development. CARRIED 5-0.

9. Police Department Remodel Project – Change Order and Acceptance of Project as Complete

Jan Brending said the project originated in 2017 with a final invoice paid in 2018. She said the original project was contracted in the amount of \$49,950 and that changes to the project were authorized by the prior Police Chief and Mayor Poucher totaling \$103,863.53. Brending said she is asking for retroactive approval of the change order and acceptance of the project as complete.

Moved by Jason Hartmann. Seconded by Amy Martin.

Motion to accept the Police Department Remodel project as complete and approve a retroactive change order in the amount of \$103,863.53 making the total cost of the project \$153,813.53. CARRIED 5-0.

10. Authorization for Vacation Leave Carryover

Jan Brending said she is requesting authorization to carryover hours of vacation leave above the 80-hour maximum for two members of the police department. She said she is requesting that

Kate Daniel be allowed to carry 12 hours above the 80 hours allowed for 92 hours of leave accrual because the union contract does not allow entry level officers to use vacation leave until their probation period is completed. Brending said in addition she is requesting that Mike Hepner, Police Chief, be allowed to carryover an addition 38 hours above the 80 hours allowed for a total of 118 hours. She said Hepner had to cover several shifts this year due to police officers leaving and having two new recruits in the academy. Brending said Hepner has worked to reduce his number of hours of carryover and plans to use the vacation in 2020 to ensure he only carry overs 80 hours at the end of 2020.

Moved by Jason Hartmann. Seconded by Amy Martin.

Motion to authorize carryover of no more than 188 hours of vacation leave for Mike Hepner to 2020 and no more than 92 hours of vacation leave for Kate Daniels to 2020. CARRIED 5-0.

11. Prosecuting Attorney Agreement – Amendment

Jan Brending said the amendment provides for a one-year extension of the current agreement with no changes in costs. She noted that a requirement for the Prosecuting Attorney to meet quarterly with the City Administrator and Police Chief has been added.

Moved by Amy Martin. Seconded by Jason Hartmann.

Motion to authorization signing the 2020 prosecuting attorney agreement with Ronald H. Reynier with a \$1,375 per month retain and \$185 hour rate over and above the retainer for jury trials and preparation, civil matters, appeals and any other matters filed by the City or against the City in the Superior and Appellate Courts of the State of Washington. CARRIED 5-0.

12. Transportation Improvement Board Grant – Agreement

Jan Brending said the city has been awarded a \$262,873 Transportation Improvement Board (TIBO) grant for reconstructing Garfield Street with sidewalk on one side. She said the city's matching requirement (10%) is \$29,208 with a total estimated cost for the project of \$292,081.

Moved by Ashley Post. Seconded by Jason Hartmann.

Motion to authorize Mayor Pro Temp to sign grant agreement with Transportation Improvement Board for the Garfield Street Project for a grant in the amount of \$262,873 with matching city funds of \$29,208 (10% match) with total estimated cost of project at \$292,081. CARRIED 5-0.

13. Consent Agenda

- a. Approval of Meeting Minutes – December 4, 2019
- b. November 2019 Budget Report
- c. Training Captain Services – 2020 Invoice
- d. Approval of Vouchers

Type	Date	From	To	Amount
Claims	1/18/2019	85686	35711	31,941.61
	1/18/2019	EFT	EFT	8,843.61
			Claims Total	40,785.22
Payroll	12/20/2019	EFT	EFT	61,890.40
			Payroll Total	61,890.40
Manual Claims	12/2/2019	EFT	EFT	61,992.12
	12/3/2019	EFT	EFT	1,077.79
	12/5/2019	35685	35685	101,454.50
	12/6/2019	EFT	EFT	489.50
			Manual Total	165,013.91
			Total All Vouchers	267,689.53

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 4th day of December, 2019.

Moved by Amy Martin. Seconded by Ashley Post.
 Motion to approve consent agenda as presented. **CARRIED 5-0.**

14. Department Head and Council Reports

Russ Avery, Public Works Operations Manager said the department is working on meter change outs and hopes to have all meters converted to radio reads in 2021. He said the city will take possession of the new dump truck with snowplow on December 23.

Bill Hunsaker, Fire Chief/Building Official thanked the city council for their support of the fire training officer position. He said the position has been very help to the fire department. Hunsaker said the fire department has two new volunteers and that three of his voluneeters are going the Fire 1 Acadmey in Hood River and one volunteer is working on his EMT certification. He said the department has 18 volunteers of which 3 are females.

Marla Keethler asked Hunsaker how many volunteers he feels the dpearmtent needs.

Hunsaker said more than the department currently has. He said there is difficulty in finding volunteers who live within the city limits or with the department’s response area.

Mike Hepner, Police Chief said Maddie McIlwain graduated from the police academy where she did very well. He said she is now in field training. Hepner said Kate Daniels has completed field training and is now on her own. Hepner reviewed an arrest the department made yesterday noting that it was related to some home invasions in Vancouver.

Marla Keethler, Council Member said the Christmas decorations are shipping today or tomorrow.

Council and staff discuss the council vacancy that will be caused when Marla Keethler takes the office of mayor.

Jan Brending said the vacancy is being advertised in the newspaper and has been posted at city hall, the library, the post office and on the city's webpage. She said the city council makes the appointment. Jan Brending said that it will depend on when the city receives any letters of interest for the position as to when it is placed on the council's agenda. She said it is tentatively scheduled for January 2 but could be moved to January 15.

Ken Woodrich noted the city council can review the qualifications of candidates in Executive Session.

14. Adjournment

The meeting adjourned at 6:59 p.m.



Marla Keethler, Mayor



Jan Brending, Clerk Treasurer