



**CITY OF WHITE SALMON**  
**City Council Regular Meeting – Wednesday, December 2, 2020**  
**Via Zoom Teleconference**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
David Lindley  
Ashley Post  
Jim Ransier  
Joe Turkiewicz

**Staff Present:**

Marla Keethler, Mayor  
Pat Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney  
Russ Avery, Operations Manager  
Mike Hepner, Police Chief  
Bill Hunsaker, Building Official/Fire Chief

**1. Call to Order and Pledge of Allegiance**

Marla Keethler, Mayor called the meeting to order at 6:00 p.m. There were approximately 2 people in the audience (by video or telephone). The Pledge of Allegiance was recited.

**2. Roll Call**

All council members were present.

**3. Public Comment**

Jan Brending, Clerk Treasurer read a general public comment from Shelly Baxter regarding providing a link to Zoom for meeting.

Brending noted that she will be adding the meeting identification number and passcode to the webpage for the meeting so that is available to the public without having to open the agenda or agenda packet.

**4. Changes to Agenda**

Jan Brending, Clerk Treasurer asked that an agenda item be added after Business Item #5, Leave Buyout for Madelynn Mcllwain.

***Moved by Jason Hartmann. Seconded by Ashley Post.***

***Motion to add agenda item "Leave Buyout for Madelyn Mcllwain" after Business Item #5.***

***CARRIED 5-0.***

**5. 2021 Proposed Budget, Ordinance 2020-12-1069**

Marla Keethler, Mayor said the budget remains the same as presented in November. She said there will be proposed adjustments to the budget in 2021 after the 2020 budget is closed.

Jan Brending, Clerk Treasurer noted there was one small change in Fund 402, Wastewater Fund. She said an interfund transfer out of \$15,000 was added to match the transfer in in Fund 417,

Treatment Plant Reserve Fund. She said the ending balance for the Wastewater Fund was decreased by \$15,000.

Marla Keethler, Mayor opened the final public hearing on the 2021 proposed budget.

Jan Brending, Clerk Treasurer read written comment from Mark Lemley regarding the need to develop a wildfire protection plan.

Marla Keethler, Mayor closed the public hearing.

Council members and staff discussed the issue of a wildfire protection plan. Bill Hunsaker, Fire Chief noted there is an updated county-wide wildfire protection plan in place. He said there has been work done on the bluff related to wildfire fuel reduction since 2004.

Ashley Post, Council Member said that she is excited about hiring a land use planner and social worker for the police department. She asked where the dollar amount associated with the social worker position came from.

Jan Brending, Clerk Treasurer said it provides for a certain amount of hours at \$100 per hour for a contract position.

Mike Hepner, Police Chief said the particulars of contracting with someone has not been worked out but it would most likely be a local agency.

Post asked about the funds from closing out the Pool Fund.

Jan Brending, Clerk Treasurer noted that the funding for closing out the Pool Fund is taken care of in the 2020 budget.

Post noted there is an error on the page titled "2021 Council Priorities" under "Support for Businesses & Downtown Core" that "Sidewalk painting 2x year" should read "Crosswalk painting 2x year."

Post asked how the outreach coordinator would be funded.

Jan Brending, Clerk Treasurer said \$9,000 is provided for the year estimating an average of 10 hours per month at \$75 per hour.

Marla Keethler, Mayor provided more information on the need for an outreach coordinator that would assist in getting the city's messaging out and provide graphic design work.

Post noted that communication was a goal established by the city council in 2018 and that all of the work should not fall to the mayor.

**Moved by Jason Hartmann. Seconded by David Lindley.  
Motion to adopt Ordinance 2020-12-1069 Adopting the Budget for the City of White Salmon, Washington for the Fiscal Year Ending December 31, 2021. CARRIED 5-0.**

**6. Acceptance of Water, Wastewater and Street Improvements per Agreement with Andrew Harmon**

Pat Munyan, City Administrator said the city entered into an environmental mitigation agreement with Andrew Harmon Construction in 2019 to make infrastructure improvements on Center Place. He said requirements of the agreement have been met and recommends the City Council accept the improvements as part of the City of White Salmon infrastructure system and to authorize payment of invoice from Andrew Harmon Construction in the amount of \$44,652.42. Munyan said that if the city had done the work performed by Andrew Harmon Construction it would have cost \$176,000. He noted there were several problems that existed in the area.

**Moved by Jim Ransier. Seconded by Jason Hartmann.  
Motion to accept water, wastewater and street improvements on Center Place per Environmental Mitigation Agreement between the City of White Salmon and Andrew Harmon, dba Andrew Harmon Construction and to authorize payment of the city's share of costs in the amount of \$44,652.42. CARRIED 5-0.**

**7. Approval of Crestline Construction Payment No. 9 and USDA Reimbursement Request No. 9**  
Jan Brending, Clerk Treasurer said that staff is asking the city council to approve Crestline Construction Payment No. 9 in the amount of \$149,703.88 and USDA Reimbursement Request No. 9 in the amount of \$196,515.51.

**Moved by Ashley Post. Seconded by David Lindley.  
Motion to approve Crestline Construction Payment No. 9 in the amount of \$149,703.88 and USDA Reimbursement Request No. 9 in the amount of \$196,515.51. CARRIED 5-0.**

The City Council and staff discussed the work remaining on the Jewett Water Main Improvement Project.

**8. 2021 and 2022 City Prosecutor Agreement, Ronald Reynier**

Jan Brending, Clerk Treasurer said the proposed agreement is basically the same as last year but providing for a two-year period and increasing the retainage from \$1,375 per month to \$1,400 per month and the hourly rate from \$185 to \$195.

Ashley Post, Council Member asked if the city needs a city prosecutor.

Ken Woodrich, City Attorney said yes.

**Moved by David Lindley. Seconded by Joe Turkiewicz.  
Motion to authorize mayor to sign 2021-2022 City Prosecutor Agreement with Ronald H. Reynier, P.C. in the amount of \$1,400 per month for retainer and hourly rate of \$195. CARRIED 5-0.**

**9. Verizon NASPO ValuePoint Contract for Services**

Jan Brending, Clerk Treasurer said the city uses Verizon for cell phone services under a state government contract which is being renewed. The contract needs to be signed to continue receiving the government rate.

**Moved by Jason Hartmann. Seconded by Jim Ransier.**

**Motion to authorize Clerk Treasurer to sign Verizon NASPO ValuePoint Contract for Services. CARRIED 5-0.**

**10. Leave Buyout – Madelynn McIlwain**

Jan Brending, Clerk Treasurer said Madelynn McIlwain is unable to take leave until December 12, 2020 per the union contract and that because of existing leave request and training schedules will not be able to take any for the remainder of 2020. She said the city council previously authorized McIlwain to carryover 144 hours of leave to 2021. Brending said that due a medical issue that will require medical leave in 2021 McIlwain will not be able to sue all of the vacation if 144 hours is carried over. She staff is recommending the city council authorize the buyout of up to 64 hours of cation leave with a carryover of 80 hours.

**Moved by Jason Hartmann. Seconded by Ashley Post.**

**Motion to authorize buying out up to 64 hours of vacation leave for Madelyn McIlwain with the condition that 80 hours of vacation leave must be carried over to 2021. CARRIED 5-0.**

**11. Consent Agenda**

- a. 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 2<sup>nd</sup> day of December, 2020.

Type	Date	From	To	Amount
Claims	12/2/2020	EFT	EFT	2,886.00
	12/2/2020	36646		350,388.97
			<b>Claims Total</b>	<b>353,274.97</b>
Payroll	12/4/2020	EFT	EFT	106,773.20
	12/4/2020	36643	36645	1,033.19
			<b>Payroll Total</b>	<b>107,806.39</b>
Manual Claims	11/20/2020	36624	36633	52,215.48
	11/25/2020	36634	36639	30,785.00
	11/30/2020	36640	36642	14,356.00
	12/6/2020	EFT	EFT	1,603.87
			<b>Manual Total</b>	<b>98,960.35</b>

			<b>Total All Vouchers</b>	<b>560,041.71</b>

**Moved by Jason Hartmann. Seconded by David Lindley.  
 Motion to approve consent agenda. CARRIED 5-0.**

**11. Department Head and Council Member Reports**

**Mike Hepner, Police Chief** said Josh Lewis graduated the academy earning first place in academics, first place in practical's, and first place in all around officer. He said Lewis will be working days field training with the police chief and then will move to nights to train with two additional officers. Hepner said he should be working on his own by March 1, 2021.

Ashley Post, Council Member asked if the department is now fully staffed.

Hepner said yes however the department will be short-handed in 2021.

**Bill Hunsaker, Building Official/Fire Chief** said a presentation regarding a fire fuel reduction break will be made at the next council meeting.

**Russ Avery, Public Works Operations Manager** said the public works staff has been working on installing new services and staying busy.

Jim Ransier, Council Member asked if the park restrooms have been completed.

Jan Brending, Clerk Treasure said a walk through is scheduled next week.

Ransier said he is hoping that the exterior of the building can be painted next year.

**Pat Munyan, City Administrator** said Crestline had a COVID19 outbreak and replaced the crew. He said city employees were notified and those that had been in contact were already scheduled to be off. Munyan said he continues to work with the Washington Department of Natural Resources regarding easement issues related to the city's 14-inch water main line.

**Jan Brending, Clerk Treasurer** said there will be a lot of housekeeping items on the next agenda and will include the final budget amendment for 2020. She said she will be in communication with committee chairs about cancelling committee meetings in December except for the Personnel and Finance Committee.

**Jim Ransier, Council Member** said he is working with Joe Turkiewicz on the proposed climate change declaration.

**Ashley Post, Council Member** asked if the document that Mark Lemley referred to in his public comment could be made available to council members.

Bill Hunsaker, Fire Chief said yes and noted that there is a more current county-wide plan in place.

**Marla Keethler, Mayor** said COVID19 is very active on the west side of the county and significant spread is occurring. She urged everyone to continue to follow the guidelines. Keethler said the tree lighting will not happen in person – that there will be a virtual tree lighting with a combination of community messages.

Ashley Post, Council Member said hopes that ways to help businesses are being discussed.

Keethler said the message of shopping local throughout the Gorge is one way to help.

**12. Adjournment**

The meeting adjourned 7:23 p.m.



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Marla Keethler, Mayor



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Jan Brending, Clerk Treasurer