



CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, December 16, 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
Jan Brending, Clerk Treasurer
Ken Woodrich, City Attorney
Russ Avery, Operations Manager
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 8 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

There was no public comment.

4. Changes to Agenda

Jan Brending, Clerk Treasurer asked that an agenda item be added after Business Item #13, Acceptance of Park Restroom Remodel Project.

Moved by Jason Hartmann. Seconded by Joe Turkiewicz.

Motion to add agenda item "Acceptance of Park Restroom Remodel Project" after Business Item #13. CARRIED 5-0.

5. Washington Department of Natural Resources Fire Fuel Break Grant, Greg Houle

Greg Houle, Landowner Assistance Forester with Washington Department of Natural Resources made a presentation regarding the proposed White Salmon Wildfire Community Protection Plan Phase 1 White Salmon Fuel Break. He said the main purpose of the project is to reduce wildfire severity on the eastside of White Salmon. Houle reviewed possible other phases in the White Salmon area that will take place over a number of years.

Council members discussed the project with Greg Houle.

Moved by David Lindley. Seconded by Ashley Post.

Motion to authorize Washington Department of Natural Resources in coordination with the White Salmon Fire Department and landowners to pursue Phase 1 fuel break on the eastside of White Salmon. CARRIED 5-0.

6. 2020 Budget Amendment, Ordinance 2020-12-1070

Jan Brending, Clerk Treasurer reviewed the final amendments to the 2020 budget. She said the budget amendments include the increase of CARES Act funding and associated expenditures, funding related to the Center Place infrastructure improvements, and funding for expenditures related to White Salmon's share of the Bingen treatment plant and Depot Street wastewater main improvement project.

Moved by Jason Hartmann. Seconded by Joe Turkiewicz.

Motion to adopt Ordinance 2020-12-1070, Amending the Budget for the City of White Salmon for the Fiscal Year Ending December 31, 2020. CARRIED 5-0.

7. Ordinance 2020-12-1071, Amending WSMC 5.04 Business Licenses

Jan Brending, Clerk Treasurer said the State of Washington adopted legislation that requires cities to partner with the Washington Department of Revenue (DOR) Business Licensing Service (BLS) to handle the city's business license. She said the city signed an agreement with the DOR in June and has been working to implement the program. Brending said the proposed amendments to WSMC 5.04 Business Licenses includes recommendations from DOR includes a provision that the 2020 business licenses will expire on January 31, 2021 (WSMC 5.04.070. She noted that the proposed amendments include a proposed section that needs to be removed – WSMC 5.04.030 D. Brending said in discussions with the Department of Revenue all of the city's business licenses, including long-term rentals, will be handled through the BLS system.

The City Council and staff discussed the requirement for having a Unified Business Identification number and associated fees.

Moved by Jim Ransier. Seconded by Jason Hartmann.

Motion to adopt Ordinance 2021-12-1071, Amending WSMC 5.04 Business Licenses with the correction of adding the January 31, 2021 date to WSMC 5.04.070 and deleted the proposed addition of WSMC 5.04.030 D. CARRIED 5-0.

8. 2021-2022 Interlocal Agreement with City of Bingen, Law Enforcement Services

Jan Brending, Clerk Treasurer said the City of Bingen contracts with the City of White Salmon for law enforcement services. She said the proposed interlocal agreement covering 2021 and 2022 has been reviewed by the Police Chief, City Attorney and the City of Bingen. Brending noted prior specific language regarding parking enforcement has been deleted while maintaining the broad language regarding enforcement. She said the agreement provides for a 1.7% increase in costs for 2021 and uses the union cost of living adjustment process for determining the 2022 costs.

Moved by Jason Hartmann. Seconded by Ashley Post.

Motion to authorize the mayor to sign the interlocal agreement for law enforcement services for the City of Bingen for the years 2021 and 2022. CARRIED 5-0.

9. **2021 Interlocal Agreement with City of Bingen, Treatment Plant ERU Rate**
Jan Brending, Clerk Treasurer said the city pays the City of Bingen to treat White Salmon wastewater. She said each city pays equally into the operation and maintenance fund based on a rate per equivalent residential unit (ERU) which is currently \$14.75. Brending said the 2021 agreement provides for a \$0.25 per increase which has been the standard for a number of years providing for a 2021 rate of \$15.00 per ERU.
- Moved by Jim Ransier. Seconded by Jason Hartmann.*
Motion to authorize the mayor to sign interlocal agreement with City of Bingen setting the 2021 ERU rate in the amount of \$15.00 per ERU (equivalent residential unit). CARRIED 5-0.
10. **2021 Agreement, Washington Gorge Action Programs**
Jan Brending, Clerk Treasurer said the city included \$12,000 in the city's 2021 budget for Youth Center services. She said the proposed agreement is the same agreement the city has used for a number of years providing for \$12,000 for services.
- Moved by Ashley Post. Seconded by David Lindley.*
Motion to authorize the mayor to sign agreement with Washington Gorge Action Programs providing \$12,000 for Youth Center services in 2021. CARRIED 5-0.
11. **Memorandum of Agreement Between City of White Salmon and AFSCME Local 1533W Bargaining Units Municipal (Non-Uniformed) Employees CBA and Police Officers, Sergeants, Limited and Non-Commissioned Employees CBA**
Jan Brending, Clerk Treasurer said the city's current Collective Bargaining Agreements (CBAs) with Police Officers, Sergeants, Limited and Non-Commission Employees and Municipal (Non-Uniformed) Employees expires December 31, 2021. She said due to COVID19 the city and the union were unable to negotiate new agreements. Brending said the proposed Memorandums of Agreement extends the current CBAs and associated Memorandums of Understanding to December 31, 2021; provides for negotiating new agreements in 2021 and that per the existing agreements the current methodology for calculating cost of living increases will be used for the 2021 increase. Brending noted that the calculated cost of living increase for 2021 is 1.7% and was used in calculating wages and benefits for the 2021 budget.
- Moved by Jason Hartmann. Seconded by David Lindley.*
Motion to authorize the mayor and city administrator to sign Memorandums of Agreement between City of White Salmon and Washington State Council of County and City Employees, Council 2, AFSCME related to extending current Collective Bargaining Units and all current Memorandum of Understanding to December 31, 2021 and providing for a 1.7% cost of living increase. CARRIED 5-0.
12. **Contract Amendment, WSP – Comprehensive Plan Amendment**
Jan Brending, Clerk Treasurer said the city has a contract with WSP USA Inc. for updating the city's comprehensive plan. She said that due to delays related to COVID-19 and the need to extend the contract to May 31, 2021 additional project management tasks and associated costs will be incurred. Brending said the city had also added an additional meeting to the process related to the visioning process in the Fall of 2019 which resulted in a \$5,000 increase and also

requested some additional analysis and information that resulted in an additional element being added to the plan (housing). She said the comprehensive plan update was put on hold in August 2020 in order to negotiate a contract amendment. Brending said the proposed amendment extends the contract date from December 30, 2020 to May 31, 2021 increases the not to exceed amount from \$158,774 to \$183,774. She noted that the process to complete the update will be fast-paced and require Planning Commission members and City Council members (and staff) to expeditiously review documents prior to meetings and provide written comments in a timely manner in order to keep the project moving forward and to not incur any more price increases.

Moved by Ashley Post. Seconded by Jason Hartmann.

Motion to authorize the mayor to sign Amendment No. 1 to WSP USA Inc. Personal Services Contract – Comprehensive Plan Update extending the expiration date from December 31, 2020 to May 31, 2021 and increasing the not to exceed amount from \$158,774 to \$183,744. CARRIED 5-0.

13. Contract Task Order Amendment, Anderson Perry & Associates (Garfield Water Line Replacement)

Jan Brending, Clerk Treasurer said the city council previously authorized a task order with Anderson Perry & Associates for a water line replacement project on Garfield. She said Anderson Perry has been asked by the city to provide an option in the bid documents for a water line replacement on Washington Street that would tie into the Garfield water line. Brending said the amendment provides for engineering services for the replacement of a water line on NW Washington Street west of Garfield and increases the costs of the task order from \$9,000 to \$15,300.

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to authorize approval of amendment to task order for Anderson Perry water engineering services in the amount not to exceed \$15,300 (the amendment adds \$6,300 to the original \$9,000 cost) related to the replacement of water lines on Garfield and Washington Street. CARRIED 5-0.

14. Springbrook (Formerly BIAS) Software and Maintenance Agreement – 2021

Jan Brending, Clerk Treasurer said the city uses Springbrook (formerly BIAS) software for financial, utility billing and permitting purposes. She said Springbrook offers both a desktop and online (cloud) versions of the software and that the city currently uses the desktop version. Brending said with the purchase of BIAS by Springbrook several changes are being made including not making any new updates to the desktop version and focusing on the online (cloud) version. She said in addition, Springbrook will be offering a reporter writer to companies using the online version beginning in 2021. Brending reviewed the costs for the desktop version (\$9,509.77) and the online version (\$20,703.00). She noted that the online version was accounted for in the 2021 budget and that she recommends the city council authorize her to sign the order from with Springbrook for the online version in the amount of \$20,703 plus taxes.

Moved by David Lindley. Seconded by Joe Turkiewicz.

Motion to authorize the clerk treasurer to sign order from for Springbrook Software in the amount of \$20,703 plus taxes. CARRIED 5-0.

15. Resolution 2020-12-511, Closing the Pool Fund

Jan Brending, Clerk Treasurer said Resolution 2020-12-511 provides for closing the pool fund and transferring the remaining balance as of December 9, 2020 of \$46,404.23 to the Current Expense Fund. She said the transfer of funds is accounted for in the 2020 budget.

Moved by Jason Hartmann. Seconded by Jim Ransier.

Motion to adopt Resolution 2020-12-511, Closing the Pool Fund. CARRIED 5-0.

16. Resolution 2020-12-512, Closing the Unlimited GO (General Obligation) Fund

Jan Brending, Clerk Treasurer said Resolution 2020-12-512 provides for closing the unlimited GO (general obligation) fund and transferring the remaining balance as of December 9, 2020 of \$18,061.63 to the Current Expense Fund. She said the transfer of funds s accounted for in the 2020 budget.

Moved by Jim Ransier. Seconded by Jason Hartmann.

Motion to adopt Resolution 2020-12-512, Closing the Unlimited GO (General Obligation) Fund. CARRIED 5-0.

17. Resolution 2020-12-513, Revising the Salary Matrix for 2021

Jan Brending, Clerk Treasurer said the city adopted a memorandum of understanding with the union that establishes the mechanism for determining the annual cost of living adjustment. She said the salary amended 2021 salary matrix provides for a 1.7% cost of living increase for 2021 as provided for in the adopted memorandum of understanding with the union. Brending said the city formally adopts the amended salary matrix each year which applies to both union and management employees.

Moved by Ashley Post. Seconded by David Lindley.

Motion to adopt Resolution 202-12-513, Revising the Salary Matrix for 2021. CARRIED 5-0.

18. Acceptance as Complete – Park Restroom Remodel

Jan Brending, Clerk Treasurer said the park restroom remodel has been inspected by Bill Hunsaker, Russ Avery and Jan Brending on December 9, 2020 and the project has been satisfactorily completed. She said staff is recommending the city council accept the project as complete and authorize payment of the final invoice (less retainage) in the amount of \$36,138.61.

Marla Keethler, Mayor shared photographs of the park restroom remodel She noted that due to COVID19 the restrooms will remain closed until the automatic locks come in and can be installed by public works staff.

Moved by Ashley Post. Seconded by Jason Hartmann.

Motion to accept the park restroom remodel project as complete and authorize payment of final invoice (less retainage) to AQC Builders in the amount of \$36,138.61. CARRIED 5-0.

11. Consent Agenda

- a. Approval of Meeting Minutes – November 18, 2020

- b. Approval of Meeting Minutes – December 2, 2020
- c. Acceptance of Corrected August 2020 Budget Report
- d. Acceptance of Corrected September 2020 Budget Report
- e. Acceptance of October 2020 Budget Report
- f. 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 16th day of December, 2020.

Type	Date	From	To	Amount
Claims	12/16/2020	EFT	EFT	8,449.50
	12/16/2020	36676	36713	79,942.56
			Claims Total	88,392.06
Payroll				
			Payroll Total	0.00
Manual Claims	12/9/2020	36674	36675	54,026.88
			Manual Total	54,026.88
			Total All Vouchers	142,418.94

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

11. Department Head and Council Member Reports

Bill Hunsaker, Building Official/Fire Chief thanked the city council for their support for the fuel reduction project and wished everyone a Merry Christmas.

Russ Avery, Public Works Operations Manager said that Crestline Construction is just about done with the work on the Jewett Water Main Improvement Project. He said they need to repaint some fire hydrants and complete lowering the water services.

Jim Ransier, Council Member said the city council will see a proposed ordinance for the Rental Housing Policy at the next council meeting. He said that he also did a ride along with Officer Kate Daniels. Ransier said it was a great opportunity and was a good learning experience. He thanked the mayor for the virtual tree lighting. Ransier said it was perfect. Keethler said the videos from council members were great.

Ashley Post, Council Member congratulated Mayor Keethler on completing her first year as Mayor.

Jason Hartmann, Council Member thanked everyone for a great year and hopes that everyone has a good holiday season.

Marla Keethler, Mayor said that case counts for COVID-19 are on the rise and that White Salmon is ranked first in the county. She said it is important to lead by example following the guidelines from state officials. Keethler asked council members to spread the word – to be smart and mindful. Keethler said a positive meeting was held with state legislators regarding the Hood River-White Salmon bridge replacement project. She said that discussion of what a bi-state organization would look like was discussed. Keethler noted that the park restrooms will remain closed until public works resumes full-time staffing. She noted that she and Pat Munyan have been looking into the postal delivery issue and will be updating the city council sometime in 2021.

12. Adjournment

The meeting adjourned 8:12 p.m.



Marla Keethler, Mayor



Jan Brending, Clerk Treasurer