



White Salmon City Council Meeting

A G E N D A

July 02, 2025 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: **868 6529 5681**

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/86865295681>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Public Comment**

Any public in attendance at the meeting (either in person or via Zoom) will be provided with an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.
- V. **Presentations**
 - A. Presentation - PERC Labor Relations Training: A 30-45 minute Training on labor relations by Emily Martin of the Public Employees Relations Commission (PERC). In preparation for upcoming labor negotiations.
- VI. **Consent Agenda**
 - A. Approval of Resolution 2025-07-626 Declaring Surplus Property
 - B. Approval of Meeting Minutes - Council Meeting 06.04.2025 and Council Meeting 06.18.2025
 - C. Approval of Clerk Contract
 - D. Approval of Vouchers
- VII. **Business Items**
 - A. Resolution 2025-07-625 Supporting the Immigrant Community
 - A. Presentation
 - B. Discussion
 - C. Action
 - B. Resolution 2025-07-628 Establishing a Spanish Language Proficiency Bonus
 - A. Presentation
 - B. Discussion
 - C. Action

- C. Resolution 2025-07-627 Establishing of Wildfire and Emergency Preparedness Committee
 - A. Presentation
 - B. Discussion
 - C. Action

VIII. Reports and Communications

- A. Staff Reports
- B. Council Member/Committee Reports
- C. Mayor's Updates

IX. Executive Session (if needed)

X. Adjournment

File Attachments for Item:

A. Approval of Resolution 2025-07-626 Declaring Surplus Property



Department Head: _____

Clerk/Treasurer: _____

City Administrator: _____

Mayor: _____

COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

No, Not necessary

Meeting Date:

7.2.25

Agenda Item:

Resolution 2025-07-626 Declaring Surplus Property

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Review and approve Resolution 2025-07-626 Declaring Surplus Property.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution 2025-07-626 Declaring Surplus Property.

Background of Issue:

Public Works has identified and listed surplus property that is no longer needed for city use. Surplus property sold will generate revenue to the department that is surplus from.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

Will generate revenue to the respective departments.

Recommendation of Staff/Committee:

Staff recommends approval Resolution 2025-07-626 Declaring Surplus Property.

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING
DECLARING SURPLUS PROPERTY IN THE CITY OF WHITE SALMON,
WASHINGTON**

WHEREAS, it would be in the best interest of the City of White Salmon if said property could be sold; and

WHEREAS, the City of White Salmon desires to designate any items not sold in surplus to have no value and to be donated to an appropriate recipient or otherwise to Washington Gorge Action Programs.

Section 1. The following items are to be surplused:

Section 2. The City of White Salmon authorizes those useable items to be surplused

and sold through a bidding process or any other commercially reasonable method.

Section 3. The City of White Salmon authorizes the Public Works Department to donate all surplus equipment and materials not sold to an appropriate recipient or otherwise to Washington Gorge Action Programs or disposed of as necessary.

ADOPTED by the City Council of the City of White Salmon, Washington and approved by its Mayor at regularly scheduled open public meeting thereof this 2th day of July, 2025.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Troy Rosenberg, Deputy Clerk

Shawn MacPherson, City Attorney

File Attachments for Item:

B. Approval of Meeting Minutes - Council Meeting 06.04.2025 and Council Meeting 06.18.2025



City of White Salmon City Council Meeting
June 04, 2025
In Person and Via Zoom Teleconference

Attendance:

Council Members:

Ben Giant
 Jason Hartmann
 David Lindley
 Morella Mora
 Patty Fink

Staff Present:

Jenne Paterson, Code Compliance Officer
 Jennifer Neil, Director Finance & Operations
 Marla Keethler, Mayor
 Paul Koch, Interim City Administrator
 Shawn MacPherson, City Attorney
 Troy Rosenburg, Deputy Clerk\Utility Clerk

Cooperative Agency:

Wesley Long, WKRFA Fire Chief

I. Call to Order, Land Acknowledgement and Presentation of the Flag

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 4 members of the public in attendance in person and via teleconference.

II. Roll Call (6:02pm)

III. Presentations (6:03pm)

A. Heritage Month Presentation – LGBTQ + Pride Month

Council member Ben Giant introduced the presenter Kit Clasen (6:04pm-6:11pm)

IV. Public Comment (6:16pm)

None

V. Consent Agenda (6:17pm)

A. Approval of STP – Interlocal Agreement Klickitat County

B. Approval of Meeting Minutes – Special Council Meeting 04.30.2025, Council Meeting 05.07.2025, and Council Meeting 05.21.2025.

C. Approval of Vouchers in the amount of \$347,587.77.

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 June 2025.

Type	Date			
Claims	6/4/2025	42481	42519	\$210,087.98
			Claim Total	\$210,087.98
Payroll	6/5/2025	EFT	EFT	\$136,504.77
	6/5/2025	42480	42480	\$995.02
			Payroll Total	\$137,499.79

Manual Claims				
VOIDED Checks			N/A	\$0.00
			Manual Claim Total	\$0.00
			Total Vouchers	\$347,587.77

Moved by Jason Hartmann. Seconded by Ben Giant. (6:17pm)

Motion to approve Consent Agenda and Vouchers for \$347,587.77.

MOTION CARRIED 5-0

VI. Business Items (6:18pm)

A. Ordinance 2025-06-1181 – 2025 Budget Amendment

Presented by Jennifer Neil **(6:18pm)**

Public Hearing Open **(6:20pm)** Closed **(6:20pm)** No comments

Moved by Ben Giant. Seconded by Jason Hartmann. (6:21pm)

Motion to approve Ordinance 2025-06-1181 – 2025 Budget Amendment

MOTION CARRIED 5-0

B. Ordinance 2025-06-1182 Amending WSMC Chapter 2.06 City Administrator **(6:22pm)**

Presented by Paul Koch, Interim City Administrator

Council Discussed **(6:23pm)**

Moved by Jason Hartmann. Seconded by Ben Giant. (6:28pm)

Move to approve Ordinance 1025-06-1182 Amending WSMC Chapter 2.06 City Administrator.

Council Discussed **(6:28pm)**

MOTION CARRIED 5-0 (6:30pm)

VII. Reports and Communications (6:30pm)

1. WKRFA Report **(6:30pm)**

2. Department Head Reports **(6:43pm)**

3. City Attorney Report **(6:43pm)**

4. Interim City Administrator Paul Koch Report **(6:46pm)**

5. Council Member and Committee Reports **(6:47pm)**

6. Mayor's Updates **(7:01pm)**

VIII. Executive Session: (None)

IX. Adjournment (7:12pm)



City of White Salmon City Council Meeting
June 18, 2025
In Person and Via Zoom Teleconference

Attendance:

Council Members:

Ben Giant
 Jason Hartmann
 David Lindley
 Morella Mora
 Patty Fink

Staff Present:

Marla Keethler, Mayor
 Kelly Hickok, Assistant City Attorney
 Jennifer Neil, Director Finance & Operations
 Andrew Dirks, Director of Public Works
 Rowan Fairfield, City Planner
 Jenne Paterson, Code Compliance Officer
 Troy Rosenberg, Deputy Clerk/Utility Clerk

- I. **Call to Order, Land Acknowledgement and Presentation of the Flag**
 Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 4 members of the public in attendance in person and via teleconference.
- II. **Roll Call (6:02pm)**
 All Council Present
- III. **Addition of Business Item B.** by Councilor Morella Mora for a Resolution of Support to our Immigrant Community Members **(6:03pm)**

Moved by Ben Giant. Seconded by Jason Hartmann. (6:05pm)
Motion to add Business Item B. by Councilor Morella Mora for a Resolution of Support to our Immigrant Community Members
MOTION CARRIED 5-0
- IV. **Presentations (6:06pm)**
 - A. Heritage Month Presentation – LGBTQ + Pride Month **(6:06pm)**
 Council member Ben Giant introduced the presentation.
 - B. Housing Action Plan Update **(6:09pm)**
 Presented by City Planner Rowan Fairfield
- V. **Public Comment (6:35pm)**

Douge Rainbolt – City of White Slamon Resident – **(6:35pm)**
 Alisha Nightingale – Non-Resident **(6:40pm)**
 Kate LaGrand – City of White Salmon Resident – **(6:43pm)**
- VI. **Consent Agenda (6:45pm)**
 - A. Approval of Emergency Contract – Hurley Engineering
 - B. Approval of Vouchers in the amount of \$336,232.27.

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 18th day of June 2025.

Type	Date			
Claims	6/10/2025	EFT	EFT	\$7,920.00
	6/15/2025	EFT	EFT	\$240.00
	6/18/2025	42520	42567	\$238,773.26
			Claim Total	\$246,933.26
Payroll	6/20/2025	EFT	EFT	\$88,031.06
			Payroll Total	\$88,031.06
Manual Claims	N/A			
VOIDED Checks	6/10/2025	42476	42476	\$1,267.95
			Manual Claim Total	\$1,267.95
			Toal Vouchers	\$336,232.27

Moved by Jason Hartmann. Seconded by Ben Giant. (6:45pm)

Motion to approve Consent Agenda and Vouchers for \$336,232.27.

MOTION CARRIED 5-0

VII. Business Items (6:45pm)

A. Resolution 2025-06-624 6-Year Transportation Plan (6:45pm)

Presented by Public Works Director Andrew Dirks

Council Questions **(6:48pm)**

Public Hearing Open **(6:50pm)** Closed **(6:51pm)** No comments

Council Discussion **(6:51pm)**

Moved by Patty Fink. Seconded by Jason Hartmann. (7:02pm)

Motion to approve Resolution 2025-06-624 6-Year Transportation Plan

MOTION CARRIED 5-0

B. Recommendation for Resolution to support to our Immigrant Community Members

Presented by Councilor Morella Mora **(7:03pm)**

Recommendation by Assistance City Attorney Kelly Hickok **(7:30pm)**

Council Discussed **(7:07pm)**

No Action Taken – Recommended to be placed in 07.02.2025 council packet.

VIII. Reports and Communications (7:14pm)

1. Department Head Reports **(7:14pm)**

2. Council Member and Committee Reports **(7:16pm)**

3. Mayor's Updates **(7:22pm)**

IX. Executive Session: (None)

X. Adjournment (7:40pm)

File Attachments for Item:

C. Approval of Clerk Contract



CITY COUNCIL REPORT

☐ Business Item

Needs Legal Review:
Meeting Date:
Agenda Item:
Presented By:

☒ Consent Agenda

Completed
July 2, 2025
Approving the contract with the City Clerk
Paul Koch, ICA

Action Required

Authorization for Mayor to sign the contract with Erika Castro-Guzman as City Clerk at a salary of \$80,871 (Range 40, Step 6) and beginning work July 16, 2025.

Motion for Business Item / Proposed Motion for Consent Agenda

Move to authorize the Mayor to sign a contract with Erika Castro Guzman to be City Clerk at a salary of \$80,871 beginning July 16, 2025.

Explanation of Issue

Erika has been a city employee for approximately 8 years and has now been selected to serve as City Clerk. The Clerk position was approved by City Council a few months ago when we separated Clerk Treasurer into two different positions. The Clerk works directly under the direction of the Mayor.

Duties of the City Clerk include preparing and managing the City Council meeting materials, agendas, minutes and all official records of the city. Oversees the maintenance, certification and accessibility of all official city documents and public notices. Manages the request for public records as well as compliance issues. Additionally, the Clerk will assist with insurance claims and lead the public outreach on key city initiatives.

The City Clerk is a critical and very important position for the city and requires great professionalism, patience and understanding of state and local requirements. The Clerk will be a member of the State City Clerks Association and be expected to fully participate with that group, get training and constantly improve skills and services. The city will pay for membership in the Association and the related travel costs to participate.

The new City Clerk will phase from her current duties and coordinate carefully with the Finance Director and City Planner to effectively transfer current duties in the process.

This is a non-union position and as such participates as a member of the city's management team. The proposed contract is attached to this report for additional information.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

The adopted 2025 City Budget amendment, recently approved by City Council, contains sufficient funding for this position and all related costs.

Recommendation of Staff

Staff recommends the City Council authorize the Mayor to sign the employment contract with Erika Castro Guzman in the amount of \$80,871. Range 40, Step 6. And effective July 16, 2025.

Follow Up Action

No follow up action is required.

CITY CLERK EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into the _____ day of _____ by and between the City of White Salmon, Washington, Non-charter code city of the State of Washington ("Employer") and Erika Castro Guzman ("Employee").

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

SECTION 1. DUTIES:

- A. City agrees to employ the services of Employee as Clerk. Under the direction of the Mayor, the City Clerk:
 - 1. **Prepares and manages City Council meeting materials, minutes, official records, and follow-up actions**, ensuring legal compliance and transparency.
 - 2. **Oversees the maintenance, certification, and accessibility of official city documents**, including ordinances, resolutions, contracts, and public notices.
 - 3. **Oversees records management, public records requests, and compliance reporting**, including audits, state filings, and city programs such as Tree City USA.
 - 4. **Supports interdepartmental functions**, including cross-training with Finance, assisting with insurance and claims, and leading public outreach on key initiatives.
- C. The Employee will report to and be supervised by the Mayor.
- D. Employee agrees to accept employment and act as Clerk (as outlined in the adopted job description attached to this agreement) for the City and to perform the duties to the best of their ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the State of Washington, the City as set forth in its Personnel Manual ("Manual") or otherwise according to the Mayor's directives.
- E. Employee shall not engage in any activity that is, or may become, a conflict of interest, as defined by Washington law, or would be incompatible with the position of Clerk, or enter into a prohibited contract, as defined by Washington law.

SECTION 2. STATUS AND TERM:

- A. Employee shall be employed for an indefinite term, commencing July 16, 2025, and shall serve at the pleasure of the Mayor. Employee shall be considered an “at-will” employee of the City.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City’s right to terminate this Agreement, with or without cause, at any time, subject only to the provisions set forth in Section 6 of this Agreement, the laws of the State of Washington, and City ordinances.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign and terminate this Agreement at any time, subject only to the provisions set forth in Section 6 of this Agreement.
- D. Employee agrees to remain in the exclusive employment of the City for an indefinite period of time and shall neither accept other employment nor become employed by any other employer without the prior written approval of the City Administrator and Mayor. The term “employed” and derivations of that term as used in the preceding sentence shall include employment by another legal entity or self-employment, but shall not be construed to include occasional teaching, writing, consulting or military reserve service performed on Employee’s own time, and with the advance approval of the City Administrator and Mayor.

SECTION 3. SALARY:

- A. City agrees to pay Employee a starting salary of \$80,871.00 (Range 40, Step 6) per annum for services, payable in equal installments at the same time as other employees of City. The City’s budget will contain all salary and benefit amounts.
- B. The parties agree that Employee shall receive an appropriate cost-of-living adjustment on an annual basis, compatible with Employee’s performance and not lower than the amount granted to other non-union City employees.
- C. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer’s compensation policy.

SECTION 4. BENEFITS:

- A. Employee shall be entitled to vacation leave consistent with the City’s employee manual.
- B. Employee shall be entitled to sick leave consistent with the City’s employee manual.

- C. Employer shall provide medical, vision and dental coverage consistent with the City's employee manual.

SECTION 5. RETIREMENT:

Employer shall enroll Employee in the Public Employee Retirement System of Washington ("PERS") and to make all appropriate contributions as required.

SECTION 6. RESIGNATION, TERMINATION AND SEVERANCE PAY:

- A. Employee may resign at any time, with or without cause, and shall give City at least thirty (30) days advance written notice of the effective date of his resignation.
- B. This agreement shall be terminated upon the death or permanent disability of the Employee.
- C. If Employee is terminated by City without cause (except as provided in paragraph D of this section) and during such time the Employee is willing and able to perform Employee's duties under this Agreement, City shall pay Employee severance as described in paragraph E of this Section.
- D. The following reasons shall constitute grounds to terminate this Agreement with cause and without payment of the severance provided in paragraph E of this Section:
1. A breach of this Agreement or the repeated neglect by Employee to perform the duties Employee is required to perform under this Agreement that continues after written notice and a 30-day cure period;
 2. Conviction of any criminal act relating to or adversely affecting Employee's employment with the City;
 3. Conduct, relating to City employment, which, while not criminal in nature, violates the Manual or other reasonable standards of professional and personal conduct in some substantial manner, or that continues after written notice and a 30-day cure period; and
 4. Conviction of any felony offense.
- E. If Employee is terminated by City without cause (except as provided in paragraph D of this Section) prior to the end of 6-month probationary period, The City is not required to pay severance.
- F. If Employee is terminated by City without cause (except as provided in paragraph

D of this Section) or requested to resign for the convenience of City during such time as Employee is willing and able to perform Employee's duties under this Agreement, City shall pay Employee, as severance, a cash payment identified as follows equal to not less than one month salary, depending upon the City's prior notice to Employee as provided below:

150-180 days notice	One Month Severance Pay
90-150 days notice	Two months severance pay
30-90 days notice	Three months severance pay
30 days or less notice	Four months severance pay

Such payment shall fully and finally release City from any and all further obligations to Employee or under this Agreement. Any severance shall be paid in a lump sum unless otherwise agreed to by Employer and Employee.

- G. It is understood that after notice of termination or resignation in any form, Employee and City will cooperate to provide for an orderly transition. Specific responsibilities during such transition may be specified in a written separation agreement. If Employee is terminated without cause, Employee may request, and if requested, Employee shall be given, an opportunity for a public name clearing hearing with the Mayor and City Council.

SECTION 7. HOURS OF WORK:

Employee is expected to work a full-time schedule generally aligned with regular business hours, recognizing that the nature of the position may require additional time beyond standard office hours to fulfill the responsibilities of the role. To support work-life balance, Employee may take up to ten (10) hours of leave per month during regular office hours, with prior approval from Employer. These hours are not cumulative month to month. The parties acknowledge that Employee is classified as exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay or compensatory time.

SECTION 8. PERFORMANCE EVALUATION:

The Mayor, shall review and evaluate the performance of the Employee in six months after the date of employment followed by an annual review each year thereafter. At the date of employment, the Mayor will establish written goals for performance based on the goals and objectives set by the annual budget as well as administrative priorities. These standards will be shared with the Personnel & Finance Committee. Thereafter, the Employee's job performance will be evaluated against those goals by the Mayor and the Personnel & Finance Committee on an annual basis. The goals and objectives of the evaluations shall be reduced to writing. Goals and objectives shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided. The annual review will also include a salary review.

SECTION 9. PROFESSIONAL DEVELOPMENT:

- A. City shall budget and pay for the professional dues and subscriptions of Employee necessary for their continuation and full participation in state and local associations and organizations, necessary for their continued professional participation, growth and advancement, to better serve the interests of City.
- B. As budgeted funds allow the City will pay the actual costs, including travel, lodging and meal expenses, associated with Employee's attendance at the annual conference and/or training to better serve the interests of City.

SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

The Mayor and City Council may fix in writing any such other terms and conditions of employment, as they may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City ordinances, or any other law. All provisions of City ordinances, regulations rules and the Manual as they now exist or hereafter may be amended, shall also apply to Employee as they would to other employees of City, except as may be specifically agreed upon herein.

IN WITNESS WHEREOF, The City of White Salmon has caused this Agreement to be signed and executed on its behalf by the Mayor, and duly attested by the City Clerk, and Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYER:
CITY OF WHITE SALMON

EMPLOYEE:

MARLA KEETHLER, MAYOR

ERIKA CASTRO GUZMAN

ATTEST:

APPROVED AS TO FORM ONLY:

TROY ROSENBERG, DEPUTY CLERK

**SHAWN MACPHERSON, CITY
ATTORNEY**

File Attachments for Item:

B. Resolution 2025-07-628 Establishing a Spanish Language Proficiency Bonus

A. Presentation

B. Discussion

C. Action

**CITY OF WHITE SALMON
RESOLUTION NO. 2025-07-628**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, ESTABLISHING A SPANISH LANGUAGE PROFICIENCY BONUS PROGRAM
FOR CITY EMPLOYEES**

WHEREAS, the City of White Salmon is committed to providing high-quality, accessible, and inclusive services to all residents; and

WHEREAS, approximately 14% of White Salmon’s population identifies as Hispanic, and many residents speak Spanish as their primary language; and

WHEREAS, ensuring meaningful access to City services for Spanish-speaking residents requires building a workforce that reflects the linguistic diversity of the community; and

WHEREAS, the ability to communicate effectively with Spanish-speaking residents improves public safety, strengthens community trust, and increases the efficiency and impact of City services; and

WHEREAS, offering a Spanish Language Proficiency Bonus recognizes and values the skills of employees who are able to bridge language barriers, and supports the City's efforts to recruit, retain, and develop a multilingual workforce; and

WHEREAS, such a program reinforces the City’s broader commitment to fostering a culture of equity, inclusion, and respect, and demonstrates leadership in advancing language access and cultural competency;

NOW, THEREFORE, be it resolved by the City Council of the City of White Salmon:

1. The City of White Salmon hereby establishes a Spanish Language Proficiency Bonus Program, providing a monthly payment of \$200 to eligible City employees who demonstrate conversational fluency in Spanish and utilize that skill in the course of their duties.
2. Eligibility and verification of proficiency shall be determined by administrative policy, which may include testing, certification, or supervisor assessment of language use and impact.
3. The Spanish Language Proficiency Bonus shall be available to employees across all departments who meet the established criteria and whose job responsibilities benefit from bilingual communication.
4. This resolution shall take effect immediately upon passage and shall be incorporated into the City’s personnel policies and compensation framework.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON THIS 2ND DAY OF JULY 2025.

CITY OF WHITE SALMON, WASHINGTON

Marla Keethler, Mayor

ATTEST:

Troy Rosenburg, Deputy Clerk

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney