



White Salmon City Council Meeting

A G E N D A

April 05, 2023 – 6:00 PM

119 NE Church

Meeting ID: 862 3603 0907 Passcode: 943853

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

I. Call to Order, Presentation of the Flag and Roll Call

II. Changes to the Agenda

III. Public Comment

Any public in attendance at the meeting (either in person or via Zoom) will be provided 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.

A. Written Public Comment

IV. Consent Agenda

[A.](#) Proclamation 2023- 02 Declaring April 9-15 National Public Safety Telecommunicators Week

[B.](#) Resolution 2023-04-557 Declaring Location, Date and Time of Public Hearing for the Four Oaks Subdivision Proposal Review

[C.](#) Resolution 2023-04-558 Emergency Declaration Well #1 Pump Failure

[D.](#) Approval of Meeting Minutes - March 15, 2023

E. Approval of Vouchers

V. Business Items

[A.](#) Ordinance 2023-04-1138 Adopting WSMC 10.01 Definitions

1. Presentation and Discussion

2. Action

[B.](#) Ordinance 2023-04-1139 Repealing WSMC 10.34 Motorized Foot Scooters

1. Presentation and Discussion

2. Action

VI. Reports and Communications

[A.](#) Department Reports

B. Council Member

C. Mayor

VII. Executive Session (if needed)

VIII. Adjournment

File Attachments for Item:

A. Written Public Comment

From: [MATTHEW FARMER](#)
To: clerktreasurer@ci.white-salmon.wa.us
Subject: requesting message be read at next city council meeting
Date: Monday, March 20, 2023 3:13:31 PM

Hello,

I am requesting to have the following message read at the next city council meeting:

Hello, I'm Matt Farmer, a citizen of White Salmon.

I am in full support of a childcare & community center in the school building in Reingarten Park

- and want to urge the CC to take this on as a **Funding Priority**.

Both adults in our family work, a daycare in Hood River (where neither of us work), and still, weekly childcare juggling, unexpected closures, and long workdays, have been extremely difficult to navigate as a working family.

Our community will be a better place for working families and attract new families if we had more access to childcare in White Salmon

Thank you,

Matt Farmer

Matt Farmer
Natural Designs LLC



www.naturaldesigns.biz



File Attachments for Item:

A. Proclamation 2023- 02 Declaring April 9-15 National Public Safety Telecommunicators Week

PROCLAMATION 2023-002

**A PROCLAMATION BY THE CITY OF WHITE SALMON,
WASHINGTON DECLARING NATIONAL PUBLIC SAFETY
TELECOMMUNICATORS WEEK APRIL 9 - 15, 2023.**

Whereas, emergencies can occur at any time that require police, fire or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of emergency personnel is critical to the protection of life and preservation of property; and,

Whereas, the safety of our emergency responders is dependent upon the quality and accuracy of information obtained from citizens who telephone the Klickitat County emergency communications center; and,

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our emergency responders by monitoring their activities by radio, providing them critical information and ensuring their safety; and,

Whereas, Public Safety Communications Officers of the Klickitat County Department of Emergency Management have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each Communications Officer has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Now, Therefore, I, Mayor Marla Keethler, of the city of White Salmon, by virtue of the authority vested in me by the laws of the City of White Salmon and Washington State, do hereby proclaim April 9 through April 15, 2023 as Public Safety Telecommunicators Week, in honor of the men and women who answer the calls for help and keep our citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of April in the year 2023, and of the City of White Salmon, Klickitat County, Washington State.

Marla Keethler, Mayor

File Attachments for Item:

B. Resolution 2023-04-557 Declaring Location, Date and Time of Public Hearing for the Four Oaks Subdivision Proposal Review

RESOLUTION 2023-04-557

**RESOLUTION SETTING TIME AND PLACE FOR PUBLIC HEARING FOR
CONSIDERATION OF THE PLANNING COMMISSIONS RECOMENDATIONS OF
THE FOUR OAKS SUBDIVISION PLAT.**

WHEREAS, pursuant to WSMC 16.25.010 Date, upon receipt of the Planning Commission's Preliminary Plat Recommendation the council shall, at its next public meeting, set the date for the public meeting at which the council shall consider the Planning Commission recommendation;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of White Salmon has set the date of April 19, 2023 at 6:00 p.m. for a Public Hearing to consider the Planning Commission recommendation concerning the Four Oaks Subdivision Preliminary Plat.

PASSED AND ADOPTED by the Council of the City of White Salmon, State of Washington on this 5th day of April 2023.

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney

File Attachments for Item:

C. Resolution 2023-04-558 Emergency Declaration Well #1 Pump Failure



Department Head: AD
 Clerk/Treasurer: [Signature]
 City Administrator: [Signature]
 Mayor: [Signature]

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: Yes, Completed
 Meeting Date: April 5, 2023
 Agenda Item: Resolution 2023-04-558 Emergency Declaration
 Presented By: Andrew Dirks, Public Works

Action Required:
 Approval of Resolution 2023-04-558 Emergency Declaration Well #1 Pump Failure.

Motion for Business Item / Proposed Motion for Consent Agenda:
 Motion to approve Resolution 2023-04-558 Emergency Declaration Well #1 Pump Failure.

Explanation of Issue:
 Well pump #1 is well beyond its useful life. The timeline to get this replaced needs to be before peak demand (April) is upon us.

In the past week the well pump Drive Faulted (failed to run) and this is new issue we have not witnessed before. We need this well pump replaced to keep up with demand and keep customers in service.

It has also become unsafe for Operators to enter the building while the well is running due to the possibility of electrocution (noted by Mather & Sons during inspection).

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:
 The adopted budget contains does not currently have funds allocated to for this project – however, due to the emergency nature of the issue Water Reserve Funds available to complete this project.

This allocation will be made in the April budget amendment.

Follow Up Action:
 Staff recommends approval of Resolution 2023-04-558 Emergency Declaration Well #1 Pump Failure.

RESOLUTION 2023-04-558

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, DECLARING A LOCAL EMERGENCY DUE TO PUBLIC SAFETY AND HEALTH ISSUES RELATED TO WELL #1 PUMP FAILURE.

WHEREAS, on March 1, 2023 the Public Works Department learned that the Well #1 pump was failing; and

WHEREAS, the due to possible public health risks including high potential of life threatening injury of public employees and severe reduction in water availability to White Salmon water users the immediate repair of the well pump was needed; and

WHEREAS, the conditions stated above constitute an emergency as defined by RCW 39.04.280(3a) due to the presence of real, immediate threat to the proper performance of essential functions; and

WHEREAS, the conditions stated above constitute an emergency as defined by RCW 39.04.280(3b) due to inaction likely resulting in bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, the City Administrator and the Mayor of the City of White Salmon declared an emergency on March 31, 2023 and authorized the City of White Salmon Public Works Department to enter into contract(s) and incur obligations to address the emergency (Exhibit A);

NOW THEREFORE, the City Council of the City of White Salmon, Washington, do resolve as follows:

Section 1. There is hereby declared an emergency.

Section 2. Pursuant to the emergency declared at Section 1, the City is authorized to waive competitive bidding and enter into contract(s) and incur obligations necessary to repair well #1 pump.

Section 3. The declaration of a local emergency set forth at Section 1 shall terminate when in the Mayor's judgement the emergency stabilization of the well pump has been completed.

APPROVED AND ADOPTED by the Council of the City of White Salmon, Washington.
Dated this 5th day of April 2023.

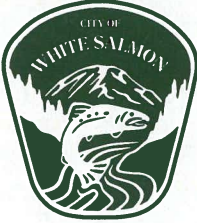
Marla Keethler, Mayor

ATTEST:

Stephanie Porter, City Clerk Treasurer

APPROVED AS TO FORM:

Shawn McPherson, City Attorney



City of White Salmon Office of City Hall

March 31, 2023

RE: Emergency Declaration – Well #1 Pump

On March 1, 2023 the Public Works Department learned that the Well #1 pump was failing.

An emergency is present that necessitates the utilization of emergency powers granted pursuant to the City of White Salmon Procurement Policies and RCW 39.04.280. To properly access appropriate services and equipment in a timely manner the City may need to waive competitive bidding required and award all necessary contracts on behalf of the city to properly address the incident.

I, Troy Rayburn, City Administrator declare an emergency as defined by RCW 39.04.280(3) due to the conditions stated above presenting real, immediate threat to the proper performance of essential functions and if not repaired likely resulting in bodily injury, or loss of life if immediate action is not taken.

Pursuant to the emergency declared, the City Public Works Department is authorized to enter into contract(s) and incur obligations to address such emergency with approval by the City Administrator. Emergency measures may include, but is not limited to, the purchase of supplies and the hiring of a contractor to replace the Well #1 Pump.

The declaration of a local emergency shall terminate when in the Mayor's judgment, the emergency measures contained herein are no longer required to safeguard property and public health.

Signed this 31st day of March 2023.

Troy Rayburn, City Administrator
City of White Salmon

Signed this 31st day of March 2023.

Marla Keethler, Mayor
City of White Salmon

100 North Main Street PO Box 2139 White Salmon WA 98672

Office: (509) 493-1133 Web Site: www.white-salmon.net

The City of White Salmon is an equal opportunity employer and provider.

File Attachments for Item:

D. Approval of Meeting Minutes - March 15, 2023



CITY OF WHITE SALMON
City Council Meeting – Wednesday, March 15, 2023
In Person and Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Ben Giant
Patty Fink
Jason Hartmann
Jim Ransier
David Lindley

Staff Present:

Jeff Broderick, Land Use Planner
Andrew Dirks, Public Works Field Manager
Mike Hepner, Police Chief
Bill Hunsaker, Fire Chief/Code Enforcement
Marla Keethler, Mayor
Stephanie Porter, Clerk Treasurer
Troy Rayburn, City Administrator
Shawn MacPherson, City Attorney
Troy Rosenburg, Deputy Clerk | Utility Clerk

I. Call to Order and Roll Call

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 9 members of the public in attendance in person and via teleconference.

II. Changes to the Agenda

Staff Request to add consent Agenda Item K. Personal Services Contract – Attorney Services - Ken Woodrich

Moved by Jim Ransier. Seconded by Ben Giant.

Motion to add consent Agenda Item K. Personal Services Contract – Attorney Services - Ken Woodrich

CARRIED 5-0

III. Public Comment

There was no public comment in person or online.

IV. Consent Agenda

- A. Approval of Updated Construction Standards Chapter 5 Standard Specifications
- B. Approval of Bid – Garfield Paving Project – Pioneer Surveying
- C. Approval of Contract – Additional E/V Charging Station – Opt Connect (\$9,059.92)
- D. Approval of Host City Contract for E/V Station – Forth Grant
- E. Climate Action Plan – Approval of Proposed Scope of Work (\$0)
- F. Contract Amendment No 1 – Anderson Perry Associates – Manhole Improvement Project (\$97,620)
- G. Personal Services Contract – Legal Services – Shawn MacPherson
- H. Personal Services Contract – Zaya LLC (\$8,000)
- I. Approval of Meeting Minutes – March 1, 2023

J. Approval of Vouchers \$271,296.18

K. Personal Services Contract – Attorney Services - Ken Woodrich

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 15th day of March 2023.

Type	Date	From	To	Amount
Claims	03/15/2023	39500	39542	148,140.51
	03/15/2023	EFT	EFT	10,118.99
			Claims Total	158,259.50
Payroll	03/06/2023	38983	38986	1,230.67
	03/06/2023	EFT	EFT	110,479.10
			Payroll Total	111,709.77
Manual Claims	02/05/2023	EFT	EFT	669.82
	03/05/2023	EFT	EFT	655.09
			Manual Total	1,324.91
			Total All Vouchers	271,294.18

Moved by Jim Ransier. Seconded by Jason Hartmann.

Motion to approve Consent Agenda as presented with vouchers in the amount of \$271,294.18. CARRIED 5-0

V. Women’s History Month – Ruth Shaffer - Speaker

Talked about all the things going on at the library in the month of March for Women’s History. Talked about projects to come in the following months at the library.

VI. Business Items

A. Ordinance 2023-03-1132 Adopting WSMC 10.01 Definitions and Amending WSMC 10.24 Motor Scooter.

Chief Hepner presented Ordinance 2023-03-1132 Adopting WSMC 10.01 Definitions and Amending WSMC 10.24 Motor Scooter.

Moved by Jason Hartmann. Seconded by Patty Fink.

Motion to refer Ordinance 2023-03-1132 Adopting WSMC 10.01 Definitions and Amending WSMC 10.24 Motor Scooter to Operations Committee to be revisited by City Council at a May meeting.

CARRIED 5-0

- B. Ordinance 2023-03-1133 Amending WSMC 10.08 Speed Limits**
Chief Hepner presented Ordinance 2023-03-1133 Amending WSMC 10.08 Speed Limits - Clean up and remove redundancy.
Moved by Ben Giant. Seconded by Jason Hartmann.
Motion to approve the Ordinance 2023-03-1133 Amending WSMC 10.08 Speed Limits
CARRIED 5-0

- C. Ordinance 2023-03-1134 Amending WSMV 10.16 Turning Restrictions**
Chief Hepner presented Ordinance 2023-03-1134 Amending WSMV 10.16 Turning Restrictions - Clean up outdated codes not in compliance with current state codes.
Moved by Jason Hartmann. Seconded by Ben Giant.
Motion to approve the Ordinance 2023-03-1134 Amending WSMV 10.16 Turning Restrictions
CARRIED 5-0

- D. Ordinance 2023-03-1135 Repealing WSMC 10.32 Bicycles and Toy Vehicles**
Chief Hepner presented Ordinance 2023-03-1135 Repealing WSMC 10.32 Bicycles and Toy Vehicles
Moved by Jim Ransier. Seconded by Jason Hartmann.
Motion to approve the Ordinance 2023-03-1135 Repealing WSMC 10.32 Bicycles and Toy Vehicles
CARRIED 5-0

Note: **Patty Fink – Council Member – Lost connection and disconnected from Zoom Meeting.**

- E. Ordinance 2023-03-1136 Adopting WSMC for Repealed or Recodified State RCW**
Chief Hepner presented Ordinance 2023-03-1136 Adopting WSMC for Repealed or Recodified State RCW
Moved by Jason Hartmann. Seconded by Ben Giant.
Motion to approve the Ordinance 2023-03-1136 Adopting WSMC for Repealed or Recodified State RCW

Note: **Patty Fink – Council Member – Used family account to vote while the logging back into personal zoom.**

CARRIED 5-0

- F. Ordinance 2023-03-1137 Repealing WSMC 9.12 Alcoholic Beverages**
Chief Hepner presented Ordinance 2023-03-1137 Repealing WSMC 9.12 Alcoholic Beverages stating the current ordinance is redundant and confusing.
Moved by David Lindley. Seconded by Jim Ransier.
Motion to repeal the Ordinance 2023-03-1137 Repealing WSMC 9.12 Alcoholic Beverages
CARRIED 5-0

VII. Reports and Communications

A. Department Heads

Troy Rayburn, City Administrator

Great meeting at Rheingarten Park in reference to the new splash pad and new playground equipment. The location of the pollinator garden and other related issues if the Youth Center moves into the Park Center.

Jeff Broderick, Land Use Planner

Joint meeting that was tentatively scheduled is not happening. Normal meeting on April 12th, 2023. Notification for Agenda and Agenda packet for the Four Oaks Subdivision before the Planning Commission next Wednesday March 22, 2023.

Note: *Patty Fink – Council Member – Logged back in with their account.*

Shawn MacPherson, City Attorney

Touch base on upcoming subdivision meeting. The concept of appearance of Fairness doctrine – The hearing not only needs to be fair but to appear to be fair.

Andrew Dirks - Public Works Foreman

Answered questions addressed on water source projects.

B. Council Members

David Lindley, Council Member

Arbor Day Tree Festival in Rheingarten Park Saturday March 18, 2023.
Interviews with candidates for new Public Works director.

C. Mayor, Marla Keethler

Updates on the Bridge front with a clear line of discussion regarding the funding for the bridge approach, How to maximize the toll taken.
Youth Center - Follow up with the ARC Architects. Early child care, infant care, toddler care, preschool care.
Come to the park Saturday to support Arbor Day.
New Wild Flower Banners
Water conservation goals passed. Meeting and field trip planned with a group of students on water documentaries.
Housing Action Plan
Guided Path
Anderson & Perry Scholarship program due by April 16, 2023 for submission.
New City Hall Office Hours 8:30 am - 5 pm Tuesday to Friday.
City of White Salmon, City of Bingen & County collaboration on Court Services and probation services.

School District community outreach.

Troy Rayburn, City Administrator confirmed the start time of Tree Fest in the Park.

VIII. Executive Session

No Executive Session.

VIII. Adjournment

The meeting was adjourned at 7:20p.m.

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer

DRAFT

File Attachments for Item:

A. Ordinance 2023-04-1138 Adopting WSMC 10.01 Definitions

1. Presentation and Discussion

2. Action



Department Head:	M.H.
Clerk/Treasurer:	[Signature]
City Administrator:	[Signature]
Mayor:	[Signature]

CITY COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	Yes, completed
Meeting Date:	April 5th, 2023
Agenda Item:	Ordinance 2023-04-1138 Adopting
Presented By:	Mike Hepner, Chief of Police

Action Required:

Adoption of Ordinance 2023-04-1138

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to adopt Ordinance 2023-04-1138, Chapter 10.01 Definitions for the City of White Salmon Municipal Code Traffic and Vehicles Title.

Explanation of Issue:

Attached is the final amendment to Municipal Code Chapter 10.01 for the City of White Salmon to include the following amendments:

Chapter 10.01: adding a definitions section to the Traffic and Vehicle Title.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.

Fiscal Analysis:

There are no Financial Implications

Recommendation of Staff/Committee:

Staff recommended the council approve the adoption of Ordinance 2023-04-1138, Municipal Code Chapter 10.01 for the City of White Salmon.

**CITY OF WHITE SALMON WASHINGTON
ORDINANCE NO. 2023-04-1138**

AN ORDINANCE ADOPTING WSMC CH 10.01 DEFINITIONS

WHEREAS, the City Council of the City of White Salmon wishes to eliminate redundancy and avoid confusion in the White Salmon Municipal Code (WSMC).

WHEREAS, the City finds that the adoption of a definitions chapter within the Traffic section of the WSMC is necessary to clarify WSMC and increase the compliance of City residents.

NOW, THEREFORE, the City of White Salmon do ordain as follows:

SECTION 1. White Salmon Municipal Code Chapter 10.01 Definitions, is hereby adopted as follows:

Chapter 10.01 Definitions

10.01.010 Generally.

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this chapter, except in those instances where the context clearly indicates a different meaning.

10.01.020 Bicycle.

“Bicycle” means every device propelled solely by human power upon which a person or persons may ride, having two tandem wheels either of which is sixteen inches or more in diameter, or three wheels, any one of which is twenty inches or more in diameter.

10.01.040 Motor Vehicle.

“Motor vehicle” means every vehicle as defined in this chapter which is self-propelled.

10.01.060 Operator.

“Operator” means any person who drives or operates a motor vehicle.

10.01.070 Owner.

“Owner” means a person who holds legal title of a vehicle, or in the event the vehicle being purchased under conditional sales contract or leased with the right of purchase upon performance of conditions stated in the agreement and with the immediate right of possession vested in the purchaser or lessee or the mortgagee, as the case may be, such person is the owner for the purpose of this chapter.

10.01.080 Parking.

"Park or parking" means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers.

10.01.090 Person.

“Person” means any individual, male or female, corporation or company owning or operating any vehicle upon the city streets.

10.01.100 Roller skates or skateboard.

"Roller skates" or "skateboard" means a device or devices, whether manufactured or self-manufactured, incorporating one or more wheels thereunder, used for the purpose of transporting a person or persons as a vehicular mechanism.

10.01.110 Street.

“Street” means any avenue, way, boulevard, drive, highway, alley, bridge or any and all places open to the public for the purpose of vehicular travel. “Street” does not include a roadway or driveway upon ground owned by private person or persons.

10.01.120 Vehicle.

“Vehicle” means every device in, upon or by which any person or property is or may be transported or drawn upon the public streets excepting devices moved upon stationary rails or tracks.

SECTION 2: EFFECTIVE DATE

This ordinance shall become effective five days after publication as provided by law.

SECTION 3: SEVERABILITY

If any part of this ordinance is declared unconstitutional or otherwise invalid for any reason, the remaining provisions shall be construed to be effective after removing the objectionable provision(s).

Passed by the Council and approved by the Mayor on this 5th day of April, 2023.

ATTEST:

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney

File Attachments for Item:

B. Ordinance 2023-04-1139 Repealing WSMC 10.34 Motorized Foot Scooters

1. Presentation and Discussion

2. Action



Department Head:	M.H.
Clerk/Treasurer:	[Signature]
City Administrator:	[Signature]
Mayor:	[Signature]

CITY COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	Yes, completed
Meeting Date:	April 5th, 2023
Agenda Item:	Ordinance 2023-04-1139 Repealing
Presented By:	Mike Hepner, Chief of Police

Action Required:

Adoption of Ordinance 2023-04-1139

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to adopt Ordinance 2023-04-1139, Repealing Chapter 10.34 Motorized Foot Scooters for the City of White Salmon Municipal Code.

Explanation of Issue:

Attached is the final amendment to Municipal Code Chapter 10.34 for the City of White Salmon to include the following amendments:

WSMC Chapter 10.34 Motorized Foot Scooters is repealed in its entirety. The existing chapter no longer reflects the current regulation of Motorized Foot Scooters and therefore is necessary to be repealed.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.

Fiscal Analysis:

There are no Financial Implications

Recommendation of Staff/Committee:

Staff recommended the council approve the adoption of Ordinance 2023-04-1139, Municipal Code Chapter 10.34 for the City of White Salmon.

**CITY OF WHITE SALMON WASHINGTON
ORDINANCE NO. 2023-04-1139**

AN ORDINANCE REPEALING WSMC CH 10.34 MOTORIZED FOOT SCOOTERS

WHEREAS, the City Council of the City of White Salmon wishes to eliminate redundancy and avoid confusion in the White Salmon Municipal Code (WSMC).

WHEREAS, the city finds RCW 46.61.710 outlines laws for Motorized Foot Scooters and WSMC Chapter 10.34 does not reflect the current usage of Motorized Foot Scooters in the city and is, therefore, necessary to repeal.

NOW, THEREFORE, the City of White Salmon do ordain as follows:

SECTION 1. Repealed – WSMC Chapter 10.34 Motorized Foot Scooters. WSMC Chapter 10.34 is repealed in its entirety.

SECTION 2: EFFECTIVE DATE

This ordinance shall become effective five days after publication as provided by law.

SECTION 3: SEVERABILITY

If any part of this ordinance is declared unconstitutional or otherwise invalid for any reason, the remaining provisions shall be construed to be effective after removing the objectionable provision(s).

Passed by the Council and approved by the Mayor on this 5th day of April, 2023.

ATTEST:

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney

File Attachments for Item:

A. Department Reports



DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: April 05, 2023

Presented By: Chief Mike Hepner

For dates of 03/08/2023-03/30/2023

Administration:

- WS Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health meeting
- Klickitat Community Link Project (K-LINK) Meeting
A collaboration of community partners working together to better connect their services and better serve the community

Patrol Division:

The Bingen-White Salmon Police Department pride ourselves in reducing the incidence and fear of crime, insuring justice, and safeguarding the rights of all, to provide for a safe and vibrant community.

The Bingen-White Salmon Police Department will accomplish this by working in partnership with the community we serve to enhance our law enforcement effectiveness.

I ask the Officers to prioritize their time by making calls for service as the top priority. Second to be visible in the community which means driving through neighborhoods and being seen by the public and lastly speed enforcement, parking issues, or whatever the community deems important to them.

- 24 of the 52 calls for service in this time frame were in White Salmon
- 2 Motor Vehicle Crash occurred in White Salmon in this time frame.
- Officer Mcilwain has made a department wellness app for the officers in the department. She also is finishing up the final city ordinances.
- Being 2 officers short I continue working the road which takes away from my office duties and missing meetings I usually attend.
- I continue to be looking for a lateral police officer.

1st Quarter Accomplishments

- The department has completed their annual records purge.
- The department completed the 2022 citation audit.
- An evidence audit was completed.

Training:

- All employees completed Defensive Driving Basics -AWC RMSA.
- One employee completed the Property & Evidence Officer training.
- Two employees completed Child Abuse Interviewing & Assessment Refresher Course.

- Four employees have completed the state mandated annual Crisis Intervention Course.
- One employee was recertified as a Defensive Tactic Instructor.
- Two employees attended a Mental Health and Wellness Conference for 1st Responders.

2nd Quarter Goals

- Hire a new police officer to fill our vacancy.
- All officers be recertified in First Aid/CPR course.
- We will continue to complete state mandated training.



City of White Salmon Fire Department/ Building Department

Report March 30, 2023

Responses:

The fire department responded to 13 calls from March 10 to March 30, 5 in the city of White Salmon and 8 mutual/automatic aid to other agencies. 9 calls were medical assist, 2 calls were fire related, 2 motor vehicle crashes.

Drills:

We drill every Tuesday from 6:30 pm to 8:30 pm. We are accepting applications for volunteers, no experience necessary.

The state of Washington will be adopting the 2021 Building, plumbing and fire codes in July of this year. I attended a week of code education classes presented by Washington Association of Building Officials to learn about significant changes to the codes from the 2018 version that is currently enforced.

I met with Sharon Frazey with the DNR on site with some property owners about the shaded fuel break project. The property owners are supportive of the plan.

Erika and I met with SmartGov (Brightly Software) to provide information to implement the new building/planning/code enforcement software.

Respectfully submitted.

Bill Hunsaker

Fire Chief/ Building Official



City of White Salmon Office of Public Works

Weekly report

Week of:	3/15-3/31/2023
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Division:	Public Works
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Administration and Operations

Recent Activities

Generator load testing was done at all 4 sites Heritage lift station, City shop, Waubish lift station, Booster station all went well with no concerns.

Ryan and Ethan helped Chief Hepner with shuttling cars to Skamania County for Radar calibration.

Sweet Gum tree was pruned.

Fire system (sprinkler/smoke alarms) at the city shop/firehall was performed by Johnson controls which they always have some issues. Haven't received the quote for repairs yet but I also asked for a quote for replacement of the fire panel. The system we have is old and out of date the backup battery fails every time the charging unit for the battery doesn't work at full capacity. The sprinkler/smoke detectors are a propriety consumable, and they are expensive to acquire.

Interviews for the PW Director went well. PW Crew is very excited to have been part of the process looking forward to seeing the final selection.

The paint striper is back and ready to go painting will more than likely happen end of May. Hoping for warmer weather. Ryan and Ethan went to Sherman Williams in The Dalles for striping demo learned a lot. Ryan has gone through what we have for paint, and we are going to be ordering soon. Looks like this year we will be doing all T bars for parking this is every other year.

Dock Grade was closed on the 23rd for private tree removal at 275 Dock Grade. Pw did some cleanup of catch basins and replaced the Traffic Revision Ahead sign with a Yellow Corner Arrow 20MPH ahead sign.

EV Charge station electrical meter main was installed, and ditch is mostly backfilled. Still need to do some concrete work for pedestals and KPUD need to install the pole before all backfill can be done. Update KPUD has us on the schedule for April 18th for setting the pole.

SCADA meeting with R&W and site visits so they can gather information this is a very slow process that is going to be multiple visits. They want information on PDF and all our information are in binders so having to scan and transfer information to them.

Planter bed at City Hall has been cleared and new soil put in along with the start of drip irrigation. This is going to be a focal point for people to see what drought resistant landscaping could look like. Ethan is working with Vanguard Nursey acquiring plants that are also low maintenance.

Received a call from 351 NE Wisconsin about possible sewer backup. Ross and Ryan had to Jet the main sewer line from Estes to Fields to clear the blockage.

Per my last update on the Booster Station and Mather & Sons meg testing the 3 Booster pumps and the well motor. The C pump needs replaced. B pump was ok. A pump will probably be scheduled for rebuild in 2024. Well motor is a need to replace ASAP we are on borrowed time the life expectancy for this motor is 7,8 years we are double that. When the test came back it was said I don't know how this is running. If this is running don't touch anything metal. To move on we are now looking at a maintenance contract for them to come out yearly to do this testing that can give us more time to budget for these repairs. This is something we have asked for in the past but never happened. Currently we have them scheduled to have the well motor replaced this April as they know how critical this is.

Ryan and Ethan are removing the snowflakes and banners and replacing them with the Wildflower event banners. Thanks to Radcomp for the continued use of the bucket truck.

In contact with Loren Steveson with Evergreen Rural water of Washington for smoke testing in May. We have decided that smoke testing the bluff line would be the best option as it is the most remote and hard for us to inspect. Most of you might not know but this line is suspended in air in places. If we were to have an earthquake event more than likely this line would fail. I couldn't imagine how we would replace this line in the future.

New Services

- Chak Chak
- Grandview service meter move

Issues/Needs

- Mapping GIS. **Coming 2023
- Valve maintenance program. ** GIS coming 2023
- Fire hydrant maintenance program. ** GIS coming 2023
- Water main flushing program.
- Manhole and sewer main maintenance program. **We Flush sewer manholes 2x year
- PRV & Air relief maintenance program. **GIS coming 2023
- Storm drain mapping and maintenance program. **Clean catch basins 2x year
- Asphalt and sidewalk maintenance program. **On going pothole maintenance
- Jewett Blvd Manhole repair or replacement. **Coming 2023
- Los Altos tank cleaning and painting. **Coming 2024
- Reservoirs cleaned and inspected. ** Looking for quotes
- Bucket Truck** waiting for funds to purchase.



DEPARTMENT REPORT FINANCE / HR / CLERK

Meeting Date: April 5, 2023
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- **Public Records Request** – 3 request this period
- **Clerk Treasurer Training-**
 - ~~Weekly meetings with Leana Kinley (City of Stevenson)~~ paused until time allows.
 - As needed meeting with Jacque from MCEDD to review current awarded grants and how/where to properly track and report for them.
- **Training Finance Clerk**, Cindy Jewell, to reconcile the daily work. My goal is to have her trained and have access to all necessary information in relation to the Treasurer side of my duties in the case of an unexpected absence.
- **Training Utility Clerk**, Troy Rosenburg, to facilitate council agendas and packets, meeting minutes and to have access to all necessary information related to the Clerk side of my duties.
- **Annual reconciliation**
 - 2022 – Adjusting ending balances and completing overhead allocation adjustments – 2 out of office work days to complete this process – April 6 and 7th.
- **Budget Amendment**
 - First Budget Amendment will be brought to council at the April 19th meeting.
- **Monthly Reconciliation**
 - January 2023
 - February 2023
- **Send Ordinances to Municode for code update.** This is happening each month to hopefully keep our online code up to date.
- **Record Retention** – pulling and scheduling destruction of expired records – working with Troy Rosenburg to schedule a date with Washington State Archives to come review potential State Archive records. **WA State Archive will come to inspect records on April 21.** After state inspection, we can move forward with scheduling record destruction with a certified company.

New Projects:

- **HR Consultant** – Nichole of It's All a Little Grey has received all necessary policies and procedures – hoping to bring forward a first draft of the revised Personnel Policies in May 2023.

Existing Projects Progress:

- **2nd EV Charging Station** – This project has been 100% funded! All donations were received by 02.24.2023 in the amount of \$9,100. **We are waiting on Forth to finalize the host contract – a few hiccups in the requirements are being adjusted and worked out. Hoping to have this contract and the 2nd E/V Changing Station Contracts approved and signed March 15, 2023.**



DEPARTMENT REPORT FINANCE / HR / CLERK

- Small Work Roster application renewals – ongoing – looking into transitioning to MRSC Small Works Roster Program to alleviate staff time. – MRSC Small Works Roster Program has been activated – The annual fee paid was \$135. – **Due to multiple Projects going out to bid using the small works roster, the initiation of this transfer has been delayed in order to not interfere with the current timelines for completion of current projects**
- SCADA project funding- Engineering in progress – **No update on the contract side.**
- Manhole Replacement – Staff has approved additional work for this project to replace all manholes. The wastewater fund has sufficient funding to cover the increase of \$64,000 for construction and engineering. You will see this adjustment in the 1st budget amendment for 2023. This amended scope of work is projected to come before council by April. – **Amended Scope of Work was approved by council at the March 15 council meeting – Project will go to bid in April.**
- Garfield Project bid - timeline approved with Pioneer Surveying. Project is moving forward -bid will be presented for approval by council at the March 15 council meeting. **Project is out to bid – next step is the pre-bid meeting to be held on April 5, 2023 for prospective bidders. The bid opening will occur on April 12, 2023. Working with Pioneer to confirm what the city’s updated match is due to multiple design changes to the project as a whole.**
- Transportation Benefit District information – Ordinances for the TBD funding has been submitted to the Department of Licensing and the Department of Revenue for processing. **Agreement has been signed and returned to the Department of Licensing for the \$15 Vehicle Licensing Fee. It will be effective on August 28, 2023. Follow up has been submitted to the Department of Revenue to confirm receipt of the .1% sales tax assessment.**
- Stripe set-up - Granicus Payment system required for online STR application – I have completed the application for Stripe Payments. Waiting on Stripe to receive a project contract for cost of service. Granicus only uses Stripe and will not partner with our current credit card processor. **Confirmed with Granicus that all fee associated with utilizing Stripe will be passed along to the customer. My understanding is that there will not be a financial impact to the city revenue.**
- Small Works Roster Bid - Patton St Paving (Training Andrew Dirks on Small Works Process) – Small Work Bid was issued Friday, February 24, 2023 with a due date of April 3, 2023 – Per Public Works, asphalt work will not begin until after the end of April. Contract will be awarded, and work will be required to be completed by August 31, 2023. **Bid opening to be completed on April 3 – contract will be brought forward at the April 19 meeting. Andrew Dirks has been a great deal of help getting these Small Works Contracts developed and providing all the information needed in a timely manner.**
- SmartGov and Springbrook Software – implementation of the payment transfers from SmartGov to our General Ledger in Springbrook. – Springbrook provided a quote to program the import and export feature to be compatible with SmartGov. The cost is \$4,606 for the programming services. **Looking for funding to complete this file transfer need.**
- Request for Qualifications (RFQ) out for Personal Service Contract – Engineering 2023- **RFQ’s will be reviewed, and contracts negotiated early March. Council will ideally see contracts at the April 19 meeting.**



DEPARTMENT REPORT FINANCE / HR / CLERK

- **2022 Annual Report** – Krista from Bingen has offered to help me with this process. Once the year has been closed and reconciled, I can begin to run numbers for this report.

Completed Projects:

- Bid Opening for the Phase 1 Transmission Main Replacement Project - Bid received and awarded contingent on the PWB Loan documents – **Phase 1 project has been funded and Notice of Award issued to North Cascade Excavating, LLC as the lowest Apparent Bidder.**
- Sweet Gum Tree Pruning Bid – bids received and review – Notice to proceed has been issued. **Pruning has been completed as of March 20, 2023.**
- Reestablishing limited Notary Public Services at City Hall. Limited Notary Services will be available to the public at City Hall on Tuesdays and Wednesdays from 9am-12pm beginning March 14, 2023. Website Link: <https://www.white-salmon.net/finance/page/notary-public-services>
- Ordinance City Hall Operations– Website has been updated to reflect new City Hall business Hours of 8:30am – 5:00pm. Color Newspaper Ad has been published in the CGN for March 8 and March 15 noting the change in City Hall business hours and notary public services available. **New hours have been implemented.**
- Translator Services Personal Service Contract – ~~The city is actively looking for a translator to contract with.~~ **The city has confirmed with RMSA that due to the nature of the service, we may utilize the contractor without having to sign a contract. After service are provided, they may invoice based on the quotes provided.**

Department Needs:

Electronic Public Record Retention process

- FOLLOW UP: I have received a quote from Modus Technology, Inc. They gave a quote of \$5,429 to archive A/P Records in *boxes* surveyed: (6 year-backlog – 18 boxes) and A/R Records in *boxes* surveyed: (6 year-backlog – 6 boxes)
- I am looking to get additional quotes and identify grants to help with this expense. AWC RMSA will be reopening the Loss Prevention Grant in August. I plan to submit this proposal for consideration.
- **At my WMCA clerk conference I was made aware of funding available from the Washington Secretary of State specifically for records management and electronic record transition. I will be looking into this funding!**

Upcoming Trainings:

- Labor Relations Institute by AWC – Yakima, WA – May 3-5, 2023 – **RMSA offers 100% grant for first person, 50% for additional attendees. Hoping to send both myself and Troy Rayburn to this training.**
- Northwest Clerk Institute – Professional Development III – June 18-23, 2023
- Washington Finance Officer Association Conference – Spokane, WA – September 19-22, 2023



DEPARTMENT REPORT FINANCE / HR / CLERK

Updates for the Community / Upcoming Events:

- ✓ Budget Finance Meeting – April 17, 2023 at 4:30pm
- ✓ Bingen/White Salmon Community Clean up – April 21 and 22, 2023
- ✓ Underwood Conservation District is resuming Tree of Heaven Project – visit <https://www.ucdwa.org/blog/tree-of-heaven-wears-out-its-welcome> for more information.



Department: Planning Department
Meeting Date: April 5, 2023
Presented By: Jeff Broderick, Planner

Master Plan Updates

- Shoreline Master Plan (SMP): There is a joint Planning Commission-Department of Ecology meeting to discuss this plan on April 12 at 5:30pm. Approval of the SMP is not part of this meeting and this meeting is open to the public. ****This is **not** a joint Planning Commission-City Council meeting.****
- Transportation System Plan (TSP): As of late March, 80 surveys had been completed and there had been more than 300 total views of the survey. Staff is working on promoting this with newspaper ads coming out and contacting community groups to let them know their constituents have an opportunity to influence future transportation projects. The deadline for the survey was extended to April 5 and additional outreach to community groups was done to further promote the survey to more diverse groups. Jeff B and Nelson/Nygaard (TSP consulting firm) are planning a public meeting/participation event for additional input in late April/early May.

Housing Code Updates

- To allow more time for the planning department to focus on this, some current planning applications/categories of land use actions were sent to an outside consultant for review. Watershed Group is reviewing a boundary line adjustment now.
- Jeff B is working with the Mayor on developing a survey about housing/housing issues. The survey will be issued for public input later in the spring.
- The Planning department is working on a public walking tour to focus on residential land use and housing types. Once a tour route has been established, announcements will be made for residents to participate.

Planning Updates

- The Four Oaks Subdivision preliminary plat was heard by the Planning Commission on March 22. The City Council will set a hearing date and time for the Council to consider this proposal.
- The Planning department is working with the City attorney, the City Administrator, and Applicant on finalizing a development agreement for the Four Oaks subdivision. Once finalized, this will be considered by the City Council to review and approve.
- Current planning applications are nearly caught up and current. The City continues to receive new development applications, but staff are staying reasonable current on these.

Short-term Rentals

Thirty-eight 2023 renewal letters have been issued. Four renewals are under review. A block of eight legacy STRs at one property in the downtown area is being converted from being rented as STRs to being considered a hotel at the owner's request. As staff determined the change from use as a group of STRs to a hotel use with the same number of units at this location does not trigger any land use reviews as a hotel is an allowed use in the Commercial Zone. With the conversion of eight STRs to hotel, the number of STR permits issued as of March 31 is lower than the end of 2022.