



## White Salmon City Council Meeting

### A G E N D A

April 17, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 853 9435 7016

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/85394357016>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
  - A. Mental Health Awareness Presentation
  - [B.](#) Mayor's Update
- V. **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.
- VI. **Consent Agenda**
  - [A.](#) Approval of Mayor Committee Appointments
  - [B.](#) Approval of Meeting Minutes - April 3, 2024
  - C. Approval of Vouchers
- VII. **Business Items**
  - [A.](#) **Ordinance 2024-04-1162 Amending WSMC 02.04 City Council**
    1. Presentation
    2. Public Hearing
    3. Discussion and Action
  - B. Ordinance 2024-04-1163 Authorizing the Financing of Property Through the LOCAL Bond Program Specifying Agency Representatives - Documents will be provided on Monday, April 15**
    1. Presentation
    2. Discussion
    3. Action
- VIII. **Reports and Communications**
  - [A.](#) Department Head Reports
  - B. Council Member Reports
  - C. Committee Reports
- IX. **Executive Session (if needed)**
- X. **Adjournment**

**File Attachments for Item:**

B. Mayor's Update

B.



# Proclamation

WHEREAS, the City of Bingen, nestled in the heart of the Columbia River Gorge, has reached a momentous milestone in its history, marking one hundred years since its founding; and

WHEREAS, Bingen has stood as a beacon of community spirit, resilience, and progress since its inception, enriching the lives of its residents and contributing to the vibrant tapestry of the Columbia Gorge region; and

WHEREAS, the citizens, past and present, of Bingen have dedicated themselves to the betterment of their community, fostering a legacy of cooperation, innovation, and cultural richness; and

WHEREAS, the City of White Salmon, as a neighbor and friend, recognizes and celebrates the significant contributions of Bingen to the shared heritage and prosperity of our region; and

WHEREAS, it is fitting and proper to extend our heartfelt congratulations and best wishes to the City of Bingen on this historic occasion, honoring its past achievements and looking forward to a future filled with continued growth, harmony, and prosperity:

NOW, THEREFORE, be it resolved that I, Marla Keethler, Mayor of White Salmon, ask that all residents of White Salmon join in celebrating and recognizing April 13, 2024, as

## BINGEN CENTENNIAL DAY

We extend our warmest congratulations to the City of Bingen, its residents, and leaders, on reaching this milestone, and we express our sincere wishes for a joyous celebration and a future filled with prosperity.

Marla Keethler  
Mayor of White Salmon

**File Attachments for Item:**

A. Approval of Mayor Committee Appointments



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary

Meeting Date:

April 17, 2024

Agenda Item:

Approval of Mayor Committee Appointments

Presented By:

Marla Keethler, Mayor

**Action Required:**

Review and take action on the proposed committee/board appointments recommended by Mayor Keethler.

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to approve Mayor appointment of Alexa Schmidt to the CityLab Board and Michael Koch to the Personnel and Finance Committee.

**Explanation of Issue:**

For the past month we have actively been seeking applicants for the Planning Commission, and have been pleased with the response and expressed interest by residents in also serving on other committees. These two applicants both had an interest in other committees, and after conversations with both I believe they will bring good perspectives and that the respective committees will benefit from their membership.

**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:**

There are no Financial Implications

**Diversity Equity Inclusion & Stakeholder Analysis:**

The city has prioritized broadening the reach of all of our committees to include residents that represent diverse lived and professional experience. The appointment of both of these applicants contributes to that objective.

**Policy & Plan Implications:**

The CityLab Board appointment aligns with existing policy and code for that committee. The appointment of an additional public representative to the Personnel and Finance Committee is more than what is stipulated in existing policy, but I believe that committee would benefit from increased public participation.

**Recommendation of Staff/Committee:**

Mayor recommends accepting these Mayoral appointments for their respective committees.

# Committee & Board Appointments Application

Citizen boards, committees and commissions are critical to the effective functioning of city government. We appreciate your interest in wishing to serve White Salmon and ask that you complete this brief application. If you wish, please feel free to attach a resume or additional documentation to this application to speak to your prior experience. This application form is considered a public document and is subject to public disclosure.

Email \*

[Redacted]

Name \*

First and last name

Mike Koch

Mailing Address

[Redacted]

Physical Residence Address \*

[Redacted]

Phone number \*

[Redacted]

A.

For which Board(s), Committee(s) or Commission(s) would you like to be considered \*

- Board of Appeals
- City Lab Board
- Civil Service Commission
- Personnel & Finance Committee
- Planning Commission
- Tree Board

Education (HS, name and location of college or university, year graduated and degree) \*

2007 BS Industrial and Systems Engineering Ohio State

Current Employment (Job Title, Employer)

Product Manager, CrowdStreet

Special reasons for wishing to serve on selected board(s) or committee(s)?

Have you previously served on any advisory boards, committees, or commissions for the city? If \*  
so, please provide details.

No

A.

Please list any training or experience you have that would be beneficial to serving on the stated board, committee, or commission.

I was on the off campus student housing committee in college.

Are you able to attend board meetings during the day or evenings M-F? If no, please explain. \*

Likely during the evening and potentially during the day with enough of a notice.

To send additional information:

Please email any resumes or additional information you would like included with your application to: **mayor@ci.white-salmon.wa.us** and include your name in the subject line. Thank you!

You application will be placed with others interested in serving on the same board, committee or \* commission. When a vacancy occurs on the board, committee, or commission in which you have indicated an interest, the Mayor may desire to conduct an interview. We will retain your application for 3 years from the date it was received. Please check the box below to confirm acknowledgement of these terms.

I acknowledge.

This form was created inside of City of White Salmon.

Google Forms



# Committee & Board Appointments Application

Citizen boards, committees and commissions are critical to the effective functioning of city government. We appreciate your interest in wishing to serve White Salmon and ask that you complete this brief application. If you wish, please feel free to attach a resume or additional documentation to this application to speak to your prior experience. This application form is considered a public document and is subject to public disclosure.

Email \*

Name \*

First and last name

Alexa

Mailing Address

Physical Residence Address \*

Phone number \*

A.

For which Board(s), Committee(s) or Commission(s) would you like to be considered \*

- Board of Appeals
- City Lab Board
- Civil Service Commission
- Personnel & Finance Committee
- Planning Commission
- Tree Board

Education (HS, name and location of college or university, year graduated and degree) \*

University of Oxford, MSc Comparative and International Education // Lewis & Clark College, BA  
Environmental Studies and Ethnic Studies

Current Employment (Job Title, Employer)

Program Manager, Salmon Safe

Special reasons for wishing to serve on selected board(s) or committee(s)?

Would like to influence a climate resilient future with a consideration for climate impacts, equity, and affordability in a place I love.

Have you previously served on any advisory boards, committees, or commissions for the city? If \*  
so, please provide details.

No

A.

Please list any training or experience you have that would be beneficial to serving on the stated board, committee, or commission.

Equity and inclusion considerations, non-profit experience, career in climate adaptation

Are you able to attend board meetings during the day or evenings M-F? If no, please explain. \*

Yes, with advance notice

To send additional information:

Please email any resumes or additional information you would like included with your application to: **mayor@ci.white-salmon.wa.us** and include your name in the subject line. Thank you!

You application will be placed with others interested in serving on the same board, committee or \* commission. When a vacancy occurs on the board, committee, or commission in which you have indicated an interest, the Mayor may desire to conduct an interview. We will retain your application for 3 years from the date it was received. Please check the box below to confirm acknowledgement of these terms.

I acknowledge.

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Google Forms

**File Attachments for Item:**

B. Approval of Meeting Minutes - April 3, 2024



**CITY OF WHITE SALMON**  
**City Council Meeting – Wednesday, April 3, 2024**  
**In Person and Via Zoom Teleconference**

**Council and Administrative Personnel Present**

**Council Members:**

Ben Giant  
Patty Fink  
Jim Ransier

**Staff Present:**

Marla Keethler, Mayor  
Stephanie Porter, Clerk Treasurer  
Shawn Mac Pherson, City Attorney  
Troy Rayburn, City Administrator  
Andrew Dirks, Public Works Director

**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 2 members of the public in attendance in person and via teleconference.

**II. Roll Call**

*Moved by Patty Fink. Seconded by Ben Giant.*

*Motion to excuse Council Member David Lindley and Jason Hartmann from the April 3, 2024 Council Meeting.*

**CARRIED 3-0**

**III. Changes to the Agenda**

**Staff Requests to:**

Remove Business Item A. Approval of Resolution 2024-04-589 Conflict of Interest Statement.

Modify Business Item B. Approval of Resolution 2024-04-590 USDA Loan to B. Approval of Resolution 2024-04-589 USDA Loan Resolution 1780-27.

Add Consent agenda item B. Approval of Meeting Minutes – March 20, 2024

Add Consent Agenda C. Approval of Payment No 1 – SCADA Upgrade Project – Coburn Electric

**Mayor request to:**

Add Business Item C. Appointment to Planning Commissioner Vacancy

*Moved by Ben Giant. Seconded by Patty Fink.*

*Motion to amend the April 3, 2024 Council Meeting agenda as requested.*

**CARRIED 3-0**

**IV. Presentations**

- A. Mental Health Awareness Presentation
- B. Mayor's Update

**V. Public Comment**

No Public Comment.

**VI. Consent Agenda**

- A. Approval of Vouchers
- B. Approval of Meeting Minutes- March 20, 2024
- C. Consent Agenda C. Approval of Payment No 1 – SCADA Upgrade Project – Coburn Electric

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 3<sup>rd</sup> day of April 2024.

Type	Date			
<b>Claims</b>	4/3/2024	41178	41216	210,154.03
	4/3/2024	EFT	EFT	0.00
			<b>Claim Total</b>	<b>210,154.03</b>
<b>Payroll</b>	4/5/2024	EFT	EFT	108,333.71
	4/5/2024	41174	41177	1,254.66
			<b>Payroll Total</b>	<b>109,588.37</b>
<b>Manual Claims</b>	3/22/2024	EFT	EFT	120.00
	3/25/2024	EFT	EFT	10,700.71
<b>VOIDED Checks</b>				0.00
			<b>Manual Claim Total</b>	<b>10,820.71</b>
			<b>Toal Vouchers</b>	<b>330,563.11</b>

*Moved by Ben Giant. Seconded by Patty Fink.*

*Motion to approve Consent Agenda as presented with vouchers in the amount of \$303,563.11.*

**CARRIED 3-0.**

**VII. Business Items**

- A. Approval of Resolution 2024-04-589 USDA Loan Resolution 1780-27**

Presentation by Stephanie Porter, Clerk Treasurer.

*Moved by Patty Fink. Seconded by Jim Ransier.*

*Motion approve Resolution 2024-04-589 USDA Loan Resolution 1780-27.*

*Ben Giant -aye, Jason Hartmann -absent, David Lindley -absent, Jim Ransier -aye, Patty Fink-aye*

**CARRIED 3-0.**

- B. Approval of Ordinance 2024-04-1161 USDA Bond Ordinance**

Presentation by Stephanie Porter, Clerk Treasurer.

Council Discussed.

*Moved by Ben Giant. Seconded by Jim Ransier.*

*Motion approve Ordinance 2024-04-1161 USDA Bond Ordinance.*

*Ben Giant -aye, Jason Hartmann -absent, David Lindley -absent, Jim Ransier- aye, Patty Fink-aye*

**CARRIED 3-0.**

**C. Mayor Appointment of Planning Commissioner Vacancy**

Presentation by Mayor Marla Keethler.

Council Discussed.

*Moved by Ben Giant. Seconded by Patty Fink.*

*Motion to approve Mayor Appointment of Erika Price to Planning Commission seat 5 term expiring June 30, 2026.*

*CARRIED 3-0.*

**VIII. Reports and Communications**

**A. Department Heads**

**B. Council Members**

**IX. Executive Session**

No executive session held.

**X. Adjournment**

The meeting was adjourned at 6:35p.m.

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Marla Keethler, Mayor

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Stephanie Porter, Clerk Treasurer

**File Attachments for Item:**

A. Ordinance 2024-04-1162 Amending WSMC 02.04 City Council

1. Presentation

2. Public Hearing

3. Discussion and Action





## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

April 17, 2024

Agenda Item:

Ordinance 2024-04-1162 Amending WSMC 02.04 City Council

Presented By:

Stephanie Porter, Clerk Treasurer

### Action Required:

Review and action on Ordinance 2024-04-1162 Amending WSMC 02.04 City Council related to Council meeting schedule and agenda considerations.

### Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to adopt Ordinance 2024-04-1162 Amending WSMC 02.04 City Council.

### Explanation of Issue:

Administration is proposing there be an **amendment to WSMC 02.04.010 Meetings-Time and Place** for a regular council meeting schedule to reflect the following changes:

July – 1 Regular Council Meeting

August – 1 Regular Council Meeting

After consideration amongst staff, it is believed that this change will result in little to no interruption in business. It is intended that the change will allow for more staff time to focus on the budget process (beginning in late July) and the council retreat (scheduled in late August).

Additional changes being proposed include:

**Amending WSMC 2.04.025** Meetings to require all agenda items and packet documents be provided to the Clerk Treasurer the Thursday prior to the meeting.

**Updating the council business (WSMC 2.04.030)** to the following:

- A. Changes to the Agenda
- B. Public Comment
- C. Approval of the Consent Agenda
- D. Approval of Meeting Minutes
- E. Approval of Vouchers
- F. Business Items
- G. Public Hearing
- H. Executive Session/Adjournment

This will align with the current agenda structure. Please note that this only includes business/potentially required agenda items.

**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:**

There are no Financial Implications.

**Recommendation of Staff/Committee:**

Staff recommends adoption of Ordinance 2024-04-1162.

CITY OF WHITE SALMON

ORDINANCE NO. 2024-04-1162

AN ORDINANCE AMENDING WHITE SALMON MUNICIPAL CODE CHAPTER 02.04 CITY COUNCIL FOR THE CITY OF WHITE SALMON, WASHINGTON, INCLUDING SEVERABILITY DATE.

WHEREAS, RCW 35A.12.110 sets requirements for City Council meetings including the minimum frequency of meeting once a month, for all final actions on resolutions and ordinances to take place within White Salmon’s city limits, and that the City Council set the dates, time, place, and manner for council meetings; and

WHEREAS, upon review the City Administration has determined that a reduction to meeting once a month during the summer season will still provide for managing the city’s business and affairs; and

WHEREAS, the summer months are the popular months for vacation and travel for councilors as well as staff; and

WHEREAS, City Administration acknowledges that the City Council may meet in a special City Council meeting if an urgent matter presents;

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

following amendments be made to White Salmon Municipal Code Title 2, Chapter 02.04 City Council:

SECTION 1. Amendment to Title 2, Chapter 02.04, The City hereby repeals WSMC 02.04 and adopts the following to be codified as WSMC 02.04 City Council:

Key: ~~Bold and Strike through~~ means repealed.

Bold and underline means new.

Chapter 2.04 CITY COUNCIL

2.04.010 Meetings—Time and place.

The regular council meeting dates shall be the first and third Wednesdays of each month, January through June, and September through December, commencing at six p.m., daylight, or standard time, as applicable. ~~The regular council meeting dates shall be the first Wednesday of each month, July through August, commencing at six p.m., daylight, or standard time, as applicable.~~ In the event said Wednesday regular council meeting falls on a legal holiday as designated in RCW 1.16.050, such council meeting shall be held on the next day, namely Thursday, at the same hour.

2.04.020 Meetings—Reading of minutes.

At each regular meeting of the council, the minutes of the last regular meeting, and the minutes of adjourned and/or called meetings, if any, held since the last regular meeting, shall be amended/corrected, if necessary, and approved by the council. ~~immediately following the call to order and roll call.~~

**2.04.025 Meetings-Cut-off time for entering items on agenda.**

All items to be included on the city council regular meeting agenda shall be communicated to the **City Hall Clerk Treasurer** on or before twelve noon **the Thursday preceding the regular city council meeting.** ~~and All council agenda packet documentation will be~~ submitted to and received by the city clerk-treasurer on or before four o'clock p.m. on the Thursday preceding the regular city council meeting. Exceptions to this cut-off may be made with the approval of the mayor.

**2.04.030 Meetings-Order of business.**

At the meeting of the council, the following business shall be considered **in an order determined by the mayor:**

- ~~A.— Approval of consent agenda;~~
- ~~B.— Action items (deferred from previous meeting);~~
- ~~C.— Action items (new);~~
- ~~D.— Comments public and council;~~
- ~~E.— Department head/committee reports;~~
- ~~F.— Approval of vouchers;~~
- ~~G.— Executive session/adjournment.~~

- A. Changes to the Agenda**
- B. Public Comment**
- C. Approval of the Consent Agenda**
- D. Approval of Meeting Minutes**
- E. Approval of Vouchers**
- F. Business Items**
- G. Public Hearing**
- H. Executive Session/Adjournment**

**2.04.040 Parliamentary questions-Robert's Rules of Order.**

All parliamentary questions which may arise before the council, when not otherwise provided for, shall be determined by Robert's Rules of Order.

**2.04.050 Reserved.**

**2.04.060 Reserved.**

**SECTION 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

A.

**SECTION 3. Effective Date.** This ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

Passed by the council and approved by the Mayor on this 17<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephanie Porter, Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney

**File Attachments for Item:**

A. Department Head Reports



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## **PUBLIC WORKS DEPARTMENT**

Meeting Date: 4.17.24

Presented By: Andrew Dirks- Public Works Director

### **Daily Operations / What's Happening:**

- Painting parking and Crosswalks
- Paving/Pothole repair
- Installing new tires on firetrucks, vactor and sweeper.
- Truck 30 repairs.
- Spraying Dock Grade, 14 and reservoir sites
- Regular Park Maintenance
- Meter reading
- Reporting
- Disinfection Byproduct, Nitrates, TOC's and Bacteriological samples
- Weekly project updates from AP & CM
- Meeting with DNR for updating the Watershed agreement.

### **Current Projects:**

- Parklets
- Jewett Valve can replacement
- Jewett Manhole project to resume the week of the 22<sup>nd</sup>.
- Transmission Main Phase 1 restart targeting end of April/ beginning of May.
- Transmission Main Phase 2A- WSDOT meeting on variance application.
- SCADA Upgrades
- Washington St sewer install.
- 

### **Upcoming Projects:**

- ADA parking on Jewett
- Fish Crosswalk painting.

### **Completed Projects:**

- Service line replacement on Green St.
- Paving and Pothole repair
- Six-year transportation improvement plan
- Capitol Facilities Improvement Plan

### **Upcoming Trainings:**

- N/A

### **Completed Trainings**

- Microsoft Excel Training- CGCC (Jeff)

### **Updates for the Community / Upcoming Events:**

- Community Cleanup April 26<sup>th</sup> and 27<sup>th</sup>

### **Collaboration Updates (other jurisdictions/entities):**

- Meeting with the City of Bingen to discuss water interlocal agreement.

*Bingen-White Salmon*  
**Police Department**

142 E Jewett Blvd / PO Box 2139  
White Salmon, Washington 98672



Mike Hepner, Chief of Police

Telephone (509) 493-1177 Fax (509) 493-1007

## **DEPARTMENT HEAD REPORT**

Department: Police

Meeting Date: April 17, 2024

Presented By: Chief Mike Hepner

### 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 prides itself in reducing the incidence and fear of crime, ensuring 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.

- March 2023 and 2024 calls for service are attached



A.

**Bingen-White Salmon Police  
Monthly Activity Log  
March 2023**

White Salmon	Bingen	
2		Abandoned/Disabled Vehicle
9	3	Agency Assist
		Alarm
1	2	Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
3	1	Citizen Assist
1		Civil Matter
		Criminal Mischief
1		Deceased
3	2	Disorderly
	1	Domestic Violence
		Drugs
		DUI
		Fire
		Fireworks
		Forgery
		Fraud
1		Harassment
		Hazmat
		Homicide
		Information
		Intoxication
		Juvenile Problem
		Kidnapping
21	9	

White Salmon	Bingen	
	1	Littering
4		Missing Person/Runaway
2		Medical Emergency
2	1	Mental Health
1	2	Motor Vehicle Accidents
		Motor Vehicle Theft
		Noise Complaint
1	3	Parking Problem
		Pornography
3	1	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
5	3	Suspicious
1	4	Theft
		Threats
1		Traffic Complaint/Hazard
1		Traffic Offense
2		Trespass
	1	Unsecure Premise
		Violation Court Order
		Wanted Person
		Weapons Offense
3		Welfare Check
	1	911 Hang-up Calls
26	17	

<b>26</b>	<b>Bingen</b>
<b>47</b>	<b>White Salmon</b>
<b>73</b>	<b>Total</b>

A.

**Bingen-White Salmon Police  
Monthly Activity Log  
March 2024**

White Salmon	Bingen	
2	1	Abandoned/Disabled Vehicle
15	1	Agency Assist
3	2	Alarm
3		Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
7	3	Citizen Assist
1	2	Civil Matter
1	1	Criminal Mischief
		Deceased
1		Disorderly
3		Domestic Violence
		Drugs
2		DUI
		Fire
		Fireworks
		Forgery
1		Fraud
1		Harassment
1		Hazmat
		Homicide
1		Information
		Intoxication
2		Juvenile Problem
		Kidnapping
44	10	

White Salmon	Bingen	
		Littering
1		Missing Person/Runaway
3		Medical Emergency
3		Mental Health
4	2	Motor Vehicle Accidents
		Motor Vehicle Theft
2	1	Noise Complaint
1		Parking Problem
		Pornography
5	1	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
7		Suspicious
1		Theft
		Threats
1		Traffic Complaint/Hazard
2		Traffic Offense
3	3	Trespass
		Unsecure Premise
	2	Violation Court Order
		Wanted Person
		Weapons Offense
2	4	Welfare Check
		911 Hang-up Calls
35	13	

<b>23</b>	<b>Bingen</b>
<b>79</b>	<b>White Salmon</b>
<b>102</b>	<b>Total</b>



## DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: April 17, 2024  
Presented By: Stephanie Porter, Clerk Treasurer

### Exciting News:

- ❖ WA Municipal Clerk Association has awarded me a \$1,400 scholarship to the NW Clerks Institute Training in June of this year.

### Daily Operations / What's Happening:

- Public Records Request – 3 request this period
- Daily Reconciliation – getting March caught up – April is in progress.
- Quarterly Taxes – DUE April 30
- Monthly reporting and taxes – Due April 25
- Send Ordinances to Municode for code update.
- Reviewing Utility Adjustments
- Review and approve Utility Billing – DUE April 29
- Review and Approve Accounts Payable- DUE April 17
- Record Retention
- Grant quarterly reporting – DUE June 30
- Working with Anderson Perry regularly for USDA contractor reimbursements- tracking for the Main line Phase 1 Project.- Currently working on resolving 2 contractor issues before work can begin.
- One-Time Leak Forgiveness Applications – 1 new received.
- Payment Plan Applications – 0 received.
- Low Income Utility Discount Program Application is available on website, program is active. Number of New Applications this period – 0
- Utility Grievance-1 received
- Clean up and set up of Council Chambers

### New Projects:

- Communicating with our planning consultant to finalize Scopes for the Fee Study and Zoning Map Update – per our conversation, the Zoning Map update scope of work will require an additional amendment if an in-house planner is not on staff for the full public process/report creation.
- Updating contracts to reflect consultant name change: DCG Watershed to Facet
- Ordinance Drafting/Finalizing: Ordinance 2024-04-1162 City Council; Ordinance for Financial Policy Updates; Ordinance 2024-05-1163 Annexation of Real Property; Ordinance Amending WSMC 3.24 Funds.
- NW Natural Franchise Agreement Renewal – working with CityLab, City Attorney and City Administration to finalize an Ordinance Agreement.
- RMSA Facility Walk through for insurance appraisal – April 16, 2024
- Worked with Jenne to process paper service to California residence for abatement nuisance at 178 NE Wauna.
- Beginning 2024 Budget Amendment No 2 – DUE June 2024
- Working with PW to determine if identified Tree Maintenance can be completed by PW or if an RFP needs to be issued for bids.
- System set up of new employee: Jenne Patterson, Code Compliance Officer

### Existing Projects Progress:

- 2023 Financial Annual Report **DUE May 29**
- Annual USDA Report- **past due with extension; working with USDA to complete.**
- Lodging Tax Annual Report **DUE May 17**
- ARPA/SLFRF Funds **DUE May 1**
- OFM Population Form A – **DUE April 12**
- Working with Police Department to create a Scope of Work for a Janitorial Contract for City Hall and the Police Department- **Scope of work created – implementing MRSC procurement review recommendation and will be out to bid by first part of May.**
- Working with Springbrook to get access to the Chart of Accounts (budget) for all department heads- completed with Springbrook. Need to coordinate with Radcomp. **Additional conversations need to confirm implementation. Lisa George will has been granted access. For additional access accounts, the city will need to purchase an additional license. Awaiting quote from Springbrook.**
- Intent to Annex received-Cherry Blossom. Petition completed – County will approve then it will come back to council at a public hearing. - **County approved the sufficiency of the petition. Public Hearing has been scheduled for May 15, 2024.**
- LOCAL Bond Program – Notice of Intent and Credit Application have been submitted. **The City of White Salmon received approval to participate in the June 2024 LOCAL Bond Program in the amount not to exceed \$551,512 for the purchase of a new sweeper truck, used bucket truck and new electric fork lift. Documents are due by April 26, 2024.**
- ARPA Surplus Process- **waiting for response from legal on how to surplus the mailboxes if necessary.**
- Emergency Small Works Contracts and Contract Extensions- **ongoing until complete.**
- Regional Fire Authority Sub Committee – HR/Finance – RFA Sub Committee **Finance committee is meeting monthly.**
- USDA Funding Paperwork and process for the Interim Financing closure and the Grant funding activation. – **completed USDA Loan closed on April 10, 2024.**
- Annexation Inquiries – New housing code updates have spurred a conversation among property owners desiring to annex into the city.
- Reporting and managing of the CDBG Grant with Columbia Cascade Housing Corporation – second reimbursement provided, program is active.

### Upcoming Events/Trainings:

- Springbrook Annual Reporting Workshop – April 25, 2024
- NW Clerks Institute – Professional Development I – June 2-7, 2024