



**White Salmon City Council Meeting**  
**A G E N D A**  
**March 20, 2019 – 6:00 PM**  
**Fire Hall, 220 NE Church, White Salmon, Washington 98672**

**Call to Order and presentation of the Flag**

**Roll Call**

**Comments**

**Changes to the Agenda**

**Business Items**

- 1. Stevenson Intermediate School - Petition to Ban Plastic Bags**
  - a. Presentation
  - b. Discussion
- 2. Resolution 2018-03-484, Authorizing Clerk Treasurer to Submit USDA Rural Development Loan Application**
  - a. Presentation
  - b. Discussion
  - c. Action

**Consent Agenda**

- 3. Approval of Meeting Minutes - March 6, 2018**
- 4. Approval of Vouchers**

**Department Head and Committee Reports**

**Executive Session (if needed)**

**Adjournment**

**Item Attachment Documents:**

- 2. Resolution 2018-03-484, Authorizing Clerk Treasurer to Submit USDA Rural Development Loan Application**
  - a. Presentation
  - b. Discussion
  - c. Action



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**AGENDA MEMO**

Needs Legal Review: Yes  
Meeting Date: March 20, 2019  
Agenda Item: Resolution 2019-03-484, Authorizing Clerk Treasurer to Submit USDA Rural Development Loan Application  
Presented By: Jan Brending, City Clerk Treasurer

**ACTION REQUIRED:**

Approval of Resolution 2019-03-484 authoring the clerk treasurer to submit USDA Rural Development loan application.

**PROPOSED MOTION:**

Motion to approve Resolution 2019-03-484 authorizing the clerk treasurer to submit USDA Rural Development loan application.

**Explanation of issue:**

The city is applying to USDA Rural Development for a loan to finance the water system improvements to the waterline on Jewett Blvd (Highway 141). USDA Rural Development requires that the loan application be made online through USDA's online system. USDA Rural Development requires the city council officially authorize an individual to submit the loan application via the online system. In addition, when the application is submitted, all certifications and assurances required by the loan application are electronically signed by the individual who submits the application.

**Budget:**

None.

**Staff Recommendation:**

Staff recommends the city council approve Resolution 209-03-484 authorizing the clerk treasurer to submit USDA Rural Development loan application.

**RESOLUTION 2019-03-484**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,  
WASHINGTON, AUTHORIZING CITY CLERK TREASURER TO SUBMIT USDA  
RURAL DEVELOPMENT LOAN APPLICATION**

**WHEREAS**, the City of White Salmon intends to submit a loan application to USDA Rural Development for water system improvements; and

**WHEREAS**, USDA Rural Development has an online application system; and

**WHEREAS**, USDA Rural Development requires the city council to authorize an individual to submit the loan application through USDA Rural Development's online system; and

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT THE CITY CLERK TREASURER IS AUTHORIZED TO SUBMIT A LOAN APPLICATION FOR WATER SYSTEM IMPROVEMENTS TO USDA RURAL DEVELOPMENT VIA USDA RURAL DEVELOPMENT'S ONLINE SYSTEM INCLUDING ELECTRONICALLY SIGNING THE APPLICATION AND ALL CERTIFICATIONS AND ASSURANCES.**

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 20<sup>TH</sup> day of March, 2019.

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Donna Heimke, Mayor Pro Tempore

ATTEST:

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Jan Brending, Clerk Treasurer

APPROVED AS TO FORM:

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Kenneth Woodrich, City Attorney

**Item Attachment Documents:**

3. Approval of Meeting Minutes - March 6, 2018



**CITY OF WHITE SALMON**  
**City Council Regular Meeting – Wednesday, March 6, 2019**  
**DRAFT**

**Council and Administrative Personnel Present**

**Council Members:**

Donna Heimke  
Marla Keethler  
Ashley Post  
Amy Whiteman

**Staff Present:**

Pat Munyan, City Administrator  
Kevin English, Public Works Operations  
Manager  
Bill Hunsaker, Building Official/Fire Chief  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney

**1. Call to Order**

Mayor Pro Tempe Heimke called the meeting to order at 6 p.m. There were approximately 4 people present.

**2. Roll Call**

Moved by Amy Whiteman. Seconded by Marla Keethler.  
Motion to excuse Jason Hartmann. CARRIED.

**3. Comments – Public and Council**

There were no comments.

**4. Changes to the Agenda.**

There were no changes to the agenda.

**5. Lodging (Hotel/Motel)Tax**

Jan Brending presented information regarding proposed lodging (hotel/motel) tax. She said the Community Development Committee is recommending to the council and asking for authorization to proceed with developing an ordinance that would implement the “basic” or “state-shred” lodging tax at 2% per RCW 67.28.180. Brending said the 2% is an offset of the current sales tax in the city which is 7.5%. She said the state’s share of the sales tax will drop to 4.5% and the city would receive 2% in lodging taxes. Brending said the lodging tax revenue must be used for tourism promotion, acquisition of tourism related facilities or operation of tourism related facilities. She said if the council wishes to move forward staff would develop an ordinance that would then be discussed at council meeting prior to moving ahead with the official public hearing. She said the proposed language would be on the city’s website and public comment would be invited. Brending said it would be the intent off staff to notify current lodging facilities including any known short-term rentals that the city is considered implementing the tax.

The city council and staff discussed implementing the lodging tax. Marla Keethler noted that the initial “state-shared” 2% tax seems fair as it doesn’t increase taxes on any lodging facilities above what is currently being taxes.

Marla Keethler requested unanimous consensus of the council to move ahead with developing an ordinance to implement the “state-shared” lodging tax at 2%. There was consensus of the council.

**6. Short-Term Rental Registration/Permit Process**

Jan Brending provided information regarding a proposed registration/permit process for short-term rentals. She said the Community Development Committee is not asking for any zoning restrictions on short-term rentals at this time. Brending said the process requires owners to register their short-term rentals with the city and meet certain requirements. She said in addition, the registration/permit process will educate short-term rental owners that they must collect sales tax and remit that tax to the state. Brending said the Community Development Committee is recommending and requesting authorization to move ahead with developing an ordinance and process to register/permit short-term rentals based on the City of Stevenson’s ordinance and process.

The city council and staff discussed the proposed registration/permitting process for short-term rentals.

Amy Whiteman request unanimous consensus of the council to move ahead with developing an ordinance to implement the registration/permitting of short-term rentals. There was consensus of the council.

**8. Budget Cuts to Fund Operation of Pool**

Jan Brending presented information to the city council regarding possible budget cuts to cover the \$60,000 allocated to running the pool in 2019. She said the mayor requested a list of cuts which were then presented to the City Operations Committee and the Personnel & Finance Committee. Brending said the City Operations Committee identified several items that are currently in the city’s budget and a number of items that are not currently budgeted. She said when the Personnel & Finance Committee reviewed the items suggested for possible cuts, the committee felt that the budget was not really being cut as the items were not 1) funded in the city’s Current Expense Fund and 2) other items were not even currently budgeted for. Brending said it is up to the council to determine whether it wants to cut items from the budget. She noted that the items identified would likely get funded in a later year as they are things that need to be completed. Brending said the city’s budget can cover the \$60,000 needed to cover the total pool budget. She said there is beginning cash in the pool fund of \$32,892 and an additional \$27,108 from the city’s Current Expense Budget is needed. Brending said the proposed budget amendment to be considered later in the council’s agenda provides for full funding of the pool without cuts.

The council and staff discussed proposed cuts. It was noted that if projects are cut in 2019 and then funded in a later year then they will likely cost more. The council took no action.

**9. 2019 Budget Amendment #1, Ordinance 2019-03-1039**

Jan Brending provided an overview of the proposed amendments to the 2019 budget. She noted the amendments provide funding and a budget for operating the pool in 2019.

Moved by Amy Whiteman. Seconded by Ashley Post.

Motion to approve Ordinance 2019-03-1039, Amending the 2019 Budget. CARRIED.

**10. Memorandum of Understanding – AFSCME Local 1533W – Washington Paid Sick Leave Policy**

Jan Brending said the city adopted the Washington Paid Sick Leave Policy in 2018. She said a couple of issues were raised by the union related to the policy: 1) the policy only allowed a carryover of 40 hours and 2) the policy did not provide for the buyout of Washington Paid Sick Leave upon retirement or death. Brending said she did some research and that the city can be more generous than the state statute in that it can allow employees to carry over more than 40 hours of Washington Paid Sick Leave and that Washington Paid Sick Leave can be subject to buyout. She said the policy is amended to allow full-time employees to accrue no more than 1,000 hours of regular sick leave and Washington Paid Sick Leave combined and that temporary or seasonal employees can only carry over 40 hours or less of Washington Paid Sick Leave. She said the second amendment allows a buyout of 25% of accrued Washington Paid Sick Leave upon death or retirement.

Moved by Marla Keethler. Seconded by Amy Whiteman.

Motion to authorize Mayor Pro Tempe to sign Memorandum of Understanding with AFSCME Local 1533 regarding Washington Paid Sick Leave Policy amendments.

**11. Consent Agenda**

- a. Resolution 2019-03-483, Amending Personnel Policy (Washington Paid Sick Leave)
- b. Approval of Minutes – February 20, 2019
- c. Treasurer’s Report – December 2018
- d. Treasurer’s Report – January 2019
- e. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 6<sup>th</sup> day of March, 2019.

Type	Date	From	To	Amount
<b>Claims</b>	3/6/2019	34767	34813	170,886.23
	3/6/2019	EFT	EFT	
			<b>Claims Total</b>	<b>170,886.23</b>
<b>Payroll</b>	3/5/2019	34761	34766	1,324.38
	3/5/2019	EFT	EFT	94,827.33
			<b>Payroll Total</b>	<b>96,151.71</b>



<b>Manual Claims</b>	3/5/2019	EFT	EFT	469.69
			<b>Manual Total</b>	<b>469.69</b>
			<b>Total All Vouchers</b>	<b>267,507.63</b>

Moved by Amy Whiteman. Seconded by Marla Keethler.  
 Motion to approve consent agenda. **CARRIED.**

**7. Department Head and Committee Reports**

**Bill Hunsaker, Building Official/Fire Chief** said the council received a copy of a letter from Klickitat County Fire District #3 thanking the city for financing the training officer. He said the White Salmon Fire Department also thanks the city.

**Jan Brending, Clerk Treasurer** said the council has been provided with a copy of the response from Washington State Department of Transportation regarding the city’s requests for Jewett Blvd. (Highway 141) improvements.

**Marla Keethler, Council Member** said the Tree Board will be making a presentation to the council at the next meeting. She noted that there was a letter to the editor that suggested having some type of mayor column in the newspaper.

Jan Brending noted that she spoke to the mayor about the same thing and they will be working together to send something to the newspaper.

**9. Adjournment**

The meeting was adjourned at 7:14 p.m.

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Donna Heimke, Mayor Pro Tempore

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Jan Brending, Clerk-Treasurer