



White Salmon City Council Meeting

A G E N D A

October 02, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 864 0201 6858

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/86402016858>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
 - A. Hispanic Heritage Month Presentation
 - B. Mayor's Updates
- 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. Amendment No 1 Mainline Phase IIA - Anderson Perry
 - B. Approval of Change Order No 3 - SCADA Project
 - C. Approval of Resolution 2024-10-601 Designating Authorized Agent for FEMA Hazard Mitigation Grant Program
 - D. Approval of Emergency Small Works Contract - Columbia St Sewer Line Repair - Gorge Dirt Works
 - E. Resolution 2024-10-603 Declaring Surplus Property
 - F. Approval of Meeting Minutes-September 18, 2024
 - G. Approval of Vouchers
- VII. **Business Items**
 - A. **Public Hearing-Viewshed Ordinance**
 1. Presentation
 2. Public Hearing
 3. Discussion
 - B. **2025 Council Priorities**
 1. Presentation
 2. Discussion
 3. Action
- VIII. **Reports and Communications**
 - A. Department Head Reports
 - B. Council Member and Committee Reports
- IX. **Executive Session (if needed)**
- X. **Adjournment**

File Attachments for Item:

A. Amendment No 1 Mainline Phase IIA - Anderson Perry



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

10/2/24

Agenda Item:

Budget Amendment No. 1- Anderson Perry- Transmission Main Phase II/IIA

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approve Budget Amendment No. 1- Anderson Perry- Transmission Main Phase II/IIA not to exceed \$4,000.00

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Budget Amendment No. 1- Anderson Perry- Transmission Main Phase II/IIA not to exceed \$4,000.00

Background of Issue:

The Scope of Services is hereby modified to include providing legal descriptions and figures for the proposed water main easements from the end of Henderson Lane to Graves Road and then to the end of Graves Road (to the cabins) as shown in the Draft Plans (June 2023). There are three property owners involved: Clary, Feldler and Pacific Power and Light.

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:

This will be reimbursed through the PWB loan and grant.

DEI & Stakeholder Analysis:

Upgrades to City owned infrastructure impact all those serviced by the CWS water system through rates and water quality.

Policy & Plan Implications:

Mention in the WSP and CFIP

Recommendation of Staff/Committee:

Motion to approve Budget Amendment No. 1- Anderson Perry- Transmission Main Phase II/IIA not to exceed \$4,000.00.



AMENDMENT NO. 1
TO AGREEMENT BETWEEN CLIENT AND ENGINEER FOR
PROFESSIONAL SERVICES

Job No. 250-11

PROJECT: TRANSMISSION MAIN REPLACEMENT - PHASE II/PHASE IIA

PART I. PARTIES AND DESCRIPTION OF WORK

THIS AMENDMENT, made this 16th day of September 2024, amends the AGREEMENT between the City of White Salmon, Washington (the Owner) and Anderson Perry & Associates, Inc. (the Consultant) dated May 15, 2023.

This AMENDMENT modifies the AGREEMENT to include the following:

CONSULTANT SERVICES

The Scope of Services is hereby modified to include providing legal descriptions and figures for the proposed water main easements from the end of Henderson Lane to Graves Road and then to the end of Graves Road (to the cabins) as shown in the Draft Plans (June 2023). There are three property owners involved: Clary, Fiedler, and Pacific Power & Light.

ADDITIONAL PROVISIONS

The Owner will prepare and execute the easement documents with the affected property owners.

COMPENSATION FOR SERVICES

In consideration for performing the services outlined in this Amendment, the OWNER agrees to compensate the Consultant as follows: On a time and materials basis, based on the attached Hourly Fee Schedule, with a cost not to exceed \$4,000.00. This Amendment increases the total project budget from \$1,075,000.00 to \$1,079,000.00.

All other provisions of the AGREEMENT shall remain the same.

Consultant
Anderson Perry & Associates, Inc.

Owner
City of White Salmon, Washington

Jake Hollopeter, P.E.

Name


Signature

Vice President

Title

Name

Signature

Title

2024 HOURLY FEE SCHEDULE

Effective January 1, 2024

PROFESSIONAL TECHNICAL STAFF

TECHNICIANS	ENGINEERING	ARCHAEOLOGY
Technician I\$ 75.00	Engineering Technician I \$115.00	Archaeological Technician I..... \$ 75.00
Technician II\$ 80.00	Engineering Technician II \$120.00	Archaeological Technician II..... \$ 80.00
Technician III\$ 85.00	Engineering Technician III \$130.00	Staff Archaeologist I.....\$ 85.00
Technician IV\$ 95.00	Engineering Technician IV \$135.00	Staff Archaeologist II.....\$ 90.00
Technician V\$100.00	Engineering Technician V \$140.00	Project Archaeologist I.....\$ 95.00
Technician VI.....\$105.00	Project Engineer I \$145.00	Project Archaeologist II.....\$100.00
Technician VII.....\$110.00	Project Engineer II \$155.00	Senior Archaeologist I.....\$110.00
Senior Technician I.....\$120.00	Project Engineer III \$160.00	Senior Archaeologist II.....\$125.00
Senior Technician II.....\$125.00	Project Engineer IV \$165.00	
Senior Technician III.....\$135.00	Project Engineer V \$175.00	PROJECT REPRESENTATIVES
Senior Technician IV.....\$140.00	Project Engineer VI..... \$180.00	Project Representative I \$105.00
Senior Technician V.....\$150.00	Project Engineer VII..... \$185.00	Project Representative II \$110.00
Senior Technician VI.....\$155.00	Senior Engineer I \$195.00	Project Representative III.....\$115.00
Senior Technician VII.....\$165.00	Senior Engineer II \$200.00	Project Representative IV \$120.00
Senior Technician VIII.....\$170.00	Senior Engineer III \$210.00	
Senior Technician IX.....\$190.00	Senior Engineer IV \$215.00	OVERTIME
Senior Technician X.....\$200.00	Senior Engineer V \$220.00	Overtime Surcharge \$ 35.00
	Senior Engineer VI \$225.00	
	Senior Engineer VII \$230.00	
	Senior Engineer VIII \$235.00	
	Senior Engineer IX \$245.00	

SURVEYORS, EQUIPMENT, AND OTHER

Survey Technician I\$ 80.00	Professional Land Surveyor III . \$170.00	Electrofisher.....\$ 30.00
Survey Technician II\$ 90.00	Professional Land Surveyor IV . \$175.00	Unmanned Aircraft System (UAS/Drone)\$ 50.00
Survey Technician III\$100.00	Professional Land Surveyor V .. \$195.00	GIS RTK GPS/GNSS Unit.....\$ 35.00
Survey Crew Chief I\$110.00	GPS Total Station \$ 45.00	Procure Project Management Software (\$/Month/\$1M Construction Project Cost)...\$110.00
Survey Crew Chief II\$120.00	Robotic Survey Station \$ 35.00	
Survey Crew Chief III\$130.00	Total Station \$ 30.00	
Survey Crew Chief IV\$140.00	Scanning Total Station \$ 45.00	
Professional Land Surveyor I\$150.00	ATV (4-hour minimum) \$ 35.00	
Professional Land Surveyor II ...\$160.00	Resource Grade GPS \$ 25.00	

OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for standard highway vehicles. Mileage will be charged at \$0.80 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice may be charged a service fee of 1.0% per month.

This Hourly Fee Schedule is revised annually on or around January 1.

File Attachments for Item:

B. Approval of Change Order No 3 - SCADA Project



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

10.2.24

Agenda Item:

Change Order No. 3- SCADA Upgrade Project

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approval of Change Order No. 3- SCADA Upgrade Project at no cost, adding contract days.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Change Order No. 2- SCADA Upgrade Project at no cost, adding contract days.

Explanation of Issue:

Contractor was delayed in proceeding on a major portion of the work (Booster Pump Station) awaiting the completion of Transmission Main Phase 1 Project. The additional time requested to complete the project.

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:

No Financial Implication.

DEI & Stakeholder Analysis:

All utility improvements made within White Salmon City Water System impact the City's DEI goals. Other Stakeholders the City of Bingen.

Policy & Plan Implications:

This project is represented in the WSP and the CFIP.

Recommendation of Staff/Committee:

Staff recommends approval of Change Order No. 2- SCADA Upgrade Project at no cost, adding contract days.

CHANGE ORDER

Change Order No.: 3

Date of Issuance: **September 26, 2024**
Owner: **City of White Salmon, Washington**
Contractor: **Coburn Electric, Inc.**
Engineer: **Anderson Perry & Associates, Inc.**
Project: **SCADA Upgrade 2023**

The Contract is modified as follows upon execution of this Change Order:

Description of Changes (Supplemental description, Plans and Specifications attached, as applicable)		DECREASE in Contract Price	INCREASE in Contract Price
3-1	Additional Contract Time	\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total, Increase Less Decrease		\$0.00	
Sales Tax (7.5% and 7.6%)		\$0.00	
Net Change in Contract Price for this Change Order		\$0.00	

JUSTIFICATION:

Contractor was delayed in proceeding on a major portion of the Work (i.e., Grand Ronde Booster Pump Station SCADA installation) awaiting the completion of the Phase I transmission main project. The additional time requested is needed to complete the Project.

The amount of the Contract will be increased for this Change Order by the sum of:

\$0.00

Total Contract Price prior to this Change Order:

\$267,534.14

The Contract Price incorporating this Change Order:

\$267,534.14

Contract Times prior to this Change Order:

Date of Substantial Completion:

September 18, 2024

Date Ready for Final Payment:

October 18, 2024

The Contract period provided for Substantial Completion will be Increased.

42 days

Revised Date of Substantial Completion:

October 30, 2024

Revised Date Ready for Final Payment:

November 29, 2024

RECOMMENDED:

ACCEPTED:

By: David Jepsen
Engineer (if required)

By: _____
Owner (Authorized Signature)

Name: David Jepsen, P.E.

Name: _____

Title: Senior Engineer

Title: _____

Date: 9/26/2024

Date: _____

ACCEPTED:

By: Bryan W. Stanphill
Contractor (Authorized Signature)

Name: Bryan W. Stanphill

Title: President

Date: 9/26/24

File Attachments for Item:

C. Approval of Resolution 2024-10-601 Designating Authorized Agent for FEMA Hazard Mitigation Grant Program



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

2 October 2024

Agenda Item:

Required Resolution Designating Applicant to Apply for Hazard Mitigation Grant Program (HMGP)

Presented By:

Troy Rayburn, City Administrator

Action Required:

Approval of required HMGP resolution designating City Administrator Troy Rayburn to act on behalf of the city to submit grant.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve the Washington Hazard Mitigation Grant Program resolution designating City Administrator Troy Rayburn to represent and act on behalf of the City of White Salmon.

Background of Issue:

The City of White Salmon is applying for grant funds through the Federal Emergency Management Agency’s (FEMA’s) state designee the Washington State Emergency Management Division.

The primary goal is to fund a staff position that coordinates various government agencies and not-for-profits’ wildfire plans to deliver higher level wildfire ready response plan. This staff person will:

- Research, assess, and identify projects in the various stakeholder plans,
- categorize the different wildfire projects into one master plan,
- build collaborative relationships to implement identified action items, and
- do further assessment to understand more clearly how much funding is needed to implement these plans.

In sum, the staff position created will work to better align the city’s resources and those of other government agencies and not-for-profits to achieve a heightened wildfire ready position specific to the City of White Salmon.

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:

No Fiscal Implications at this time.

C.

DEI & Stakeholder Analysis:

A better coordinated wildfire ready plan provides all residents, small businesses, landowners, and our own Volunteer Fire Department with higher level wildfire ready plan to respond to emergencies.

Recommendation of Staff/Committee:

Staff recommends approval of the required FEMA / Washington State Emergency Management Division resolution.

**CITY OF WHITE SALMON, WASHINGTON
RESOLUTION NO. 2024-10-601**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON
DESIGNATING APPLICANT AGENT FOR THE STATE OF WASHINGTON HAZARD
MITIGATION GRANT PROGRAM SUB-APPLICATION AND GRANT.**

WHEREAS, the City of White Salmon is required to designate an applicant agent for the application of the Washington State Hazard Mitigation Grant;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE
SALMON, WASHINGTON, HEREBY RESOLVES AND AUTHORIZES:**

Marla Keethler, Mayor or their alternative Troy Rayburn, City Administrator is hereby authorized to execute for and on behalf of the City of White Salmon, Washington a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.

THAT the White Salmon City Council hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such non-disaster mitigation.

PASSED AND APPROVED by the City Council of the City of White Salmon, Washington at regularly scheduled open public meeting thereof this 2nd day of October, 2024.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, Clerk/Treasurer

Shawn MacPherson, City Attorney

File Attachments for Item:

D. Approval of Emergency Small Works Contract - Columbia St Sewer Line Repair - Gorge Dirt Works



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

Yes, Completed

Meeting Date:

10.2.24

Agenda Item:

Small Works Emergency Contract- Gorge Dirt Works-
Emergency Sewer Repair.

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Retroactive approval of Small Works Emergency Contract- Gorge Dirt Works- Emergency Sewer Repair.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to retroactively approve Small Works Emergency Contract- Gorge Dirt Works- Emergency Sewer Repair in the amount not to exceed \$10,760.

Background of Issue:

During the exploration of an apparent sink whole on NE Columbia St PW crew members discovered a failure on a concrete Y on the sewer mainline creating the sinkhole at approximately 8’ deep to the top of the pipe. Because of the severity of the failure and the depth of the infrastructure this is beyond the capabilities of the PW crew and equipment and needed immediate attention. Gorge Dirt Works has agreed to make the repair under the emergency conditions.

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 2024 budget does not contain allocated funding for this project.

Approval of this repair would require an additional allocation from the WW reserve fund.

DEI & Stakeholder Analysis:

Upgrades and repairs to City owned infrastructure impact all those serviced by the CWS wastewater collection system through rates.

Policy & Plan Implications:

There are no direct policy or Plan impacts with this repair.

Recommendation of Staff/Committee:

Staff recommends approving Emergency Small Work Contract with Gorge Dirt Works.

D.

City of White Salmon
Office of City Hall



RE: Emergency Proclamation 2024-003

September 27, 2024

On September 25, 2024, the City of White Salmon Public Works Department discovered a failure on a concrete 8” sewer main on NE Columbia St. The failure was at about 8’ to the top of the pipe and was creating a sinkhole in NE Columbia. After further exploration Public Works Staff discovered the failure and it was then determined to be in need of an emergency repair.

An emergency is present that necessitates the utilization of emergency powers. 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, Marla Keethler, Mayor declare an emergency as defined by RCW 39.04.280(3) due to the unforeseen nature of the situation described in the first paragraph, above, and the immediate public health risks.

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 contractors for repair of the sewer line.

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 25th day of September 2024.

DocuSigned by:

361DCEFEBE64421...

Marla Keethler
Mayor, City of White Salmon

RESOLUTION 2024-10-604

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 SEWER LINE FAILURE.

WHEREAS, on September 24, 2024 the Public Works Department learned that the a concrete Y on the sewer main in NE Columbia St had failed; and

WHEREAS, the due to possible public health risks including high potential of loss of sewer service to users in the vicinity the immediate repair of the concrete sewer main 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 September 25, 2024 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 NE Columbia Sewer Line Failure.

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 sewer line has been completed.

APPROVED AND ADOPTED by the Council of the City of White Salmon, Washington.
Dated this 2nd day of October, 2024.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, City Clerk Treasurer

Shawn MacPherson, City Attorney

D.

**PUBLIC WORKS AGREEMENT
EMERGENCY CONDITION
Single Craft/Trade \$40,000 or less – Multiple Craft/Trade \$65,000 or less, including sales tax**

Contract #: SWC 2024- 010	WO#:
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Contractor:	Gorge Dirt Works	Department:	Public Works, Water Division
Name:	Dayne Connell	Date:	9/25/24
Address:	PO Box 732 White Salmon, WA 98672	Department Contact:	Andrew Dirks
Contact:	509-637-0417	Phone:	(509) 493-1133 Ext 500
Phone:		Fax:	(509) 493-1231
Fax:		Email:	andrewd@whitesalmonwa.gov
Email:	ariel@gorgedirtworks.com		

Declaration of Emergency per RCW 39.04.280(2)(b) (attach additional sheets and documentation as required):

Insurance and Indemnification: The Contractor shall defend, indemnify and hold the City and all of its employees harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys’ fees) arising from or relating to the work performed under this Agreement to the extent of the Contractor’s negligence. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement. Contractor shall secure and maintain, at its own cost and expense, Comprehensive General Liability and Property Damage insurance in the amount of not less than \$1,000,000 for death or injury in any one occurrence and \$1,000,000 for property damage in any one occurrence which provides, at a minimum, the following coverage:
Premises and Operation; Explosions, Collapse and Underground Hazards (Where Applicable); Products/Completed Operations; Contractual Liability; Broad Form Property Damage; Independent Contractors; and Personal Injury.
Contractor shall secure and maintain, at its own cost and expense, Comprehensive Auto Liability insurance in the amount of not less than \$1,000,000 per occurrence which provides, at a minimum the following coverages:
Owned Vehicles; Non-Owned Vehicles; Hired Vehicles; Property Damage.
This coverage shall be issued from an insurance company authorized to do business in the State of Washington. The City shall be named as additional insured on said insurance coverage at least as broad as ISO CG 20 10 10 01 in a form acceptable to the City Attorney. The Contractor agrees to repair and replace all property of the City and all property of others damaged by the Contractor, Contractor’s employees, subcontractors and agents. It is understood that the whole of the work under this contract is to be done at the Contractor’s risk and that the Contractor is familiar with the conditions of materials, climatic conditions, and other contingencies likely to affect the work and has made their bid accordingly and that the Contractor will assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the City, return and in accordance with the City’s instructions, either correct such work, or if such Work has been rejected by the City, remove it from the site and replace it with non-defective and authorized Work, all without cost to the City.

Nondiscrimination: The Contractor shall comply with all applicable federal and state laws, and city ordinances, for equal employment opportunity and nondiscrimination laws.

Gifts: The City’s Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City’s Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

Business License: The Contractor is required to submit proof of a City business license (\$50) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

Payment Processing: The City shall pay the Contractor after final acceptance of each work order within 30 days of submittal of the invoice provided the City has received approved L&I forms.

Prevailing Wages: This contract is subject to prevailing wages according to RCW 39.12.020. Contractor shall file an Intent to Pay Prevailing Wage form and Affidavit of Wages Paid form with L&I and pay for all fees associated with filing the forms. Contractor shall submit the Intent and Affidavit forms, approved by L&I, to the City with payment request. No payment will be issued to the Contractor until the City receives both approved forms. If any work is subcontracted on this project, an approved Intent and Affidavit form must be submitted for each sub-contractor. If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing final payment.

Bonds/Retainage: No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than \$35,000, the contractor may elect to a 50% retainage in lieu of a Contract Bond. Retainage is required.

Industrial Insurance Status: Contractor is responsible for maintaining a current status of their industrial insurance premiums with the Department of Labor and Industries (L&I). Prior to issuing final payment, the City will verify with L&I the status of the contractor’s premiums. Under RCW 60.28 the City can withhold and pay the contractor’s delinquent premiums from the final payment.

D.

Completion Date: 9/27/24	Total Contract Fixed Price (Including Tax): \$10,760 according to proposal attached as Exhibit A.
	<i>OR</i>
	Not to Exceed Total (Including Tax applying schedule of rates and charges attached as Exhibit A: \$ _____
Description of Work: Emergency Sewer mainline repair on Columbia according to proposal attached as Exhibit A.	
The contractor should send invoices to the following address: PO Box 2139, White Salmon WA 98672. Unless otherwise agreed, payment is net 30 days less retainage.	
Note:	
The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.	
<u>Contractor:</u> Signed by:  _____ (Signature)	City Department Approval: DocuSigned by:  _____ (Signature)
9/26/2024 _____ (Date)	9/26/2024 _____ (Date)
Print Name <u>Dayne Connell</u>	Print Name <u>Andrew Dirks</u>
Approved as to form:	
_____ City Attorney (Date)	
Approved by Council: _____, 20____	
Motion: I move that the Council ratifies the Emergency Contract between [Contractor] and the City of White Salmon for [describe work performed] and finds that the declaration set forth on page 1 of the contract existed requiring an emergency public work.	
Distribution Account Codes: _____ - _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Program Object </div>	

D.

GORGE DIRTWORKS LLC

PO Box 732

White Salmon, WA 98672

+1 5096370417

dayne@gorgedirtworks.com



PROPOSAL

ADDRESS

Andrew Dirks

100 N Main St

White Salmon, WA 98672

SHIP TO

Andrew Dirks

100 N Main St

White Salmon, WA 98672

PROPOSAL # 1089

DATE 09/26/2024

DATE	DESCRIPTION	AMOUNT
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	Estimate for emergency sewer line work and paving on NE Columbia Street in White Salmon. Total scope of project unknown.	10,000.00T
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Please mail checks to:

Gorge Dirtworks LLC

Po Box 732

White Salmon, WA 98672

Please find the attached estimate and let me know if you have any questions.

SUBTOTAL 10,000.00

TAX 760.00

TOTAL \$10,760.00

Thanks!

Accepted By

Accepted Date

File Attachments for Item:

E. Resolution 2024-10-603 Declaring Surplus Property



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	Yes, Completed
Meeting Date:	10.2.24
Agenda Item:	Resolution 2024-10-603 Declaring Surplus Property
Presented By:	Andrew Dirks, Public Works Director

Action Required:
Review and approve Resolution 2024-10-603 Declaring Surplus Property.

Motion for Business Item / Proposed Motion for Consent Agenda:
Motion to approve Resolution 2024-10-603 Declaring Surplus Property.

Background of Issue:
City Staff Departments have 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 of Resolution 2024-10-603 Declaring Surplus Property

**CITY OF WHITE SALMON, WASHINGTON
RESOLUTION NO. 2024-10-603**

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

WHEREAS, the City of White Salmon is the owner of certain property described below;
and

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 sell those items designated to be
surplused through a bidding process or any other commercially reasonable method; 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.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE
SALMON, WASHINGTON, HEREBY RESOLVES:**

Section 1. The following items are to be surplused:

Item Description	Quantity	Total Value	Dept.
Hyster Forklift	1	\$5000	Water/WW/Street/Park
Misc Light bulbs	10	\$50	Water/WW/Street/Park
Desks	2	\$200	City Hall
Camera Van Cabel and motor	1	\$100	WW
File Cabinets	3	\$50	City Hall
12 Gallons of Muriatic acid	12	\$100	WW/Parks
Chainsaw	1	\$150	Water/WW/Street/Park
Drinking Fountains	2	\$200	City Hall
Canopy	1	\$400	Water/WW/Street/Park
Motorola Radios	2	\$100	Water/WW/Street/Park
Ford Scan Tool	1	\$250	Water/WW/Street/Park

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 City Clerk-Treasurer to donate
all surplused 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 2nd day of October, 2024.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, Clerk/Treasurer

Shawn MacPherson, City Attorney

File Attachments for Item:

F. Approval of Meeting Minutes-September 18, 2024



**City of White Salmon September 18, 2024
City Council Meeting
In Person and Via Zoom Teleconference**

Attendance:

Council Members:

- Ben Giant
- Patty Fink
- David Lindley
- Jim Ransier

Staff Present:

- Andrew Dirks, Public Work Director
- Jenne Patterson, Code Compliance
- Mike Hepner, Police Chief
- Marla Keethler, Mayor
- Stephanie Porter, Clerk Treasurer
- Shawn Mac Pherson, City Attorney
- Troy Rayburn, City Administrator

- 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 7 members of the public in attendance in person and via teleconference.
- II. **Roll Call (6:03pm)**
Moved by Ben Giant. Seconded by Patty Fink.
Motion to excuse Council Member Hartmann from the September 18, 2024 City Council Meeting.
CARRIED 4-0
- III. **Changes to the Agenda (6:05pm)**
Staff request to add Hispanic Heritage Month Presentation to Presentations.

Moved by Ben Giant. Seconded by Jim Ransier.
Motion to approve changes to the agenda as presented.
CARRIED 4-0
- IV. **Presentations**
 - A. Hispanic Heritage Month Presentation (6:07pm)
 - B. WSDOT Complete Streets Presentation (6:15pm)
 - C. Mayor's Updates (6:52 pm)
- V. **Public Comment (7:02 pm)**
No Public Comment was given.
- VI. **Consent Agenda (7:03pm)**
 - A. Approval of Change Order No. 3 - USDA Mainline Phase I
 - B. Contract Amendment No 3- Mainline Phase I Engineering - Anderson Perry
 - C. Approval of Special Council Meeting (Council Retreat) Minutes - September 4, 2024
 - D. Approval of Meeting Minutes-September 4, 2024
 - 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 18th day of September 2024.

Type	Date			
Claims	9/18/2024	EFT	EFT	0.00
	9/18/2024	41702	41741	143,211.51
			Claim Total	143,211.51
Payroll	9/20/2024	EFT	EFT	80,528.74
			Payroll Total	80,528.74
Manual Claims	9/5/2024	41700	41701	28,987.13
VOIDED Checks			N/A	0.00
			Manual Claim Total	28,987.13
			Toal Vouchers	252,727.38

Moved by Ben Giant. Seconded by David Lindley.

Motion to approve Consent Agenda and vouchers in the amount of \$252,727.38.

CARRIED 4-0.

VII. Business Items (7:04pm)

A. Utility Adjustment - Mt Adam Little League

Presented by Stephanie Porter, Clerk Treasurer.

Moved by Ben Giant. Seconded by David Lindley.

Motion to approve Utility Adjustment for utility account 1152 Mt. Adams Little League in the amount not to exceed \$2,848.22 for utility billing corrections.

CARRIED 4-0.

Moved by Jim Ransier. Seconded by Ben Giant.

Motion to approve One-Time Leak Adjustment for utility account 1152 Mt. Adams Little League in the amount not to exceed \$6,439.02.

Council Discussion.

CARRIED 4-0.

VII. Reports and Communications

A. Department Heads (7:21pm)

B. Council Members

Jim Ransier, Council Member (7:24pm)

Ben Giant, Council Member (7:34pm)

David Lindley, Council Member (7:35pm)
Patty Fink, Council Member (7:36pm)

IX. Executive Session

No executive session needed.

X. Adjournment

The meeting was adjourned at 7:44 p.m.

File Attachments for Item:

A. Public Hearing-Viewshed Ordinance 1. Presentation2. Public Hearing3. Discussion



COUNCIL REPORT

Public Hearing

Needs Legal Review:	Yes, In process
Meeting Date:	October 2, 2024
Agenda Item:	Viewshed Ordinance
Presented By:	Michael Mehaffy, Housing Consultant, Structura Naturalis, Inc

Action Required:
Review and comment of draft viewshed ordinance.

Motion for Business Item:
No proposed action at this time.

Background of Issue:
The purpose of the viewshed ordinance is to protect and preserve views of Mount Hood from the lower part of Rheingarten Park, consistent with the policies of the 2021 White Salmon Comprehensive Plan and discussion at the November 2, 2023, Joint City Council and Planning Commission Workshop, minutes dated November 2, 2023, where view shed overlay was discussed.

Staff presented a proposed viewshed ordinance to the Planning Commission on August 14, 2024, and a hearing was opened and continued through August 28th and September 11th.

The hearing was closed, and the ordinance was recommended to Council on September 11th on a 4-1 vote of the Commission. The Commission also added two provisions to the Staff proposal, including a restriction on trees and vegetation, and a procedure for applicants to use the existing survey by Harper Houf Peterson Righellis Surveyors dated 8/09/2024.

Explanation of Issue:
The view from the lower part of Rheingarten Park is a “public good” that is clearly valued by many White Salmon citizens, as evidenced by citizen testimony as well as petition signatures. This view is also an integral component of the aesthetic qualities that citizens clearly value within the city, as documented in stakeholder surveys conducted in preparation of the 2021 Comprehensive Plan.

The privatization of these views as the result of taller buildings south of Lincoln Street would therefore clearly pose a harm to community good or welfare. An ordinance restricting height would therefore constitute a legitimate exercise of municipal police powers and would not constitute a “taking” of property, in the opinion of City staff and legal counsel.



During the development and refinement of the proposed ordinance, City Staff and elected representatives met with stakeholders and discussed refinements. This feedback as well as citizen testimony and Planning Commission deliberations resulted in notable refinements, including:

- reducing the number of affected properties,
- raising the proposed heights, and
- adding compensating height increases outside of the viewshed.

The Planning Commission also directed Staff to add the provision to include trees and vegetation in the height restriction, as well as the provision to allow applicants to utilize elevation data from the survey of record in their application exhibits (avoiding the cost of hiring a registered surveyor).

In response to feedback from affected property owners during the process, as well as past Council feedback as this draft ordinance has worked through the Planning Commission, the Administration would like to suggest for consideration three different approaches that could be taken in moving this item forward to future action:

Council Options:

City Council could pursue one of the following options:

- 1: Public Hearing 10/2
Council Discussion
Set date for second review/possible action at council
- 2: Public Hearing 10/2
Council Discussion
Send to either city ops or comm. dev for further deliberations, including affected property owners and members of public Committee meeting/s
Return to council for presentation/second review/action
- 3: Public Hearing 10/2
Council Discussion
Council workshop to further refine ordinance/invite affected Community members and commenters
Staff to draft feedback
Council meeting presentation/action

Fiscal Analysis:

There are no Financial Implications.

A.



DEI & Stakeholder Analysis:

The ordinance protects the public good for all citizens and visitors without regard to race or ethnicity, gender identity or expression, sexual orientation, age, disability, religion, or other form of diversity. The city has held numerous hearings, on-site meetings, and individual meetings with affected stakeholders.

Policy & Plan Implications:

The proposed ordinance implements the policy of the 2021 Comprehensive Plan to protect scenic views, e.g. on p. 19:

“The built environment in White Salmon is integrated with the beauty of its setting. An established area for future growth underscores the important contribution each new development brings, and the obligation to reinforce our village’s character. Natural features and views from the bluff to the Columbia River **and Mount Hood** are central to the city’s sense of place.” (2040 Comprehensive Plan, July 2021)

Follow Up Action:

Direction as determined by City Council.

CITY OF WHITE SALMON
ORDINANCE NO. 2024-XX-XXX

**AN ORDINANCE AMENDING TITLE 17 OF THE WHITE SALMON MUNICIPAL CODE BY
 ADDING CHAPTER 17.77 TO UPDATE PROVISIONS OF THE ZONING CODE.**

WHEREAS, the City of White Salmon (“City”) acknowledges the need to preserve the scenic views and aesthetic character of the city **as called for in its Comprehensive Plan**, in particular scenic views of Mount Hood from Rheingarten Park; and

WHEREAS, the City recognizes the economic and cultural value of these scenic views; and

WHEREAS, the City recognizes the need for viewshed regulations to preserve these views; and

WHEREAS, the City also recognizes the need to balance protection of scenic views with **the need for additional housing and development** in the community; and

WHEREAS, The City recognizes the need to balance the preservation of scenic views of Mt. Hood from Rheingarten Park for the aesthetic character of the City of White Salmon and enjoyment of the public with the rights of the owners to reasonable use of their property;

WHEREAS, The City of White Salmon has conducted an analysis to determine the overlay heights and based on this analysis and community input, the City has determined the overlay heights included in the ordinance to be the least restrictive means to protect scenic views of Mt. Hood from Rheingarten Park; and

WHEREAS, The City also recognizes **the need to balance its exercise of legitimate police powers in enacting appropriate zoning, with the rights of owners to reasonable use of their property**; and

WHEREAS, the City has conducted hearings and solicited public testimony, sufficient to establish regulations in accordance with RCW 36.70A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES
 ORDAIN AS FOLLOWS:**

That the following amendments be made to White Salmon Municipal Code Title 17:

SECTION 1. Amendment to Title 17, Chapter 17.77

17.77 Viewshed Overlay

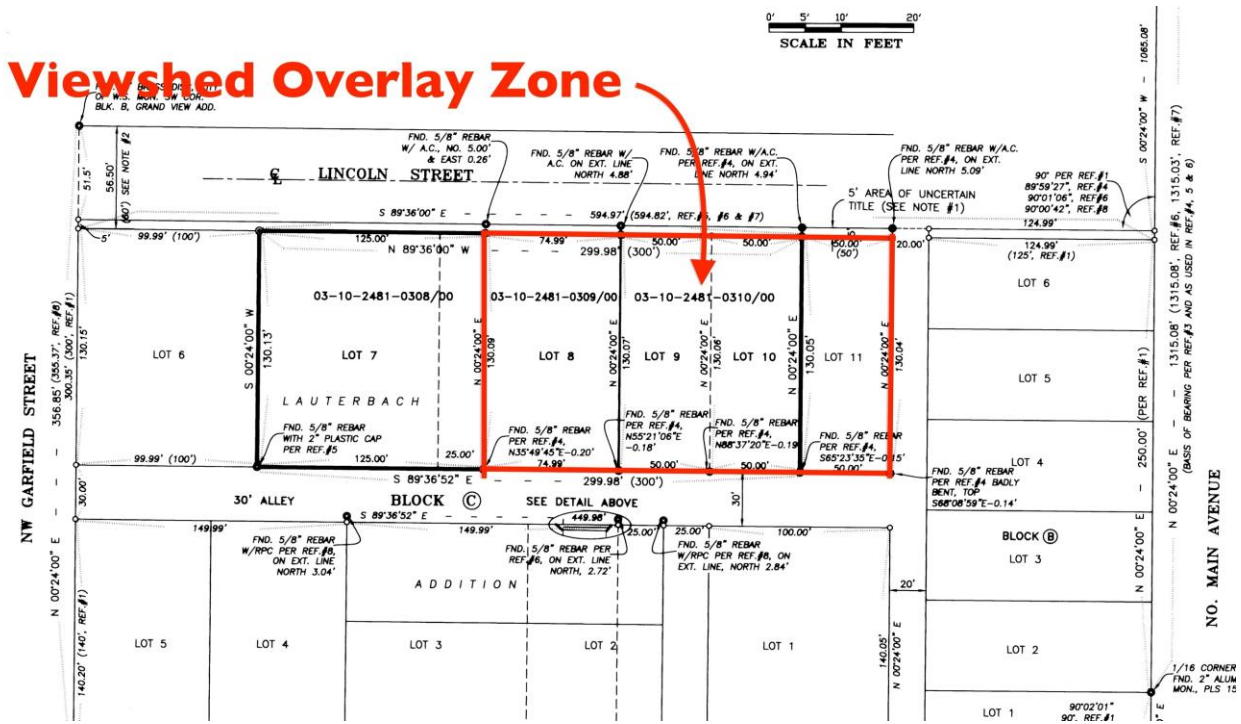
17.77.010 - Purpose

The purpose of this Viewshed Overlay Ordinance is to preserve the scenic views and aesthetic character of the City of White Salmon by regulating building heights within a designated overlay area. The ordinance aims to balance development needs with the community's desire to protect significant views. **Specifically, this ordinance seeks to protect views of Mount Hood from Rheingarten Park.**

17.77.020 - Overlay Area Description

The Viewshed Overlay Area is hereby established and defined as **Lots 8, 9, 10 and 11 of Block C, Lauterbach Addition, as shown in the exhibit below:**

A.



17.77.30 - Building and Vegetation Height Restrictions

A. Maximum Building Elevation:

1. The current maximum height for this zone is superseded by the overlay height. The owners may build up to the overlay height for the entirety of their property, regardless of the other height restrictions for this zone.
2. The overlay height, determined through analysis from the survey by Harper, Houf, Peterson Righellis Surveyors Inc. dated 8/09/2024, is as follows for each lot:
 - a) Lot 8: 688.00 feet above sea level
 - b) Lot 9: 686.00 feet above sea level
 - c) Lot 10: 686.00 feet above sea level
 - d) Lot 11: 684.00 feet above sea level

B. Maximum Vegetation Elevation:

1. Trees and other forms of vegetation may not exceed the overlay height.

C. Exceptions:

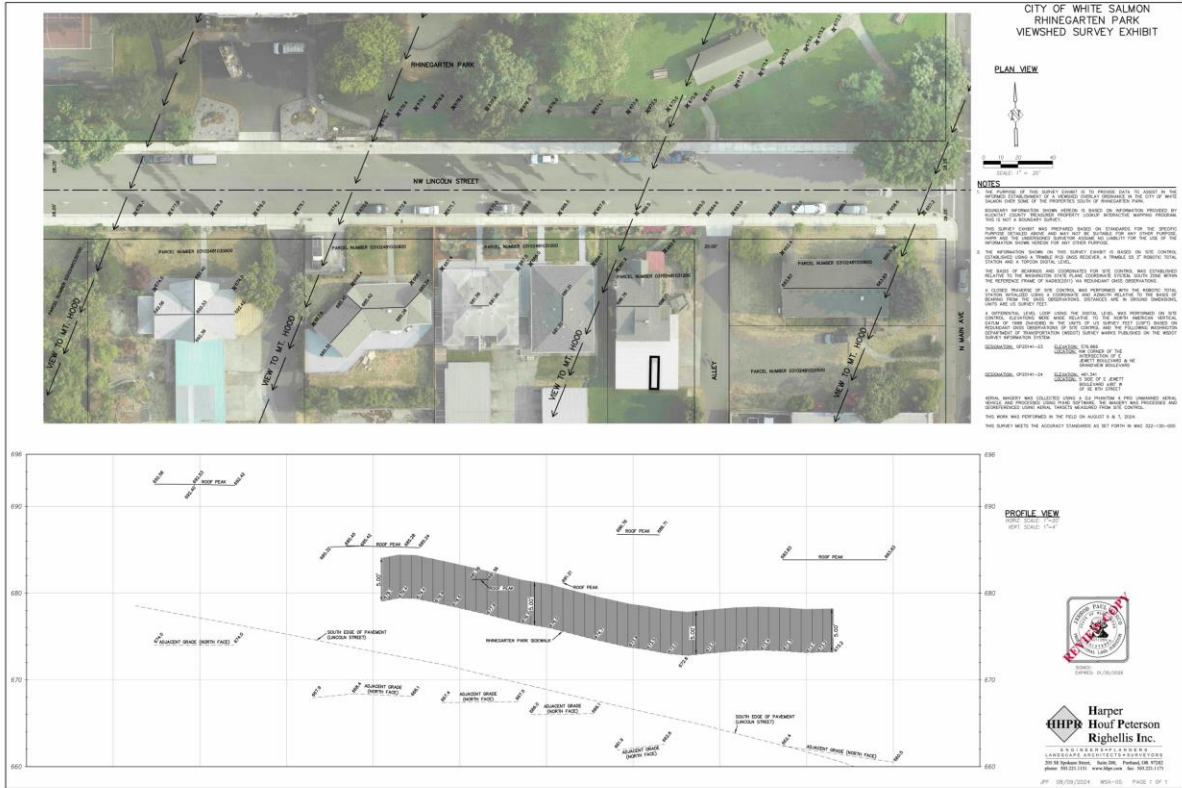
1. Existing building elements that exceed the overlay height may remain for the perpetuity of the structure.
2. In the event of a fire, natural disaster or other catastrophic destruction, new buildings may be constructed to the same height as the previous structure, so long as they meet the requirements of W.S.M.C. 17.76.100.
3. New additions within the existing building height envelope, such as dormers, are permitted, so long as they do not further obstruct the view, as determined by the City of White Salmon administration.
4. Chimneys and other projections that extend above the roofline are permitted, provided they do not exceed 5 feet in width or depth.
5. Trees and other forms of vegetation that exceed the overlay height are permitted, provided their crown does not exceed five feet in diameter above the overlay height.

- 6. Repairs and alterations may be made to existing building elements and structures pursuant to W.S.M.C. 17.76.090.

17.77.040 - Building Plan Requirements

A. Height Demonstration Exhibit:

- o Building plans submitted for construction within the overlay area must include an exhibit showing that total height does not exceed the overlay height as determined from ground elevations provided by the survey by Harper, Houf, Peterson Righellis Surveyors Inc. dated 8/09/2024, or another registered surveyor, excluding exceptions as provided in Section 17.77.030.B).



17.77.050 - Enforcement and Penalties

A. Compliance:

- 1. All construction within the overlay zone must comply with the provisions of this chapter. Violations of this chapter shall be subject to fines and corrective actions as described by this Title.

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.

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.

SECTION 4: Transmittal to the State. Pursuant to RCW 36.70A.106, a complete and accurate copy

A.

of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

PASSED this __ day of ____, 2024 by the City Council of the City of White Salmon, Washington.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, Clerk Treasurer

Shawn MacPherson, City Attorney

File Attachments for Item:

B. 2025 Council Priorities1. Presentation2. Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: No, unnecessary
 Meeting Date: October 2, 2024
 Agenda Item: Approval of City Council priorities for the development of the 2025 Annual City Budget.
 Presented By: Marla Keethler, Mayor
 Stephanie Porter, Clerk Treasurer

Action Required:

Adoption of the Council created priorities for the development of the 2025 Annual Budget.

Proposed Motion:

Motion to approve the City Council developed priorities for the 2025 budget and direct the Mayor and staff to build the budget around these priorities.

Explanation of the Issue:

The White Salmon City Council met on September 4, 2024 to prepare the priorities for the year 2025. This is one of the jobs of a City Council and the priorities are highly important to the preparation of the budget.

A copy of the priorities is attached to this report for Council information. The listed priorities are the same as 2024 priorities as the Council agreed that there was continued work to be completed in these areas. In 2023 they were identified as the greatest need to the community and the council believes them to still be the greatest benefit to the community.

There was extensive conversation at the Council Retreat about the importance of additional priorities. The conversation included the distinction that the chosen goals do not limit the council from continuing the work of other important projects including sustainable infrastructure, economic development, Public Transportation, Public Safety, etc., but rather should reinforce specific areas that need committed resources and dedicated focus.

Council Options:

The City Council has the following options available to it at this time:

- A. Approve the Priorities as presented.
- B. Review, discuss and make changes in the proposed priorities before adopting them.
- C. Other action desired by City Council.

Fiscal Analysis:

There is no fiscal impact to this action. The 2025 proposed city budget will be prepared around these priorities.

Recommendation of Staff/Committee:

That the City Council 2025 Budget priorities be adopted and the Mayor and staff be directed to build the budget around the adopted priorities.



2025 City of White Salmon City Council Priorities

Agreed at the September 4, 2024 City Council Retreat
Direction for Budget Development
Adopted by City Council on

2025 COUNCIL PRIORITIES:

- Implement Housing Action Plan directives to realize increased housing opportunities for residents.
- Increased focus on wildfire preparation and mitigation strategies, including year-round focused community education activities.
- Address gaps in resources and opportunities for the city's youngest residents, to include relocating the Youth Center, clear commitments to supporting expanded childcare access, as well as increased recreation and enrichment opportunities for youth.

File Attachments for Item:

A. Department Head Reports

October 2, 2024

RE: City Administrator's Informational Brief

Hello Council Members –

Below is a snapshot of projects and topics that are underway at the city. They are informational highlights. The list is not all inclusive of everything the administration is working on.

Wildfire Mitigation – The Department of Natural Resources' (DNR) contractor will start Monday, Oct. 30 on the bluff fuel break.

Youth Center – The wheels are turning! WSVSD will provide WAGAP with a proposed lease for review. Possible move-in to the Park Center Building is targeted the winter break 2024, but no promises.

WAGAP Civic Academy – City administration kicked off the program with an overview of government structures and their role. e.g., Federal, state, county, and city

Bluff Connector Trail Study – The next public open house is Thursday, Oct. 10, at the council chambers.

Rheingarten Park Amenities / Something To Be Proud Of – We will hear in October if the city is awarded the RCO grant for new pickleball & tennis courts. We are proud of the changes that have taken place in Rheingarten Park in just the last year. Improvements include: new drinking water features, a new public art statue, two new pollinator gardens, a children's splash pad, and the Underwood Conservation District's beautiful mural. We are going after a new children's playground structure for a 2025 implementation. If we are awarded the RCO grant for new pickleball & tennis courts, Wow! The accumulative park upgrades are something to be proud of.

2025 Budget – Department heads have provided the city treasurer with both their operating & management (O&M) budget numbers and their 2025 budget wants. I previously provided an example of a budget narrative to the departments to be used as a template for drafting their own. We are working on five year projection.

Energy Efficiency Audit – Public Works has determined that we do not qualify for the AWC grant to pay for an energy audit. City buildings do not meet square footage requirements. Regarding the Commerce grant, an energy audit is required, and that cost came in at roughly \$11,000.

Housing – The administration hosted a September 24th Let's Talk regarding zoning.

A.

Customer / Resident Service – Impromptu visitors (and there is a lot of them) requesting my time, my emails and voicemail messages from residents, regional & state partners, and building permit applicants continue to be met with prompt courtesy and relevant follow up information.

For more information on the various issues and projects registered in the city’s project management software program, please access Click Up via the provided link below:

<https://app.clickup.com/9009050558/v/l/8cfpcxy-691>

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: October 2, 2024

Presented By: Chief Mike Hepner

Administration:

- White Salmon 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.
- Review employment background and offered conditional hire for new officer
- 2025 Budget meeting with Bingen
- Behavior Health/Skyline Hospital Meeting-Lengthy meeting to discuss consistent crisis protocols
- Health Department meeting
- Klickitat County Commissioners Oral Board for Jail Administrator interviews
- 2025 budget proposal
- 2025 budget narrative
- Civics Academy preparation
- Worked with City Administrator and employee to understand employee state leave
- 5 year projected expenditures and planning
- Facing Fentanyl Together Community Meeting-Community Awareness

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.

2023 and 2024 August Activity Logs Attached

A.

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

White Salmon	Bingen	
		Abandoned/Disabled Vehicle
13	1	Agency Assist
2	2	Alarm
6		Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
10	3	Citizen Assist
1		Civil Matter
		Criminal Mischief
		Deceased
1	1	Disorderly
2	2	Domestic Violence
		Drugs
1		DUI
2		Fire
		Fireworks
		Forgery
	1	Fraud
1		Harassment
		Hazmat
		Homicide
		Information
		Intoxication
		Juvenile Problem
		Kidnapping
39	10	

White Salmon	Bingen	
1		Littering
	1	Missing Person/Runaway
		Medical Emergency
	1	Mental Health
3		Motor Vehicle Accidents
1		Motor Vehicle Theft
2		Noise Complaint
2	1	Parking Problem
		Pornography
2	1	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
12	5	Suspicious
1	1	Theft
	1	Threats
4		Traffic Complaint/Hazard
2	4	Traffic Offense
	1	Trespass
		Unsecure Premise
	1	Violation Court Order
1	1	Wanted Person
1	1	Weapons Offense
4	2	Welfare Check
1	2	911 Hang-up Calls
37	23	

33	Bingen
76	White Salmon
109	Total

A.

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

White Salmon	Bingen	
1	2	Abandoned/Disabled Vehicle
15	3	Agency Assist
4	2	Alarm
6		Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
1		Burglary
		Child Abuse/Neglect
12	11	Citizen Assist
		Civil Matter
1	1	Criminal Mischief
		Deceased
1	1	Disorderly
2		Domestic Violence
	1	Drugs
1		DUI
6		Fire
		Fireworks
		Forgery
	2	Fraud
		Harassment
3		Hazmat
		Homicide
		Information
1	1	Intoxication
4		Juvenile Problem
		Kidnapping
58	24	

White Salmon	Bingen	
		Littering
		Missing Person/Runaway
2		Medical Emergency
2	2	Mental Health
3	3	Motor Vehicle Accidents
	1	Motor Vehicle Theft
		Noise Complaint
1	2	Parking Problem
		Pornography
3	2	Property Lost/Found
1		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
9	1	Suspicious
3	2	Theft
	1	Threats
6	1	Traffic Complaint/Hazard
1	4	Traffic Offense
3	6	Trespass
		Unsecure Premise
	1	Violation Court Order
1		Wanted Person
		Weapons Offense
6		Welfare Check
3	2	911 Hang-up Calls
44	28	

52	Bingen
102	White Salmon
154	Total



PUBLIC WORKS DEPARTMENT

Meeting Date: 10.2.24

Presented By: Andrew Dirks- Public Works Director

Daily Operations / What's Happening:

- Skyline, Main, & Estes all received centerline striping and Dock Grade Bike Path has been completed.
- Emergency sewer main repair on Columbia.
- Installed Halloween banners downtown.
- Development team meetings.
- Sweeping.
- Installing bus stops.
- Installed the new bench donation at the splash pad.
- Weekly meetings with AP and Facet.
- Site visits for several projects.
- Police and PW vehicle maintenance.
- Valve can replacement at Rhine Village.
- Tree removal on Green.
- Planning
- Budget
- New street signs requested from the PD
- Rodding sewer mains and catch basins.

Current Projects:

- Transmission Main Phase 1
- Transmission Main Phase 2A
- NMPBS

Completed Trainings

- GIS huddle with HR County

Updates for the Community / Upcoming Events:

- We have made it to the second round of funding for the Skyline Bike Ped project. Will have a follow up meeting on 10.11.24 to further explain the scope.



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: October 2, 2024
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- Public Records Request – 2 new request this period
- Daily Reconciliation - Current
- Quarterly Taxes – Next submission 10.31.2024
- Monthly reporting and taxes - Current
- Send Ordinances to Municode for code update.
- Reviewing Utility Adjustments
- Review and approve Utility Billing
- Review and Approve Accounts Payable
- Record Retention
- Grant quarterly reporting – Completed Q2
- Working with Anderson Perry regularly for USDA contractor reimbursements- tracking for the Main line Phase 1 Project.
- 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- 0 received
- Clean up and set up of Council Chambers
- Committee/Executive Communication

Thank you!

A big thank you to Cindy Jewell, Jenne Patterson, and Erika Castro-Guzman for their flexibility and initiative to help other departments during the ongoing absence of a City Hall staff member.

New Projects Progress:

- Multiple tasks related to the FEMA Wildfire Mitigation grant.
- Technical support for Let's Talk and Zoom Meetings.
- Processed Utility Billing and Adjustments in the absence of Utility Clerk.
- Attended the WFOA Conference.
- Submitted reimbursements to Dept of Commerce for the 3 PWB projects: Mainline Phase I, Mainline Phase IIA, North Main/Spring Booster Station.

Existing Projects Progress:

- 2025 Lodging Tax Application creation. Planning to provide a list of local STR and hotel owners – 2 committee members need to be replaced. Working to organize the November Lodging Tax Committee Meeting to review Grant Applications. -in progress.
- Annual USDA Report- past due with extension; working with USDA to complete.
- 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.
- ARPA Surplus Process- no update as of 08.30.2024
- Regional Fire Authority Sub Committee – HR/Finance – RFA Sub Committee-Finance committee meets monthly.

- Reporting and managing of the CDBG Grant with Columbia Cascade Housing Corporation –**program is active.**
- NW Natural Franchise Agreement Renewal – **CityLab review has been completed. Moved to City Attorney and City Administration to negotiate and finalize the Ordinance Agreement. – Followed up with Legal 09.13.2024**
- Working with PW to determine if identified Tree Maintenance can be completed by PW or if an RFP needs to be issued for bids. - **no update**
- Tribal Fishco Billing – **working with Bingen to rectify the billing for summer processing**
- Pay Equity Study O&M comparison to top 5 comparable cities – **Will go to Personnel and Finance Committee for review**
- Website Migration webinars – preparing to upgrade from Dupral 7 to Dupral 10- timeline from CivicPlus that migration will be completed by January 5, 2025. **Ongoing**
- Shoreline Management Plan approval for Ecology received 7/30/2024 – Working with Alex from Facet to bring final approval to council. **Ecology has approved the SMP. Council will approve the finalized plan at the 10.16.2024 city council meeting.**
- WKRFA Lease Agreement – **final review underway by city staff.**
- Organizing a Department of Retirement Services Presentation for White Salmon Staff related to PERS II and DCP Retirement options. – **Presentation for staff will be held on October 1**
- WSMC Chapter 13 Sewer Rates review and modification for Substantial Industrial Users. Creation of a Substantial Industrial Users Agreement. – **No update**
- Working with CityLab to review and revise fees related to utilities and billing. – **CityLab will review at September 16 Meeting -ongoing**
- 2025 Budget Process- projecting revenues and expenditures; removing unnecessary line items; determining carry over projects. Department Heads will be responsible for their line item budgets this year. Staff will hold a budget overview on September 5 during the morning staff meeting. – **Proposed O&M budget presented to Mayo on 9/26/2024**
- Creation of Levy Certification materials for presentation to council in early November. - **ongoing**
- Bucket Truck has been delivered and paid. Reimbursement has been requested from the State Treasury. The licensing will be completed the week of 09.04.2024. – **PW to provide registration and title for filing of reimbursement with State Treasury.**
- Working with Deputy Clerk and Legal to finalize a grievance policy revision for utility grievances. Council will see this before them on 09/18/2024. – **Legal has requested additional update. – in progress, anticipate presentation by 11/2 meeting**
- Heavy influx of Public Records Requests in the last 4 weeks; ranging from 30 minute to multiple hour responsive search time. -**continued high volume requests; I will be looking into grant opportunities for a Public Record Online transition after the first of the year.**
- Beginning review of contracts that will be up for renewal at the end of 2024. - **ongoing**
- Sent materials to PWD related to new Engineering contracts for 2025-2027. Note: current contracted projects will not be affected by any changes in the engineers that may be chosen. -**no update.**
- Submission of Utility Lien recommendations to legal for review and process. -**in progress; legal options sent to Mayor for review.**
- Initial research of Tax Increment Financing- anticipate committee conversation starting in January 2025. -**Attended a great workshop at the WFOA training. Will be discussing with Mayor to look at potential options. The soonest funding possibility would be January 2027.**
- Initial research for potential Transportation Impact Fee. -**no update.**

Upcoming Meetings/Events/Trainings:

- Community Development Meeting – October 21 - 5pm
- CityLab Board Meeting – October 21 - 6pm
- Personnel and Finance Meeting – October 28 - 4pm
- **Civics Academy-Began September 26, 2024 - Graduation November 20, 2024**
- White Salmon 2022-2023 Financial Audit – Begins September 30 through October 11, 2024