

White Salmon City Council Retreat

A G E N D A

September 09, 2020 – 6:00 PM

Via Zoom Teleconference

Meeting ID: 871 2148 8145 Passcode: 378391



Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption.

Thank you.

Call to Order

Roll Call

Business Items

- [1.](#) Introduction and Setting Expectations for Retreat
- [2.](#) Review of 2019 Goals Used to Set 2020 Goals and Status Update
3. Identification of Priority Target Areas for Funding Purposes for 2021 Budget
4. Discussion of 2021 Goals for Target Areas

Adjournment

File Attachments for Item:

Introduction and Setting Expectations for Retreat



AGENDA MEMO

Needs Legal Review: No
Council Meeting Date: September 9, 2020
Agenda Item: Council Retreat
Presented By: Marla Keethler, Mayor

Attached are the following documents to help assist the conversation at the City Council's Retreat on September 9, 2020.

- Agenda Memo – January 2, 2019 – Review of 2018 Goals and Priorities – Setting 2019 Goals and Priorities
- Meeting Minutes of January 2, 2019 City Council Meeting
- Meeting Minutes of June 29, 2019 City Council Retreat
- 2021 Work/Priorities Already Identified

I think it is important to identify priority target areas for funding purposes for the 2021 budget and to discuss the goals for each target area that require financial support.

Please bring your ideas to the meeting. I look forward to discussing with the council what areas of focus they would like to prioritize for 2021.

File Attachments for Item:

2. Review of 2019 Goals Used to Set 2020 Goals and Status Update



AGENDA MEMO

Needs Legal Review: No
Council Meeting Date: January 2, 2019
Agenda Item: Review of 2018 Goals and Priorities – Setting 2019 Goals and Priorities
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Adoption of 2019 Goals and Priorities.

PROPOSED MOTION:

Motion to adopt 2019 Goals and Priorities.

Why is it a legislative issue:

The council sets its goals and priorities.

Explanation of issue:

Attached are the 2018 Goals and Priorities that were adopted on March 7, 2018. In addition, the meeting minutes from the February 2018 Retreat are also included.

Most of the 2018 goals and priorities are ongoing currently

2018 Accomplishments

Infrastructure

The council adopted minimum design standards for water and wastewater facilities.

Parks and Pool

A Metropolitan Park District was voted in by the citizens of the proposed district and will be in place in 2019.

The council hired WMS Aquatics to develop a basic design for the pool.

Housing

The Housing Committee identified the need for a Short-Term Rental permitting process. This ordinance is currently under draft and should be submitted to the council in early 2019 for initial discussion (prior to scheduling public hearings).

Planning and Community Development

The city has undertaken updating the Comprehensive Plan. This process will continue into 2019.

The city has undertaken updating the city's Critical Area Ordinance. This process will continue into 2019.

The city has identified the need for a "City-County Development Agreement." Discussions with Klickitat County continue into 2019. The Comprehensive Plan Update process also identified this as a priority.



Emergency Response Planning

Klickitat County has undertaken the development of a County Hazardous Mitigation Plan. Bill Hunsaker, Fire Chief, is the key city coordinator on this process. This process will continue into 2019.

The city has looked at adopting a wildland/urban interface related to fire hazard. This will be coming to the council for adoption in early 2019.

Community Engagement

Council members attended several community events in 2018. This is an ongoing process.

Staff will propose a "social media strategy" in 2019 which also ties into "City Communications Goal".

City Communications

The city has a redesigned website. The website needs to be refined with additional data uploaded to the site.

The city will be working on its records management in 2019.

Garbage and Recycling

The city did not undertake any specific actions in 2018 related to garbage and recycling. The county is currently updating its Solid Waste Management Plan. Amy Whiteman is the council member assigned to the county committee.

2019 Goals and Priorities

I recommend that the 2018 Goals and Priorities be adopted as the 2019 goals and priorities with several modifications.

Parks and Pool

Replace "Develop phased action plan for pool construction and development" and "Establish Parks and Recreation District" with "Work with Metropolitan Park District regarding the construction and operations of a new pool."

City Communications

Replace "Redesign website" with "Continue to improve website."

I recommend that we hold a council retreat in June to identify the 2020 Goals and Priorities. This will help establish the budget around those goals and priorities.

Budget:

None at this time.

Staff Recommendation:

Staff recommends adopting the 2018 Goals and Priorities as ongoing 2019 Goals and Priorities with several modifications.



CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, January 2, 2019

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
Donna Heimke
Marla Keethler
Ashley Post
Amy Whiteman

Staff Present:

Pat Munyan, City Administrator
Jan Brending, Clerk Treasurer
Ken Woodrich, City Attorney
David Poucher, Mayor

1. Call to Order

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

2. Roll Call

All council members were present

3. Comments – Public and Council

There was no comments.

4. Changes to the Agenda.

There were no changes to the agenda.

5. Review of 2018 Priorities

Jan Brending, Clerk Treasurer provided an overview of the 2018 priorities and the 2018 accomplishments. She said she is recommending the 2018 Goals and Priorities be adopted as the 2019 Goals and Priorities with several modifications:

Parks and Pool – replace “Develop phased action plan for pool construction and development” and “Establish Parks and Recreation District” with “Work with Metropolitan Park District regarding construction and operations of a new pool.”

City Communications – replace “Redesign website” with “Continue to improve website.”

Jan Brending said she also recommends holding a council retreat in June to identify the 2020 Goals and Priorities in order to establish the budget for 2020 around those goals and priorities.

The council discussed the proposed 2019 Goals and Priorities. Under “Infrastructure” a goal was added “Support continued funding and consideration of alternative funding sources for

street maintenance” and under “Parks and Pool” a goal was added “Establish parks capital facilities improvements plan.”

The council also discussed that they would like to have a specific goal in 2020 related to exploring waste reduction activities within the city.

Marla Keethler moved, Amy Whiteman seconded.
 Motion to adopt the 2019 Goals and Priorities with changes. *CARRIED.*

18. Consent Agenda

- a. Approval of Minutes – December 19, 2019
- b. 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 2nd day of January, 2019.

Type	Date	From	To	Amount
Claims	12/30/2018	34562	34581	27,529.88
	1/2/2019	34582	34588	13,746.38
			Claims Total	41,276.26
Payroll	12/20/2018	EFT	EFT	55,067.89
			Payroll Total	55,067.89
Manual Claims				
			Manual Total	0.00
			Total All Vouchers	96,344.15

Amy Whiteman moved, Ashley Post seconded.
 Motion to approve consent agenda. *CARRIED.*

19. Department Head and Committee Reports

Pat Munyan, City Administrator provided an update to the council regarding the city’s aquifer storage recharge program.

Jan Brending, Clerk Treasurer said the city council will be meeting jointly with the planning commission on February 13.

Marla Keethler, Council Member noted that Senator Curtis King has sent out a survey to his constituents. She said the Metropolitan Park District will hold its first meeting tomorrow, Thursday, January 3.

Ken Woodrich, City Attorney said he spoke briefly with the Park District's attorney, Ruben Cleveland.

20. Adjournment

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



David Poucher, Mayor



Jan Breeding, Clerk-Treasurer



CITY OF WHITE SALMON
City Council Special (Retreat) Meeting – Saturday, June 29, 2019

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
Donna Heimke
Marla Keethler
Ashley Post
Amy Whiteman

Staff Present:

Pat Munyan, City Administrator
Bill Hunsaker, Fire Chief/Building Official
Jan Brending, Clerk Treasurer
Ken Woodrich, City Attorney

1. Call to Order

Mayor David Poucher called the meeting to order at 10:00 a.m. There were approximately 3 people present, including Joyce Ebbert who moderated the meeting for the city council.

2. Presentation

Healthy Trees – Fire Wise, Tony Gilmer – Fire District #3 Safety/Training Officer (Retired DNR Forester)

Tony Gilmer, Fire District #3 Safety/Training Officer made a presentation to the city council regarding healthy trees and fires. Council members discussed tree health and maintenance with Tony Gilmer.

3. Agenda Item Discussion

Joyce Ebbert, Moderator suggested to the city council they may want to prioritize the items on the agenda in order to have the discussion council members want to have given the limited time available.

Council members identified the initial priority items as follows:

- Council and Mayor Roles
- Inclusivity
- Infrastructure
- Housing
- Economic Development

4. Council and Mayor Roles

Ken Woodrich provided an overview of council and mayor roles under the “strong mayor” form of government which the City of White Salmon operates as.

The council and staff discussed roles.

The council discussed reviewing ordinances for inconsistencies and other areas that could use improvement or clarification. There was discussion of possibly establishing a special committee that would just review ordinances or having the Community Development Committee begin a review of ordinances.

The council discussed council meeting formats. There was a consensus of the council to hold six workshops throughout the year to address a single topic. Staff will email council members to determine the preferred dates and times for holding workshops.

5. Inclusivity

Amy Martin said that it is up to the council if it wants to discuss and address social issues. She said the city council should not shy away from these issues. She suggested holding an inclusivity training for council members and management staff that would run from 2 to 4 hours.

Marla Keethler said she does think it is important to address the capacity of council members and staff when issues are brought up. She said the council needs to consider what it is taking on and can it be delivered. Keethler said she does believe the council wants to create a compassionate community and that is a life quality.

Ken Woodrich said the comprehensive plan update can address things such as quality of life.

Council members discussed inclusivity.

Council members said they would like to see an agenda related to inclusivity training prior to scheduling the training. The majority of council members thought the training might be a good idea.

6. Infrastructure – Streets

Mayor Poucher said he would like to add an agenda item to the next council meeting requesting the city council to direct him to write a letter to the state regarding narrowing the travel lanes in order to widen the north shoulder on Highway 141 in the vicinity of the Loop Trail and lowering the speed limit to 25 mph.

The council discussed Highway 141 and the Loop Trail in relation to pedestrian traffic and safety issues.

Bill Hunsaker noted that narrower travel lanes on Highway 141 could cause problems with truck traffic.

The council discussed the Hood River Bridge project and the city's 6-year transportation program.

The council discussed the funding opportunities for street projects. There was a consensus that the issue would be referred to the City Operations Committee for further consideration and possible recommendations back to the city council.

7. Infrastructure – Water

The city council and staff discussed priorities related to the city’s water system including replacing the 14” main line from Buck Creek, the new slow sand filter project, establishing a booster pump in Bingen in case of an emergency so Bingen could supply water to White Salmon.

The council and staff discussed the city’s ability to charge “impact fees” and the differences between development charges and impact fees.

8. Infrastructure – Broadband

The city council agreed not to focus on broadband at this time as there are rapid changes happening related to the issue.

9. Infrastructure – Parks

The city council discussed the desire to replace the playground equipment in the park including developing a “natural play area” with logs and boulders to climb on. It was noted that possible grant funding may be available for this project. There was a consensus of the council to address replacing the playground equipment in 2020.

The city council also discussed the tennis courts. It was noted that the city does not own the tennis courts the school does. The council and staff discussed possible local cost improvements that could be made to the courts.

The city council discussed the proposed Riverfront Park. Dave Poucher updated the city council on the status of the county acquiring title to the property. He said that once the county has title the property can then be transferred to the city. Staff discussed the need for a permit from Burlington Northern Santa Fe Railway for a pedestrian bridge across the railroad and the possibility of obtaining grant funding from the BNSF Foundation.

10. Infrastructure – Pool

The council and staff discussed the status of the existing pool and the future decommissioning of the pool. Staff noted that the White Salmon Valley Pool Metropolitan Park District is in the process of conducting feasibility studies on the city’s property across the street from Whitson Elementary and school property located on Loop Road.

11. Infrastructure – Other City Facilities

The city council discussed other city owned facilities.

Staff noted that the city hall bid will be issued July 3, 2019.

Pat Munyan said he is meeting with US Cellular regarding a possible tower location at the Strawberry Mountain Reservoir. He said it will generate some income for the city.

The council discussed future opportunities for a new city shop at the Spring Street property.

12. Housing

The city council discussed short-term rentals, commercial zoning, and annexations. It was noted the Community Development Committee will be bringing a draft ordinance to the city council that provides for registering/permitting short-term rentals. It was noted that the ordinance does not address zoning of short-term rentals.

Staff noted that a clearer annexation process is needed. It was noted that the Planning Commission would also like to see the annexation process addressed.

The city council and staff discussed the desire to know what land is available in the city limits and within the urban exempt area. Staff noted that the city is working with the county on a buildable lands inventory and housing analysis that will address both the urban exempt area and lands within the city limits.

The city council discussed the idea of establishing partnerships related to housing including Insitu.

Mayor Poucher updated the city council regarding the efforts to establish a community land trust in the area. He said that Proud Ground will be making a presentation at a special city council meeting on July 29th. Poucher said he has invited a number of people representing several organizations to the presentation.

13. Economic Development

The city council generally discussed economic development and said it would be great to see incubator spaces established in White Salmon. Staff said working with White Salmon Valley School would be useful in establishing the incubator spaces.


14. Other Items

Jason Hartmann said he would like the city to address curb-side compost pickup in the future.

18. Adjournment

The meeting adjourned at 4:00 p.m.

David Poucher, Mayor



Jan Brending, Clerk-Treasurer

City of White Salmon
2021 Work/Priorities Already Identified
(including carryover work from 2020)

Planning

- Comprehensive Plan Update (carryover from 2020)
- Critical Areas Ordinance Update (carryover from 2020)
- Capital Facilities Plan Update (completed after comp plan update and water system plan update) – this plan will help the city council establish priorities related to improvements to existing facilities or new facilities including new parks, improvements to existing city buildings, etc.
- Zoning update based on results of comprehensive plan update
- Continued policy work on housing targets identified during 2020 moratorium
- Park Plan Update (carryover from 2020 – part of Comprehensive Plan Update)
- Transportation System Plan Update (carryover from 2020 – part of Comprehensive Plan Update)
- Plan and proposal for construction of a Community Center (carryover from 2020)

Parks

- Demolition of old pool (carryover from 2020 – must be demolished in 2021)
- Riverfront Park (carryover from previous years) – continue to work with Klickitat County regarding acquisition of property in order to implement vision for park
- Working with White Salmon Metropolitan Park District to ensure pool gets built by 2022
- Gaddis Park annexation into city limits (discussed during moratorium)

Streets

- Garfield Street Reconstruction (TIB funded)
- Jewett/Garfield Roundabout (city funded)
- Six-Year Street Transportation Improvement Program Update (use transportation system plan to revise and update this required document in 2021)
- Patton Street paving (to be done in conjunction with Garfield Street project)

Water

- Water System Plan Update (carryover from 2020)
- 14-Inch Main Transmission Line – Surveying, engineering and funding scenarios – possible securing of funding for construction (carryover from 2020)
- Meter replacement with radio reads (carryover from 2020 – possible completion in 2021?)
- SCADA System Update (carryover) (Wastewater fund will also pay for a small portion)

Wastewater

- Jewett Blvd. manhole relining and/or replacement
- Sewer video inspection and data collection

City Hall

- Records management – move archives from Spring Street to city hall, destroy public records per state requirements to reduce volume of records no longer required to be kept, address digital integration of records
- Single-year federal audit requirement (USDA loan)