



White Salmon City Council Meeting

A G E N D A

June 04, 2025 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: **895 9345 0637**

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/89593450637>

- I. Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. Roll Call**
- III. Changes to the Agenda**
- IV. Presentations**
 - Presentation for LGBTQ + Pride Month
- V. Public Comment**

Any public in attendance at the meeting (either in person or via Zoom) will be provided with an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.
- VI. Consent Agenda**
 - [A.](#) Approval of STP - Interlocal Agreement Klickitat County
 - [B.](#) Approval of Meeting Minutes - Special Council Meeting 04.30.2025, Council Meeting 05.07.2025, and Council Meeting 05.21.2025.
 - C. Approval of Vouchers
- VII. Business Items**
 - [A.](#) Ordinance 2025-06-1181 2025 Budget Amendment
 1. Presentation
 2. Public Hearing
 3. Discussion
 4. Action
 - B. Ordinance 2025-06-1182 Amending WSMC Chapter 2.06 City Administrator
 1. Presentation
 2. Discussion
 3. Action
- VIII. Reports and Communications**
 - [A.](#) Department Head Reports
 - B. WKRFA Report
 - C. Interim City Administrator Report
 - D. Council Member Reports
 - E. Committee Reports
 - F. Mayor's Updates
- IX. Executive Session (if needed)**
- X. Adjournment**

File Attachments for Item:

A. Approval of STP - Interlocal Agreement Klickitat County

INTERLOCAL AGREEMENT

BETWEEN

Klickitat County and the City of White Salmon

For

The Distribution of Surface Transportation Program Funding Within Klickitat
County Appropriated Under the Infrastructure Investment and Jobs Act (IIJA)

THIS AGREEMENT is made and entered into by and between Klickitat County ("County") and City of White Salmon ("City"), and each are a party to this agreement.

WHEREAS, a legacy for users (IIJA), enacted November 15, 2021 as Public Law 117-59; and

WHEREAS, appropriations from the act fund the Surface Transportation Program (STP); and

WHEREAS, the expenditure of STP funds must be administered by WSDOT or a "Certification Acceptance Agency"; and

WHEREAS, the most efficient use of STP funds will be realized if Klickitat County continues to buy STP funds from each city municipality using county road funds.

NOW, THEREFORE, under the provisions and intent of the Interlocal Cooperation Act, RCW 39.34 and in consideration of the mutual benefits contained herein, the member municipality agree as follows:

SECTION I - DISTRIBUTION OF FUNDS

Funds shall be distributed to each incorporated city based on 25% by population and 75% by mileage. Population shall be determined by the most current publication of the Office of Financial Management, State of Washington. Mileage shall be based on the Major Collector classification as approved by WSDOT.

SECTION II - SALE/PURCHASE OF FUNDS

The City agrees to trade to County on a dollar-for-dollar basis their distributed amount. County agrees to accept the distribution and expend these funds in conformance with "Certification Acceptance" procedures. The funds traded to the City shall be expended only for purposes described in Section III.

SECTION III - USE OF FUNDS

The City agrees to expend traded funds for transportation improvement purposes only. The City's highest priority shall be to use these funds to leverage and/or match other funding sources. This includes priority for transportation projects that serve more than one jurisdiction.

SECTION IV - PAYMENT TO CITIES

The payment to the City shall be made yearly following the County's receipt of the STP funds from WSDOT. The payment to cities will be a percentage of STP funds received by the County as shown by the following table.

AGENCY	POPULATION*	%	25%	07 MILES**	%	75%	TOTAL %
Bingen	685	3.39%	0.848%	0.000	0.00%	0.000%	0.848%
Goldendale	3745	18.54%	4.635%	2.530	1.19%	0.891%	5.525%
White Salmon	2,220	10.99%	2.748%	0.54	0.25%	0.190%	2.9376%
Klickitat Co.	13,550	67.08%	16.770%	210	98.56%	73.92%	90.689%
TOTALS	20,200	100.00%	25.000%	213.07	100.000%	75.000%	100.000%

*2020 Population as estimated by the Washington State Office of Financial Management

**Road miles based on Klickitat County Road Logs

SECTION V - ADVANCE TO CITIES

The City shall be allowed to petition the Board of County Commissioners for an advance payment expected to be received during a succeeding twelve-month period. Interest on the amount advanced will be accrued at the rate of 5.7%. The cities agree to return any portion of the advance plus accrued interest not eventually earned through this agreement.

SECTION VI - EFFECTIVE DATE AND DURATION

This agreement shall become effective immediately upon signature of all parties and shall remain in effect for five (5) years.

SECTION VII – ADMINISTRATION AND DISPUTE RESOLUTION

There shall be no separate legal entity created by this agreement. In the event of a dispute under this agreement the City and County shall attempt to resolve the matter informally. If the City and County are unable to resolve the matter informally the matter may be referred to non-binding mediation. Each party shall be responsible for their own costs and share the costs of the mediator equally.

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this agreement, the venue of such action shall be in the courts of the State of Washington in and for Klickitat County. The agreement shall be governed by the law of the State of Washington. Each party shall be responsible for its own attorney fees.

VIII – INDEPENDENT CONTRACTOR

Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent between City and County or any of the employees or agents of either party. City and County shall comply with all relevant Federal, State, and municipal laws, rules and regulations. Nothing in this agreement shall make an employee of City an employee of County or an employee of County an employee of City for any purpose.

IX- HOLD HARMLESS/INDEMNIFICATION

Each party agrees to indemnify, defend, save and hold harmless the other, its officials, employees and volunteers from any and all liability, demands, claims, causes of action, suits or judgments including costs, attorney fees and expenses, arising out of or resulting from the negligent acts, errors or omissions of the parties relating to or arising out or in connect with, or incident to, its negligent acts or omissions under this agreement.

City of White Salmon

Mayor

Date

Date: _____

BOARD OF COUNTY COMMISSIONERS
Klickitat County, Washington__

ATTEST:

Clerk of the Board

Ron Ihrig, Chairman

Todd Andrews, Commissioner

In and for the County of Klickitat
State of Washington

Lori Zoller, Commissioner

APPROVED AS TO FORM:

David R. Quesnel
Klickitat County Prosecuting Attorney

File Attachments for Item:

B. Approval of Meeting Minutes - Special Council Meeting 04.30.2025, Council Meeting 05.07.2025, and Council Meeting 05.21.2025.



**City of White Salmon Special City Council Meeting
April 30, 2025
In Person and Via Zoom Teleconference**

Attendance:

Council Members:

Ben Giant
David Lindley
Jim Ransier
Patty Fink

Staff Present:

Marla Keethler, Mayor
Paul Koch, Interim City Administrator
Jennifer Neil, Director of Finance
Troy Rosenburg, Deputy Clerk | Utility Clerk

I. Call to Order

Mayor Marla Keethler called the meeting to order at 6:00pm
There were 14 members of the public in attendance in person and via teleconference.

II. Roll Call (6:00pm)

Motion by Ben Giant. Seconded by Jim Ransier.

Moved to excuse Jason Hartmann's absence.

MOTION CARRIED 4-0

III. Business Item (6:01pm)

A. Resolution 2024-12-604 Greenhouse Gas Emissions Reduction Plan

Presentation – Paul Koch

Discussion – Opened by Ben Giant **(6:02pm)**

Council Discussed

Motion by Ben Giant. Seconded by Jim Ransier.

Moved to approve Resolution 2024-12-604 Greenhouse Gas Emissions Reduction Plan

MOTION CARRIED 4-0 (6:09pm)

IV. Staff Update (6:09pm)

Update by Paul Koch Interim City Administrator **(6:09pm)**

V. Adjournment

The meeting was adjourned **(6:10pm)**



City of White Salmon City Council Meeting
May 7, 2025
In Person and Via Zoom Teleconference

Attendance:

Council Members:

Ben Giant
 David Lindley
 Patty Fink

Staff Present:

Jennifer Neil, Director Finance & Operations
 Kelly Hickok, Assistant City Attorney
 Marla Keethler, Mayor
 Mike Hepner, Police Chief
 Paul Koch, Interim City Administrator
 Rowan Fairfield, City Planner
 Troy Rosenberg, Deputy Clerk\Utility Clerk

- 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 36 members of the public in attendance in person and via teleconference.
- II. **Roll Call (6:01pm)**
Moved by David Lindley. Seconded by Ben Giant (6:10pm)
Motion to approve the absence of Jason Hartmann from the council meeting.
MOTION CARRIED 3-0
- III. **Changes to the Agenda (6:02pm)**
 - A. Add Planning Commission Report: ULS Debrief to Reports & Communications as first item.
 - B. Removal of Consent Agenda Item C. Approval of Mid-Columbia Interlocal Agreement.
 - C. Removal of Business Item B. Associate Planner Job Description.

Moved by Ben Giant. Seconded by David Lindley. (6:02pm)
Motion to Add Planning Commission Report: ULS Debrief to Reports & Communications as first item, removal of Consent Agenda Item C. Approval of Mid-Columbia Interlocal Agreement, removal of Business Item B. Associate Planner Job Description.
MOTION CARRIED 3-0
- IV. **Presentations (6:04pm)**
 - A. Knowledge Bowl State Champions
 - B. Presentation of Award – Police Chief Mike Hepner
 - C. Heritage Month Presentation – Asian American & Pacific Islander
- V. **Public Comment (6:16pm)**

Eric Stride – City of White Salmon Resident **(6:16pm)**
 Todd Andrews - City of White Salmon Resident **(6:18pm)**

VI. Consent Agenda (6:22pm)

- A. Approval of Bulk Water Agreement - WKRFA
- B. Approval of Leak Credit Request for 103 SW Eyrie Road for \$949.95.
- C. **Removed**
- D. Approval of Resolution 2025-05-623 Accepting Transmission Main Phase 1 Completion 04.02.2025.
- E. Approval of Meeting Minutes – City Council Meeting April 16, 2025.
- F. 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 7th day of May 2025.

Type	Date			
Claims	4/25/2025	42383	42390	\$106,004.06
	4/25/2025	EFT	EFT	\$13,112.08
	5/5/2025	42392	42392	\$5,116.46
	5/7/2025	42393	42439	\$112,187.50
			Claim Total	\$236,420.10
Payroll	4/21/2025	EFT	EFT	\$80,395.14
	4/25/2025	EFT	EFT	\$17,039.94
	5/5/2025	EFT	EFT	\$128,030.03
	5/5/2025	42391	42391	\$928.25
			Payroll Total	\$226,393.36
Manual Claims				
VOIDED Checks			N/A	\$0.00
			Manual Claim Total	\$0.00
			Toal Vouchers	\$462,813.46

Moved by Ben Giant. Seconded by David Lindley. (6:24pm)

Motion to approve Consent Agenda and vouchers in the amount of \$462,813.46.

MOTION CARRIED 3-0

VII. Business Items (6:25pm)**A. City Council Appointment**

1. Candidate Interviews
 - Kate Benite **(6:27pm)**
 - Jill Catherine **(6:40pm)**
 - Morella Mora **(6:52pm)**
 - Doug Rainbolt **(7:03pm)**
2. Executive Session **(7:17pm)**
3. Action **(7:38pm)**

Roll Call Vote**Council Member Patty Fink - Morella Mora****Council Member David Lindley – Morella Mora****Council Member Ben Giant - Morella Mora****Moved by Ben Giant. Seconded by David Lindley. (7:41pm)****Motion to move to appoint Morella Mora to the vacated council member position of the City White Salmon council beginning May 21, 2025 ending November 25, 2025.****Council Discussion****MOTION CARRIED 3-0****B. *Removed*****C. Clerk Job Description (7:42pm)**

Presented by Mayor Marla Keethler

Council Discussed **(7:43pm)**

- Add fluency in Spanish to desired qualifications

Moved by David Lindley. Seconded by Ben Giant. (7:44pm)**Move to authorize the approval of the Clerk at range 40 step 1-6, \$69,760 - \$80,871 per year with the addition of adding fluency in Spanish to the desire qualifications.****MOTION CARRIED 3-0****D. Ordinance 2024-12-1172 NW Natural Contract (7:46)**

Presented by Mayor Marla Keethler and Assistance City Attorney Kelly Hickok

Council Discussed

Moved by David Lindley. Seconded by Patty Fink.**Move to postpone the Ordinance 2024-12-1172 NW Natural Contract to the May 21, 2025 council meeting.****Council Discussed (7:55)****MOTION CARRIED 3-0****VIII. Reports and Communications (7:56pm)**

1. Committee Report - Planning Commission – Debrief – Presented by Carl Trabant - ULS – Ordinance 2025-05-1180 – Amending WSMC 16.66 Unit Lot Subdivisions
Council Questions **(8:09pm)**
2. Interim City Administrator Paul Koch Report **(8:15pm)**
3. Council Member and Committee Reports **(8:21pm)**
Out of Order Comment by Todd Andrews (8:26pm)
4. Mayor's Updates **(8:27pm)**

IX. Executive Session: (None)**X. Adjournment (8:32pm)**



City of White Salmon City Council Meeting
May 21, 2025
In Person and Via Zoom Teleconference

Attendance:

Council Members:

Ben Giant
 David Lindley
 Morella Mora
 Patty Fink

Staff Present:

Chris True, Operations Manager Public Works
 Jenne Paterson, Code Compliance Officer
 Jennifer Neil, Director Finance & Operations
 Marla Keethler, Mayor
 Paul Koch, Interim City Administrator
 Rowan Fairfield, City Planner
 Shawn MacPherson, City Attorney
 Troy Rosenberg, Deputy Clerk\Utility Clerk

Consultant:

Michael W. Mehaffy, PH.D.

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 11 members of the public in attendance in person and via teleconference.

II. Roll Call (6:01pm)

A. Swearing in of Morella Mora as Council Seat 4 by Shawn MacPherson City Attorney.

Moved by Ben Giant. Seconded by David Lindley (6:03pm)

Motion to approve the absence of Jason Hartmann from the council meeting.

MOTION CARRIED 4-0

III. Changes to the Agenda (6:04pm)

- A. Removal of Consent Agenda Item A. Approval of STP – Interlocal Agreement Klickitat County
- B. Removal of Consent Agenda Item D. Approval of Vouchers

Moved by David Lindley. Seconded by Ben Giant. (6:05pm)

Motion to remove Consent Agenda Item A. Approval of STP – Interlocal Agreement Klickitat County and removal of Consent Agenda Item D. Approval of Vouchers

MOTION CARRIED 4-0

IV. Presentations (6:06pm)

- A. Introduction of Rowan Fairfield, City Planner
- B. Heritage Month Presentation – Jewish American Heritage Month **(Technical Issues)**

V. Public Comment (6:19pm)

Tammara Toppel – City of White Salmon Resident **(6:20pm)**

VI. Consent Agenda (6:25pm)

- A. **Removed**
- B. Approval of Committee Appointments.
- C. Approval of contract Amendment No. 1 between Aspect Consulting and the City of White Salmon.
- D. **Removed**

Moved by Patty Fink. Seconded by Ben Giant. (6:25pm)

Motion to approve Consent Agenda.

MOTION CARRIED 4-0

VII. Business Items (6:26pm)

- A. Ordinance 2025-05-1180 – Amending WSMC 16.66 Unit Lot Subdivisions
Presentation by Rowan Fairfield, City Planner and Michael Mehaffy, PH.D.
Public Hearing – **(6:36pm – 6:42pm)**
Peter Wrights – City of White Salmon Resident **(6:37pm)**
Doug Rainbolt – City of White Salmon Resident **(6:40pm)**
Council Discussion **(6:43pm)**

Moved by Patty Fink. Seconded by David Lindley. (7:07pm)

Motion to remand back to Planning Committee specific language and clarity, scale back zones R1, R2, R3 and hold on RL.

Council Discussion **(7:07pm)**

Shawn MacPherson, City Attorney **(7:08pm)**

MOTION CARRIED 4-0

- B. Ordinance 2024-12-1172 NW Natural Contract **(7:09pm)**
Presented by Paul Koch, Interim City Administrator and Shawn MacPherson, City Attorney
Council Discussed **(7:14pm)**

Moved by Ban Giant. Seconded by Patty Fink. (7:18pm)

Move to approve Ordinance 1024-12-1172 NW Natural Contract

MOTION CARRIED 4-0

- C. Budget Amendments **(7:19pm)**
Presented by Jennifer Niel, Director of Finance & Operation
Council Discussed after each section of the presentation. **(7:31pm - 8:08pm)**

- D. Associate Planner Job Description **(8:09pm)**
Presented by Paul Koch, Interim City Administrator
Council Discussion **(8:10pm)**

Moved by Ben Giant. Seconded by Morella Mora.

Move to approve the Associate Planner Job Description.

MOTION CARRIED 4-0 (8:19pm)

VIII. Reports and Communications (7:56pm)

- 1. Interim City Administrator Paul Koch Report **(8:20pm)**
- 2. Council Member and Committee Reports **(8:24pm)**
- 3. Mayor's Updates **(8:28pm)**

IX. Executive Session: (None)**X. Adjournment (8:34pm)**

File Attachments for Item:

A. Ordinance 2025-06-1181 2025 Budget Amendment

1. Presentation
2. Public Hearing
3. Discussion
4. Action



COUNCIL REPORT

☒ Public Hearing & Business Item

Needs Legal Review:	Yes, completed
Meeting Date:	June 4, 2025
Agenda Item:	Ordinance 2025-06-1181 Amending the 2025 Budget
Presented By:	Jennifer Neil, Director of Finance & Operations

Action Required:

Review staff report, open the public hearing, and receive public comment regarding the proposed Budget Amendment No 1 for the annual budget for fiscal year 2025.

Motion:

Motion to adopt Ordinance 2025-06-1181 Amending the Budget for the City of White Salmon for Fiscal Year Ending December 31, 2025.

Explanation of Issue:

The proposed 2025 Budget Amendment has been reviewed by the **Personnel & Finance Committee** and was discussed during the **City Council meeting on May 21, 2025**. The amendment reflects updates to both revenue projections and expenditure allocations based on current year's activity, finalized contracts, and operational needs identified in the first quarter.

Key changes include:

- **Increased Revenues:** Adjustments based on updated sales tax forecasts, permit activity, utility tax collections, and confirmed grant funding (e.g., STP and Middle Housing Grant).
- **Targeted Expenditure Changes:** Reallocations to support staffing adjustments, technology upgrades, contract services, and capital projects already adopted in the CIP.
- **Operational Alignment:** Several departments have underrepresented line items in the original budget that are now being corrected to ensure smooth service delivery and compliance.

No new funding sources are being introduced. These adjustments reallocate existing budget authority to more accurately reflect actual service delivery and operational priorities.

Approval of this amendment ensures the budget remains accurate, transparent, and responsive to current City needs.

Council Options:

City Council has the following options available at this time:

1. Accept Staff Recommendation
2. Revise Staff Recommendation
3. Other action as desired by Council

Fiscal Analysis:

Financial implications are explained above. Most of the amendments are technical accounting adjustments, moving current budget allocations from one item to another.

Staff Recommendation:

Approve the budget amendment as presented.

**CITY OF WHITE SALMON
ORDINANCE NO. 2025-06-1181**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF WHITE SALMON,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the City Council of the City of White Salmon adopted the 2025 budget pursuant to Ordinance No. 2024-11-1169; and

WHEREAS, subsequent to the adoption of the 2025 budget, certain events occurred requiring changes in estimated revenue and expenditures; and

WHEREAS, the City is authorized under RCW Chapter 35.33 to amend its annual budget through ordinance;

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

Section 1. Amendment of Budget. The budget for the City of White Salmon, Washington for the year 2025 as adopted is hereby amended to reflect the changes in revenue and expenditures as shown below, detail in attached Exhibit A:

Fund No.	Fund Name	Beginning Fund Balance	Original Appropriation	Amended Amount	Amended Total Appropriation	Ending Fund Balance	10%
001	General (Current Expense)	667,179	3,577,173	83,114	3,660,287	438,761	366,028.70
101	Streets	151,342	437,881	24,000	461,881	151,342	46,188.10
108	Capital Improvement	339,553	-	446,558	446,558	0	
121	Police Vehicle	73,833	-	19,209	19,209	66,708	
122	Police General	80,000	-	85,400	85,400	0	
401 (Multiple)	Water	1,706,027	2,713,439	300,000	3,013,439	1,931,064	276,193.90
402 (Multiple)	Wastewater	563,793	1,351,239	15,324	1,366,563	682,800	125,090.10

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 3 Effective Date. This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the Council and approved by the Mayor on this 4th day of June, 2025.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Troy Rosenburg, Deputy Clerk

Shawn MacPherson, City Attorney

2025 Budget Amendments

Fund	BARS	Description	Original Amount	Requested Change	New Amount	Project Notes
001 General Fund	313 11 00 00	CE- Sales & Use Tax	685,467	39,533	725,000	Median forecast of 5 scenarios
001 General Fund	316 44 00 00	CE- Water Utility Tax	279,592	5,408	285,000	Post COVID annual average allows for increase
001 General Fund	316 48 00 00	CE- Refuse Collection Utility Tax	21,689	2,311	24,000	Post COVID annual average allows for increase
001 General Fund	321 91 00 00	CE- Cable Franchise Fees	14,000	750	14,750	Post COVID annual average is \$16,927
001 General Fund	321 99 00 00	CE- Business Licenses & Permits	30,000	1,200	31,200	Post COVID annual average is \$31,500
001 General Fund	322 10 00 00	CE- Building Permit	36,000	9,000	45,000	Post COVID annual average is \$56,785, current trend shows a slight decline in permits over prior year. Increase still keeps new amount under 2024 actual received
001 General Fund	336 06 95 00	CE- Liquor Board Profits	16,728	2,065	18,793	MRSC forecast
001 General Fund	337 00 05 19	CE- RMSA Small City Scholarships	0	1,000	1,000	Anticipated scholarships to offset training
001 General Fund	336 06 42 00	CE- Marijuana Excise Tax	3,167	983	4,150	MRSC forecast
001 General Fund	334 04 20 03	CE- Middle Housing Grant	0	5,200	5,200	Remaining in grant is \$5199.70
001 General Fund	345 83 00 00	CE- Plan Review Fees	20,000	7,500	27,500	Post COVID annual average allows for increase
001 General Fund	345 81 00 00	CE- Zoning & Subdivision Fees	10,000	7,500	17,500	Post COVID annual average allows for increase
001 General Fund	335 00 91 00	CE- PUD Privilege Tax	28,304	664	28,964	Post COVID annual average allows for increase
101 Streets	334 03 60 00	Streets STP Program	0	6,000	6,000	Verified with County PW - anticipated funding
101 Streets	316 45 01 01	Streets Utility Tax	2,862	18,000	20,862	Post COVID annual average allows for increase
121 Police Vehicle	308 51 01 21	Fund Balance		19,209	19,209	Vehicle Installation
FUND TOTAL		REVENUE				
001 General Fund			1,144,947	83,114	1,228,057	
101 Streets			2,862	24,000	26,862	
121 Police Vehicle			0	19,209	19,209	

2025 Budget Amendments

Fund	BARS	Description	Original Amount	Requested Change	New Amount	Project Notes
001 General Fund	514 20 10 00	Finance Salaries	109,291	25,421	134,712	Adjustment for solidified contract
001 General Fund	514 20 35 01	Finance Equipment	26,000	2,000	28,000	Office furniture and equipment
001 General Fund	514 20 41 01	Finance Contractual Services	40,000	30,000	70,000	TDJ, CPA and HR Answers
001 General Fund	514 20 43 00	Finance Travel & Training	5,000	5,000	10,000	2 new roles; training for clerk and finance
001 General Fund	514 20 49 01	Finance Dues & Subscriptions	4,000	160	4,160	GFOA Membership
001 General Fund	594 14 64 01	Finance Assets >\$250	0	14,000	14,000	At least 8 computer replacement due to required Windows 11 upgrade
001 General Fund		All Departments Contractual Services		30,000	30,000	Interim City Administrator
001 General Fund	518 10 10 00	HR Salaries	27,594	(6,931)	20,663	
001 General Fund	524 60 10 00	Building Salaries	40,223	(23,376)	16,847	
001 General Fund	524 60 11 01	Code Compliance Salaries	24,686	14,818	39,504	Increase to 0.75FTE
001 General Fund	524 60 41 01	Code Compliance Contractual Services	5,000	54,000	59,000	Abatement, Survey support, Interim Administrator
001 General Fund	524 60 43 00	Code Compliance Travel & Training	500	1,350	1,850	ICC credentialing program, WACE conference
001 General Fund		Code Compliance Dues & Subscriptions	0	300	300	Adobe, WACE, ACC
001 General Fund		Code Compliance Communications	0	540	540	Hotspot Services
001 General Fund	594 19 64 09	Code Compliance Computer Equip/Software	0	475	475	Mobile Hotspot
001 General Fund	558 60 10 00	Planning Salaries	145,375	(48,633)	96,742	
001 General Fund	558 60 20 00	Planning Benefits	77,455	(16,614)	60,841	
001 General Fund	521 10 41 00	Civil Service Professional Services	0	604	604	Required Public Safety Testing
101 Streets	542 30 10 00	Streets Salaries	149,929	4,000	153,929	Modified to accomodate contracting for Police vehicle maintenance
101 Streets	542 30 41 04	Streets Contractual Services	34,000	20,000	54,000	
108 Capital Improvement	508 31 01 08	Ending Fund Balance	446,588	(329,000)	117,588	
108 Capital Improvement	594 76 03 01	MCI Park Playground	0	314,000	314,000	See Adopted CIP
108 Capital Improvement	594 76 03 02	MCI Park Splashpad	0	5,000	5,000	See Adopted CIP
108 Capital Improvement	594 76 04 00	MCI Park Peebles	0	10,000	10,000	See Adopted CIP
121 Police Vehicle	594 21 6403	PVR- Vehicles & Equipment	70,118	19,209	89,327	New vehicle equipment installation
122 Police General Fund	508 21 01 22	Ending Fund Balance	85,400	(57,000)	28,400	
122 Police General Fund	594 21 64 21	Police General Capital	0	57,000	57,000	Spillman Upgrade
401 Water Fund	534 80 31 05	Water- Pipe,Valves, Fittings	25,000	5,000	30,000	Test Station
401 Water Fund	534 80 31 01	Water- Repair Supplies	1,000	2,500	3,500	
401 Water Fund	534 80 41 01	Water- Contractual Services	87,470	33,000	120,470	Water leak detection & Control valve maintenance
401 Water Fund	534 80 48 05	Water- Telemetry Repair/Maint	0	3,000	3,000	
401 Water Fund	594 34 64 00	Water- Meters & Vaults	0	5,000	5,000	
401 Water Fund	508 51 04 01	Water- Ending Fund Balance	0	251,500	251,500	
402 Wastewater Fund	535 80 10 00	Wastewater Salaries	128,978	15,324	144,302	Modified to accomodate contracting for Police vehicle maintenance
402 Wastewater Fund	508 51 04 02	WW- Ending Fund Balance	115,662	(15,324)	100,338	
FUND TOTAL		EXPENSE				
001 General Fund			505,124	83,114	588,238	
101 Streets			183,929	24,000	207,929	
108 Capital Improvement			446,588	0	446,588	
121 Police Vehicle			70,118	19,209	89,327	
122 Police General Fund			85,400	0	85,400	
401 Water Fund			113,470	300,000	413,470	Original budget adopted unbalanced, no ending fund balance budgeted
402 Wastewater Fund			244,640	0	244,640	

File Attachments for Item:

B. Ordinance 2025-06-1182 Amending WSMC Chapter 2.06 City Administrator

1. Presentation
2. Discussion
3. Action



CITY COUNCIL REPORT

☒ Business Item

Needs Legal Review:
Meeting Date:
Agenda Item:
Presented By:

☐ Consent Agenda

Completed
June 4, 2025
Approval of modifications to City Administrator Ordinance
Paul Koch, ICA

Action Required

Authorize modifications to City Ordinance 2025-06-1182 amending Municipal Code Chapter 02.06.010 affecting the City Administrator.

Motion for Business Item / Proposed Motion for Consent Agenda

Move that City Ordinance 2025-06-1182 be approved as proposed indicating that the position of City Administrator may be filled at the option of the Mayor with the approval of a majority of the City Council.

Explanation of Issue

For the past four months the Mayor and key staff have been seeking methods to operate more effectively and efficiently. In that process, great effort has been taken to save money while placing more authority and responsibility with Department Heads. The proposed organizational chart was presented to the Council on May 21, showing how the city would operate without a City Administrator. In the proposed change, the mayor may fill the position of City Administrator with the approval of the majority of City Council. It should also be pointed out that in this process, we found 4-5 other cities making this same change as they strive for more effective and efficient operations.

A great deal of thought and discussion has gone into this matter, and it has been determined, through work with the City Attorney, that providing that the Mayor may fill the position of City Administrator will provide maximum flexibility to the city over time. In other words, the next Mayor may want to utilize a City Administrator, and this proposed Ordinance change provides that flexibility. Under the current philosophy and plan, the mayor has determined that a full time City Administrator is not necessary to the efficient and effective operations of the city. One of the key factors in moving in this direction is the high professional quality of the Department Heads and their employees.

With a strong Mayor supported by high quality professional department heads, the city will operate most effectively while at the same time saving money. Some of the savings has been invested in new positions such as Associate Planner and an expansion of the hours of the Code Enforcement officer. The cost savings and reallocation of certain funds will be shown in the proposed budget adjustments. Those potential alterations were shared with Council by the Finance and Operations manager at the May 21 Council meeting.

Over the past few months, the city organization has been moving in this direction, relying more on the Department Heads and professional staff to get the work done. It is anticipated that full implementation could take as much as another 6 months to complete, especially when considering the hiring of a new permanent City Planner and a City Clerk. In this organizational change, great care and communication is being given to making sure the right jobs are done and done effectively.

The result of these carefully thought out changes is that the City can operate without a City Administrator. There is an Interim City Administrator in place until July 31, 2025. After that the new organizational approach kicks in and will be fully operational.

City Council Options:

City Council has the following options available at this time:

1. Adopt the Staff Recommendation to approve the proposed changes to City Ordinance 2025-06-1182.
2. Take no action on this request.
3. Other action that may be desired by the Council.

Fiscal Analysis:

The cost savings as a result of not having a City Administrator has been reviewed and utilized to fund other positions and increase the work hours for the Code Enforcement Officer. Full explanation of the financial implications will come forward in the proposed budget adjustment to be presented by the Finance and Operations Manager. The financial implications were shared with the Council on May 21.

Recommendation of Staff:

It is recommended by staff that the City Council approve the proposed changes to City Code 2025-06-1182 providing that the mayor may fill the position of City Administrator at their option with the approval of the City Council.

**CITY OF WHITE SALMON ORDINANCE NO. 2025-~~06XX-1182XXXX~~ AN ORDINANCE
AMENDING WHITE SALMON MUNICIPAL CODE CHAPTER 02.06 CITY
ADMINISTRATOR FOR THE CITY OF WHITE SALMON, WASHINGTON, INCLUDING
SERVABILITY DATE.**

WHEREAS, the City of White Salmon is undertaking a review of the positions that oversee daily responsibility for the operations of the city; and

WHEREAS, the City Council continues to approve any formal job description for the positions created herein to include current salary and benefits; and

WHEREAS, the city desires to operate more effectively and efficiently;

NOW, THEREFORE, the City Council of the City of White Salmon do ordain as follows: That the following amendments be made to White Salmon Municipal Code Title 2, Code Chapter 2.06 City Administrator:

Chapter 2.06 CITY ADMINISTRATOR

Sections:

2.06.010 Position created.

There is created the position of city administrator -who, at the option of the mayor, -shall be and act as the administrative and executive supervisor of the city government under the authority and direction of the mayor. The position of city administrator may shall be filled by appointment of the mayor at their option with the consent and approval of a majority of the city council. The position of city administrator shall be an at-will position; any person so appointed to the position of city administrator shall serve at the pleasure of the mayor, and may be removed, with or without cause, by the mayor. Appointment of any person to the position of city administrator shall not be deemed to have conferred upon such appointee any express or implied contractual right to nor any property interest or liberty interest in continued employment with the city as city administrator or in any other capacity.

(Ord. No. 2013-05-916, § 1, 5-1-2013; Ord. No. 2022-08-1108, § 1, 8-17-2022)

2.06.020 Duties.

The duties of the city administrator shall be as provided in a job description formally adopted by the city council and incorporated herein by this reference.

(Ord. No. 2013-05-916, § 1, 5-1-2013; Ord. No. 2022-08-1108, § 1, 8-17-2022)

2.06.030 Compensation.

The salary range for the city administrator shall be as established in the most current approved salary matrix or job description formally adopted by the city council.

(Ord. No. 2013-05-916, § 1, 5-1-2013; Ord. No. 2019-11-1056, § 1, 11-20-2019; Ord. No. 2022-08-1108, § 1, 8-17-2022)

2.06.040 Conflict of provisions.

To the extent that the provisions of this chapter or any employment contract with a city administrator relating to employee tenure, compensation and benefits conflict with any other ordinances, resolutions or the employee manual of the city, the provisions of this chapter and such employment contract shall prevail. To the extent that such provisions of this chapter conflict with any such employment contract, the provisions of this chapter shall prevail.

(Ord. No. 2013-05-916, § 1, 5-1-2013)

2.06.050 Combination of Position – Allowed

The office of city administrator may be combined with any other appointive position(s) in the city; provided, that when combined, the compensation shall be fixed by the council for the combined office(s) and shall not necessarily be the total of the compensation fixed for each office individually.

[2.06.060 Code References](#)

In the absence of an appointed and confirmed city administrator, all references within this Code to ‘City Administrator’ shall be deemed to refer to the designated position as assigned per the city council adopted organization chart as having oversight authority for the department which is subject to an application or other matter requiring a decision, or their designee.

File Attachments for Item:

A. Department Head Reports

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: June 4, 2025

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.
- Washington Association of Sheriff and Police Chief Conference
- Active Threat Training for Patrol Officers
- Motorola Summit Conference

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. Lastly, speed enforcement, parking issues, or whatever the community deems important to them.

April 2024 and 2025 Activity Log Attached

Bingen-White Salmon Police
Monthly Activity Log
April 2024

White Salmon	Bingen	
2		Abandoned/Disabled Vehicle
19	1	Agency Assist
1	1	Alarm
7	1	Animal Problem/Noise/Neglect
		Arson
1		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
10	1	Citizen Assist
	1	Civil Matter
1	2	Criminal Mischief
		Deceased
2	1	Disorderly
3		Domestic Violence
		Drugs
		DUI
		Fire
		Fireworks
		Forgery
1		Fraud
2		Harassment
		Hazmat
		Homicide
		Information
		Intoxication
2		Juvenile Problem
		Kidnapping
51	8	

White Salmon	Bingen	
		Littering
1		Missing Person/Runaway
1		Medical Emergency
	1	Mental Health
3	1	Motor Vehicle Accidents
1		Motor Vehicle Theft
1	1	Noise Complaint
4	1	Parking Problem
		Pornography
7	1	Property Lost/Found
3		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
4	1	Suspicious
1		Theft
		Threats
4		Traffic Complaint/Hazard
1	2	Traffic Offense
2	1	Trespass
		Unsecure Premise
		Violation Court Order
		Wanted Person
		Weapons Offense
7	1	Welfare Check
1		911 Hang-up Calls
41	10	

18	Bingen
92	White Salmon
110	Total

Bingen-White Salmon Police
Monthly Activity Log
April 2025

White Salmon	Bingen	
		Abandoned/Disabled Vehicle
14	1	Agency Assist
	3	Alarm
8	3	Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
	1	Burglary
		Child Abuse/Neglect
15	3	Citizen Assist
3		Civil Matter
		Criminal Mischief
2		Deceased
5		Disorderly
5	2	Domestic Violence
		Drugs
1		DUI
		False Reporting
2		Fire
		Fireworks
		Forgery
1		Fraud
1		Harassment
		Hazmat
		Homicide
1		Information
		Intoxication
2		Juvenile Problem
		Kidnapping
		Littering
60	13	

White Salmon	Bingen	
1		Missing Person/Runaway
3		Medical Emergency
1	1	Mental Health
3	2	Motor Vehicle Accidents
1		Motor Vehicle Theft
1		Noise Complaint
		Paper Service
4	2	Parking Problem
		Pornography
2	1	Property Lost/Found
	2	Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
10	4	Suspicious
1	3	Theft
1	1	Threats
3		Traffic Complaint/Hazard
4	1	Traffic Offense
103	67	Traffic Stop
6	3	Trespass
		Unsecure Premise
2		Violation Court Order
2		Wanted Person
		Weapons Offense
8	1	Welfare Check
3	2	911 Hang-up Calls
159	90	

103	Bingen
219	White Salmon
322	Total

CODE COMPLIANCE

Meeting Date: March 5, 2025
Presented By: Jenne Patterson



Daily Operations / What's Happening:

Requests/Cases: Open 20, Closed 10

Requests involve initial concerns reported by members of the community.

Cases can be requests that are converted to enforcement actions or matters directly observed by Code Compliance.

Current concerns involve accessory structures, setbacks, alley use, dog leashing, boundary markers, short-term rentals, and unregistered animals/livestock.

Current Project(s): Block-by-block site visits on SE Wyers St (and surrounding area) are complete with 50 properties observed. Approximately 20 properties were identified for follow-up with 18 complying either within a calendar week or a coordinated timeline that will require additional follow-up.

On-street parking, intersection line-of-sight, and transient encampments.

Upcoming Project(s): The next block-by-block site visits will be the Main/Manly/Spring – community members are encouraged to keep an eye out for orange door hangars with more information.

On-street parking and public parking lots.

Community Engagement: The City of White Salmon Code Compliance webpage is updated regularly and can be viewed on the City's website, www.whitesalmonwa.gov.

Community Update(s): Road conditions may require maintenance from snowplows and sweeper trucks. The City of White Salmon asks residents to keep personal items out of the public rights-of-way.

Code Compliance notices are often delivered via orange door hangars, which include violation details, resolution steps, reinspection timeline, and contact information.

Anyone residing in Washington State is required to hold a valid Washington State driver's license and have Washington State vehicle registration. Anyone who resides in WA and has an out-of-state driver's license and/or vehicle registration, take steps to update their registration accordingly. Thanks for your cooperation.