

# BINGEN CITY COUNCIL MINUTES

September 6, 2016

The meeting was called to order by Mayor Betty J. Barnes at 7:00 p.m. Council members present: Catherine Kiewit, Dan Armstrong, Izzy Schroder. Council members absent: Stephanie Porter Staff present: City Attorney Chris Lanz, City Administrator Jan Brending. Audience: Michelle Scott.

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

Betty Barnes said Chief Tracy Wyckoff reported to her that the officers at the academy are doing well and continue to test in the high 90's.

## **Approval of Meeting Minutes – August 16, 2016**

Changes to the minutes of the August 16, 2016 regular council meeting were noted as follows:

Page 1, 13<sup>th</sup> paragraph, 2<sup>nd</sup> sentence should read “Izzy Schroder seconded the motion.”

Catherine Kiewit moved to approve the meeting minutes of the August 2, 2016 regular council meeting as corrected. Izzy Schroder seconded the motion and it was unanimously passed.

## **Public Hearing – Proposed Conditional Use Permit, US Autocare (Soroush Kermani)**

Betty Barnes opened the public hearing for a proposed conditional use permit application submitted by US Autocare (Soroush Kermani).

Jan Brending provided an overview of the proposed conditional use permit application which is to convert 375 square feet of a 2874 square feet commercial facility to residential use. She said the subject property is located at 417 W. Steuben. Brending said the city's commercial zoning code allows residential use within a commercial facility using up to ½ of the square footage of the facility through a conditional use permit. She said the city has received one comment from Brian Carlstrom in support of the proposed conditional use permit. Brending noted there is one permitted conditional use permit for residential use in a commercial facility and 3 grandfathered residential uses within commercial facilities located in Bingen.

Betty Barnes asked council members if there was any ex parte contact or conflict of interest. There were none reported.

Soroush Kermani spoke on behalf of the proposed conditional use permit application. He said that it is important to provide housing. Kermani said his daughter is moving back to the area and would be using the space. He noted there is a shortage of rental spaces.

Dan Armstrong asked if the facility includes everything that is needed to use the space as a residence.

Kermani said yes.

Dan Armstrong moved to approve the conditional use permit application submitted by US Autocare (Soroush Kermani) for converting 375 square feet of a 2874 square foot commercial facility located at 417 W. Steuben to residential use based on the finding that the proposed conditional use meets the requirements of Bingen Municipal Code 17.40.30. Izzy Schroder seconded the motion and it was unanimously passed.

## **Small Works Roster Bid, Miscellaneous Electrical Work**

Jan Brending reviewed a small works roster bid from Precision Service & Electric LLC for miscellaneous electrical services. She said the bid is based on time and materials. Brending noted the city sent out the same bid twice earlier in the year with no responses. She said she learned of a new electrical company out of Goldendale who said they were interested in doing work for the city.

Council and staff discussed the proposed bid. Catherine Kiewit asked if the electrical work could be divided up among different electricians. Brending said yes and that information was noted on the bid documents that went out earlier in the year. She said there were no bids from any electricians even on separate items.

Catherine Kiewit moved to enter into a small works contract with Precision Service & Electric LLC based on time and materials to complete miscellaneous electrical work by December 31, 2016. Izzy Schroder seconded the motion and it was unanimously passed.

### **Request for Quotes for Property and Liability Insurance Coverage**

Betty Barnes said the city issued a request for quotes for property and liability insurance coverage. She said the city received quotes from AWC Risk Management Service Agency (AWC RMSA) , Washington Cities Insurance Authority (WCIA), and Cities Insurance of Association of Washington (CIAW) . Barnes noted the city is currently using Cities Insurance of Association of Washington. She said that based on the proposals including price and services provided, she and Jan Brending are recommending the city go with AWC Risk Management Service Agency.

The council and staff discussed the quotes that were submitted.

Catherine Kiewit said she feels that not enough information has been presented for her to select AWC Risk Management Service Agency over Washington Cities Insurance Authority noting that WCIA is \$19,031 less a year than AWC RMSA.

Jan Brending said she is concerned that the price quoted is substantially below the other two insurance pools which were similar in price. She said that she and Betty Barnes feels the services provided by AWC Risk Management are better than those provided by WCIA.

Izzy Schroder moved to accept the quote from AWC Risk Management Service Agency. Dan Armstrong seconded the motion. The motion carried 2 to 1 with the following vote: Armstrong – Aye, Kiewit – Nay, Schroder – Aye.

### **Treasurer's Report – July 2016**

Jan Brending presented the Treasurer's Report for July 2016. She noted she is working on proposed amendments to the 2016 budget which may be presented at the September 20<sup>th</sup> council meeting if the budget committee feels comfortable in presenting the amendments as Brending will not be present.

Dan Armstrong moved to accept the July 2016 Treasurer's Report. Catherine Kiewit seconded the motion and it was unanimously passed.

### **Mayor's Update and Council Comments**

#### ***Water Use Efficiency Report***

Jan Brending said she has provided the council with the July 2016 water use efficiency report. She noted that it shows there is only a 5% distribution system leakage. Brending said however she feels that it might be an anomaly. She said the city was unable to read meters in August due to an equipment failure. Brending said it will be interesting to see what the September and October reports show.

#### ***Mid-Columbia Economic Development District (MCEDD)***

Jan Brending noted Mid-Columbia Economic Development District has begun the process of updating its Comprehensive Economic Development Strategy (CEDS). She said meetings will be held over the next several months with input being welcome.

Jan Brending said she has been reappointed by Klickitat County as the representative from the three cities in Klickitat County on the MCEDD board. She said in addition she is being nominated to chair of the board for a second term.

#### ***Huckleberry Festival***

Betty Barnes said the Huckleberry Festival is scheduled for this weekend. She said the law enforcement officers have been selected as grand marshals. Barnes said she will be riding in the parade with Stephanie Porter with some children dressed as huckleberries.

### **Voucher Approval**

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims certified as required by RCW 42.24.090 as of this date September 6, 2016. The council by unanimous vote does approve for payment the following list: checks 18634-18666 (dated 09/06/2016) totaling \$65,972.17. General Fund – \$32,667.45; Street - \$4,855.10; Street Construction & Maintenance Fund - \$3,677.01; Water - \$7,775.47; Sewer - \$4,485.51; Treatment Plant - \$3,657.39; Water Construction & Maintenance Fund - \$4,618.11; Sewer Construction & Maintenance Fund - \$155.83; Treatment Plant Improvement Fund - \$4,080.30.

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims certified as required by RCW 42.24.090 as of this date September 6, 2016. The council by unanimous vote does approve for payment the following list: EFT, checks 18632-18633 (dated 08/31/2016) totaling \$976.46. General Fund – \$25.00; Court Remittance Agency Fund - \$951.46.

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims certified as required by RCW 42.24.090 as of this date September 6, 2016 The council by unanimous vote does approve for payment the following list: Payroll EFT, checks 18603-18605 (dated 08/31/2016) totaling \$20,485.67. General Fund – \$9,672.88; Street Fund - \$2,896.62; Water Fund - \$2,230.21; Sewer Fund - \$384.51; Treatment Plant Fund - \$5,301.45.

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims certified as required by RCW 42.24.090 as of this date September 6, 2016 The council by unanimous vote does approve for payment the following list: Payroll checks 18626 (dated 08/15/2016) totaling \$90.60. General Fund – \$31.02; Street Fund - \$8.08; Water Fund - \$6.24; Sewer Fund - \$1.16; Treatment Plant Fund - \$44.10.

**Executive Session**

At 8:02 p.m. Betty Barnes reported the city council will meet in Executive Session for 20 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i).

The council resumed regular session at 8:20 p.m.

**Water Line Repair**

Dan Armstrong moved to authorize the mayor sign a contract with Crestline Construction based on time and materials with a not to exceed amount of \$77,000 for the permanent fix of the Dickey Farms water line. Catherine Kiewit seconded the motion and it was unanimously passed.

The council adjourned at 8:30 p.m.

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City Clerk

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Mayor