**BINGEN CITY COUNCIL MINUTES**

**May 17, 2022**

**Meeting Via Teleconference**

The meeting was called to order by Mayor Catherine Kiewit at 7:01. Council members present: Phil Jones, Joseph O’Sullivan, Izzy Schroder and Brittany Spratt. Staff present: City Administrator - Krista Loney, City Attorney - Christopher R Lanz. Audience Present: Tammara Tippel, Nancy Wetch.

**Community Cleanup Presentation**

Tammara Tippel from the Mt. Adams Chamber of Commerce attended and sent two one-page summaries about the Community Cleanup event. Highlights: 441 gallons of paint recycled, over 10,000 pounds of electronic waste taken care of by Insitu, 26 bicycles were donated to be refurbished by Doctor Roscoe for children who can’t afford a bike, over 5,000 pounds of building materials were sent to the Rebuild-It Center in Hood River.

The Chamber is hosting a meet and greet this Thursday, May 19, from 8-9 a.m. at Summit Embroidery in Bingen if anyone would like to attend.

**Meeting Minutes – 5/3/2022**

A typo was identified in the second paragraph of the minutes about the ZAP grant application – cards needs to be changed to cars. Councilor Schroder made a motion to approve the 5/3/2022 minutes with one correction, and Councilor Jones provided the second. The motion carried unanimously.

**Budget Amendment – Ordinance 2022-04-725**

Administrator Loney presented the budget amendment memo outlining each line being changed, as well as the ordinance and a full proposed budget. Each proposed change was reviewed. Loney also explained that the beginning balance of every fund was adjusted from the December 2021 budget estimate to the actual balance. Councilor Jones made a motion to adopt Ordinance 2022-04-725 Amending the 2022 budget, and Councilor O’Sullivan provided the second. The motion carried unanimously.

**Old Business**

**Skatepark Camera Replacement**

Administrator Loney presented a memo and a quote from RadComp for the costs to install a new camera at the skatepark. Loney explained that the old camera can be used in a different city location, if desired, and that the quote provided did not have the labor reduced by 50% per her phone discussion with Richie Murray. This is a difference of $460 and is a sticking point for Loney. Mayor Kiewit stated that it seems the City buys new technology equipment and it goes obsolete quickly, and would like some reassurance from RadComp that the new technology will provide the results that the city needs (ie. Smoother functionality, night vision, quick review for law enforcement). Councilor O’Sullivan wants reassurance from RadComp that any equipment that the City purchases is forward compatible. O’Sullivan also suggested that the higher-than-expected labor quote would be acceptable to him if moving the skatepark camera to another City of Bingen site (Public Works Shop, Treatment Plant) was included.

Councilor O’Sullivan made a motion to table this purchase and invite RadComp to the next City Council meeting. Councilor Schroder provided the second, and the motion carried unanimously.

**Gray and Osborne Projects**

Administrator Loney provided a memo to council outlining the 5 current projects with Gray and Osborne. Nancy Wetch attended the meeting to provide additional information.

1. New Item – Construction Management and Resident Project Representative Quote: $157,132

Loney verified that this cost was included in the amount of the USDA Rural Development loan increase request. The City planned to have Brian Zabel do the inspection, but Zabel resigned in March of 2022. There are 60 total days of inspection included in this figure. Per Nancy Wetch, this document is typical of a USDA Rural Development-funded project.

Mayor Kiewit asked Administrator Loney if she reviewed this document and verified that the City’s insurance covered liability appropriately. Loney had not had a chance to review the quote yet, but will do so promptly. Mayor Kiewit also asked if anyone ever edits this document. Nancy Wetch stated that there are some items in the contract that can be changed. All changes have to go through the Office of General Counsel for USDA.

1. Water Sewer Connection Fees

The asset schedule and contract were sent to Gray and Osborne on May 12, 2022. Per their quote, the City can expect results in 10 weeks time.

1. Water System Management Plan (WSMP)

Administrator Loney pointed out that she had sent Chapters 1 and 2 of the WSMP for Council’s review in their electronic packet last week. The City has to accept these chapters as a deliverable and must complete review this week. Nancy Wetch stated that the City would complete a full review before the WSMP is finalized.

Nancy Wetch reminded Loney that there were some questions from Gray and Osborne that still needed to be answered. Loney promised to work with Superintendent David Spratt and get answers to those questions to Gray and Osborne on Wednesday, May 18, 2022.

1. Oak Street Reservoir Funding Update

The majority of the application paperwork to increase the USDA Rural Development Loan was completed on Thursday, May 12. The rest of the paperwork was completed on Friday, May 13, and will be sent to Marti Canatsey on Wednesday, May 18. The missing item is a current printout of the City of Bingen’s listing on the Federal Contractor Registry. Loney is working to get this information from SAM.gov.

1. Water/Sewer Rate Study Quote

Gray and Osborne have done rate studies for other cities but never for Bingen. The purpose of a rate study is to ensure that everyone is paying their fair share of water and sewer usage. The process of conducting a rate study involves reviewing 5 years of historical financials, reviewing any upcoming debts for improvements, helping council project where rates need to be for projects and both labor and electrical costs, and looking at equitability so that citizens aren’t subsidizing industry or vice-versa. A rate study also looks at rate structure to provide options such as across-the-board increases or ready-to-serve rates, which charges a lower base rate and then a fee for every single gallon of water used.

Mayor Kiewit inquired about the amount of water purchased from White Salmon and whether Bingen would need to include their rate study in our rate study. Wetch indicated that purchase of water from White Salmon has increased since 2019, pointed out that White Salmon buys sewer service from Bingen, and suggested that Bingen finalize their wastewater agreement with White Salmon, particularly specific to any high utilization dischargers, prior to completing the rate study.

Mayor Kiewit also inquired about whether or not mitigation of hydrogen sulfides will be included in the WSMP. Wetch stated that yes, this exercise is part of the present work and G&O will identify capital costs to do this so that Council can decide if it is financially worth it.

Wetch suggests the Council revisit the topic of a rate study in 6 months time, after the WSMP is complete and a new sewer agreement has been established. Mayor Kiewit indicated that the next step is to set up a committee meeting with White Salmon and Bingen teams specific to high volume dischargers.

**ZAP Grant Application**

Administrator Loney announced that the ZAP grant had been submitted. Mayor Kiewit advised that the application was submitted by Forth in partnership with Bingen and White Salmon. The number of charging stations was reduced based on the budget and advice from Forth. The final application included a dual port charging station in each City and two vehicles. WSDOT will announce awards in late June 2022.

**Website Update**

Administrator Loney provided a memo to Council regarding the website. Training on how to use Xpress Bill Pay is scheduled for Tuesday, May 24. Mayor Kiewit is working with CivicPlus and the designer on the site. When the template has been finalized, the already-migrated content will be flowed into it and the website can go live. Loney informed Council that the first draft of the City’s code in a Municode template is due to be provided by May 20. Once the overall look is approved, the City’s Municode page will be ready in 3 months.

**Tree of Heaven Grant Update**

Underwood Conservation District was awarded two grants for which they applied to map, educate, and teach Public Works staff how to eradicate Tree of Heaven in Bingen and White Salmon.

**Staff Reports**

Administrator Loney first read an email submitted today by Kelsi Stahl (included with these minutes). In response, the City will contact WSDOT about repainting crossings on 141, and also to ask what options are regarding installing a crossing at 141 and Jefferson.

Loney is also hard at work preparing the 2021 Annual Financial Report for the Washington State Auditor’s Office. The budget committee will meet on May 19 to review and finalize content.

**Mayor’s Update and Council Comments**

Mayor Kiewit called Council’s attention the WSDOT reports provided in the packet about the underpass. The City will have to go to mitigation due to BNSF’s position on closing the at-grade crossing at Maple Street when the underpass opens. The purpose of the underpass was to have multiple options for access to Bingen Point in an emergency.

Kiewit also stated that the Emergency COVID Declaration requiring virtual meetings ends on June 1. The City of Bingen will continue to have a virtual attendance option, and the Council meetings will be open for in-room public attendance.

Councilor O’Sullivan was asked to comment about the amount of parking taken up by the Bingen Theater on show nights. This parking frequently blocks driveways of local residents and the theater needs to encourage people to use public parking. Administrator Loney will reach out to the theater and ask them to make announcements.

Councilor Schroder visited Daubenspeck Park to speak to children about the equipment. She suggests that there is not a need to replace all park equipment. She will put together recommendations for the Council.

**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 April 19, 2022.

Payroll Checks 23050-23053 (Dated 5/16/2022) and Payroll EFT (Dated 5/16/2022) totaling $24,501.64; General Fund - $11,539.54, Street Fund - $4,675.43, Water Fund - $2,952.20, Sewer Fund - $525.85, Treatment Plant Fund - $4,808.62

Councilor Jones made a motion to approve the Payroll Claims dated May 16, 2022. Councilor Schroder seconded the motion, and it passed unanimously.

Claims checks 23054-23074 (Dated 5/17/2022) totaling $68,474.03, General Fund - $49,942.17, Street Fund - $324.19, Water Fund - $16,750.33, Sewer Fund - $145, and Treatment Plant Fund - $1,312.34

Councilor Schroder made a motion to approve the Claims Checks dated May 17, 2022. Councilor Jones seconded the motion, and it carried unanimously.

**Executive Session**

Council went into executive session at 8:57 p.m. for 30 minutes. Council came out of executive session at 9:27 and returned to executive session until 9:45. Council came out of executive session at 9:45 and went back into executive session until 10:02 p.m. Council came out of executive session; no decisions were made.

**Adjournment**

Mayor Kiewit adjourned the meeting at 10:02 pm