

# BINGEN CITY COUNCIL MINUTES

October 3, 2017

The meeting was called to order by Mayor Betty J. Barnes at 7:00 p.m. Council members present: Ryan O'Connor, Laura Mann, Catherine Kiewit, Phil Jones. Council members absent: Izzy Schroder. Staff present: City Administrator Jan Brending, City Attorney Chris Lanz, Police Chief Tracy Wyckoff. Audience present: Tammy Kaufman, Chloe McLaughlin, Brian Prigel, Cesar Robles, Tad Connors Ken Park, Bruce Brending, Barbara Sexton, Etta Hepner.

## **Public Comment**

### ***Tammy Kaufman, Insitu***

Tammy Kaufman thanked Jan Brending for her service to the City of Bingen. She said Insitu will be hosting a number of events moving into the holidays. Kaufman noted Insitu will be hosting a Youth STEM tour at Insitu. She said Insitu is also holding a Community Hoe Down on October 28 from 1 to 4 p.m. at the Hood River County Fairgrounds to honor all of the people who helped with the fires in the Gorge. She said the Hoe Down will be open to the community.

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

Chief Tracy Wyckoff said there was a recent vehicle prowler in Bingen. He said it is important that citizens do not leave valuables in their cars and to make sure they are locked. Wyckoff said there have been some incidents of cars being egged. He hopes the department can determine who is doing it.

Wyckoff said Coffee with a Cop will be held on October 4 from 8 to 10 a.m. in both White Salmon (North Shore Coffee) and Bingen (Mugs). He said officers from the Bingen-White Salmon Police Department, State Patrol and Sheriff's offices will be available.

Wyckoff said the department does everything it can by being diligent to keep the community safe.

## **Approval of Meeting Minutes – September 19, 2017**

Changes to the minutes of the September 19, 2017 regular council meeting were noted as follows:

Page 2, 1<sup>st</sup> paragraph, 2<sup>nd</sup> to last sentence should read: "She noted there was some damage at the top of the reservoir because more water was coming into the system than the overflow outlet could handle."

Page 2, 3<sup>rd</sup> paragraph, last sentence should read: "She said the interfund loan provides for loaning \$171,086 from the Sewer Capital Reserve Fund to the Water Capital Reserve Fund with repayment over 3 years at 1.1182% interest, the Local Government Investment Pool Anticipated Gross Earnings Rate as of August 31, 2017."

Laura Mann moved to approve the meeting minutes of the September 19, 2017 regular council meeting as corrected. Ryan O'Connor seconded the motion and it was unanimously passed.

## **Gorge Happiness Month**

Council members, staff and the audience expressed happiness and thankfulness.

## **Student Council Member Position**

Cesar Robles introduced himself to the council.

Catherine Kiewit asked Robles if he will have time to participate in the council meetings and read the materials that are prepared for each meeting. She also asked if there is anything in Bingen he would like to see improved.

Robles said he feels he can make the time for the commitments required. He said the one thing he would like to see improved is the water.

Laura Mann said she thought that Robles did a nice job in introducing himself and on his resume.

Ryan O'Connor said he really like Robles' resume and letter.

Betty Barnes noted that Cesar Robles has participated in a number of activities in Bingen including kids cleanup associated with Community Pride and other organizations.

Chloe McLaughlin introduced herself to the council.

Catherine Kiewit asked McLaughlin if she will have time to participate in the council meetings and read the materials that are prepared for each meeting. She also asked if there is anything in Bingen she would like to see improved.

McLaughlin said she will make the time for the council. She said she was recently involved in the Huckleberry Festival and feels there could be more advertising for the festival.

Laura Mann said the meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays and asked both candidates if they would be available on those days given their busy schedules. She said the council would like a student who could attend as many of the meetings as possible.

McLaughlin and Robles said they both could attend meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays.

Ryan O'Connor asked what the candidates hope to get out of the experience of serving on the council.

Robles said he would like to get a greater knowledge of how city government works and feels that experience could be useful in the future.

McLaughlin said she thinks it is a great opportunity and is interested in public service.

Council members discussed the term of the student council position.

Jan Brending said the term usually runs from October through the end of May or first part of June.

Betty Barnes noted that a couple of times in the past the term has been divided between two individuals with each serving half of the year.

Laura Mann said she thinks having each candidate serve for 4 months ó attending 8 meetings would be good. She said both have stepped up to make a commitment and that making a 4 month commitment is easier than 8 months.

Laura Mann moved to appoint Chloe McLaughlin and Cesar Robles to serve as a student council member for a 4-month period for each. Catherine Kiewit seconded the motion and it was passed unanimously.

Cesar Robles will serve from October 9, 2017 through February 9, 2018 and Chloe McLaughlin will serve from February 10, 2018 through June 8, 2018.

### **Gorge Heritage Museum Lease**

Etta Hepner provided information about providing \$2 million in insurance. She said the museum will continue to provide coverage at that amount because it is actually cheaper.

The council discussed the language in the lease. Chris Lanz suggested including the following language in Section 9, 1. Personal Injury and Property Damage Insurance "During the term of this Lease and for any further time that Lessee shall hold the demised Premises, Lessee shall obtain and maintain, at its sole expense, personal injury and liability insurance in the amount of **at least** \$1,000,000.00."

Catherine Kiewit moved to extend the lease for two years with the addition of the language suggested by Chris Lanz. Phil Jones seconded the motion and it was unanimously passed.

### **Public Hearing – Proposed Ordinance 2017-06-677, Amending Council Salaries**

Betty Barnes opened the public hearing regarding a proposed ordinance increasing the council position salaries. She noted that the increase will only apply to four of the positions beginning January 1, 2018 and the fifth position beginning January 1, 2020. Barnes said this is based on state law.

Catherine Kiewit said she would love to hear from the public about the proposal. She said the council has discussed the idea of increase council member salaries for awhile.

Tammy Kaufman said that volunteer firefighters also receive a stipend for volunteering their time. She said she does not see increasing the salary from \$60 to \$100 or \$150 as a problem.

Etta Hepner said that the museum also provides their volunteer greeters a stipend.

Tracy Wyckoff said council members should not feel guilty about receiving a stipend for giving their time to the city.

Betty Barnes closed the public hearing.

### **Proposed Ordinance 2017-06-677, Amending Council Salaries**

Laura Mann said she believes the increase should be to \$150. She said she feels it brings a little more desirability to the job.

Ryan O'Connor said he feels the same way. He said when he applied to the council he did not expect to get paid. O'Connor said that actually receiving a stipend pushes him to do a better job for the city.

Phil Jones said he also agrees. He said right now the council positions are all filled but that in the future the \$150 per month may make the position more attractive to someone.

Catherine Kiewit said she is leaning more towards the increase to \$100 per month.

Laura Mann moved to adopt Ordinance 2017-06-677, amending council salaries using the rate of \$150 per month. Ryan O'Connor seconded the motion and it was unanimously passed.

Betty Barnes stepped out of the council meeting for a few minutes.

### **Public Hearing – Proposed 2017 Budget Amendments**

Catherine Kiewit opened the public hearing.

Jan Brending reviewed the proposed budget amendments which provide the funding levels for projects the council has already approved including replacement of the fire hall insulation, the TIB Relight project, the city hall HVAC replacement and the purchase of a digester mixer for the treatment plant.

Catherine Kiewit closed the public hearing.

### **Proposed Ordinance 2017-07-678, Amending the 2017 Budget**

Ryan O'Connor moved to adopt Ordinance 2017-07-678, amending the 2017 budget. Laura Mann seconded the motion and it was unanimously passed.

### **Public Hearing – Proposed Ordinance 2017-08-679, Amending BMC 3.11 Funds**

Catherine Kiewit opened the public hearing regarding proposed ordinance 2017-08-679 amending BMC 3.11 Funds.

Jan Brending explained that the city's CDBG grant requires the city establish a separate fund for the receipt and disbursement of any funds related to the grant. She provided an overview of the CDBG grant for the Klickitat-Skamania County Housing Rehabilitation Program.

Catherine Kiewit closed the public hearing.

Betty Barnes rejoined the council meeting.

### **Proposed Ordinance 2017-08-679, Amending BMC 3.11 Funds**

Laura Mann moved to adopt Ordinance 2017-08-679 amending BMC 3.11 Funds. Phil Jones seconded the motion and it was unanimously passed.

### **Proposed Resolution 2017-018, Waiving Competitive Bid Requirements to Purchase Flygt Equipment**

Jan Brending said a new digester mixer is needed for the treatment plant. She said because of how the plant is constructed and equipment that is already in place it is necessary to buy a Flygt digester mixer. Brending said the proposed resolution waives the required state bidding process.

Phil Jones moved to adopt Resolution 2017-018, waiving competitive bid requirements to purchase Flygt equipment. Laura Mann seconded the motion and it was unanimously passed.

### **Proposed Resolution 2017-019, Cancelling Certain Warrants and Checks Issued by the City**

Jan Brending said the proposed resolution authorizes an outstanding check that was lost to be cancelled and reissued.

Catherine Kiewit moved to adopt Resolution 2017-019, cancelling certain warrants and checks issued by the city. Ryan O'Connor seconded the motion and it was unanimously passed.

**Proposed Resolution 2017-020, Authorizing Surplus of Equipment No Longer Useable to the City**

Jan Brending said the proposed resolution authorizes the surplus of the two dump trucks the city owns once the new equipment is delivered. She said the resolution authorizes the mayor to determine the surplus method. Brending said the intent would be to identify any public agency who may be interested in the equipment first and then if there are none to put the items out to bid. She said the mayor could then surplus the equipment through direct sale if no one bids on the equipment.

Catherine Kiewit moved to adopt Resolution 2017-020, authorizing surplus of equipment no longer useable to the city. Phil Jones seconded the motion and it was unanimously passed.

**Bingen Recycling Center**

Betty Barnes said she and David Spratt met with a county commissioner and representatives from Republic and the county's Solid Waste Department to discuss the recycling center. She said some of the concerns discussed related to individuals who are scavenging at the site and pose a possible liability to all three entities. Barnes said some of the options for resolving the scavenging and other problems include the request that the city adopt an ordinance prohibiting scavenging, fencing the site with a gate and installing permanent cameras. Barnes said she told the representatives that Bingen would like to see the center open 24/7. She said the county does not support opening the site in the evening and on weekends.

The council discussed issues related to the recycling center.

Laura Mann said she would like representatives from the county and Republic to come and talk to the council.

Catherine Kiewit said she does not think that fencing the site is a good solution and feels it could actually cause more debris to be dumped around the site. She said she feels the hours need to be more flexible and thinks a better monitoring system might help. Kiewit said there might be other solutions for recycling in Bingen such as working with volunteers who are interested in the recycling materials or contracting directly with someone for recycling pickup.

Betty Barnes said she does not want the recycling center to go away but also does not want city employees to have to constantly be dealing with it.

The council agreed to ask the county and Republic to hold a session at the Pioneer Center where the public including the Bingen city council could come a voice their concerns and desires for the recycling center.

Laura Mann said she supports the city considering an ordinance prohibiting scavenging.

**Review of Job Descriptions for City Administrator and Clerk Treasurer**

Laura Mann said the Hiring Committee has reviewed the two job descriptions and is proposing some minor adjustments in a couple of places.

The council reviewed the proposed changes.

Ryan O'Connor moved to adopt the amendments to the job descriptions for the city administrator and clerk treasurer positions. Laura Mann seconded the motion and it was unanimously passed.

The council discussed advertising the position outside of existing staff at the same time it is advertised in-house. The advertising in-house will be posted on Tuesday, October 9. The council agreed to advertise outside of existing staff when the announcement is ready which will be in the later part of the week of October 9 or the following week.

### **Treasurer's Report – August 2017**

Jan Brending presented the Treasurer's Report for August 2017. She noted that proposed 2018 budget documents have been presented to the council. Brending said the line item budget will be made available tomorrow so that the 2017 budget can be updated with the amendments adopted at tonight's meeting. She said she has prepared all of the public notices and other documents necessary for the council to move ahead with adopting the 2018 budget. Brending noted the budget includes a 1% increase in property taxes and a 10% increase in water rates. She said the October newsletter that discusses the budget and upcoming associated public hearings will go in the mail tomorrow.

Laura Mann moved to accept the Treasurer's Report for August 2017. Phil Jones seconded the motion and it was unanimously passed.

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

#### ***Insitu VIP Parking***

Ryan O'Connor asked about the Insitu VIP parking signs in front of their facility on Steuben.

Betty Barnes said the signage should not have been there and in the future will be removed. She said the signs are associated with parking permits Insitu has purchased from the City.

#### ***Park Tree***

Catherine Kiewit said she was very disappointed to read in the minutes that the problem with the tree was that it was not watered properly. She said that public works should be told that an incident like that should not happen again.

#### ***Newly Elected Officials Workshop***

Jan Brending said AWC is holding the Newly Elected Official Workshop on December 2 in Vancouver. Phil Jones and Ryan O'Connor said they want to attend.

#### ***HVAC Replacement***

Jan Brending said the city hall HVAC will be replaced on October 16.

#### ***Fire Insulation Replacement***

Jan Brending said the fire hall insulation replacement will begin on October 11.

#### ***Dump Truck with Snow Plow and Sander***

Jan Brending reported that David Spratt has ordered a vehicle and equipment off of the Oregon state contract. She said the city will see some savings on the purchase.

#### ***SCADA System Replacement***

Jan Brending said Gray & Osborne has been in town working with David Spratt on the SCADA system replacement.

**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 October 3, 2017. The council by unanimous vote does approve for payment the following list: checks EFT (dated 09/30/2017) totaling \$49.01. General Fund - \$49.01.

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 October 3, 2017. The council by unanimous vote does approve for payment the following list: checks 19535-19536 (dated 09/30/2017) totaling \$1489.97. Court Remittance Agency Fund - \$1,489.97.

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 October 3, 2017. The council by unanimous vote does approve for payment the following list: checks 19505-19534 (dated 10/03/2017) totaling \$92,964.03. General Fund - \$36,740.62; Street Fund - \$2,857.15; Water Fund - \$21,415.92; Sewer Fund - \$2,992.49; Treatment Plant Fund - \$8,613.90; Water Capital Reserve Fund - \$20,343.95.

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 October 3, 2017. The council by unanimous vote does approve for payment the following list: payroll checks 19504 (dated 09/15/2017) totaling \$73.80. General Fund - \$38.38; Street Fund - \$19.19; Water Fund - \$14.76; Sewer Fund - \$1.47.

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 October 3, 2017. The council by unanimous vote does approve for payment the following list: payroll EFT and checks 19499-19503 (dated 09/29/2017) totaling \$25,400.85. General Fund - \$11,504.83; Street Fund - \$3,954.47; Water Fund - \$2,718.80; Sewer Fund - \$502.09; Treatment Plant - \$6,720.66.

The council adjourned 10:15 p.m.

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City Clerk

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Mayor