

# BINGEN CITY COUNCIL MINUTES

December 18, 2012

The meeting was called to order by Mayor Betty Barnes at 7:00 p.m. Council members present: Clinton Bryan, Laura Mann, Maria Perez. Council members absent: Sandi Dickey and Catherine Kiewit. City Administrator Jan Brending and City Attorney Tad Connors were present. Audience: Tracy Wyckoff.

## **Approval of Minutes – December 4, 2012**

Changes to the minutes of the December 4, 2012 regular council meeting were noted as follows:

Page 1, 1<sup>st</sup> paragraph should reflect that City Attorney Tad Connors was absent.

Laura Mann moved to approve the meeting minutes of the December 4, 2012 regular council meeting as corrected. Clinton Bryan seconded the motion and it was unanimously passed.

## **Approval of Minutes – December 5, 2012**

Changes to the minutes of the December 5, 2012 special council meeting were noted as follows:

Page 1, 13<sup>th</sup> paragraph should read: “Catherine Kiewit said it is nice to have the auditors provide a thorough investigation of the city’s finances and have confirmation that Jan Brending is doing her job exceptionally well.”

Laura Mann moved to approve the meeting minutes of the December 5, 2012 special council meeting as corrected. Clinton Bryan seconded the motion and it was unanimously passed.

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

Tracy Wyckoff said things are still moving forward in a positive way with the department. He said the hiring process is taking a little longer due to getting background information back. Wyckoff said that based on the background information he hopes to meet with two of the three candidates.

Laura Mann asked Wyckoff if he will have four officers after completing the hiring process.

Wyckoff said yes. He said he hopes to complete the hiring process in late January or early February. Wyckoff said that if all three lateral candidates fall out of the process he will then look at entry-level candidates.

Wyckoff said he has adjusted his schedule to work Sunday through Thursday to fill a gap on Sundays.

Betty Barnes asked if individuals from departments that the candidates are currently employed with were used for the interview process.

Wyckoff said no.

Betty Barnes asked if Wyckoff plans to send the top two candidates through the psychological and polygraph process.

Wyckoff said he thinks it is a good sound decision to do so. He said he has not interviewed the current employers yet.

Wyckoff thanked the council for passing the budget. He said it helps to know how much money is available for a vehicle purchase. Wyckoff said he is looking at a Ford Explorer or Interceptor sedan. He said the sedan will be all-wheel drive and the Explorer would be 4-wheel drive.

Betty Barnes asked if there has been an increase in vandalism.

Wyckoff said there has been a little bit of graffiti in White Salmon. He said the department thinks they know who has been doing it but they have not been caught in action. Wyckoff said however it has stopped for now. He said things have been pretty quiet but domestic violence is up which is common for this time of year.

Wyckoff said an incident in Bingen with a BB gun did occur. He said the culprits have been caught and they will make restitution for the damage that was done.

Laura Mann asked Wyckoff's thoughts regarding the White Salmon schools given the recent shooting in Connecticut.

Wyckoff said he plans to meet with all the schools. He said he wants his officers to understand the layouts of each school. Wyckoff said he is obtaining the floor plans for each school and that the department now has access to all three schools. He said he would like to do an "active shooter" training with the schools. Wyckoff said most departments no longer wait for SWAT teams to arrive to try and stop an "active shooter." Wyckoff said the department will not worry about boundaries when it comes to a school incident in the area. He said he is very concerned about these types of events and wants to make sure his officers are well trained.

### **Public Hearing – Proposed Amendments to the 2012 Budget**

Betty Barnes opened the public hearing regarding proposed amendments to the 2012 budget.

Jan Brending provided an overview of the proposed amendments. She noted that the overhead cost allocation has been revised per auditor recommendations.

Betty Barnes closed the public hearing.

Laura Mann moved to approved Ordinance 2012-13-610, amending the 2012 budget. Clinton Bryan seconded the motion and it was unanimously passed.

### **Resolution 2012-010, Adopting Overhead Allocation Policy**

Jan Brending reviewed the overhead allocation policy. She said the policy addresses auditor recommendations. She noted that all facility costs and costs already prorated out to other departments have been removed from the overhead that is allocated out.

Laura Mann moved to adopt Resolution 2012-010, Adopting Overhead Allocation Policy. Maria Perez seconded the motion and it was unanimously passed.

### **Amendment 2 to Agreement for Participation in Washington State Purchasing Cooperative (Co-op) Program**

Jan Brending said the amendment extends the current agreement through June 30, 2012. She said the state is working on developing a new agreement that will be presented to the agencies in the late spring. Brending said the agreement allows the city to participate in state contracts and the state's purchasing card program.

Maria Perez moved to approve amendment 2 to the agreement for participation in the Washington State Purchasing Cooperative (Co-op) Program. Clinton Bryan seconded the motion and it was unanimously passed.

### **Agreement with Washington Gorge Action Programs for Youth Services**

Jan Brending said the language in the agreement is basically the same as last year's agreement. She noted that Catherine Kiewit e-mailed that she is pleased with the minor revisions.

Laura Mann moved to approve the agreement with Washington Gorge Action Programs for youth services. Clinton Bryan seconded the motion and it was unanimously passed.

### **Review of City Attorney Contract**

Betty Barnes said she has spoken with Tad Connors regarding his contract and that he stated he is comfortable with the current rates.

Tad Connors said the "Anthony Connors" should be changed to "Connors & Lanz" and that the word "drawing" on the first page should be changed to "drafting."

Tad Connors said he plans to retire at the end of 2013.

Laura Mann asked if Chris Lanz would be available.

Tad Connors said Chris Lanz is not retiring and he has asked Lanz to attend some council meetings so he can familiarize himself with the City of Bingen.

Betty Barnes said she has spoken with Connors regarding his retirement and about the process to fill his position.

Laura Mann said she would like to know what the going rates are for a city attorney and what White Salmon pays.

Maria Perez said she would support a raise but does not have a lot of background on the issue.

Clinton Bryan said that he hopes that if Tad Connors felt he needed more money that he would say so. He asked Connors if he would tell the city that they were not paying him enough.

Connors said yes.

Jan Brending said Catherine Kiewit provided some comments by e-mail. Brending said Kiewit is concerned about the budget due to the ongoing union negotiations and suggested that it might be possible to review the rates after the union contract is completed.

Tad Connors suggested renewing the contract with the noted changes through June 2013.

Laura Mann said she is comfortable with that.

Laura Mann moved to extend the city attorney contract through June 2013 with the name change and one wording change. Clinton Bryan seconded the motion and it was unanimously passed.

### **Interlocal Agreement with City of White Salmon Establishing ERU Rate**

Betty Barnes said White Salmon has approved the interlocal agreement establishing the ERU rate of \$13.25. She said White Salmon has sent a letter requesting that joint wastewater committee meeting resume and requesting Binge clarify the budgeted transfer to the Treatment Plant Reserve Fund.

The council and staff discussed the proposed letter in response to White Salmon's letter. Jan Brending noted that she intends to present a resolution to the city council changing the name of the "Treatment Plant Replacement Fund" to more accurately reflect how it is being used. She noted that the "Treatment Plant Replacement Fund" is not the fund that is called for in the interlocal agreement whereby each city sets aside a portion of their sewer hook-up fees for future expansion or replacement of the plant.

The council made the following changes to the letter and agreed by consensus to send the revised letter:

2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence should read: "We request that you develop a proposed schedule."

3<sup>rd</sup> paragraph, 1<sup>st</sup> sentence should read: "The budgeted transfer of \$10,695 to the '425-Treatment Plant Replacement' fund is designed to provide funds for capital expenditures for the existing plant."

3<sup>rd</sup> paragraph, 2<sup>nd</sup> sentence should read: "The nature of the funds associated with the treatment plant are as follows:"

7<sup>th</sup> paragraph, 3<sup>rd</sup> sentence should read: "This fund will be renamed in 2013 to more accurately reflect its purpose."

### **Resolution 2012-011, Authorizing Unclaimed Funds to be Sent to State of Washington**

Jan Brending said that she has sent letters and draft affidavits to the four individuals that still have outstanding warrants/checks with the city. She said the information was sent in November and she has not heard back from them. Brending said she is recommending the funds be sent to the State of Washington as unclaimed funds.

Laura Mann moved to approve Resolution 2012-011, Authorizing Unclaimed Funds to be Sent to State of Washington. Maria Perez seconded the motion and it was unanimously passed.

### **Investment and Cash Accounts**

Jan Brending said she is recommending the city close the Sterling Bank cash account and place the funds in the State Pool. She said in addition she is also recommending that \$155,500 be moved from the Riverview Community Bank cash account to the State Pool and that \$45,000 in investment at Columbia Bank be sold to provide additional cash funds for the Treatment Replacement Fund to pay for wastewater planning.

Laura Mann moved to authorize the purchase and sale of investments per the December 14, 2012 memorandum prepared by Jan Brending. Maria Perez seconded the motion and it was unanimously passed.

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

#### ***Hydrogen Sulfide Update***

Betty Barnes said that David Spratt has provided an update on the hydrogen sulfide pilot test.

#### ***Jesse Burkhardt E-mail***

Betty Barnes said council members have been provided a copy of an e-mail from Jesse Burkhardt wishing everyone a Merry Christmas.

#### ***Yard and Garden Debris Removal***

Betty Barnes said the council has been provided with the results of the yard and garden debris removal. She said a number of people have expressed their thanks for the event and noted that Cliff Montee provided an e-mail thanking the public works crew.

#### ***AWC Scholarship***

Betty Barnes said AWC is providing a scholarship opportunity again this year. She said Jan Brending is providing the information to the high school.

#### ***Marijuana Initiative***

Betty Barnes said council members have been provided some updated information on the marijuana initiative that recently passed.

#### ***2010-2011 Audit***

Betty Barnes reported that the city has received a clean audit. She said the auditors were glad to see the council's involvement in the budget process and especially taking steps to address dwindling revenues. Barnes said the Jan Brending is largely responsible for the clean audit.

#### ***Christmas Parade***

Betty Barnes said the lighted fire truck Christmas parade will take place at 5:30 on Friday, December 31<sup>st</sup>. She said Guillermo Fisch is lending the city his propane heaters for the event.

#### ***White Salmon Water Planning***

Betty Barnes said the City of White Salmon has been working on their water master plan. She said White Salmon will be addressing rates at its council meeting this week but that the none of the rates the city intends to adopt will affect the City of Bingen. Barnes said the draft water plan does make recommendations regarding rates for the City of Bingen including charging a base rate. She said the City of Bingen currently pays only \$0.95 per 1000 gallons of water with no base rate charge.

Betty Barnes asked Jan Brending to put together some information for the council based on the proposal included in the City of White Salmon's draft water plan.

Betty Barnes said the city needs to look at all the issue related to providing water to its citizens.

Staff will provide a printed copy of the draft water plan for council members.

#### ***Special Council Meeting***

Jan Brending noted that because the first meeting in January is on January 1<sup>st</sup> a special meeting has been scheduled for Wednesday, January 2 at 7:00 p.m.

#### ***Gorge Out Fundraiser***

The council tabled discussion regarding the Gorge Out fundraiser until the January 2 council meeting.

#### ***Vouchers***

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 December 18, 2012. The council by unanimous vote does approve for payment the following list: EFT, checks 15632-15648 (dated 12/18/2012) totaling \$73939.62. Current – \$63348.08; Street – \$2055.84; Community Development - \$159.84; Water - \$2762.93; Sewer - \$669.20; Treatment Plant - \$3293.73; 1995 Bond Redemption - \$1650.00.

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 December 18, 2012. The council by unanimous vote does approve for payment the following list: payroll checks (dated 12/05/2012) EFT, (dated 12/14/2012) EFT, 15626-15631, totaling \$13466.46. Current – \$5221.53; Street - \$1709.53; Water - \$1336.47; Sewer - \$210.35; Treatment Plant - \$4988.58.

At 8:55 p.m. the city council adjourned.

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City Clerk

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Mayor