**BINGEN CITY COUNCIL MINUTES**

**March 19, 2024**

**Meeting Via Teleconference and In-Person**

The meeting was called to order by Mayor Catherine Kiewit at 6:00 p.m.

Council members present: Phil Jones, Ryan O’Connor, Brittany Spratt, and Michael Stahl. Staff present: City Attorney Chris Lanz, City Administrator Krista Loney. Audience present: Jamin Ankney, Ashley Emery, Nan Noteboom.

**Public Comment**

None.

**Meeting Minutes – 3/5/2024**

Councilor Spratt pointed out a misspelling of Northwestern as Northwester in the Lower White Salmon Coalition Presentation section. Spratt also pointed out an error in public comment that “to” needs to be added between going and pursue in the second paragraph and levy lid life needs to be changed to levy lid lift. She also pointed out that there is no hospital in Dallesport and the wording should be changed to “…including one in Dallesport which is a garage.”

Councilor Jones made a motion to approve the March 5, 2024 meeting minutes with changes. Councilor O’Connor provided the second and the motion carried.

**Bingen-White Salmon Police Update**

Chief Hepner provided an update memo along with February 2023 and February 2024 monthly activity logs. Mayor Kiewit added that she spoke with Chief Hepner. An officer was recently let go and with Officer McIlwain’s recent departure, the Bingen-White Salmon Police Department is down two officers again. Chief Hepner is hoping to find an officer that can move laterally. Mayor Kiewit didn’t ask what the vacant positions mean for the budget, whether that’s cost savings or cost overruns because of overtime.

**Gray and Osborne Oak Street Reservoir Construction Administration Amendment Request**

Jamin Ankney from Gray and Osborne provided a contract amendment asking for a budget increase of $34,400 to the Construction Administration line of the Oak Street Reservoir project. Ankney explained that the wrong parts of the tank were delivered, the correct parts will take 4 weeks, and the new finish date is June 2024.

The increased budget is requested because when the project was scoped G&O didn’t take into account the tank delays, the contractor delays, or having to extend the bidding process, having to go back to USDA Rural Development to get additional funds, or the other time overruns. The increase being requested is covered by the contingency.

Councilor O’Connor asked if the funding is for additional/new work or more money for existing work. Ankney explained that the funds are more for project management and tank inspection from the on-site inspector. Mayor Kiewit inquired if the contractor will ask for more money because of the tank production error delay. Ankney stated that the delay is the fault of the tank manufacturer and the city will not bear any costs for the manufacturer’s mistake. Mayor Kiewit asked Administrator Loney how much money is left in the original construction administration budget of $152,372. That figure is $9,237.

Councilor O’Connor made a motion to authorize Mayor Kiewit to sign Amendment to Owner-Engineer Agreement Number 1 for the Oak Street Reservoir. Councilor Jones provided the second and the motion carried.

**Final Rate Study Presentation and Recommendations**

Ashley Emery walked Council through the sewer and treatment plant sections of the rate study. Council and Emery discussed an every-other-year increase to the sewer base rates of 1.5%. ERU costs were also discussed.

Final recommendations from the study include:

1. Sewer connection fees need to be reviewed – Administrator Loney will provide these for Council
2. Bingen should review reducing the gallons in an ERU and should align with White Salmon.
3. Cost per ERU should increase by at least 4% per year.
4. Water rates should increase by 10% for 2024 and 2025, 3% for 2026, 10% for 2027
5. Sewer rates – Base rates should increase by at least 1.5% every other year

**WSDOT Agreement for Alder/Cedar Sidewalks Under TAP Grant**

Administrator Loney requested adding an item for the WSDOT Agreement for Alder/Cedar Sidewalks under the TAP grant. WSDOT is Bingen’s certified acceptance agency for the Transportation Alternatives Program grant. Rob Klug from WSDOT and Tim Devries from Gray and Osborne have been finalizing the agreement and scope of work for this project.

Administrator Loney walked Council through the agreement which is largely boilerplate but also has the scope of work embedded in it.

Councilor O’Connor made a motion to authorize Mayor Kiewit to sign the agreement with WSDOT for the Alder/Cedar sidewalk design. Councilor Jones provided the second and the motion carried.

**January and February 2024 Treasurers Reports**

Administrator Loney walked Council through the January 2024 Treasurers report which balances. The lines on the cover sheet for Columbia Bank MMK and Columbia Bank CD need to be updated to 1st Security Bank CD and CDs. Councilor Jones made a motion to approve the January 2024 Treasurers Report with the updated coversheet. Councilor Spratt seconded the motion and it carried.

Administrator Loney walked Council through the February 2024 Treasurers report which balances. The lines on the cover sheet for Columbia Bank MMK and Columbia Bank CD need to be updated to 1st Security Bank CD and CDs. Councilor Spratt made a motion to approve the February 2024 Treasurers Report with the updated coversheet. Councilor Jones seconded the motion and it carried.

**Staff Updates**

Administrator Loney reviewed the project status reports for the month and had the following additional updates for Council:

* Grants:
  + WSDOT Regional Mobility Grant NOFO available 4/9/2024
  + Public Works Board for Sections 2 and 3 of the East Steuben Waterline
  + DWSRF-2.25% loan is an option for waterline, do not qualify as disadvantaged community to get any grant.
* Bingen Tree work with Klickitat Tree Ops began 3/18/2024.
* Bingen issued a Small Works Roster for valve service and replacement at the treatment plant, bids are due 3/29/2024.
* Loney has a meeting on 3/20 with Everybody’s Brewing, Frank, and Ecology. Ecology did nothing with permit applications for 13 months due to staffing issues. Also, Everybody’s Brewing may not have sent their engineering documents to Ecology.
* The firehouse door replacement is complete.
* The cover for the Daubenspeck park basketball court that you asked me to get quoted is ready. Outdoor Workout Supply quote:
  + Fabric top, 6 post, 64x36x16 with a 5 pound snow load: $54,383
  + Fabric top, 6 post, 64x36x16 with a 30 pound snow load: $120,056
* Budget committee met March 18, 2024 to begin review of SAO annual report. The next meeting for report preparation is April 22, 2024 and the report is due May 29, 2024.
* Centennial:
  + Coordinating participants for 4/13. Making passports, making maps, purchasing supplies, handling food vendors, requesting donations. Ordered swag.
* Community Cleanup will be Friday and Saturday April 26 and 27 this year. Committee has already begun meeting.

**Mayor’s Update and Council Comments**

Mayor Kiewit stated that she attended a meeting with WSDOT about the roundabout and underpass utilities. Klickitat PUD is the first to begin work for the project and that work will happen in the next few weeks.

Kip Miller sent an email that he and David Spratt had a site meeting for the Oh Joy of Joys statue. The statue will be installed on the southeast corner of the intersection of Steuben and Ash in the bulbout closest to the road where there is a shrub at present. The other bulbout that Council approved has power lines and irrigation lines running under it.

Mayor Kiewit shared that Councilor Trummel had contacted her about the recent water odor. Trummel pointed out that there are two types of alerts on the website. Trummel would like clarification on the city’s website for which alerts and newsletters provide which information to subscribers.

Kiewit stated that approximately a decade ago there was a flyer about the water odor, remedy, and proposed solutions. Administrator Loney will find this and add it to Bingen’s website.

**Voucher Approval**

Claims Checks (Dated 3/6/2024) totaling $11,653.72; Water Fund - $11,653.72.

Councilor O’Connor made a motion to approve the Claims dated March 6, 2024. Councilor Spratt seconded the motion, and it passed unanimously.

Payroll Checks (Dated 3/15/2024) and Payroll EFT (Dated 3/15/2024) totaling $29,252.43; General Fund - $10,530.46, Street Fund - $4,671.56, Water Fund - $2,758.17, Sewer Fund - $831.44, and Treatment Plant Fund - $10,460.80.

Councilor Jones made a motion to approve the Payroll dated March 15, 2024. Councilor O’Connor seconded the motion and it passed unanimously.

Claims Checks (Dated 3/19/2024) totaling $89,823.41; General Fund - $61,987.47, Street Fund - $713.12, Community Development Fund - $16.80, Hotel/Motel Tax Fund - $52.12, Water Fund - $23,376.18, Sewer Fund - $341.09, and Treatment Plant Fund - $3,336.33.

Councilor Jones made a motion to approve the Claims dated March 19, 2024. Councilor Spratt seconded the motion and it passed unanimously.

**Adjournment**

Mayor Kiewit adjourned the meeting at 8:03 p.m.