**BINGEN CITY COUNCIL MINUTES**

**March 21, 2023**

**Meeting Via Teleconference and In-Person**

The meeting was called to order by Mayor Catherine Kiewit at 7:03 p.m.

Council members present: Phil Jones, Izzy Schroder, Joseph O’Sullivan, and Brittany Spratt. Staff present: City Administrator Krista Loney, City Attorney Christopher R Lanz.

Audience Present: Kevin Lorio, Peter Wright, Jeanette Burkhart, Nancy Wetch

**Public Comment**

Peter Wright stated that he has GIS data about lot sizes where redevelopment in Bingen is likely to happen that he would like to share with Council. Administrator Loney will reach out to him to get him scheduled to present at an upcoming council meeting.

**Meeting Minutes – 3/7/2023**

The Council identified three changes:

1. Under Council present, add Councilors O’Sullivan and Schroder
2. Under Meeting Minutes, “meetings with changes” needs to be “meeting minutes with changes.”
3. Under Energy Northwest Commerce Grant Interlocal Agreement, “Councilor Schroder mad a motion” needs to be “Councilor Schroder made a motion.”
4. Under the second paragraph of the Shoreline Master Program item, “Administrator Lone” needs to be corrected to “Administrator Loney.”

Councilor O’Sullivan made a motion to approve the March 7, 2023 meetings with changes. Councilor Jones provided the second, and the motion carried.

**Oak Street Reservoir Change Order**

Nancy Wetch attended the meeting to present a change order for the Oak Street Reservoir project. The change is a cost escalation of $29,288.03 because of inflation. The contractor, AES, could have asked for an additional 15% markup and didn’t. The cost escalation is covered under contingencies in the current loan. Councilor Jones clarified that the amount of the change is $29,288.03. Mayor Kiewit clarified that the costs are covered under the existing loan.

Councilor Spratt made a motion to approve the change order increasing costs by $29,288.03. Councilor O’Sullivan provided the second and the motion carried.

**Tree of Heaven Presentation**

Jeanette Burkhart and 4th grade students Neva, Brinleyk, Alia and June, along with their parents, attended to provide Council with an update on the Tree of Heaven work. The Underwood Conservation District treated 1180 trees on 26 private lots last fall. UCD will begin tree removal in late May/early June. There is not currently a licensed herbicide applier in the area. Another flyer will be coming out and UCD will be working on a nuisance ordinance for Tree of Heaven for Bingen and White Salmon City Councils to consider.

Students from Wallace and Priscilla Stevenson Intermediate School created a video about the Spotted Lanternfly and Council watched the video (<https://www.youtube.com/watch?v=2Zv9wDv-DEs>). Councilor O’Sullivan asked about the Tree of Heaven reporting app. Jeanette reported that it is still active but each occurrence has to be personally vetted

**Frazier Woodruff Sewer Connection Fee Waiver Request**

Frazier Woodruff made a public comment at Council meeting on March 7, 2023, stating that the sewer connection for his home was to the neighbor instead of to the city sewer. Frazier provided a letter requesting the fee be waived. Frazier has been paying sewer utility utilization. Councilor Jones stated that the city should make it easy for residents to come forward with concerns like this. Councilor O’Sullivan made a motion to waive the sewer connection fee for Frazier Woodruff at 205 W Jefferson with the contingency that the existing sewer line is appropriately abandoned to the approval of Public Works. Councilor Spratt provided the second and the motion carried.

**Bank Signatories**

Administrator Loney provided a memo to council stating that bank signatories need to be updated for the 1st Security and Umpqua Bank accounts. Councilor Jones made a motion to add Mayor Catherine Kiewit as primary first signer, Mayor Pro Tempore Joseph O’Sullivan and secondary first signer, City Administrator Krista Loney as primary second signer, and Deputy Clerk Lauren Leon as secondary second signer. Councilor Spratt provided the second and the motion carried.

**Small Works Roster – Street Lights Contract**

Administrator Loney provided a memo, the scope of work, the quote and cover email, and the bid tabulation for the project. The only bid was submitted by Coburn Electric and must be awarded to them. Councilor Jones made a motion to accept the bid and award the Small Works Roster – Street Lights contract to Coburn Electric. Councilor O’Sullivan provided the second, and the motion carried.

**Small Works Roster – Tree Maintenance Contract**

Administrator Loney provided a memo, the scope of work, the three quotes and cover emails, and the bid tabulation for the project. Two of the three bidders are not on the current roster and therefore were disqualified. Klickitat Tree Operations was the only eligible bidder and the contract must be awarded to them. Councilor Schroder made a motion to award the Small Works Roster – Tree Maintenance contract to Klickitat Tree Operations. Councilor Jones provided the second and the motion carried.

**Planning Fee Discussion**

Administrator Loney provided a memo to council outlining the fees collected for conditional use permits (CUPs) and variance applications in 2022 ($600), the total costs for these applications in 2022 ($2,766.56), and the current fees for CUPs and variances in other municipalities. The highest CUP cost on the list of cities was $1,870 for a quasi-judicial CUP in Anacortes. The highest variance cost on the list of cities was $1,650 in Leavenworth.

Councilor Jones stated that he appreciates the way that the City of Pateros handles both CUPs and variances ($250 plus consulting fees, legal fees, postage and advertising). Mayor Kiewit stated that she likes the idea of a pre-conference that White Salmon does. Councilor O’Sullivan countered that the pre-conference should be free so as not to be a barrier. Councilor O’Sullivan stated that a pre-conference should have at least a nominal fee because when things are free people don’t value them. Council discussed a base fee of $300 that includes two hours of consulting and additional billed at the current rate. Administrator Loney asked for a continuation due to the late hour. Councilor Jones made a motion to continue this discussion to a future meeting. Councilor Schroder provided the second and the motion carried.

**Staff Reports**

Administrator Loney presented the following updates:

* Bingen has an opportunity to apply for funding through the Transportation Alternatives Program (TAP) for design for the Bingen-White Salmon Shared Use Path along 141. The meeting with WSDOT and White Salmon revealed that the shared use path is a Complete Streets responsibility. Bingen is considering applying for the TAP funds for design money for sidewalks.
* Loney reached out to Wildwood Playgrounds for a refreshed quote, which was not responsive at all. Loney asked David Spratt to put together a list of effort and expense that it would take to expand the footprint of the play area itself.
* The salary survey data for mayor and council salaries is being presented to fire board on 3/28/2023 and to council at the March 21 meeting.

**Mayor’s Update**

Mayor Kiewit stated that Bingen is going to apply for a grant from AARP for bus shelters. She spoke with Sharon at Mount Adams Transportation Services and Kathy at the Mid-Columbia Economic Development District.

Mayor Kiewit met with the Hood River Port Commission and Bi-State Working Group. The BSWG voiced concern about the need for the bridge toll increase. The BSWG made a recommendation the Port Commission to reduce their dependency on tolls to fund all of the non-bridge programs.

The formation of the Hood River-White Salmon entity for the bridge has been tabled. There are two Port of Hood River Commissioner spots open if council knows anyone who might be interested.

**Council Comments**

Councilor O’Sullivan thanked the BSWG for addressing the toll issue.

**Voucher Approval**

Payroll Checks (Dated 3/15/2023) and Payroll EFT (Dated 3/15/2023) totaling $23,951.05; General Fund - $9,709.85, Street Fund - $3,944.37, Water Fund - $2,373.54, Sewer Fund - $770.06, and Treatment Plant Fund - $7,153.23.

Councilor O’Sullivan made a motion to approve the Payroll dated March 15, 2023. Councilor Jones seconded the motion, and it passed unanimously.

Claims Checks 23647-23669 (Dated 3/21/2023) totaling $35,793.96; General Fund - $4,600, Street Fund - $1,136.05, Water Fund - $1,469.30, Sewer Fund - $1,911.72, Treatment Plant Fund - $26,270.67, and Water Short-Lived Assets Reserve - $406.22.

Councilor Spratt made a motion to approve the Claims dated March 21, 2023. Councilor Schroder provided the second and it passed unanimously.

**Adjournment**

Mayor Kiewit adjourned the meeting at 8:43 p.m.