**BINGEN CITY COUNCIL MINUTES**

**July 5, 2023**

**Meeting Via Teleconference and In-Person**

The meeting was called to order by Mayor Catherine Kiewit at 7:00 p.m.

Council members present: Phil Jones, Ryan O’Connor, Joe O’Sullivan, and Brittany Spratt. Staff present: City Administrator Krista Loney, City Attorney Christopher R Lanz.

Audience Present: Reed Stager, Dan Armstrong, Noah Noteboom

**Public Comment**

Dan Armstrong attended Council to inquire about the property directly behind his. He voiced concerns that the property is overgrown and a tree is pushing into his fence. Administrator Loney stated that she would issue a letter to the owner to let them know that the property needs to be cleaned up.

**Meeting Minutes – 6/20/2023**

Councilor O’Connor made a motion to approve the June 20, 2023 meeting minutes as presented. Councilor Spratt provided the second and the motion carried. Councilor O’Sullivan abstained as he was absent from the June 20 meeting.

**Bingen Fire Update**

Chief Spratt provided a Fire Report through June 30, 2023. The Bingen Fire Department (BFD) has responded to 194 through that date. Assistant Fire Chief David Spratt attended Council. The BFD responded to the Tunnel Five Fire at 11:30 on July 2, 2023. When the fire had crested the hill, Chief Spratt sent the team to milepost 10.5. There were 15 houses in danger of urning, one that was already too far gone. Many of the homes with decks along the ridge had deck fires. The BFD shifted to defensive mode on some houses and worked the fire until 2 a.m. on Monday, July 3, 2023.

Mayor Kiewit asked if there were fire hydrants where they were fighting fire. Assistant Chief Spratt stated that they were using tanker trucks and brush trucks. Mayor Kiewit stated that the BFD wasn’t identified as one of the responding agencies and asked about reimbursement. Assistant Chief Spratt stated that there is a possibility of reimbursement if the fire was caused by the railroad, or if FEMA provides aid.

The BFD held a fundraiser at the fire hall on July 4, 2023. The original plan was to have the sale alongside the fireworks out on Bingen Point. Since that event was cancelled, they moved the fundraiser. They were selling hotdogs, chips and a soda for $5. As of Council meeting, the BFD raised $2,812 from the fundraiser, including one $1,000 donation and one $500 donation. Mayor Kiewit asked if we can add a donate button to the Fire Department web page.

**Bingen-White Salmon Police Update**

Chief Hepner was attending a Klickitat County Sheriff’s Office meeting about the Tunnel Five Fire and could not attend Council. Mayor Kiewit stated that she spoke with Chief Hepner about the downward trend in revenue from citations. Chief Hepner informed the Mayor that he cannot make staff issue tickets and that the police department is focused on community policing.

**Water Use Efficiency Report**

Administrator Loney provided a memo about Water Use Efficiency (WUE), designated system loss (DSL), and the associated costs broken out per year identifying the cost of the water loss. She also provided the WUE report that was submitted to the Washington State Department of Health. Public Works Superintendent David Spratt attended to provide additional information about WUE. Bingen’s DSL for 2022 is down over the prior year but remains high at 14, 431,192 gallons or 27.8%. The cost of this water loss in 2022 was $29,295.32.

Councilor Jones asked David Spratt about the water main along Steuben. Spratt stated that the watermain through town is PVC so not as bad. The east side of town is old pipe and they have fixed several leaks on it.

Councilor Jones mentioned that DSL has been historically high. Loney was able to pull the old DSL data from 2007-2014 which showed that DSL in Bingen has been as high as 53% in 2011.

Councilor O’Connor asked if the leak at Dickey Farms was included or not included in the DSL. Because the metered utilization is known, this data was excluded from DSL.

Councilor O’Connor asked about Master Meters being installed circa 2015 to track utilization on some main waterlines to identify leaks. Spratt stated that there are two that feed the Port and one that goes out of town to Henderson Lane/Warner Road.

Mayor Kiewit asked if the town has been reviewed by zone. Spratt stated that there are no master meters in town.

Councilor O’Sullivan asked if there is a particular block of town that has higher utilization than others as it might be work looking at one area. Mayor Kiewit stated that Bingen did a leak detection survey and identified a leak on Walnut. Administrator Loney will procure pricing on another leak detection study. Mayor Kiewit asked Loney to make sure that the consultant that was hired to conduct the water and sewer rate study is aware of the DSL.

David Spratt stated that the line coming down from White Salmon was replaced and that was helpful because it was old and leaking.

Mayor Kiewit asked about meter calibration and the master meter at Dickey Farms. Spratt had tested the old meter and it was only slightly off. Mayor Kiewit suggested that the DSL might not be as high as it is but is a calibration issue. Spratt stated that it is possible as water meters read slower as they age.

Council reviewed the WUE report that is sent to the Department of Health. The City may need to amend WUE reports since 2018.

Mayor Kiewit asked David Spratt if it would be financially feasible to purchase leak detection equipment or if this should be contracted out. Spratt stated that it should be contracted out as some of the equipment is cost-prohibitive.

**Water System Plan**

Administrator Loney provided a memo about the Water System Plan, the comments that were received, and an email from Andrew Cervantes. Cervantes had 38 questions and modifications that need to be made to the WSP. DSL is mentioned several times in the questions and modifications needed. Loney has already provided the items to Gray and Osborne that are in her purview. One of the additional attachments to the email from Cervantes was about water rights for G4-33106. Loney submitted the paperwork to bring that Water Right Permit into compliance on February 22, 2023. Loney followed up with that office this week and received a phone call July 5 stating that Ecology will be sending a confirmation letter this week. Nobody has been in the role to respond to these documents since that time, there is a hiring freeze at Ecology, and there have been many departures and retirements.

Mayor Kiewit requested a presentation from Gray and Osborne with the responses to all 38 questions raised by Cervantes before the report is resubmitted. Administrator Loney will notify G&O of this request.

**Shared-Use EV Continuation Grant**

Administrator Loney provided a memo and the notification from Forth that continuation funding from WSDOT was awarded to fund the ZAP GoForth carshare in Bingen and White Salmon. Mayor Kiewit inquired about the dollar amount of the grant. Loney will request this from Forth. That information will be used to issue a joint Bingen-White Salmon press release about the program. The press release should also include information about how to access the vehicle through WAGAP.

**BMC 17.30 Accessory Dwelling Unit Proposed Code Discussion**

Administrator Loney provided a memo about the ADU code and the ADU code with the previously discussed items lined through.

Under 17.30.030.J, the term on-site will be changed to off-street. With that change made, Council will move forward with a public hearing about the draft ADU code.

**BMC 5.16 Vacation Rental Proposed Code Discussion**

Administrator Loney presented a memo to council along with the draft code and vacation rental paperwork. The goal is to work through the Vacation Rental code with the hope of holding a public hearing in August.

Council had changes to 5.16.020.C. “Dwelling Unit” which will be changed to “Dwelling Units” means one or more rooms occupied, designed, or intended for occupancy as separate living quarters which shall include separate spaces for sanitation and food preparation.

Council came to consensus that a home with multiple individual rooms for rent will be considered one vacation rental.

Council came to consensus that there will not be sub-limits for hosted homeshare and whole home rentals within the overall proposed limit of 32 properties or 10% of available housing stock, whichever is less.

Council came to consensus that there should be a limit of one short-term rental per person. There was discussion on how best to word this. Reed Stager noted that there is language in the Tillamook County code about beneficial ownership and also in the Manzanita code. Stager will send this to Administrator Loney.

Mayor Kiewit requested that the items to be initialed on the Vacation Rental Application be right justified.

Administrator Loney asked Council to review the remaining code and forms for discussion at the next Council Meeting.

**American Legion Flag Support Request**

The American Legion brought a request for financial support to City Hall on July 5, 2023. The City has provided support in the amount of $50 for the past two years. Councilor O’Sullivan made a motion to fund the American Legion Flag Service in the amount of $50. Councilor Jones provided the second and the motion carried.

**Staff Updates**

Administrator Loney had the following updates for Council:

* Bingen will be applying for a Local Parks Maintenance grant. The application dates have been pushed back.
* The kickoff meeting for the TAP grant for sidewalks on Alder and Cedar is on July 24.
* Bingen is submitting a CERB grant. The draft is with Janea Stark for review.
* Bingen will be submitting a TIB grant application. Loney spoke with Chris Langhoff, TIB area engineer, and his suggestion was that Bingen apply for a grant to overlay Pine and Vine.
* Bathroom signs encouraging people to contact City Hall if the bathrooms have been vandalized or need maintenance have been ordered.
* Smoke testing on the west side of Bingen is scheduled for July 12.
* Bingen is offering OIT positions to two candidates.
* The MOU is finally signed around with KCPEDA.
* The next Centennial committee is July 14 and Janet O’Sullivan is working on logo options.
* Status reports on active projects are in the packet.

**Mayor’s Update and Council Comments**

Mayor Kiewit had the following updates for Council:

* The bridge authority has been stood up.
* The City was contacted by a staffer for the Joint Transportation Committee, a bipartisan group of the Washington State Legislature. A group will be in Hood River in September to talk about the Bridge of the Gods and the Hood River Bridge. Kiewit has been invited to give a presentation about the status of the underpass and the Maple and Walnut Crossing Improvements.

Councilor O’Connor had the following updates for Council:

* He would like himself, Councilor O’Sullivan, and Mayor Kiewit to meet with Frank Sinclair either July 21 or 28.

**Voucher Approval**

Payroll Checks (Dated 6/30/2023) and Payroll EFT (Dated 6/30/2023) totaling $34,756.72; General Fund - $11,763.62, Street Fund - $7,339.82, Water Fund - $4,163.21, Sewer Fund - $1,161.09 and Treatment Plant Fund - $10,328.98.

Councilor O’Sullivan made a motion to approve the Payroll dated June 30, 2023. Councilor Jones seconded the motion, and it passed unanimously.

Claims Checks (Dated 7/5/2023) totaling $44,753.45; General Fund - $7,057.08, Street Fund - $2,248.88, Water Fund - $19,333.54, Sewer Fund - $3,867.04, and Treatment Plant Fund - $12,246.91.

Councilor Jones made a motion to approve the Claims dated July5, 2023. Councilor O’Sullivan

seconded the motion, and it passed unanimously.

**Adjournment**

Mayor Kiewit adjourned the meeting at 9:02 p.m.