



NORTH BONNEVILLE CITY COUNCIL

*Mayor Don Stevens
Bianchi*

Councilmember Bob

Finance Committee Meeting Minutes Tuesday February 23, 2016 6:30 p.m.

Roll Call: All Present

Continued Business: None

New Business:

Steve advised the finance committee members that later in the meeting they would be asked to approve an agreement with AKS to initiate the design work associated with the Evergreen Drive Project. He noted that each Council member had been provided a copy of this agreement and he was glad to respond to any of its particulars. Also present was Devin Jackson, an engineer with AKS, who would oversee the road design work, provided the Council approved the agreement. Devin shared information about how the work would proceed and who would be assigned what tasks.

Steve noted that at the last council meeting there had been a discussion about replacing the 14" transit water line that runs underneath Evergreen Drive concurrent with the road improvement and noting that water line was old, brittle and subject to breakage. A question had arisen at that time whether the road improvement scope of work could be expanded to address this water issue or instead, the City would have to go through a new bidding procedure to acquire engineering services. To resolve this Steve he consulted with Ken Woodrich, the City's Attorney, as well as TIB representatives to determine if it was possible to merge the projects and was advised that the two tasks could be done by way of an expanded work scope.

Steve had asked Mr. Jackson to provide a draft document for the committee's review that lays out how the transit water line replacement work would proceed. Steve presented the members with this draft document and a discussion followed about the methodology and costs. Council appeared satisfied with the information provided and was receptive to its placement on the March 8th agenda.

Adjournment at 6:51 PM



NORTH BONNEVILLE CITY COUNCIL

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Bianchi

Councilmember Bob

City Council Meeting Minutes Tuesday February 9, 2016 7:00 p.m.

Meeting Call to Order 7:00PM

Roll Call: All Present

Audience: 13

Pledge of Allegiance

Agenda Changes & Additions discuss possible alteration of the Council meeting start time under new business.

Consent Agenda

Approval of February 9th Minutes & February 23 Invoices

Councilor Bianchi made a motion to approve the invoices and minutes and seconded by Councilor Forster

Yes Councilors Sabo, Norris, Bianchi, Whitcomb and Forster

No

Abstain

Passed 5-0-0

Guest Presentations:

Annual Fire Report – JB Tennison

Fire Chief JB Tennison was present and provided an overview of last year's fire operation. He did not pass out written information, rather he relied upon memory for the presentation. He noted that the fire department averaged about 1.75 fire calls per month. He said the department responded to one structure fire during the course of the year - a manufactured home.

He said the City was fortunate it had few basements or second floors that complicate fire related events. He said he was able to secure the assistance of two [2] fire fighters with considerable experience who had previously been members of the volunteer department. He noted the City was working hard to keep its "5" fire insurance rating status by upgrading equipment, increasing inspections and training. He said the loss of points that leads to lower ratings results, in part, from possession of older equipment and noting that fire equipment in general has a limited shelf life regardless of how well it is maintained or handled. He said that helpful to sustaining this insurance rating is the fact the City possesses many fire hydrants, has relative small dwellings complimented with considerable open space and the capacity to readily respond to a fire.

He said that Eric Cunningham who represents the agency doing the fire rating has shown us ways to acquire more points relative to sustaining our "5" rating. JB said that one item helping support our rating status is the fact we have two [2] operable sirens that alert volunteers to fire or other emergency type

events. In response to an inquiry about the likelihood of our keeping the “5” insurance rating he said the chances were good we would keep this rating and he was fairly sure on the fire department side of this obligation they would meet this goal.

He noted that a liability with an all volunteer fire operations is the fact it is difficult to maintain adequate membership. He expressed frustration with what he characterized as the public works department’s ability to borrow fire equipment without going through him for access. The liability is they break and damage this equipment without replacing it and/or replacing damaged items with inferior equipment. He was also frustrated that a council member would borrow his gate valve for exercising the fire hydrants and not return it timely. In response to an inquiry about inventory loss, he said the fire fighters do a weekly inventory. He said he guarded his better equipment under lock and key so it would not be misused.

JB noted there have not been any L&I injuries or close safety calls and he attributed this to the ongoing training efforts. He noted firefighters trained Saturdays and Mondays. Mayor Stevens inquired how many firefighters were presently active. JB said 10 with 6 or 7 available for the weekly training sessions. In response to an inquiry about who should be responsible for the care and custody of the fire hydrants, JB said that was a public works department duty. He noted if that obligation was foisted on the fire department it would detract from the training and possibly lead to firefighter injuries.

In response to an inquiry about the fire trucks and specifically what was the difference in their usage: He said the Pierce [the newer vehicle] had expanded seating, better drivability enhanced lighting but overall there was not much to distinguish them other than the fact the older truck [known as an E-1] had 178,000 miles and the newer one 10,000 miles. He said the City had managed to acquire the older truck for \$1,000. He said when his crew trained from time to time with Portland Fire Fighters - these fire fighters gravitated towards the older truck because of the way the water conveyance system was designed and because it was a good product. He said the newer truck was only used for structure fires and the older one for use on back roads, logging roads and attending wildfires and noting that they had responded to a wildfire last summer.

In response to an inquiry about updating the bylaws he noted that Councilor Bianchi had constructed a newer version but he was satisfied with the 1970’s version because it was a simple 2 page document and left no doubt or uncertainty that he was the chief and his orders were to be followed. He felt the upgraded version was too lengthy and cumbersome. JB was asked who was his deputy chief and how could other fire fighters be accessed in his absence? He said the sheriff department had a list. He said his deputy chief is Brian McKenzie.

JB was asked if he had a pumper truck but did not know what was meant by that term. A discussion followed about rekeying the fire hall and its access. JB said he had the locks changed at the same time the rest of the City buildings were rekeyed and that Bryant and Richard had a key and hence access. JB said he had a portion of the fire hall rekeyed for limited access because he does not want valuable equipment misused. He said, essentially that he only allowed certain persons access to parts of the building for security purposes. To a question about youth serving on the fire department, JB said that current child labor laws prevent that action because of associated liabilities.

Annual PDA Financial Report

Robyn Legun, Manager of Cannabis Corner [the Pot Shop], provided the annual North Bonneville Public Development Authority [NBPDA] financial report.

She started her presentation by handing out a document that provides certain financial information. She said she was recently informed of the need to provide Council with this annual report and thus has quickly constructed this document. She noted the PDA's major accomplishments to date include the fact the retail operation has survived to see its first anniversary and noting that because of the evolving nature of the business there has been no guarantee of its survival.

Another accomplishment has been the fact the Washington State Liquor and Cannabis Control Board that oversees retail marijuana operations has provided Cannibals Corner with a medical marijuana endorsement, which will allow the store to expand its operation to include medicinal products this summer. Robyn said the operation has finished the year with a net profit of \$4,000 which was good for a start up operation with heavy government oversight and fraught with uncertainties. Another accomplishment noted was meeting the special use permit [SUP] provisions the City had placed on the business and namely the landscape obligation.

The document Robyn provided contained profit and loss information. She said that the Charter's requirement to provide information by January 31 was not a good provision because the CPAs who gather the businesses' baseline information for reporting to the State Auditor's Office [SAO] are not required to construct and submit that information until May 1. It is this information that the PDA relies upon for financial reporting purposes.

In response to a question about taking profits and reinvesting them into community projects, Robyn said there was no money set aside in last year's budget or the upcoming budget [2016] for that purpose because of the unknowns of profit and loss and also because of a desire to pay off \$200,000 in loans to lenders because of the associated high interest rates. Robyn believes there is likelihood upwards of \$50,000 will be available for community reinvestment once the loans are paid off but the time frame for that action is uncertain.

There was a question about bonding: Robyn said she has been working towards getting the PDA's Treasurer and the employees bonded but no insurance institution was willing to assume that risk. However, she recently found an insurance company to provide that service.

Attorney Woodrich said it appears the amount of debt the PDA paid in 2015 or will pay in 2016 is more than \$125,000 [\$127,00] on \$200,000 of outstanding loans and that appears to be a very aggressive debt repayment schedule. He asked Robyn have you provided the City a schedule demonstrating how you plan to retire the debt, to whom and what rates of interest? He suggested that once they are operating in the black they should start focusing on those items that were the basis for establishing this authority.

Steve expressed a frustration that just retiring the lender's debt was not the focus of those establishing this authority, rather those involved at the inception were desirous of giving back to the community and now it appears the focus is paying off debt service as soon as possible to satisfy some fat cats without consideration for basic public need and that was wrong.

Mayor Stevens noted that all 502 businesses have to rely on alternate lending institutions [because banks can't get involved] for startup revenue and because of the added risk - investors expect higher interest rates for their investment. He also observed that the store's presence - generated additional cash flow by the payment of State taxes with a portion of those proceeds redistributed to the City and County.

He said that even when revenues are available for community reinvestment they would not come to the City rather they would be available as grants to worthwhile ventures and the City could compete for these monies. He said he would rather see the PDA pay off their creditors before accommodating other needs. Robyn said that the landscaping the City required as part of the permitting process cost about \$50K and that was a onetime cost of doing business.

Robyn said the financial position [this past year] reflected a concern about the store's basic survival but now that its revenue picture appears to be improving there is an opportunity to refocus. She said the PDA would be audited by SAO later this year and that action would assure financial transparency.

Councilor Sabo expressed frustration that the report was late and more so because the City had to remind the PDA of this obligation and also because the report does not offer in-depth details or satisfy the Charter's financial requirements and noting that document had created this organization. He said he was not directing his frustration at Robyn as he recognized she was the messenger but he expected better responses/attentions from the PDA Board.

Public Comment:

Tom Flanagan said he was supportive of the City's efforts to place signage on the City property that adjoins the highway to help announce our community. He understood there has been some pushback from State employees concerning the City's signage placement and appreciated the City standing up to DOT. He said he would like to see more signs announcing community businesses. He hoped this sign's placement would be the start of a comprehensive branding process to promote our community. Mr. Flanagan also commented on the Disc Golf event that occurred this past weekend. He noted there were players everywhere and they took up all the public parking spaces. He suggested the City charge the Disc Golf players a small fee for use of the park and for parking and that act could generate considerable revenue.

Eric Kackley introduced himself and advised he was a new business owner.

Councilor Comments:

Councilor Bianchi thanked all of those who participated in the hydrant testing and noting that in the process they discovered one hydrant had been vandalized. He said the City's hydrant pressure was almost uniformly high, which is a good thing. He noted next year the BNSF Railroad will be replacing a community bridge and if anyone wants to know what that replacement entails the railroad is currently replacing a similar bridge in Camas. He wanted the public to know, as part of the City's emergency preparedness efforts, he and another person had acquired their HAM radio licenses that would be employed in the event of a disaster.

Councilor Forster also praised those that participated in the hydrant testing effort. He expressed interest in the City exploring the charging of a fee for the disc golf.

Councilor Norris said that he would be receptive to charging for disc golf and noting that two of his son's friends are avid disc golfers and they believe this is the best course they have ever played.

Administrator's Report: None

City Attorney's Report: Attorney Woodrich noted the City enjoys recreational immunity because we do not charge for our recreational facilities. However, should the City start charging for recreational usage we could lose that immunity protection. He said if the City determines to charge it needs to develop a permitting process and require insurance.

Unfinished Business: None

New Business:

Appointing a Mayor Pro Tempore

Councilor Sabo nominated Craig Forster to be the Mayor Pro Tempore and seconded by Councilor Whitcomb

Yes Councilors Sabo, Norris, Bianchi, and Whitcomb

Abstain Councilor Forster

Approved 4-1-0

Appointing a Council Member to serve on the Tourism Committee

Councilor Sabo made a motion to appoint Councilor Bianchi to serve in this role and seconded by Councilor Forster

Yes Councilors Sabo, Norris, Whitcomb and Forster

Abstain Councilor Bianchi

Approved 4-1-0

Approving a TIB Consultant Agreement with AKS for the sum of \$56,806 to provide engineering design work associated with the Evergreen Drive Project [Note: there will be supplementary agreements]

Councilor Sabo made a motion to approve the agreement for the sum of \$56,806 and seconded by Councilor Forster

Yes Councilors Sabo, Norris, Bianchi, Whitcomb and Forster

Abstain

Approved 5-0-0

Appointing Mike Baker to serve on North Bonneville's Public Development Authority [PDA]

Councilor Forster made a motion to appoint Mike Baker to the PDA board and seconded by Councilor Whitcomb

Yes Councilors Sabo, Norris, Bianchi, Whitcomb and Forster

Abstain

Approved 5-0-0

Discussion followed concerning the Council's 6:30 P.M. meeting time and whether to forgo the finance committee at this time. The Council determined to put this matter off and research whether City policies require the meeting to start at a time certain and whether there were legal issues resulting from starting earlier and forgoing the finance discussion time.

Closing Public Comments

Mike Baker thanked the Council for his appointment to the PDA. Mr. Baker also noted that the fire department had nothing to do with putting out the gas fire but they had rapidly extinguished the related attic fire.

Closing Council Comments

Councilor Whitcomb thanked Tom Flanagan for his comments.

Councilor Bianchi advised that he had extra copies of the emergency plan for those interested. He said USGS will make a presentation at Rock Creek on March 16 at 6:00 P.M. concerning the Cascadian Event for those interested.

Adjournment

Councilor Forster made a motion to adjourn the meeting and seconded by Councilor Bianchi

Yes Councilors Sabo, Norris, Bianchi, Whitcomb and Forster

No

Abstain

Approved 5-0-0

Meeting was adjourned approximately 8:36 PM

Mayor

City Administrator