

## **NORTH BONNEVILLE CITY COUNCIL**

**Tuesday, August 13, 2013**

### **Finance Committee Minutes**

**Meeting Call to Order:** 6:30 PM

#### **Roll Call**

**Present:** Mayor Don Stevens, Councilors Charles Pace, Bob Bianchi, Mike Baker and Mike Hamilton  
**Absent:** Councilor Craig Forster [Councilor Forester was excused]  
**Staff Present:** Administrator Steve Hasson and PW Field Supervisor Richard Lafayette

#### **Unfinished Business**

None

#### **New Business**

Steve Hasson provided an overview of the hotel /motel tax process. He reminded the city council they had directed a reinstatement of the tourism committee at the last council meeting. Accordingly, he is in the process of modifying the existing resolution to reflect that change. He intends to bring back the modified resolution to the next council meeting for possible action. Meantime, he is intending to convene the tourism committee to review the three [3] proposals that were submitted by the Friday August 9<sup>th</sup> deadline. He asked for council input to its composition. In response, Mike Baker agreed to serve as the city's representative on the board.

Kari Fagerness with the Skamania County Economic Development Council [EDC] provided the finance committee with an overview of state and federal grant and loans that might be available to North Bonneville. She noted that EDC has an annual contract with the city to provide grant writing and other funding assistance. She provided three [3] hand outs to help facilitate the discussion. She noted that John Spencer had sent her a project list requesting that EDC provide the city with potential funding sources for each project, timelines for submission and potential awards. Tonight Kari was present to gain a better perspective on how the council wished to proceed. She noted that there were a few grant opportunities but primarily the city would be limited to the pursuit of low interest loans. She identified Federal Community Development Block Grants [CBDG] and Department of Agriculture USDA loans and grants as two [2] potential funding sources. She advised that CBDG funding grants could provide a community as much as \$1 million dollars for infrastructure improvements and that agency also provided up to \$24,000 per community for planning grant eligible items such as construction of a capital facilities plan. The council expressed a general opinion that lift station replacement was the city's highest funding priority but were receptive to further review of priorities. Kari said the city needs to establish that it is serving low income residents in order to qualify for a number of funding sources. Kari will be asking CBDG staff if the city may rely upon census information to satisfy that requirement. If they so no - then the city will likely need to sponsor an income survey to assure funding opportunity. Steve will provide funding recommendations at the next council meeting.

**Adjournment 6:58 P.M.**



**NORTH BONNEVILLE CITY COUNCIL**  
**Tuesday, August 13, 2013**  
**Minutes**

**Meeting Call to Order:** 7:10 PM

**Roll Call**

Present: Mayor Don Stevens, Councilors Charles Pace, Mike Baker, Bob Bianchi and Mike Hamilton.

Absent: Craig Forster [Councilor Forester was excused]

Staff Present: Administrator Steve Hasson, Public Works Field Supervisor Richard Lafayette and City Attorney Ken Woodrich.

**Guests Present**

Approximately 15 guests were present.

**Agenda Changes and Additions**

No Changes.

**Public Hearings**

None.

**Consent Agenda**

The consent agenda included the revised July Payroll, 7/23/13 Council Minutes, and 8/13/13 Invoice Vouchers.

Council noted several corrections or mistakes with the minutes that will be corrected and available at the next meeting for inspection.

**Councilor Bianchi moved to approve the consent agenda; 2<sup>nd</sup> by Councilor Baker**

**Yes Councilors Pace, Baker, Bianchi and Hamilton**

**No**

**Passed 4 – 0**

**Guest Presentations**

No guest presentation

**Public Comment**

Richard Mortweet expressed concern about that lack of attention to the safety of the children crossing the roadway in proximity to the Chevron Station. He suggested the council install some red flags to get motorists attention and/or signage advising of the presence of children as a means to gain driver's attention, alternately better law enforcement.

Cheryl Jermann thanked the public works department for their efforts.

Amy Lyddon expressed concern about nearby multifamily housing and the manner of its upkeep.

Jake Meyers of the Bigfoot Discovery Trail Committee provided the council a report and comments about how they are improving the trail system and relying on tourism dollars for that effort. He specifically called attention to the idea of establishing a geocaching course.

Mary Aramatrout reminded the council to be prudent with the public purse and noted a number of contracts on the agenda that could impact the budget.

### **Council Member Comments**

Bob Bianchi advised he had attended the chamber of commerce board meeting and they had used some private property during Gorge days in exchange for mowing it over the next couple months. Additionally, that businesses were being advised to keep track of cost impacts to their business operation resulting from the weight restrictions on the bridge and noting a state auditor was going to evaluate the area's economic distress resulting from the weight imposition. Mr. Bianchi also noted the city's parking lots would be restriped starting this weekend and this action will likely extend into early next week. The council and public present thanked him for this initiative.

Mike Baker supported the geocaching idea and was pleased by the completion of the new gazebo. He would like to see a picnic table placed in the facility and a donation box placed at that or another location for support of disc golf. In response to his inquiry – the council determined to move one of the large picnic tables from the other gazebo to this location.

Mike Hamilton concurred with the concern expressed about the lack of a pedestrian safety strategy in proximity to the Chevron Station - observing cars seem to blast through the stop signs without regard for public safety.

Charles Pace encouraged citizens to sign up for his open seat and noted public service was a rewarding yet consuming venture. He expressed concern about geocaching along Hamilton Creek Trail noting it was difficult to distinguish public property from private property, suggested this idea be employed on Hamilton Island. He advised that City of North Bonneville/Cascade Locks had formed a working group but never met hence, he was resigning from it. If it reactivates he will consider serving again. He also suggested a public discussion regarding the level of benefits in the collective bargaining agreement noting the high costs of labor and the benefits provided by the City. Mr. Pace noted the vouchers and the information packet were late and hoped they would be provided more timely in the future. Finally, he noted that the city needed to concert its energies on repairing those portions of the trail system in disrepair and observing their disruption poses particular liability to our seniors.

### **Administrator's Report**

Steve Hasson advised the council that the state auditor's office had called and wished to confirm the city still wished to have an annual audit as opposed to the every other year audits they normally perform on a city this size. He also noted the cost of the audit would be \$9,500 or thereabouts and they would be here September 3 through the 13<sup>th</sup> if we were to audit this year.

The council confirmed they wished to have a state audit this year to insure the integrity of the accounting system.

### **Attorney Report**

City attorney, Ken Woodrich, advised he had discussed the transfer of the city's municipal court system to the county with Judge Reynier. He sent him budget information so the court could evaluate the costs of providing this service. He has not heard back but was initially advised the court would be interested. He will keep the council informed on this matter.

### **Unfinished Business**

None

### **New Business**

#### Contract for Central Business Signage.

Steve Hasson provided an overview of a possible contract arrangement whereby a local woodcarver would construct a variety of signage for the city to provide consistency in community signage design, enhance local business exposure in the central business district [CBD] as well as establish a template for future community signage standards. The cost of the proposal, if funded in its entirety, is \$16,300 with \$10,000 of that funded through hotel/motel tax proceeds and the remainder coming from the general fund.

After deliberation, the council chose to support the portion of the signage [the main entry sign and the welcome kiosk map] that could be funded through the hotel/ motel tax proceeds and noting that source of funding for signage purposes was in the budget.

Councilor Pace offered a motion to amend the proposal to approve the portion fundable through the tourism proceeds [the \$10,000] and defer the remaining signage to be considered as a part of the upcoming budget; seconded by Mike Baker.

**Yes: Councilors Bianchi, Baker Pace and Hamilton**  
**No:**  
**Passed 4-0**

And on the subsequent motion as Amended

**Yes: Councilors Bianchi, Baker Pace and Hamilton**  
**No:**  
**Passed 4-0**

## Contract for Personal Services Contract with John Spencer

Steve Hasson provided an overview of a possible contract arrangement with John. Spencer to provide construction of a capital facilities plan, assistance with the city financial matters and help in constructing the 2014 budget. Mr. Spencer would charge the city \$40 and hour for services with the service contract to not exceed \$4960. .

The council initially moved to approve the contract with Councilor Pace moving for approval and seconded by Councilor Baker with the provision the contract not exceed \$4960 through the year 2013; however, there was concern about the duration of the contract. Thus, an amended motion was offered to strike the language “for the remainder of 2013” and rely upon the not to exceed \$4,960 sum for services rendered.

On the motion to amend

**Yes: Councilors Baker, Pace and Hamilton**  
**No: Councilor Bianchi**  
**Passed 3-1**

And on the subsequent motion as amended

**Yes: Councilors Bianchi, Baker and Hamilton**  
**No: Councilor Pace**  
**Passed 3-1**

## Contract for Cleaning Services

Mayor Stevens noted the city had previously cut back on janitorial services as a budget cutting measure but staff was now spending sufficient time cleaning the city hall facility, to the extent it was interfering with other work duties. Hence, a desire to secure some part-time cleaning assistance to keep city hall presentable.

Steve Hasson advised the council the city has solicited for cleaning services. Three [3] different cleaning contractors had been contracted – all expressing an interest. However, the city only received one bid and that was from Sherry Hughes whose is a licensed and bonded cleaning contractor.

City attorney Ken Woodrich noted that the council did not have the amended cleaning contract he had constructed.

Council also questioned who would be providing what cleaning services?

There were enough questions about the contract and Ms. Hughes was not present so council continued this item to the August 27 council meeting.

## Vision PS Contract

Mr. Hasson offered two professional services contracts with Toni Nelson of Vision PS for the council’s review and possible action. The first agreement provides for accounting research services to address complex compliance issues and the second is for purposes of providing new clerk and staff training.

Councilor Bob Bianchi made a motion to approve the Vision PS contracts and seconded by Mike Baker.

**Yes: Councilors Bianchi, Baker Pace and Hamilton**  
**No:**  
**Passed 4-0**

Request for one time reduction in the water/sewer bill due to leakage.

Joan Beldin is requesting a onetime reduction in her utility bill due to leakage.

After deliberation the council agreed to the reduction.

**Yes: Councilors Bianchi, Baker Pace and Hamilton**  
**No:**  
**Passed 4-0**

Councilor Forester had advised the city he would not be present at the council meeting – the council voted to excuse Mr. Forester

**Yes: Councilors Bianchi, Baker Pace and Hamilton**  
**No:**  
**Passed 4-0**

### **Closing Comments**

There were none

### **Adjournment**

**Councilor Baker moved to Adjourn; 2<sup>nd</sup> by Councilor Bianchi**

**Yes: Councilors Bianchi and Baker**  
**No: Councilor Pace**  
**Abstain: Councilor Hamilton**  
**Passes 2-1-1**

**Adjourned 9:45 PM**

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**Mayor**

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**City Clerk**