



Finance Committee Meeting Minutes
Tuesday December 8, 2015
6:00 p.m.

Roll Call: All present

Continued Business: None

New Business:

Steve discussed the emergency proclamation that is before Council this evening relating to impacts from the November 17th windstorm that caused the downing of many trees and localized flooding conditions. He said the resolution may help us secure state or federal funding to help finance recovery efforts. Additionally, it provides the authority that is relied upon for auditing purposes to defend the hiring of a number of temporary employees and the general expending of revenue to aid in the recovery effort. This action may also help with validating insurance claims.

Steve also called attention to the fact the Council would be considering approval of a personal services contract with TDJ to construct the various documents necessary to the City's 2015 annual financial report. He said this is the firm we relied upon to assemble last year's documents. Steve noted the City is obligated to fill out a financial compliance report annually and submit it to the State Auditor's office by May 30th.

The next item for discussion was adoption of a six year transportation improvement plan. Steve noted that with assistance from John Spencer and Devin Jackson that staff had constructed a six year transportation improvement plan for Council's review. He noted the City is required by state statute to have such a plan and until now the City has relied upon the transportation element of the City's capital facilities plan as its transportation planning document. Steve said once this document is approved it will need to be updated through a public hearing process annually. A discussion followed concerning how the City's road system was evaluated and prioritized for repairs.

Mayor Stevens called to the Council's attention the need to adopt Ordinance 1062 for purpose of revising the 2015 budget. He noted that if budgeted expenses exceed what was initially forecast and adopted as part of the budgeting process then the City must revise the numbers upward before year's end in order for the budget to agree with actual expenditure. Steve noted that we spent considerable more in our water fund than was forecast due to a number of unforeseen issues, but fortunately our revenues also exceeded expectation and thus, these budget adjustments will not cause a need for interfund loan transfers to reconcile.

Finally, Steve noted there was a need for an adjustment to the 2016 budget that was recently adopted and, in particular, a need to modify street fund numbers.

Adjournment at 6:56 PM



**City Council Meeting Minutes
Tuesday December 8, 2015
7:00 p.m.**

Meeting Call to Order 7:00PM

Roll Call: All present

Audience: 10

Pledge of Allegiance

Agenda Changes & Additions

There was a question about whether the City had to take some formal action to change the finance meeting time from 6:00 PM to 6:30 PM now that the budgeting session was over. This question was directed at Attorney Ken Woodrich who, in turn, asked Steve if the meeting times were posted and published as a special meeting. Steve replied yes that he provided the newspaper and others a copy of the Council's agenda at least 24 hours in advance of the meeting time and before every council meeting and that action satisfied Washington State's special meeting notice requirements. Ken said as long as the newspaper and door postings announced the Council meeting time 24 hours in advance - the Council could set the meeting hour as they pleased.

Consent Agenda

Adoption of a Six [6] Year Transportation Improvement Plan

Mayor Stevens opened the public hearing on this matter and noting that the meeting had been properly noticed. No one spoke on this matter and the hearing was closed.

Approval of November 24th minutes and December 8th Invoices/Vouchers

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

Yes Councilors Bianchi, Flanagan, Baker and Flanagan

No

Abstain Council Hamilton

Passed 4-0-1

Guest Presentations: None

Public Comment:

Kyle Kasting advised the Council that he had been hired as temporary help after the storm to include use of his track hoe. Recently, during the course of his removing a large tree – the track hoe back window was busted and needs to be replaced and he expects the City to assume that cost [because of an oral agreement to that effect]. He said that he was promised the City would compensate him as soon as possible for the window damage because of the delay time inherent in ordering and installing a replacement window. He said that only this evening did he become aware the invoice he had Modern Machinery submit to the City yesterday has not been processed. He asked that the Council add this item to their voucher payments because he did not want his machinery damaged from the elements due to lack of a window.

Councilor Comments

Councilor Hamilton said we ought to add compensating Kyle for the window damage to this evening's vouchers for payment.

Mayor Stevens asked Attorney Woodrich how we might go about adding this item for payment tonight.

Attorney Woodrich advised that the emergency declaration slated for tonight's approval provides for exception to the public work's contracting laws that calls for a formalized bidding procedure and noting the emergency situations caused by the storm would provide for the window payment by approving that document. Additionally, the Council had the discretion to alter its voucher payment protocol to allow for this payment. He suggested that if that council desired to pay Kyle for the damage they also add to the motion - notice they are waving their standard voucher payment protocol.

Councilor Hamilton inquired why the administration could not pay for the window from the general fund without having to involve the Council in this action.

Attorney Woodrich advised that the Mayor has certain authorities but they do include contract approval – this authority is reserved to Council. Additionally, Council has to approve all vouchers.

Councilors concurred that the window should be compensated this evening.

Councilor Bianchi noted that he had evaluated the road depression Cheryl Jermann has called to the City's attention. He said we ought to make effort to fix it as soon as possible but in the interim we should mark it so as to alert drivers of its presence. He believes the hole results from subterranean waters that are causing for its excavation.

Administrator's Report

Steve noted among the damages incurred during the wind storm was the destruction of the City's telemetry system that provides conversation between the two reservoirs and the well house via a cable conduit. Because the three facilities no longer speak to each other, staff has to provide that three way interpretation at least twice a day, if not more often, seven days a week by physically inspecting each water reservoir's level and making reasonable accommodations, which is labor intensive and wearing them out. He noted a short term remedy is available with a two week lag time for about \$6,000 and a long term solution, building on the short term fix, will cost about \$12,000 and take about two months to design and install. Steve believes the telemetry cost is covered by the City's WCIA insurance policy.

City Attorney's Report

Ken Woodrich advised the City can rely upon this emergency declaration for a short period of time but it needs to develop a small works roster and rely upon it for attending to these types of emergencies.

Unfinished Business None

New Business

Approval of Resolution 476 providing for an Emergency Declaration

Councilor Forster made a motion to approve and seconded by Councilor Baker

Yes Councilors Bianchi, Flanagan, Foster and Baker

No Councilor Hamilton

Abstain

Approved 4-1-0

Approval of payment to Kyle Kasting in the sum of \$1384 to pay for replacement of his excavator's back window, to include labor, and waiving the City's typical voucher procedure process.

Councilor Hamilton made a motion to approve and seconded by Councilor Baker

Yes Councilors Bianchi, Flanagan, Foster, Hamilton and Baker

No

Abstain
Approved 5-0-0

Approval of a personal services contract with TDJ to compile the City's 2015 annual financial report not to exceed \$5,000

Councilor Forster made a motion to approve and seconded by Councilor Baker
Yes Councilors Bianchi, Flanagan, Forster and Baker
No
Abstain Councilor Hamilton
Approved 4-0-1

Ordinance 1061 Adoption of a six [6] year Transportation Improvement Plan [TIP]

Councilor Hamilton made a motion to approve and seconded by Councilor Bianchi
Yes Councilors Bianchi, Flanagan, Foster, Hamilton and Baker
No
Abstain
Approved 5-0-0

Ordinance 1062 revising the 2015 budget and amending Ordinance 1043

Councilor Baker made a motion to approve and seconded by Councilor Forster
Yes Councilors Bianchi, Flanagan, Forster and Baker
No
Abstain Councilor Hamilton
Approved 4-0-1

Construction of a phased bicycle track on City open space parcel S-47 & S-48

Mayor Stevens provided an overview of the intent and purpose behind the construction of this bicycle trail system that will be placed on City property alongside SR 14 and also connecting with a pump track that will be placed on the adjoining Skamania County Port District property through interlocal agreement. Considerable discussion followed about parking, restroom facilities, economic development opportunity, environmental issues, zoning, and Port District relations.
Councilor Forster made a motion to approve and seconded by Councilor Hamilton
Yes Councilors Bianchi, Flanagan, Forster, Hamilton and Baker
No
Abstain
Approved 5-0-0

Ordinance 1063 revising the 2016 budget and thereby amending Ordinance 1058

Councilor Forster made a motion to approve and seconded by Councilor Baker
Yes Councilors Bianchi, Flanagan, Forster, and Baker
No
Abstain Councilor Hamilton
Approved 4-0-1

Closing Public Comments

Bev Charlton advised that a portion of the community garden fence was knocked over during the windstorm.

Julie Sabo pointed out that the pump track operation has expanded considerably from what was

originally envisioned to include its relocation on Port District property and that the City may incur additional costs because of these modifications.

Justin Self is a volunteer who is helping to construct the bicycle track and wished to convey this effort should provide the community some good dividends and referencing the bike park at Whistler Mountain [British Columbia] as an example of the economic potential associated with a well constructed mountain bike pathway system.

Closing Council Comments

Councilor Forster noted this was his last Council meeting and it has been a pleasure serving the public and that he plans to remain active in community events.

Councilor Bianchi said you will be seeing me again.

Councilor Baker noted that during his four years on Council he has seen a lot of progress made to improve the community. He wished to thank the Council and the community for the opportunity to serve in this leadership role.

Councilor Flanagan asked Justin Self if he would explain the family friendly component of Whistler Mountain's bike park.

Justin Self noted the park has a variety of trails from easy cross country to very challenging [similar to ski trails] and that mountain biking by its nature is family oriented. He said that mountain biking is becoming a widely accepted recreational sport that generates thousands of riders and North Bonneville can certainly capitalize on this sport to its economic advantage.

Mayor Stevens noted that the nearby City of Cascade Locks established mountain biking trails about 4 years ago and now they have a sanctioned Take Kids Mountain Biking Day intended to invest in children at an early age so they may gain the self confidence this sport provides. He said this is a healthy outdoor recreational sport that they can enjoy the rest of their life. He observed that the installing of a bike trail system in North Bonneville should build on the image of our being a recreational community. He said this action should generate more tourists and economically benefit the community. He responded to Mrs. Sabo's remarks by noting she was correct in that initially the pump track was to be located next to the community garden but it had to be relocated because its placement there would interfere with the community garden's planned expansion activities. He also added the Port District was interested in having it on their lands because of the visibility this sport would generate alongside SR 14 and thereby call more visual attention to the business park location and also serving as a recreation amenity the Port could tout to investors in the new business world. Finally, he noted that we had a rare occurrence where four of the five Council members were changing over at the first of the year. He wished to thank the departing Council members for their public service.

Adjournment

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

Yes Councilors Bianchi, Baker, Hamilton and Flanagan

No

Abstain

Approved 4-0-0 [it should be noted that Councilor Forster had to leave a few minutes before adjournment]

Meeting was adjourned approximately 8:17 PM

Mayor

City Clerk