



*NORTH BONNEVILLE  
CITY COUNCIL*

Mayor Don Stevens

Councilmember Bob Bianchi

September 15<sup>th</sup>

**North Bonneville Council Meeting  
Tuesday September 13, 2016  
6:00 p.m.**

**Council Workshop:** Note - the workshop discussion period is from 6:00 P.M. to 7:00 P.M. followed by the Regular Council Session - it is possible that workshop discussion items are continued into the regular council session.

**Workshop Meeting Call to Order** – all present  
**Unfinished Business** None

**New Business**

**Ordinance 1067 – Amending North Bonneville Municipal Code Title 13 by Amending Chapter 13.04**

Steve noted he has constructed amendments to the municipal water code that address an equity issue that arises when utility customers leave the City for extended periods of time. The issue has to do with whether or not these customers should be afforded relief from their base utility charges and noting that at present anyone leaving for more than 180 days is relieved of these charges. As part of attending to this matter he has also added language that distinguishes temporary water disconnections from those that are more permanent in nature. These code modifications are in response to Council direction to develop language that treats everyone the same.

Steve said he also added language qualifying that when someone does not use City's utilities they do not pay a consumption fee. Additionally, he has added a requirement for developers and property owners to provide the City with as-built drawings when they complete their construction projects. Finally, he noted he had added language qualifying at what time in the permitting process a person developing their property needs to pay their water connection fees. A discussion followed about how to address a permanent type water disconnection and it was determined to rely upon a locking device as opposed to removing the water meter.

**Ordinance 1068 – Amending North Bonneville Municipal Code Title 13 by Amending Chapter 13.12**

Steve moved onto the complementary municipal wastewater code section, stating the language inserted there more or less mirrors the amendments made to the water code section. He said that the wastewater section of code had more clarification when the need for use of as-built construction drawings but otherwise the language in these two utility sections is the same with one exception. The exception being a provision that if someone did not follow through with some wastewater related requirement, City staff could not go on that person's property to resolve the conflict without either the property owner's permission or court authorization.

## **Budget Update**

John Spencer was present to provide the budget update. He presented council with two budget documents: the first, being an update of the wish list and the second dealing with projected payroll costs. John said that this was the last time they would see the wish list and the next council meeting would focus on city revenue forecasting followed by budget adoption in November. John qualified which items on the wish list were in the budget and the basis for that determination. Councilor Bianchi noted that the Oxygen tanks [SCBA Tanks] the firemen relied upon for fighting fires were likely all beyond their life expectancy and the wish list should be amended to identify purchase of this type of equipment. Councilor Sabo requested consideration be given to setting aside revenues for playground equipment. Richard Lafayette noted many of the City vehicles are on their last legs and monies should be budgeted for their replacement sooner than later.

John moved on to addressing payroll items noting that employees Caryn Shackelford and Steve Nevills are not projected to work enough hours next year to be eligible for dental and medical benefits and that reduces payroll expenditure. He said that dental and health benefits were expected to increase 10 percent this year. Councilor Sabo inquired whether the City paid 100 percent of health care costs and Steve replied No that the employees pay a certain percentage of health care costs during the year and some of the employee financial impact is offset by a monthly VEBA contribution. John noted that \$2,000 has been added to the budget to increase Steve H's pay and another \$1,000 to compensate Joana F. Steve noted that the reason he is requesting more pay is to keep up with what other staff is paid when including benefits and noting that two City employees are compensated more than his position.

Richard said that we need to look closely at employee's pay and in particular Bryan Henrichsen's compensation to assure we remain competitive with that of other jurisdictions. John cautioned about discussing the employees' pay or benefits and noting that the City is about to engage in collective bargaining and these type discussions should be limited to the union negotiation process. John also noted that he had increased three of the public work employees' overtime by 25 hours and noting the increased public works activity qualified overtime attentions. Councilor Forster wondered why we had placed money in the budget for Councilor salaries if no one was collecting this stipend. Steve noted the Councilor compensation was in the budget as a placeholder and if no one asked for it remained unspent but Councilors were entitled to it. Councilor Sabo said he would like to see what it really costs to provide an adequate service delivery in terms of staffing needs. Steve said that the additional payroll costs reflect a desire to wean the city away from consultants to the extent possible because consultants charge more and retain the wisdoms. Steve clarified the wish list was a collaborative employee effort, rather than portrayed as Richard's wish list. John said that the budgets were balanced except for the street and water budgets that were depleted because of a need to provide matching monies for the grants we have received as well as those sought.

**Adjournment** The Council adjourned the workshop meeting at 7:00 P.M.



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**City Council Meeting Minutes  
Tuesday September 13, 2016**

**Regular portion of the Council Meeting reconvened 7:10 P.M.**

**Roll Call:** All present

**Audience:** 20

**Pledge of Allegiance**

**Agenda Changes & Additions** None

**Public Hearing**

**A public Hearing for purpose of receiving final comments on the recently installed Sewer Lift Station 3 as a part of the final CDBG grant accounting process**

Steve advised that this was a public hearing to receive comments on the newly installed lift station 3 that was now up and running. He noted that the City was fortunate enough to receive \$350,000 from the federal government through a Community Development Block Grant that was being monitored through the Washington State Department of Commerce. The grant affords the replacement of a lift station, installed in 1976 that was on its last legs. He said that the replacement has taken two years to conclude, but the process had gone smoothly and the new station will improve the City's health and safety and also provides additional development opportunities. Steve passed out pictures that had been taken that day of the new station and advised that the city engineer was in the process of finalizing its acceptance. Mayor Stevens advised this was a public hearing and comments were welcome. Tom Flanagan thanked Steve for his efforts to secure the grant and to spearhead its installation. Richard Lafayette also thanked Steve for securing the grant and explained that the old lift station had the capacity to process up to 8 feet of effluent but the new station has double the capacity and will be able to accommodate the City's continued growth and development. Mayor Stevens also noted the new lift station will reduce the amount of staff time necessary to monitor and continually repair the old one.

**Public Hearing amending the recently adopted six year comprehensive transportation improvement plan [TIP]**

Steve noted that last fall we put together the City's first transportation plan [TIP] in order to be eligible for a number of transportation grants and also because it is a state requirement Cities construct such a document. Once a City develops a plan then it is required to update it annually by July. Accordingly, we came back in June and updated that plan to satisfy that requirement but knew we had more work to do to make it a real plan. Steve noted that John Spencer was hired to help develop the plan and has worked on it diligently since that time period and is ready to present an updated version. If Council approves this updated plan under the new business section - then we

will forward this updated version to the state. John Spencer noted that we have added a complete streets element to the TIP. The complete streets program takes into account all supporting transportation modes and accompaniments that support transportation movement for purpose of developing a more comprehensive transportation plan. He added this action makes us eligible for even more grant opportunities. The plan also provides information about a comprehensive trails program that addresses development of the Beacon Rock Trail system through the Pierce Wildlife Refuge and the contemplated Columbia Trails along the Dam Access Road. Essentially, we're setting the groundwork for development of the City's future transportation strategy. Mayor Stevens said that when we finalize the plan we will put it into a PDF format and place it on the website for public review.

## **Consent Agenda**

### **Approval of August 23 Minutes**

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

Yes Councilors Sabo, Bianchi, Whitcomb, Forster and Norris

No

Abstain

Passed 5-0-0

### **Guest Presentations:**

#### **Jed Miller – NB Fire Department Update**

Jed was out of town on business and will be scheduled for the next Council meeting

#### **Jacob Meyer – Trails Foundation**

Jake handed out a memorandum to Council members outlining his presentation. Jake introduced himself as a member of the NB Planning Commission and co-founder of what is known as the Bonneville Trails Non-Profit Foundation. He called to the Council's attention that he had made a presentation to them this summer seeking their endorsement to move trails out of the planning commission and into a non-profit. He was left with the impression the council had consented to that action. He wished to provide the Council with an update and also noted there had been complications. Jake provided an over view of the trails committee and what they have accomplished overtime. He said the effort was intended to entice tourists to use our trail system as part of an economic development strategy. He asked if the Council was still receptive to this action and the Council responded in the affirmative. He described the actions taken to form a nonprofit and a need to have an agreement with the City. Jake said he had constructed an agreement with the City sending it over for editing and approval. He said the City did not timely respond and when they did three weeks later, the response was a need for an attorney crafted agreement with certain provisions. He said that when he brought this item to the Council's attention in June there was no mention of this type of rigmarole. He did not understand why the City would not take the initiative to complete the nonprofit's contract. Therefore, he asked the City for other contracts to serve as templates. Specifically, he desired to see the nonprofit agreement the City had with the disc golf association. He said he was advised about a week later that so no such agreement exists. Jake said all of this delay and lack of attention shows disrespect towards the trails committee's efforts. He thought it unethical that the City would require an agreement with their nonprofit and not require a similar agreement with the disc golf nonprofit. He said with Tom's help they have constructed an agreement that will hopefully meet the City's needs. Jake asked that the City come up with a streamlined means of constructing agreements with outside groups and better communications responses.

Mayor Stevens responded that he and Steve had met with Jake and Greg Hartnell to resolve issues

prior to the Council meeting. The Mayor noted the reason there was never a contractual relationship between the City and disc golf association - had to do with the fact that when they needed to purchase an item or fix something, the association paid for it rather than invoicing the City. None-the-less the Mayor was of the mind that the disc golf group ought to have an agreement with the City for purposes of indemnification if no other reason.

Ken Woodrich advised Jake to use the same contract that is used for hotel/motel contracts. He said the State Audition is going to want to see that you have contractual relationship with the City and if you plan any deliverables how you will account for the expenditures. Tom Jermann described the provisions he had placed in the most recent draft agreement.

**Public Comments:**

**Bev Charlton** asked questions about the water shutoff and specifically about using hot water heaters during the water shutoff. **Mayor Stevens** said that you could turn your hot water heater off but likely you would not be using it if the water is shutoff. **Steve H** said that the water was contemplated to be off 4 to 6 hours and that was not sufficient time to cause hot water conflict.

**Ken Woodrich** advised the audience not to let water come into that tank if it is potentially contaminated. He said after the boil order is lifted you [Bev] need to run good water through your system to flush out potentially contaminated water before you start drinking it. **Steve H.** noted the City had constructed boil order instructions to assist the public in an understanding of what steps to take to minimize contamination. He explained the testing protocol the City would follow to assure the water was potable.

**Richard Lafayette** explained how the City was temporarily bumping up the chlorine level in the water to minimize contamination. A discussion followed about use of chlorine and its benefits. There was inquiry about the availability of the annual water report. **Steve H.** advised that the new report had been out for a few weeks and was available for inspection at the front counter.

**Greg Johnson**, a fire department representative, noted that the City needs to contact nearby fire departments, asking for their assistance during the water shut off and specifically asking them to make available fire tenders to assist in the extinguishment of a fire should one occur in the interim.

**Lonnie Gates** noted that Darlene Mills has done so much to get the City's community garden up and running and that the City ought to honor her contributions by naming the garden in her honor.

**Greg Hartnell** identified himself as a member of the planning commission for the past 12 years and now a participant in forming the nonprofit that Jacob Meyer had alluded to earlier. Greg said he wished to use his three minutes to thank some people and also as a call to action. He thanked many planning commissioner members, past and present, as well as the audience in the room for their participation. He asked those present to consider volunteering on the planning commission but also expressed regret at how few actively participated in the commission meetings and noting there are two alternate positions open.

**Councilor Comments:**

**Councilor Forester** thanked the large turnout and advised Jake he would do what he could to facilitate a positive outcome to these noted issues.

**Councilor Bianchi** encouraged Jake to be patient and noting he had been working on Ordinance 1070 for 6 years and still had not had it approved.

**Councilor Norris** thanked the planning commission for their service and appreciated the large council turnout. He said he was pleased with the new lift station and wanted to know if the old lift station parts that were still operable had been salvaged for use in another lift station? **Steve H.** Said that yes the parts

retrieved would be placed in lift station 2 to keep it going but the longer strategy was to seek another grant for replacement of lift station 2 and that action was contemplated next year. He asked **Steve H.** if there would be sediment residual in the hot water tanks from the water shutoff. Steve replied that sedimentation buildup should be minimal.

**Councilor Whitcomb** asked Jake if he was satisfied with the response he had received this evening. Jake Meyer replied he would wait and see.

**Councilor Sabo** said he knew the City is busy but that does not excuse their behavior, he personally apologized to Jake. He also thanked Greg for his public service. He noted that all City volunteers are unsung heroes.

**Administrator's Report: no comment**

**City Attorney's Report: no comment**

### **Unfinished Business**

#### **Revisions to City of North Bonneville Council rules of procedure**

There was confusion about who was going to assume what task to bring this back for further action. It was agreed that Councilors Sabo and Forster would place this into the prescribed legislative format and produce it at the next meeting. Councilor Forester made a motion to table this item until the next meeting and seconded by Councilor Bianchi.

Yes Councilors Sabo, Bianchi, Whitcomb, Forster and Norris

No

Abstain

Passed 5-0-0

### **New Business**

#### **Adoption of the amended six year transportation improvement plan [TIP]**

Councilor Bianchi made a motion to amended six year transportation improvement plan [TIP] and seconded by Councilor Forster.

Yes Councilors Sabo, Bianchi, Forster, Whitcomb and Norris

No

Abstain

Passed 5-0-0

#### **Adopt public hearing findings on CDBG Grant**

Councilor Forster made a motion to endorse the CDBG Grant public hearing comments as a part of the granting process and seconded by Councilor Norris.

Yes Councilors Sabo, Bianchi, Forster, Whitcomb and Norris

No

Abstain

Passed 5-0-0

#### **Council approving purchase of a brush hog mower from the City of Stevenson for \$1,000**

Councilor Forster made a motion to approve purchase of the brush hog for the sum of \$1,000 and seconded by Councilor Whitcomb.

Yes Councilors Sabo, Bianchi, Forster, Whitcomb and Norris

No

Abstain

Passed 5-0-0

**Ordinance 1067 – Amending North Bonneville Municipal Code Title 13 by Amending of Chapter 13.04**

Councilor Bianchi made a motion to approve the amending of Title 13 with a provision for use of a locking device instead removing the water meter for those desirous of having their water turned off permanently and seconded by Councilor Forster.

Yes Councilors Bianchi, Forster, Whitcomb and Norris

No Councilor Sabo

Abstain

Passed 4-1-0

**Ordinance 1068 – Amending North Bonneville Municipal Code Title 13 by Amending Chapter 13.12**

Councilor Bianchi made a motion to approve the amending of Title 13 with a provision for use of a locking device instead removing the water meter for those desirous of having their water turned off permanently and seconded by Councilor Forster.

Yes Councilors Bianchi, Forster, Whitcomb and Norris

No Councilor Sabo

Abstain

Passed 4-1-0

**Closing Public Comments**

**Greg Johnson** advised there had been trouble with the fire truck batteries and Richard Lafayette and another person in the community had come to the fire department’s rescue by replacing them and tuning up the vehicle. He also noted that the fire garage doors needed some minor work.

**Judy Nappe** noted that if we are going to have more growth and development we certainly need a planning commission.

**Julie Sabo** said that it was a great idea to recognize Darlene Mills for her ongoing public service.

**Greg Hartnell** said that he wanted to note the contributions Ron Winter had made to beautify this City before he passed away. He said the trails committee is contemplating some means of commemorating his contributions similar as is planned for Darlene Mills.

**Closing Council Comments**

**Councilor Bianchi** inquired of Greg Johnson whether the CBA tanks were expiring this year and the response was yes. Greg said they may be re- certifiable but he was not for sure. Councilor Bianchi also inquired about the turnouts and Greg advised that many of the outfits were dated and the wrong size. Councilor Bianchi hoped we could finalize Ordinance 1070 next council meeting.

**Councilor Forester** thanked Greg for efforts to fix the fire vehicle.

**Adjournment**

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

Yes Councilors Sabo, Bianchi, Norris and Whitcomb

No

Abstain

Approved 5-0-0

Meeting was adjourned approximately 8:27 PM

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**Mayor**

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**City Administrator**