

**NORTH BONNEVILLE CITY COUNCIL**

**Tuesday, July 23, 2013**

**Finance Committee Minutes**

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

**Roll Call**

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

Absent:

Staff Present: Clerk / Treasurer / Administrator John Spencer, PW Field Supervisor Richard Lafayette / Steven Hasson

**Unfinished Business**

**New Business**

Mr. Spencer posed the following questions to the finance committee: What would you do with an additional \$40,000? Conversely, what would you do if there was a \$40,000 deficit?

With respect to additional revenue the committee suggested paying off debt, placing it in a reserve account [rainy day fund], improving the trail system and/or leveraging the funds.

In the event of a shortfall: possibly raise rates for a short duration, extend interfund loans another year, evaluate the sale or refinance of assets and/or look at creating new revenues streams.

**Adjournment**

6:58 P.M.



**NORTH BONNEVILLE CITY COUNCIL**  
**Tuesday, July 23, 2013**  
**Minutes**

**Meeting Call to Order:** 7:03 PM

**Roll Call**

**Present:** Mayor Don Stevens, Councilors Charles Pace, Mike Baker, and Bob Bianchi  
**Absent:** Craig Forster [Councilor Forester was excused]  
**Staff Present:** Clerk / Treasurer / Administrator John Spencer, Public Works Field Supervisor Richard Lafayette, City Attorney Ken Woodrich and new City Administrator Steven Hasson

**Guests Present**

Approximately 10 guests were present, including council candidate Mike Hamilton.

**Agenda Changes and Additions**

A resolution has been added to the agenda for purposes of declaring a local economic emergency due to a regional transportation system failure.

**Public Hearings**

None.

**Consent Agenda**

The consent agenda included the revised June Payroll, 7/9/13 Council Minutes, and 7/23/13 Invoice Vouchers. Mr. Spencer noted there were many last minute invoices that were not included in the draft packet.

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

**Yes Councilors Pace, Baker and Bianchi**

**No**

**Passed 3 – 0**

## **Guest Presentations**

Patty Allen addressed the Council, advising she has been working with the Army Corps to place a park bench on Strawberry Island to commemorate her husband's life and noting his recent passage. She further advised there would be a memorial service for her husband - August 25<sup>th</sup>. It was noted the Corps will be upgrading other facilities on Strawberry Island as time allows.

## **Public Comment**

Mike Hamilton inquired about ownership of the Bridge of the Gods: is it owned by a public or private concern? City Attorney, Ken Woodrich, explained the bridge was owned and controlled by the Port of Cascade Locks. He clarified the port was a special purpose taxing district, which is an independent governmental unit that exists separately from, and with substantial administrative and fiscal independence from general purpose local governments. A general discussion followed about the bridge, its deficiencies, means of rehabilitation, length of time to repair and the preliminary costs to resolve bridge issues.

## **Council Member Comments**

This was John Spencer's last meeting as City Administrator/Clerk/ Treasurer and Council members thanked him for over three years of diligent, selfless, and truly heroic public service.

## **Administrator's Report**

Mr. Spencer advised the Council that the June payroll had been adjusted upwards by \$4,000 due to errors discovered since the last council meeting.

He provided an overview of the Gorge Day event and noting this event continued to be successful with more than 2500 in attendance.

Mr. Spencer advised he was constructing a personal services contract for the Council's consideration in the event they chose to contract with him for services from time to time.

It was noted the copy machine is on the fritz and staff will be looking at replacement options.

Mr. Spencer noted that one of the vandals who had destroyed City equipment had been apprehended and potentially more arrests were to follow.

He noted that some residents have expressed concerns about the City's water supply. This concern results from the fire department flushing of the water lines that, in turn, caused some water discoloration and turbidity. However, the City regularly tests its water and the latest water reporting results confirm the City's water supply meets all water quality standards.

## **Attorney Report**

None

## **Unfinished Business**

None

## **New Business**

### Council Appointment – Mike Hamilton

Mike Hamilton has offered to serve on the North Bonneville City Council to replace former Councilor Jennifer Stratton-Pies. After a brief discussion, the Council accepted Mr. Hamilton's offer to this serve in this public capacity. Councilor Pace inquired whether the vacant councilor position had been properly noticed. Mr. Spencer advised the noticing process was done correctly and provided an overview of the notice procedure.

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

**Yes: Councilors Bianchi and Pace**

**No: Councilor Baker**

**Passed 2 – 1**

### Discussion: Future of Municipal Court

Municipal Judge, Bill Nix, addressed the Council advising that he intended to retire from his court position after serving the City in this capacity for a 26 year period. He provided the Council a report listing the various options the City may consider with respect to the continuation of this public service. Specifically, he provided five [5] options the City Council should consider. The City intends to evaluate the costs associated with these varying options and discuss the providing of this service with Skamania County.

### Tourism Policy

Mr. Spencer provided an overview of the City's methods for apportioning hotel/motel tax revenue and noting the City had previously adopted a written policy for determining its method of distribution. He said the Council had followed other practices and thus there was a need to clarify the policy. After discussion, which included public participation, the Council determined to reinstate a tourism committee and have them reevaluate the merits of each funding request and provide the Council a reporting. Accordingly, the City's policy will be amended to reflect the Council's direction. Staff will bring back a resolution that outlines the committee structure process and the establishes standing committee for this purpose.

### **Consensus to adopt the committee structure for Hotel/Motel tax distributions**

### Interlocal Agreement Regarding Federal Surface Transportation Program (STP) Funding

Skamania County receives approximately \$150,000 each year in the way of federal grant revenues through the Federal Surface Transportation Program available for purposes of addressing countywide transportation issues eligible for this type funding. As part of receiving these revenues, the County must enter into an agreement with the City of North Bonneville for their dispersal. Mr. Spencer advised the Council that it is unlikely in the near future that these transportation proceeds would be available to the

City as there were more pressing countywide transportation needs. The Mayor and Council members expressed the view that some consideration should be given to using these monies within the municipal confines, regardless of weighted criteria that would favor their usage elsewhere. After considerable discussion, the Council took action to approve the agreement.

**Councilor Pace moved to approve this transportation funding agreement; 2<sup>nd</sup> by Councilor Baker**

**Yes    Councilors Pace, Baker and Bianchi**

**No**

**Passed        3 – 0**

#### Water Supply Line Valves

This item was continued to a date uncertain

#### Backup Sewer Lift Station Pumps

This item was continued to a date uncertain

#### Hot Springs Resort Lodging Tax Contract

The Hot Springs Resort has requested use of hotel/motel tax for purposes of sponsoring 12.75 hours of air time for promotional activities in keeping with the spirit and intent of these proceeds. They intend to procure digital streaming through Alpha broadcasting. The Council was presented with a hotel/motel tax funding agreement not to exceed \$2,295.00

**Councilor Baker moved to approve the agreement as presented; 2<sup>nd</sup> by Councilor Bianchi**

**Yes    Councilors Pace, Baker and Bianchi**

**No**

**Passed        3 – 0**

#### Cell Phone Replacement

Mr. Spencer advised the Council that there was opportunity to upgrade the public works staff's cell phones for a nominal fee.

#### **Consensus to move forward with the upgrade**

#### Resolution Declaring a Local Economic Emergency

The City took action to pass an emergency resolution supporting Skamania County's decision to active its comprehensive emergency management plan and utilize the emergency powers granted pursuant to that plan. This action supports the need to repair the Bridge of the Gods in an expedited fashion. City Attorney, Ken Woodrich, provided comments on the merits of this action and noted this resolution does not set aside public bidding requirements.

**Councilor Bianchi moved to approve the agreement as presented; 2<sup>nd</sup> by Councilor Baker**

**Yes    Councilors Baker and Bianchi**

**No    Pace**

**Passed        2 – 1**

### **Closing Comments**

Cheryl Jermann – cautioned the Council about closing down the City's municipal court in favor of that service being provided by the County and noting that City views and values could be lost or compromised by such an action.

### **Adjournment**

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

**Yes: Councilors Bianchi, Baker, and Pace.**

**No:**

**Passes 3 – 0**

**Adjourned 9:24 PM**

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**Mayor**

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**City Clerk**