



**CITY OF WASHOUGAL
CITY COUNCIL REGULAR MEETING
Monday, November 14, 2022
7:00 PM**

- I. INVOCATION - Gigi Cartwright**
- II. CALL TO ORDER**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. AMENDMENTS TO THE AGENDA**
- VI. PUBLIC COMMENTS**
- VII. CONSENT AGENDA**

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after the motion has been made and passed to approve the remaining items.

- A. Workshop Minutes of November 7, 2022**
- B. Council Minutes of November 7, 2022**
- C. Accounts Payables November 3, 2022, Totaling \$261,025.02**
- D. Emergency Assistance**
AGENDA BILL #59-2022

VIII. NEW BUSINESS

- IX. PUBLIC COMMENTS**
- X. REPORTS AND COMMUNICATIONS**
 - A. CITY MANAGER**
 - B. MAYOR**
 - C. CITY COUNCIL**

- XI. EXECUTIVE SESSION - Review the Performance of a Public Employee - RCW 42.30.110(1) (g) – No action to follow**

XII. ADJOURNMENT

- A. Exempt Meeting: Labor Negotiations**

UPCOMING MEETINGS: Monday, November 21, 2022 Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

11/14/2022

SUBJECT:

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

MEETING INFORMATION

Please click on link below to join webinar:

<http://us02web.zoom.us/j/89978049290>

TO BE RETURNED TO COUNCIL:

No

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

11/14/2022

SUBJECT:

Workshop Minutes of November 7, 2022

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

📎 **Workshop Minutes of November 7, 2022**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES**

Monday, November 7, 2022

5:00 PM

DRAFT

MEETING INFORMATION

Please click on link below to join webinar:

<https://us02web.zoom.us/j/https://us02web.zoom.us/j/83513663152>

I. CALL TO ORDER

Mayor Pro Tem Suggs called the meeting to order at 5:00 pm.

II. ROLL CALL

ROLL CALL

Present: Mayor Pro Tem Ernie Suggs Councilmembers Michelle Wagner, Janice Killian, Molly Coston, Julie Russell, and David Fritz

Absent: Mayor David Stuebe

Staff:

David Scott, City Manager

Daniel Layer, Finance Director

Mitch Kneipp, Community Development Director

Wendi Steinbronn, Police Chief

Teresa Stedman, Human Resources & Risk Director

Michelle Wright, Public Works Business Administrator

Monie Holmes, Assistant Finance Director

Ron Schumacker, Fire

Rose Jewell, Community Engagement Manager

Karen Frantz, Accounting Specialist

III. PUBLIC COMMENTS

None

IV. NEW BUSINESS

A. City Manager's Office: 2022 Community Survey Results

Chris Tatham from ETC Institute presented the City of Washougal 2022 Resident Survey Finding Reports:

- ETC Institute
- Agenda
- Purpose
- Methodology
- Good Representation
 - Age
 - Years in Residency
 - Gender
 - Income

- Location
- How Residents Feel About Various Community Issues
 - Retail Sales of Marijuana in the City
 - Evenly Split on the Level of Restrictions to Place on Personal Fireworks
 - Residents Think the Level of Service for Some City Services Should Be Increased
 - Half (50%) Would Not Be Willing to Pay More Taxes for Higher Service Levels
 - Top 3 Suggestions:
 - Dog Park
 - Community/Recreation Center
 - Swimming Pool
 - Two Thirds Suggested a New Community Amenity and would be willing to pay more fees to fund the development of the amenity (it is important to note that this is 2/3 of the 50% noted above).
- Satisfaction with Major City Services and Trends from Previous Surveys
 - Satisfactions
 - Trends
 - Long-Term Trends 2014-2022
 - Short-Term Trends 2020-2022
- How Washougal Compares to Other Communities
- Opportunities for Improvement
- 2022 City of Washougal Direction Finder Importance-Satisfaction Assessment Matrix
- Summary

Conversation ensued

B. Community Development/Camas Washougal Fire Department: Fire CFP & Impact Fee Update

Mitch Kneipp updated comprehensive plan and dates for meetings.

Ron Schumacher and Jeff Humphrey from Mackenzie presented:

- Introduction
 - Project Team
 - Project Introduction
 - Executive Summary
 - Next Steps
- Response Time Study-Assessment
 - CityGate Assessment Report
- Programming
 - Program-Headquarters Station
 - Program-Satellite Station
 - Fire Space Standards
- Project Cost Development
 - Cost Summary- Headquarters Station
- Financial Funding Forecast (ECONW)
 - Fire Impact Fee and Funding Alternatives Assessment

Martin Chaw with FCS Group presented:

- What is a Fire Impact Fee
- Statutory Basis
- Calculation Framework

- Current Fee Structure
- Incident Growth Next 20 Years
- Allocable Capital Costs
- Costs to Customers
- Impact Fee Scenarios
- Impact Fee Design
- Fee Scenarios 1A and 2A (Unified Fee)
- Staff Recommendations
- Effect of Proposed Increases
- Fee Examples - Staff Recommendations
- Interjurisdictional Comparison
- Next Steps

Conversation ensued

C. Community Development/Public Works: Facilities Master Plan Update

Defer to Council meeting

D. Community Development: Dick Beaver Park Comp Plan Amendment & Rezone

Defer to Council meeting

E. Finance: 2022 3rd Quarter Update

Defer to Council meeting

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott presented:

- Reminded council that there isn't anything on the workshop agenda for next week. Informed Mayor Pro Tem Suggs that he can cancel workshop session.

B. MAYOR

Mayor Pro Tem Suggs:

- Defer to Council Meeting

C. CITY COUNCIL

Councilmember Wagner:

- Defer to Council Meeting

Councilmember Killion:

- Defer to Council Meeting

Councilmember Coston:

- Defer to Council Meeting

Councilmember Russell:

- Defer to Council Meeting

Councilmember Fritz:

- Defer to Council Meeting

VII. ADJOURNMENT

Meeting adjourned at 6:38 pm.

Mayor

City Clerk

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

11/14/2022

SUBJECT:

Council Minutes of November 7, 2022

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

📎 **Council Minutes of November 7, 2022**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION



**CITY OF WASHOUGAL
CITY COUNCIL REGULAR MEETING
MINUTES**

**Monday, November 7, 2022
7:00 PM**

DRAFT

MEETING INFORMATION

Please click on link below to join webinar:
<https://us02web.zoom.us/j/84517942119>

I. INVOCATION

II. CALL TO ORDER

Mayor Pro Tem Suggs called the meeting to order at 7:00 pm.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Present: Councilmembers Michelle Wagner, David Fritz, Janice Killian, Molly Coston, Julie Russell, and Ernie Suggs

Absent: Mayor David Stuebe

Unanimous consent to excuse Mayor Steube. Coston No objections

Staff:

David Scott, City Manager

Kenneth Woodrich, City Attorney

Trevor Evers, Director of Public Works

Daniel Layer, Finance Director

Mitch Kneipp, Community Development Director

Wendi Steinbronn, Police Chief

Teresa Stedman, Human Resources & Risk Director

Rose Jewell, Community Engagement Manager

Michelle Wright, Public Works Business Administrator

Karen Frantz, Accounting Specialist

V. AMENDMENTS TO THE AGENDA

Adding from Workshop Agenda:

- Facilities Master Plan Update
- Dick Beaver Comp Plan Amendment & Rezone
- 2022 3rd Quarter Budget

VI. PUBLIC COMMENTS

None

VII. CONSENT AGENDA

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after the motion has been

made and passed to approve the remaining items.

Unanimous consent to approve the consent agenda as read.

Motion: Motion

Molly Coston/ Motion Passed.

A. Workshop Minutes of Oct 24, 2022

B. Council Minutes of Oct 24, 2022

C. Payroll Claims October 31, 2022, \$537,909.95

D. Accounts Payables October 20-27, 2022, Totaling \$697,362.30

E. Emergency Utility Bill Assistance

Agenda Bill #50-2022

F. Authorize the City Manager to Sign: MOU with AFSCME 307 Regarding the Salary Schedule

Agenda Bill #51-2022

G. Authorize the City Manager to Sign: MOU with WPOA Regarding Salaries, Retention and Body Worn Cameras

Agenda Bill #52-2022

VIII. NEW BUSINESS

A. Community Development: Dick Beaver Park Comp Plan Amendment & Rezone

Mitch Kneipp presented the Dick Beaver Park Comprehensive Plan Amendment and Rezone.

November 21st on consent agenda and set a public hearing on Dec 5, 2022.

Conversation ensued

B. Finance: 3rd Quarter Update

Daniel Layer presented the 2022 3rd Quarter Review:

- Agenda
 - 2022 YTD Financial Summary
 - General & Street Funds
 - Utility Funds
 - All Funds
 - LGIP - Investment Updates
 - Bond - Investment Update
- 2022 YTD Revenues _ General & Street Funds
- 2022 YTD Expenses - General & Street Funds
- 2022 YTD Revenues and Expenses - Utility Funds
- 2022 YTD Revenue & Expenses - All Funds
- LGIP - Investment Updates
- Bond - Investment Updates

Discussed ensued

C. Community Development/Public Works: Facilities Master Plan Update

Michelle Wright presented the Facilities Master Plan.

Discussion ensued

D. Public Hearing/Resolution: Utility Surplus Equipment Vector Truck

Agenda Bill #53-2022

Michelle presented the staff report and the recommended action.

Mayor Pro Tem Suggs opened the public hearing.

No public comments

Hearing no *(further)* public testimony, the public hearing was closed.

Motion: To pass and post the resolution in the usual manner.

Molly Coston/Michelle Wagner Motion Passed.

E. Resolution: Updating Salary Ranges for Non-represented Employees

Agenda Bill #54-2022

Teresa Stedman presented the staff report and recommended action.

Motion: To pass and post the Resolution in the usual manner.

Molly Coston/Michelle Wagner Motion Passed.

2022

F. Public Hearing/Resolution: EMS Tax Levy

AGENDA BILL #55-2022

Daniel Layer presented the staff report and the recommended action.

Mayor Pro Tem Suggs opened the public hearing.

No public comments

Hearing no *(further)* public testimony, the public hearing was closed.

Motion: To pass and post the Resolution in the usual manner.

Molly Coston/Janice Killion Motion Passed.

G. Public Hearing/Resolution: 2023 Property Tax Levy (ad Valorem)

Agenda Bill #56-2022

Daniel Layer presented the staff report and the recommended action.

Mayor Pro Tem Suggs opened the public hearing.

No public comments

Hearing no *(further)* public testimony, the public hearing was closed.

Motion: To pass and post the Resolution in the usual manner.

Molly Coston/Michelle Wagner Motion Passed.

H. Public Hearing/Ordinance: 2023 City Managers Proposed Budget

Agenda Bill #57-2022

Daniel Layer presented the staff report and the recommended action.

Short presentation:

- 10/24/22 presented the changes
 - General Street Funds
 - Regular Property Taxes
 - Utility Taxes
 - Other Revenues - Transfers
 - Expense Changes
 - General Government Services
 - Police
 - Fire
 - Community Development/Planning
 - Utility Fund - Water/Sewer
 - Utility Fund - Stormwater
 - Water/Sewer Bonded Project
 - Summary

Mayor Pro Tem Suggs opened the public hearing.

No public comments

Hearing no (*further*) public testimony, the public hearing was closed.

Motion: To pass, post, and publish the ordinance in the usual manner.

Molly Coston/Janice Killion Motion Passed.

I. Ordinance: Amending WMC 3.91.170 Application of Remittances (Modifying Utility Payment Application)

Agenda Bill #58-2022

Daniel Layer presented the staff report and recommended action.

Motion: To pass, post, and publish the Ordinance in the usual manner.

Molly Coston/Janice Killion Motion Passed.

IX. PUBLIC COMMENTS

None

X. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott reported on the following:

- Open House Strategic Planning and Rate Study
- Community Forums Meetings for Strategic Planning
- Christmas Parade December 1st
- Nothing on Work Session for next week meeting

B. MAYOR

Mayor Pro Tem Suggs reported the following:

- Complimented Staff
- Annual Prayer Breakfast
- Native American Month
- Remember to Vote
- Washougal Football/Soccer

- Christmas Tree Festival at Hathway Elementary
- Cancel Nov 14th Work Session Meeting

C. CITY COUNCIL

Councilmember Wagner presented:

- City Council Fire Truck ride in parade

Councilmember Fritz presented:

- Passed

Councilmember Killion presented:

- RTC Meeting
- Mosquito Board Meeting

Councilmember Coston presented:

- CTran Board meeting tomorrow
- Seniors CTran bus services
- WSU honors two members from Washougal School District
- AWC - CML certification
- Holiday Art Market
- Walk and Knock and Stuff the Bus Fundraisers
- Community Holiday bazaars

Councilmember Russell presented:

- ECHO meeting tomorrow

XI. ADJOURNMENT

Meeting was adjourned at 7:54 pm.

Mayor

City Clerk

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

11/14/2022

SUBJECT:

Accounts Payables November 3, 2022, Totaling \$261,025.02

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

- ❏ **REFUND CK RUN 11.3.22**
- ❏ **AP CK RUN 11.3.22**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION



Washougal, WA

UBPKT10256 - KF110322

Refund Check Register

Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-001365-000	Rebecca, Johnson,	11/3/2022	85568	25.67			25.67	Deposit
05-002119-000	Padula, Joseph And Anne	11/3/2022	85569	61.51			61.51	Deposit
06-005540-000	Murphy Kari	11/3/2022	85570	224.83			224.83	Deposit
14-008530-001	Pederson, Clark & Mandy	11/3/2022	85571	92.60			92.60	Deposit
15-000562-000	Fernandez, Robert	11/3/2022	85572	303.02			303.02	Deposit
15-004541-001	Biggerstaff, Earl & Carol Shimer and Cheryl	11/3/2022	85573	21.72			21.72	Deposit
19-004243-000	Eyler, Aaron	11/3/2022	85574	33.41			33.41	Deposit
20-007759-000	Huffman, Kyle	11/3/2022	85575	34.82			34.82	Deposit
Total Refunds: 8			Total Refunded Amount:	797.58				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS/REFUNDS	797.58
Revenue Total:	797.58

General Ledger Distribution

Posting Date: 11/04/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	401 - 401			
	401-1999	CLAIM ON POOL OPERATING CASH	-797.58	Yes
	401-2115	UTILITY UNAPPLIED CREDITS	797.58	
	401 Total:		0.00	
Fund:	999 - POOLED CASH - OPERATING			
	999-1111	POOLED CASH OPERATING	-797.58	
	999-2099	DUE TO OTHER FUNDS	797.58	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



Washougal, WA

Check Register

Packet: APPKT01385 - KF110422

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
2394	ALS ENVIRONMENTAL	11/03/2022	Regular	0.00	466.00	85576
1578	CITY OF WASHOUGAL	11/03/2022	Regular	0.00	5,209.90	85577
125	CLARK COUNTY TREASURER	11/03/2022	Regular	0.00	10,948.29	85578
809	CLARK PUBLIC UTILITIES	11/03/2022	Regular	0.00	9,501.95	85579
285	CONSOLIDATED SUPPLY	11/03/2022	Regular	0.00	6,311.42	85580
2831	CU SOLUTIONS GROUP, INC	11/03/2022	Regular	0.00	2,356.20	85581
2580	ETC INSTITUTE	11/03/2022	Regular	0.00	3,199.00	85582
991	FCS GROUP	11/03/2022	Regular	0.00	19,447.20	85583
751	GRAINGER	11/03/2022	Regular	0.00	568.49	85584
1433	GRANITE CONSTRUCTION CO	11/03/2022	Regular	0.00	9,884.47	85585
3713	Graphic Information System	11/03/2022	Regular	0.00	5,071.54	85586
418	J2 BLUE PRINT SUPPLY COMPANY	11/03/2022	Regular	0.00	151.16	85587
2940	JACK PETERSON ATTORNEY AT LAW PC	11/03/2022	Regular	0.00	4,167.00	85588
454	L.N. CURTIS & SONS	11/03/2022	Regular	0.00	98.84	85589
757	LJC SUPPLY	11/03/2022	Regular	0.00	552.79	85590
3652	Mobley Engineering LLC	11/03/2022	Regular	0.00	4,581.25	85591
505	NORTHSIDE TRUCK BODY EQUIPMENT	11/03/2022	Regular	0.00	2,528.80	85592
499	NORTHSTAR CHEMICAL, INC	11/03/2022	Regular	0.00	9,466.15	85593
2682	OPENGOV, INC.	11/03/2022	Regular	0.00	11,358.24	85594
1684	OREILLY AUTO PARTS	11/03/2022	Regular	0.00	119.18	85595
2102	OTAK	11/03/2022	Regular	0.00	11,349.13	85596
1864	PITNEY BOWES INC	11/03/2022	Regular	0.00	695.28	85597
558	PITNEY BOWES RESERVE ACCT	11/03/2022	Regular	0.00	2,500.00	85598
565	PORTER W YETT COMPANY	11/03/2022	Regular	0.00	253.30	85599
1583	POTTER WEBSTER COMPANY	11/03/2022	Regular	0.00	348.96	85600
4052	RC Northwest INC.	11/03/2022	Regular	0.00	53,148.84	85601
189	SAFEWAY INC.	11/03/2022	Regular	0.00	353.01	85602
1007	SHERWIN-WILLIAMS	11/03/2022	Regular	0.00	105.81	85603
3782	Solutions Yes, LLC	11/03/2022	Regular	0.00	545.29	85604
3923	SW WA LLC	11/03/2022	Regular	0.00	144.68	85605
674	TDJ CPA INC.	11/03/2022	Regular	0.00	3,096.55	85606
197	THE COLUMBIAN	11/03/2022	Regular	0.00	459.60	85607
200	TRAFFIC SAFETY SUPPLY CO	11/03/2022	Regular	0.00	862.50	85608
785	WASHOUGAL LUMBER CO.	11/03/2022	Regular	0.00	191.62	85609
3996	WASHOUGAL SENIOR ASSOCIATION	11/03/2022	Regular	0.00	50.00	85610
3992	WESTERN UNITED CIVIL GROUP, LLC	11/03/2022	Regular	0.00	70,105.20	85611
2022	WILCOX & FLEGEL	11/03/2022	Regular	0.00	4,774.80	85612
147	YATES MARSHALL, PLLC	11/03/2022	Regular	0.00	5,255.00	85613

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	38	0.00	260,227.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	55	38	0.00	260,227.44

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH - OPERATING	11/2022	260,227.44
			260,227.44

AGENDA BILL #59-2022
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

11/14/2022

SUBJECT:

Emergency Assistance

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

- ▢ **Emergency Assistance #006**
- ▢ **Emergency Assistance #005**

EXPENDITURE REQUIRED:

Yes

BUDGETED:

Yes

APPROPRIATION REQUIRED:

\$479.27

SUMMARY STATEMENT

On August 12, 2013, the Council adopted Resolution 1072 establishing an Emergency Utility Assistance Program to provide assistance to low income customers in order to prevent water shut off. Ordinance 1732 Authorized established of the fund. Resolution 1119 amended the program to add an annual transfer of 5% of late fee revenue to support the program. The program anticipates future funding through community donations. The Finance Committee reviews the applications for requirement compliance and approves each individual request.

RECOMMENDED ACTION

Review and approve

006

City of Washougal

Utility Assistance Program Approval

Claims presented have been reviewed by Finance for Accurate and adequate information

We the undersigned council members of Washougal, Washington do approve of the Utility Assistance payments as determined by the Finance Committee.

FINANCE COMMITTEE David Strube

FINANCE COMMITTEE Janice Lillion

FINANCE COMMITTEE Michelle Wagner

Amount to be approved by Council: \$250.00

Added to NOVUS for Final Council Approval

Council Meeting Date

Route to AP for Payment

OOS

City of Washougal

Utility Assistance Program Approval

Claims presented have been reviewed by Finance for Accurate and adequate information

We the undersigned council members of Washougal, Washington do approve of the Utility Assistance payments as determined by the Finance Committee.

FINANCE COMMITTEE David Stuebe

FINANCE COMMITTEE Janice Killion

FINANCE COMMITTEE Michelle Wagner

Amount to be approved by Council: \$229.27

Added to NOVUS for Final Council Approval _____

Council Meeting Date _____

Route to AP for Payment _____