

**GOLDENDALE CITY COUNCIL  
REGULAR MEETING  
SEPTEMBER 16, 2024  
6:00 PM**

**NOTE: THIS MEETING IS BEING HELD IN PERSON OR CAN BE ACCESSED REMOTELY BY TELEPHONE AND ZOOM VIDEO. TO PARTICIPATE VIA ZOOM, YOU WILL NEED TO CALL 415-762-9988. THE MEETING ID NUMBER IS 373 290 5204. YOU WILL BE ABLE TO CALL IN AT 5:45. YOU CAN FIND THE INSTRUCTIONS FOR ZOOM ON THE WEBSITE.**

- A. Call to Order
  - a. Pledge of Allegiance
- B. Roll Call
- C. Closed Public Comment (Agenda Business Only, comments limited to 3 minutes)
- D. Public Hearing
- E. Agenda
  - 1. Approval of Agenda
  - 2. Consent Agenda
    - a. Approval of Minutes
    - b. Claims
    - c. Payroll
    - d. Other
- F. Presentations
- G. Department Reports
- H. Council Business
  - 1. Council Consensus on Public Works Director Job Description
- I. Resolutions
- J. Ordinances
- K. Report of Officers - Council, Mayor, City Administrator
- L. Open Public Comment – 3 Minute Limit
- M. Executive Session
- N. Adjournment

**NEXT REGULAR COUNCIL MEETING WILL BE ON OCT 7, 2024 AT 6:00 PM.**

**AGENDA TITLE:   CONSENT AGENDA**

**DATE:                   SEPTEMBER 16, 2024**

**ACTION REQUIRED:**

ORDINANCE_____	COUNCIL INFORMATION_____X_____
RESOLUTION_____	OTHER_____
MOTION_____X_____	

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**EXPLANATION:**

The consent agenda includes the following:

Minutes of the September 3, 2024, regular council meeting, first pay period September checks #58644 – 58653, 901805, direct deposit 9/4/2024 in the amount of \$96,267.49, 9/12/2024 claims checks #58654 – 58684, 901806 - 901810 in the amount of \$380,559.83.

**FISCAL IMPACT:**

Payroll checks in the amount of \$96,267.49, claims checks in the amount of \$380,559.83.

**ALTERNATIVES:**

Approve the consent agenda.

Remove certain items from the consent agenda for further discussion.

**STAFF RECOMMENDATION:**

Approve the consent agenda

**MOTION:**

**I MOVE TO APPROVE THE CONSENT AGENDA.**

**GOLDENDALE CITY COUNCIL  
REGULAR MEETING  
September 03, 2024  
6:00 PM**

Mayor Dave Jones called to order the regular meeting of the Goldendale City Council followed by the Pledge of Allegiance.

**ROLL CALL**

**Council Present:** Mayor Dave Jones (Not voting), Council Member Steve Johnston, Council Member Loren Meagher, Council Member Theone Wheeler, Council Member Ellie Casey, Council Member Danielle Clevidence

**Staff Present (Not Voting):** City Administrator Sandy Wells, Police Chief Mike Smith, Fire Chief Noah Halm, Clerk Treasurer Shelly Enderby

**Motion:** I move to excuse Council Member Andy Halm, Council Member Miland Walling,

**Action:** Motion, **Moved by** Council Member Steve Johnston, **Seconded by** Council Member Ellie Casey

Motion Passed Unanimously

**CLOSED PUBLIC COMMENT**

NO COMMENT

**AGENDA AND CONSENT AGENDA**

**Motion:** I move to approve the agenda and consent agenda, **Action:** Motion, **Moved by** Council Member Danielle Clevidence, **Seconded by** Council Member Ellie Casey.

Motion Passed Unanimously

**PRESENTATIONS**

**Mt. Adams Transportation by Sharon Carter and Emily Reed,** A presentation was given by Mt. Adams Transportation to the council on what services they offer.

**DEPARTMENT REPORTS**

**Fire Chief Noah Halm,** The Fire Department was awarded \$29,936.19 for the FEMA Assistance Firefighting Grant to purchase a gear washer extractor and a gear drying rack. The grant has a required match of 5%

**Clerk Treasurer Sandy Wells,** Reminder the budget committee meeting is September 9<sup>th</sup> at 2pm. WCIA training is September 9<sup>th</sup> at 4pm and the city council workshop is September 9<sup>th</sup> at 6pm. The new city website has the option for people to subscribe to get a notification of things that are posted

**Mayor Dave Jones,** The Waste Water Treatment Plant is receiving the screw press and aerators this month. If any council members would like to go see the treatment plant let me know. The water line replacement project is underway. On September 9<sup>th</sup> extra crews will be showing up they will be doing double crews to get the job done faster.

**COUNCIL BUSINESS**

**Capital Outlay Request-Building Department Vehicle by Mayor Jones,** The Building Department vehicle is no longer operational. After evaluation of all the options, the building

department requests a replacement vehicle. The Budget Committee has met on this matter and is recommending a replacement vehicle. We received five quotes comparing SUV's vs small truck and found the Ford Ranger is the least expensive option.

**Motion:** I move to authorize a capital outlay request from the current expensive fund to replace the building department vehicle in the amount of \$43,563.31, **Action:** Motion, **Moved by** Council Member Danielle Clevidence, **Seconded by** Council Member Steve Johnston, Motion Passed Unanimously

**Amendment-Interlocal Joint Use Agreement with Central Klickitat Conservation District by Loren Meagher,** Central Klickitat Conservation District is requesting additional unused office spaces within the City Hall facility and wishes to amend the original agreement

**Motion:** I move to authorize the mayor to execute the amended joint interlocal agreement between the Central Klickitat Conservation District and the City of Goldendale, **Action:** Motion, **Moved by** Council Member Danielle Clevidence, **Seconded by** Council Member Ellie Casey, Motion Passed Unanimously

## **ORDINANCES**

**ORD. No. 1540- Park Use by Mayor Dave Jones,** Asked the council to table this until it could be discussed further

**Motion:** I move to table until further staff input, **Action:** Motion, **Moved by** Council Member Loren Meagher, **Seconded by** Council Member Danielle Clevidence, Motion Passed Unanimously

## **REPORT OF OFFICERS**

**Council Member Danielle Clevidence** there will be a town hall meeting at the library this Thursday at 6pm to discuss a Goldendale Creative District. Did we get a quote from DOT about Broadway

**Mayor Dave Jones** we reached out to the Washington State Department of Transportation concerning the Broadway parking issue to get their input. They will get back to us in a couple weeks with a quote. As soon as we get that information, we will present the options to you and make a decision from there which way we want to go

**Council Member Danielle Clevidence** – Would like to get the really big packets earlier

**City Administrator Sandy Wells** our ordinance states that anything turned in Wednesday prior to council has to be added to the packet so the packets cannot be started until Thursday. In the future if we have all the information before then we can email it to the council

**Council Member Loren Meagher** can we take this topic to the next ordinance committee meeting and see if we need to adjust the timelines. The Broadway topic I suggest taking it back to public works committee depending on the result of the study because the scope of work may change before bringing it to council

**Council Member Danielle Clevidence** can we have the Mayor Pro Tem learn how to work zoom so that we do not have to cancel another meeting. Is the code enforcement or building permit person ever required to come to meetings

**Mayor Dave Jones** the Code Enforcement Officer does come to some of the committee meetings. I can request from time to time he comes to council meetings also.

**Council Member Loren Meagher** I think in the job description they are supposed to provide a report. Maybe revisit the job description about updates from the code enforcement officer

**Council Member Danielle Clevidence** maybe have it not be the city council meetings but the organizational meetings so we can bring up different things we think are important. Has adopt a Highway program ever been brought up on Broadway or 97

**Mayor Dave Jones** not that I am aware of

**Council Member Danielle Clevidence** I will look into that and bring it back to the next meeting

**Council Member Loren Meagher** would like to put a place holder for the Ordinance Committee meeting that we touch on zoning

**Council Member Steve Johnston** the council has spent many years ignoring the Ordinances. The Ordinance regarding maintenance of our right of ways and easements

**City Administrator Sandy Wells** we have been talking about that with Public Works because there are 6 or 7 different ordinances that talk about our public right of way. We sent them off to our attorney to review and see if the language can be adjusted to say the same thing. Then it will go to the Ordinance Committee

**Council Member Steve Johnston** concerned about a Pasture on the West end of NE High Street on the North side that is a fire danger. The language is in the ordinance now we just need to be able to enforce it. The language that you will be working on needs to address that the penalties will have to be such that they can't just brush us off because this is what happens with a lot of our ordinances. Our penalties are so flimsy so small no big deal

**Council Member Danielle Clevidence** or they are just not enforced at all

**Council Member Steve Johnston** I've been bringing this up for years and there is no headway getting made on it and I'm going to keep bringing it up until one of two things happen. Half the town burns down or I see some real results from enforcement. If the Ordinance Committee can clean up the language possibly, we can go through Public Works to put together a program to address it

**City Administrator Sandy Wells** we do have a vegetation letter we mail out to the large lots, but we lost our Code Enforcement Officer right in between that time when it was safe to mow

**Council Member Loren Meagher** a couple of things for the next Ordinance meeting can the Code Enforcement Officer be present, and can we get copies of the ordinances that address this ahead of time

**Motion:** I move to add a line item for weed control and develop a weed control program with public works, **Action:** Motion, **Moved by** Council Member Loren Meagher, **Seconded by** Council Member Theone Wheeler,  
Motion Passed Unanimously

**Council Member Steve Johnston** another critical area is the flood plain it's isolated because its private property

**Mayor Dave Jones** if anyone wants to learn more about the Goldendale Creative District I have brochures. It sounds like a worth while project

**Budget Committee meeting scheduled for September 9<sup>th</sup> at 2:00pm**

**WCIA training scheduled for September 9<sup>th</sup> at 4:00pm**

**City Council Workshop scheduled for September 9<sup>th</sup> at 6:00pm**

**Ordinance Committee meeting scheduled for September 11<sup>th</sup> at 5:30pm**

**PUBLIC COMMENT**

NO COMMENT

**ADJOURNMENT**

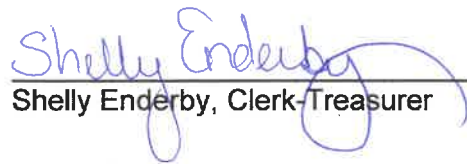
**7:30 PM**

**Motion: I motion to Adjourn the meeting, Action: Motion, Moved by Council Member Steve Johnston, Seconded by Council Member Ellie Casey.**

**Motion passed unanimously.**



\_\_\_\_\_  
Dave Jones, Mayor



\_\_\_\_\_  
Shelly Enderby, Clerk-Treasurer

# Register

Fiscal: 2024  
Deposit Period: 2024 - Sept 2024  
Check Period: 2024 - Sept 2024 - 1st Council Sept 2024

Number	Name	Print Date	Clearing Date	Amount
<b>1st Security Bank of Washington</b>	<b>20016310</b>			
<b>Check</b>				
58654	WA St Dept of Licensing	9/5/2024		\$3,426.25
58655	Blue Mountain Networks LLC	9/9/2024		\$860.21
58656	America's Phone Guys	9/9/2024		\$908.65
58657	Republic Services Inc	9/9/2024		\$924.57
58658	Hattenhauer Energy Co LLC	9/10/2024		\$1,276.50
58659	Allyns Building Center	9/16/2024		\$615.05
58660	Anatek Labs Inc	9/16/2024		\$225.00
58661	Carquest Auto Parts	9/16/2024		\$224.30
58662	Christopher R Lanz Law Office LLC	9/16/2024		\$1,700.00
58663	Goldendale Chamber	9/16/2024		\$2,428.16
58664	Goldendale City of	9/16/2024		\$5,165.76
58665	H.D. Fowler	9/16/2024		\$117.18
58666	Holcombs Market	9/16/2024		\$386.18
58667	Inland Environmental Resources Inc	9/16/2024		\$3,628.13
58668	Klickitat County Emergency Management	9/16/2024		\$11,592.74
58669	Krystal L Smith	9/16/2024		\$1,925.00
58670	Larry Bellamy	9/16/2024		\$4,240.00
58671	Linda K Gouge Attorney at Law	9/16/2024		\$400.00
58672	Lori Lynn Hocht Attorney at Law	9/16/2024		\$1,180.00
58673	Norco Inc	9/16/2024		\$55.99
58674	One Call Concepts Inc	9/16/2024		\$32.76
58675	Pioneer Surveying & Engineering Inc	9/16/2024		\$27,465.00
58676	Precision Service and Electric LLC	9/16/2024		\$1,018.56
58677	Radcomp Technologies	9/16/2024		\$7,903.44
58678	Sawyer's True Value	9/16/2024		\$681.43
58679	Swofford Excavating	9/16/2024		\$114,823.58
58680	Teresa D Johnson CPA Inc	9/16/2024		\$9,682.56
58681	Vestis	9/16/2024		\$355.60
58682	WA St Dept of Ecology	9/16/2024		\$2,590.00
58683	WA St Dept of Health	9/16/2024		\$136,223.17
58684	Klickitat PUD	9/12/2024		\$18,291.31
901806	WA St Dept of Revenue	9/11/2024		\$17,785.17
901807	HSA Bank Employee Plan Funding	9/4/2024		\$11.25
901808	Invoice Cloud	9/3/2024		\$505.20
901809	PAYA	9/3/2024		\$2.50

Number	Name	Print Date	Clearing Date	Amount
901810	PAYA	9/3/2024		\$1,908.63
		Total	Check	\$380,559.83
		Total	20016310	\$380,559.83
		Grand Total		\$380,559.83



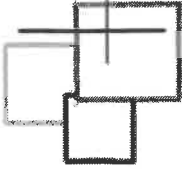
**CITY OF GOLDENDALE  
CLAIMS REGISTER**

I, the undersigned, do hereby certify that the materials have been furnished, the services rendered, or the labor performed as shown on Check numbers 58654 through 58684, 901806 - 901810, in the amount of \$380,559.83, and unpaid obligations against the City of Goldendale, Washington and that I am authorized to certify said claims.

DATED this 12 day of September, 2024.



Sandy Well, City Administrator



# Register Activity

Fiscal: 2024

Period: 2024 - Sept 2024

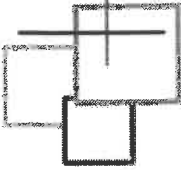
Council Date: 2024 - Sept 2024 - 2nd Council Sept 2024, 2024 - Sept 2024 - 1st Council Sept 2024

Reference	Date	Amount	Notes
<b>Reference Number: 58654</b> Invoice - 9/5/2024 2:51:07 PM	<b>WA St Dept of Licensing</b> 9/5/2024	<b>\$3,426.25</b> \$3,426.25	Tax & Licensing Fire Dept
<b>Reference Number: 58655</b> <u>132796</u>	<b>Blue Mountain Networks LLC</b> 10/1/2024	<b>\$860.21</b> \$860.21	Internet Service
<b>Reference Number: 58656</b> <u>IN-800111163429</u>	<b>America's Phone Guys</b> 9/2/2024	<b>\$908.65</b> \$908.65	Phone service
<b>Reference Number: 58657</b> <u>0487-000912853</u>	<b>Republic Services Inc</b> 8/31/2024	<b>\$924.57</b> \$924.57	Garbage Utility
<b>Reference Number: 58658</b> <u>CL17095</u>	<b>Hattenhauer Energy Co LLC</b> 8/31/2024	<b>\$1,276.50</b> \$1,276.50	Fuel
<b>Reference Number: 58659</b> <u>371872</u> <u>372059</u> <u>372091</u> <u>372092</u> <u>372454</u> <u>372524</u> <u>372538</u> <u>372582</u> <u>372681</u> <u>372693</u> <u>372762</u> <u>372796</u> <u>372859</u> <u>373005</u> <u>373082</u> <u>373108</u> <u>373109</u> <u>373196</u>	<b>Allyns Building Center</b> 8/1/2024 8/6/2024 8/6/2024 8/6/2024 8/13/2024 8/14/2024 8/15/2024 8/15/2024 8/19/2024 8/19/2024 8/20/2024 8/21/2024 8/22/2024 8/26/2024 8/28/2024 8/28/2024 8/28/2024 8/29/2024	<b>\$615.05</b> \$11.81 \$15.00 \$23.64 \$8.05 \$38.47 \$23.64 \$8.04 \$171.99 \$66.62 \$16.13 \$21.80 \$16.64 \$31.88 \$19.55 \$46.21 \$66.62 \$13.38 \$15.58	Woven Cover Paint Brush Head Paint Water Parts Water Parts Key and lock Hose Water Parts Key Cut Bushing Sealant Sewer Parts tool set Padlock Staples, Staple Gun Key Sealant
<b>Reference Number: 58660</b> <u>2422086</u>	<b>Anatek Labs Inc</b> 9/6/2024	<b>\$225.00</b> \$225.00	Coliform Testing

Reference	Date	Amount	Notes
<b>Reference Number: 58661</b>	<b>Carquest Auto Parts</b>	<b>\$224.30</b>	
4993-694843	8/1/2024	\$4.93	Spark Plug
4993-694887	8/1/2024	\$14.60	Oil
4993-695290	8/5/2024	\$30.44	Seat Cover
4993-695300	8/5/2024	\$21.68	Seat Cover Return, Pressure Sensor
4993-695670	8/8/2024	\$119.21	Mower Chute
4993-696197	8/13/2024	\$16.11	Shop Rags
4993-696571	8/15/2024	\$11.32	Coupler
4993-697882	8/28/2024	\$6.01	Receiver Pin
<b>Reference Number: 58662</b>	<b>Christopher R Lantz Law Office LLC</b>	<b>\$1,700.00</b>	
1A0189390	9/4/2024	\$200.00	Toby Petersen
3A0659856	9/4/2024	\$240.00	Margaret Thayer
3A0682603	9/4/2024	\$1,260.00	Nicholas Miland
<b>Reference Number: 58663</b>	<b>Goldendale Chamber</b>	<b>\$2,428.16</b>	
1419	9/5/2024	\$2,428.16	August Reimbursement
<b>Reference Number: 58664</b>	<b>Goldendale City of</b>	<b>\$5,165.76</b>	
Invoice - 9/10/2024 9:33:52 PM	9/5/2024	\$5,165.76	
<b>Reference Number: 58665</b>	<b>H.D. Fowler</b>	<b>\$117.18</b>	
16810230	9/3/2024	\$117.18	Concrete Hole Saw Rental
<b>Reference Number: 58666</b>	<b>Holcombs Market</b>	<b>\$386.18</b>	
1051500949	8/6/2024	\$335.00	Water
1060591008	8/9/2024	\$31.22	Water, Ice
3000430920	8/13/2024	\$19.96	Water
<b>Reference Number: 58667</b>	<b>Inland Environmental Resources Inc</b>	<b>\$3,628.13</b>	
2024-6248	8/22/2024	\$3,628.13	Magnesium Hydroxide
<b>Reference Number: 58668</b>	<b>Klickitat County Emergency Management</b>	<b>\$11,592.74</b>	
2024-04-C24123	9/10/2024	\$11,592.74	Dispatch Services 4th Quarter
<b>Reference Number: 58669</b>	<b>Krystal L Smith</b>	<b>\$1,925.00</b>	
97915	9/9/2024	\$1,925.00	Janitorial Services
<b>Reference Number: 58670</b>	<b>Larry Bellamy</b>	<b>\$4,240.00</b>	
Invoice - 9/10/2024 10:59:19 PM	9/10/2024	\$4,240.00	August Consultant Fee
<b>Reference Number: 58671</b>	<b>Linda K Gouge Attorney at Law</b>	<b>\$400.00</b>	
2A0094714	9/4/2024	\$400.00	Timothy Richard Nelson

Reference	Date	Amount	Notes
<b>Reference Number: 58672</b>	<b>Lori Lynn Hocht Attorney at Law</b>	<b>\$1,180.00</b>	
3A0518639	8/26/2024	\$920.00	Robert J Larson
4A0627040	8/26/2024	\$260.00	Steven Harris
<b>Reference Number: 58673</b>	<b>Norco Inc</b>	<b>\$55.99</b>	
41536962	8/31/2024	\$55.99	cylinder Rental
<b>Reference Number: 58674</b>	<b>One Call Concepts Inc</b>	<b>\$32.76</b>	
4089082	8/31/2024	\$32.76	Locates
<b>Reference Number: 58675</b>	<b>Pioneer Surveying &amp; Engineering Inc</b>	<b>\$27,465.00</b>	
24-904-1	9/4/2024	\$27,465.00	Park Plan
<b>Reference Number: 58676</b>	<b>Precision Service and Electric LLC</b>	<b>\$1,018.56</b>	
2485	9/4/2024	\$516.00	Basse Well #2 switch adjusted
2490v	9/4/2024	\$201.56	Basse Well #2 - Pump work
2492	9/4/2024	\$301.00	Incubator Building Electrical
<b>Reference Number: 58677</b>	<b>Radcomp Technologies</b>	<b>\$7,903.44</b>	
MSP-104226	9/4/2024	\$7,903.44	Sept IT Services
<b>Reference Number: 58678</b>	<b>Sawyer's True Value</b>	<b>\$681.43</b>	
564441	9/7/2024	\$681.43	Engine Oil
<b>Reference Number: 58679</b>	<b>Swofford Excavating</b>	<b>\$114,823.58</b>	
Pay Estimate #1	9/9/2024	\$114,823.58	Water Line Imp Project
<b>Reference Number: 58680</b>	<b>Teresa D Johnson CPA Inc</b>	<b>\$9,682.56</b>	
6998	9/30/2024	\$9,682.56	Budget Preparation
<b>Reference Number: 58681</b>	<b>Vestis</b>	<b>\$355.60</b>	
5291520913	8/6/2024	\$19.40	Cleaning Supplies
5291520917	8/6/2024	\$39.41	Uniforms
5291520918	8/6/2024	\$16.12	Uniforms & Supplies
5291520920	8/6/2024	\$16.13	Cleaning Supplies
5291525301	8/13/2024	\$19.40	Cleaning Supplies
5291525305	8/13/2024	\$38.33	Uniforms
5291525306	8/13/2024	\$16.12	Uniforms & Supplies
5291525308	8/13/2024	\$16.13	Cleaning Supplies
5291529781	8/20/2024	\$19.40	Cleaning Supplies
5291529785	8/20/2024	\$35.63	Uniforms
5291529786	8/20/2024	\$16.12	Uniforms & Supplies
5291529788	8/20/2024	\$16.13	Cleaning Supplies
5291534062	8/27/2024	\$19.40	Cleaning Supplies
5291534091	8/27/2024	\$35.63	Uniforms
5291534095	8/27/2024	\$16.12	Uniforms & Supplies

Reference	Date	Amount	Notes
<b>Reference Number: 58681</b> <u>5291534110</u>	<b>Vestis</b> 8/27/2024	<b>\$355.60</b> \$16.13	Cleaning Supplies
<b>Reference Number: 58682</b> <u>25-WA0021121-1</u>	<b>WA St Dept of Ecology</b> 8/20/2024	<b>\$2,590.00</b> \$2,590.00	2025 Water Quality Program Fee
<b>Reference Number: 58683</b> <u>3699</u>	<b>WA St Dept of Health</b> 9/30/2024	<b>\$136,223.17</b> \$79,107.69	DWSRF Lower Reservoir Replacemnt Loan
<u>3700</u>	9/30/2024	\$9,509.64	DOH Chlorination Well #2 Loan
<u>3724</u>	9/30/2024	\$47,605.84	DOH Chlorination Station Well
<b>Reference Number: 58684</b> <u>Invoice - 9/12/2024 10:10:38 AM</u>	<b>Klickitat PUD</b> 9/9/2024	<b>\$18,291.31</b> \$18,291.31	Electric utility
<b>Reference Number: 901806</b> <u>Invoice - 9/11/2024 10:13:20 AM</u>	<b>WA St Dept of Revenue</b> 9/10/2024	<b>\$17,785.17</b> \$17,785.17	Excise Tax Aug 2024
<b>Reference Number: 901807</b> <u>W567807</u>	<b>HSA Bank Employee Plan Funding</b> 9/4/2024	<b>\$11.25</b> \$11.25	Service Fee
<b>Reference Number: 901808</b> <u>359-2024_8</u>	<b>Invoice Cloud</b> 8/31/2024	<b>\$505.20</b> \$505.20	Billor Portal Fee
<b>Reference Number: 901809</b> <u>Invoice - 9/10/2024 11:03:26 PM</u>	<b>PAYA</b> 9/3/2024	<b>\$2.50</b> \$2.50	Mastercard Fee
<b>Reference Number: 901810</b> <u>Invoice - 9/10/2024 11:05:41 PM</u>	<b>PAYA</b> 9/3/2024	<b>\$1,908.63</b> \$1,908.63	Credit Card Fees



# Register

Number	Name	Fiscal Description	Cleared	Amount
58644	Johnston, Steve	2024 - Sept 2024 - 1st Council Sept 2024		\$45.42
58645	Council Trust Acct.	2024 - Sept 2024 - 1st Council Sept 2024		\$1,077.24
58646	Deferred Comp Program	2024 - Sept 2024 - 1st Council Sept 2024		\$485.00
58647	Dept of Labor & Industries	2024 - Sept 2024 - 1st Council Sept 2024		\$2,455.65
58648	Dept of Retirement	2024 - Sept 2024 - 1st Council Sept 2024		\$11,356.61
58649	Employment Security - PFML	2024 - Sept 2024 - 1st Council Sept 2024		\$432.50
58650	Employment Security - WA Cares Fund	2024 - Sept 2024 - 1st Council Sept 2024		\$416.97
58651	Employment Security Department	2024 - Sept 2024 - 1st Council Sept 2024		\$160.95
58652	Goldendale, City of	2024 - Sept 2024 - 1st Council Sept 2024		\$80.00
58653	Washington State Support Registry	2024 - Sept 2024 - 1st Council Sept 2024		\$173.87
901805	City of Goldendale	2024 - Sept 2024 - 1st Council Sept 2024		\$21,462.61
Direct Deposit Run -	Payroll Vendor	2024 - Sept 2024 - 1st Council Sept 2024		\$58,120.67
9/4/2024				<b>\$96,267.49</b>

**AGENDA BILL: H1**

**AGENDA TITLE: COUNCIL CONSENSUS**

**DATE: SEPTEMBER 16, 2024**

**ACTION REQUIRED:**

ORDINANCE\_\_\_\_\_ COUNCIL INFORMATION\_\_\_\_\_X\_\_\_\_\_

RESOLUTION\_\_\_\_\_ OTHER\_\_\_\_\_

MOTION\_\_\_\_\_

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**EXPLANATION:**

Attached are 2 copies (the current job description and a new job description) of the Public Works Director Job. Staff will need a consensus about which job description the council would like to approve.

**CITY OF GOLDENDALE**  
**POSITION DESCRIPTION**

**TITLE:** Public Works Director

**FLSA Classification:** Exempt

**CLASSIFICATION SUMMARY:**

Appointed by the Mayor. Acts as the administrative head of the public works department and has general supervisory authority for public works. The position plans and directs the operation and activities of the public works department personnel. Duties performed within this classification must be accomplished within the framework of governing state and local laws and the general policies and procedures established by the City Council.

**SUPERVISION RECEIVED AND EXERCISED:**

This position reports to the Mayor, or his designee, and exercises supervision the public works department staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. At the direction of the City Administrator, the Public Works Director will oversee the development and planning of the City's infrastructure and capital improvements; direct Public Works employees in managing the City's water and wastewater treatment facilities and distributions systems, repair and maintain all streets and transportation support systems, parks facilities and all City owned and operated buildings.
2. Advise the City Administrator, Mayor, and selected City Council Committees on a wide range of public works related issues; serve as a member of the Executive Team; serve as the primary contact to federal and state agencies regarding land, water, street, and sewer usage.
3. Serve as a strategic and inspirational leader to the employees of the Public Works Department while managing diverse resources and numerous projects simultaneously; coach employees in working to achieve their fullest capabilities; conduct performance evaluations; and administer disciplinary action when necessary in accordance with the City's personnel policies and the collective bargaining agreement.



4. Prepare and oversee the Public Works Department's annual budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; solicit bids and quotes from private contractors; review the work completed and authorize distribution of funds; and monitor the purchase of equipment and materials.
5. Maintain a wide range of public documents and records regarding physical improvements and construction, building and land specifications.
6. Prepare a wide range of written reports that contain both narrative and statistical data; present information in a written format to elected officials, members of the community, and at professional meetings; and prepare state/federal mandated documents and certifications.
7. Oversee and direct others in managing the day-to-day activities of the Public Works Department; respond to calls for service; establish routine and preventive maintenance schedules for streets, sewer, and new water systems.

#### **SELECTION FACTORS:**

##### **Knowledge of:**

- Construction, operation and maintenance of municipal water, wastewater, storm drainage, streets, parks and public building issues.
- Municipal government organization, authority, functions and relationships with other governmental jurisdictions.
- Effective management and organizational principles, practices and methods.
- Environmental regulations and development processes/ordinances.

##### **Ability to:**

- Establish and maintain effective working relationships with the City Administrator, department heads, subordinates and the general public.
- Possess good communication and interpersonal skills both orally and in writing and have the ability to follow and understand written and oral instruction.
- Work under pressure; handle verbal abuse and/or abusive language.
- Develop sound work practices in regard to scheduling, budgeting, and plan own work schedule and those of subordinates in order to meet work flow demands in timely and efficient manner.

- Analyze and understand technical information and reports and apply to departmental operations.
- Effectively motivate personnel performance.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, with computer aided drafting (CAD) capabilities, telephone, copy machine and fax machine

#### **WORKING CONDITIONS**

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and /or attend meetings is required. Minimal physical exertion may be required to lift office materials and lift office materials. Sufficient powers of observation are required to review written reports and other material and monitor staff performance.

#### **MINIMUM QUALIFICATIONS**

Five (5) years of progressively responsible experience in a public works field or related field, and a minimum of three (3) years in a supervisory/management related position. Applicant must have a working knowledge of municipal construction, street repair, sewer operations, and management of water systems. Experience in managing a waster water treatment facility is desirable.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Responsibilities of the Public Works Director position**

Responsibilities
WUE report
CCR Report
WFI report
ASR report
Cross Connection Specialist
Biosolids permit
Lab Accreditation
6-yr street plan
Funding applications
Capital outlay
Street light program
Capital Improvement Plan
Supervises staff
Project Oversight
Procurement
Utility Rate evaluation
Regulatory contact
Safety coordinator
Customer complaints
Utility mapping
Utility billing authority
ROW Permit
Puget Sound Energy contact
Development review
Department Head Meetings

**The City of Goldendale, Washington**  
**Public Works Director**  
**Updated: August 20, 2024**

**VISION:** TOGETHER with local, state and federal partners, we seek to create a welcoming and flourishing community, united by the pursuit of enriching the quality of life for every resident, planning growth that respects, enhances and protects our natural environment, and promoting a vibrant economy.

**STRATEGIC PRIORITIES:** Public Service Excellence; Quality of Life; Economic Growth & Opportunity; Planned Growth & Infrastructure; and Public Safety & Well-being

**JOB TITLE:** Public Works Director

**STATUS:** Exempt (FLSA): Salary & Not Eligible for Overtime

**DIRECT REPORTS:** Streets Maintenance, Facilities Maintenance, Watershed Protection; and Project Manager.

**REPORTS TO:** City Administrator

**DEPARTMENT:** Public Works

**ROLE SUMMARY:** The Director of Public Works plans, directs, manages, and oversees the activities and operations of the Public Works Department, including Facilities and Streets maintenance; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Administrator. If qualified, may act as the City Engineer.

The following description outlines the role and its alignment with The City of Goldendale's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive.

Employees may be required to perform other duties as assigned:

**COMPETENCIES:**

- ❖ Considerable knowledge of the State and Local Procurement Policies and Procedures, American Public Works Association, American Water Works Association, City of Goldendale specifications, Manual on Uniform Traffic Control Devices and Eastern Washington Low Impact Development Manual.
- ❖ Mathematical: Knowledge of mathematics, including trigonometry.
- ❖ English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Demonstration of successfully writing funded state and federal grant applications.

**RESPONSIBILITIES & DUTIES:**

(Note: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.)

- A. Perform duties within this job description within the framework of governing federal, state and local laws and the policies and procedures established by City Council.

- B. Manages daily operations of the Public Works Department including drinking water facilities from source water to points of delivery;
- C. Develops, implements, and monitors short- and long-range plans, goals, and objectives focused on improving infrastructure, meeting future needs, and advancing the city's strategic priorities;
- D. Completes required reporting for Public works facilities such as Water Use Efficiency, Consumer Confidence Report, Aquifer Storage and Recovery, Cross Connection Specialist, Biosolids permitting, 6-year street plan, street light program, Right of Way permitting, Department Head report to City Council and others;
- E. Drafts and oversees the department's operating and capital budgets as approved by City Council;
- F. Supervises Public Works staff including evaluating performance, coaching, and professional development;
- G. Coordinates and oversees major construction and maintenance projects to ensure contractor compliance, timely completion, and safety;
- H. Evaluates infrastructure condition and assesses maintenance, traffic, and safety needs;
- I. Identifies, applies for, and manages external infrastructure funding and grants;
- J. Maintains positive relations with local, county, state agencies and all other external partners;
- K. Ensures activities and operations comply with government policy, laws, regulations, codes, and safety standards;
- L. Oversees the delivery of the city's Capital Facilities Plan.

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#### **MINIMUM QUALIFICATIONS:**

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below.]

#### **Required Experience:**

- Ten (10) years of progressively responsible management experience in the field of Public Works Administration.
- Five (5) or more years of experience supervising direct reports.

#### **Required Credentials:**

- ❖ Bachelor's degree in Engineering, Public Administration, Business Administration or closely related field; or a combination of experience and education consisting of at least 4 years in a similar director role.
- ❖ Possession of a valid driver's license.

#### **Preferred Credentials:**

- ❖ Professional Civil Engineer (P.E.) in the State of Washington

#### **REQUIRED EXPERTISE & SKILLS**

THE CITY OF GOLDENDALE – Public Works Director - Job Description

Page 2 of 5

- The laws, principles and accepted practices and procedures that apply to all aspects of the management of municipal public works systems;
- Civil engineering, design, and construction principles and practices;
- The standards by which the quality of public works service is evaluated, the use of automated and manual records systems and their application to public works administration;
- Applicable state and federal regulations related to water and sewer utilities, streets, storm water systems and land development;
- Federal and state funding sources and requirements;
- Principles of effective personnel management.
- Ability to work safely; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.
- Prepare and update short and long range strategic plans to ensure the department's contribution to the City's overall plans and strategies;
- Identify the department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps for review and approval by the city's legislative body;
- Identify, implement and refine the department's organizational structure to generate desired results as efficiently as possible;
- Exercise sound and ethical judgment in decision-making processes;
- Establish and maintain a working environment conducive to positive morale, individual style, personal discipline, quality, creativity and teamwork;
- Absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal and financial consequences;
- Communicate technical data and sensitive information to citizens in a clear and persuasive manner;
- Establish and maintain cooperative relationships with a variety of citizens, boards and other City staff;
- Respond to public inquiries and complaints in an effective manner using tact, patience and courtesy;
- Present departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and, as necessary, to the City Council;
- Negotiate and administer contracts with outside vendors and service providers;
- Provide leadership, delegated responsibility, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals;
- Handle confidential information and material with the highest degree of professional responsibility;
- Take appropriate action to resolve departmental, operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; and otherwise makes decisions which are in the best interest of the City of Goldendale;
- Provide advice to and coordinate with officials and the public on engineering and technical matters and procedures on public works subjects necessary to the operation of City services;
- Analyze and report on service impacts of proposed plans and developments on the City's utility and street infrastructure; assist in development, revision and administration of various utility and City comprehensive plans and zoning ordinances;
- Administer labor agreements and communicate effectively with organized personnel;
- Understand, evaluate and organize budget requests;
- Work independently and with little direction;
- A key value of the City is customer service for the public, partner agencies, and legislative entities. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public and city legislators; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to

establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

[Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
  - The employee must have the ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
  - While performing the duties of this job, the employee regularly works in adverse weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet, cold and/or humid conditions and vibration.
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#### **EEO STATEMENT**

The City of Goldendale is an Equal Opportunity Employer. The City of Goldendale does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

#### **STATEMENT OF INTENTION AND ACKNOWLEDGEMENT:**

The above statements are intended to describe the general nature and level of work being performed by the individual

assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately if I am unable to fulfill any or all the duties as outlined above.

I understand that the City of Goldendale reserves the right to revise or change this job description

as the need arises. I have reviewed this job description and received a copy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

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