

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 21, 2019**  
**6:00 PM, City Hall**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:**

Mayor Anderson called the meeting to order at 6 p.m He led the group in reciting the pledge of allegiance and conducted roll call.

**PRESENT**

Councilmember Robert Muth  
Councilmember Amy Weissfeld  
Councilmember Paul Hendricks  
Councilmember Jenny Taylor  
Councilmember Matthew Knudsen

**Staff present**

City Administrator Leana Kinley  
Community Development Director Ben Shumaker  
Public Works Director Karl Russell

**Other**

City Attorney Ken Woodrich

**2. CHANGES TO THE AGENDA:**

No changes, documents added only.

**3. CONSENT AGENDA:** The following items were presented for Council approval.

Councilmember Weissfeld had questions regarding the minutes. She inquired if Councilmember Knudsen's requested changes to the September 2019 minutes and if May's comments on the marking of the trail on Del Ray had been addressed. Administrator Kinley assured her they had been.

- a) **City Hall Closure Request** - City Administrator Leana Kinley presented a request form City staff to close City Hall and the Public Works department Tuesday, December 24 prior to the December 25 holiday. Staff taking the day off would use vacation time, comp time or leave without pay.
- b) **Approve Skamania County EDC Contract** - City Administrator Leana Kinley presented the contract with the Skamania County Economic Development Council for 2020 services in the amount of \$10,530 for council approval.
- c) **Approve Contract with Ken Woodrich** - City Administrator Leana Kinley presented the revised contract with Ken Woodrich for City Attorney Services. The contract changes in section 1(b)(3) allows him to miss one meeting per calendar year for personal reasons, up to two per year.

d) **Minutes** of September 19, 2019 and October 17, 2019 council meetings.

**MOTION:** Councilmember Weissfeld motioned to approve consent agenda items a-d, with the EDC contract services in the amount of \$10,530. Councilmember Muth seconded the motion. The vote to approve was unanimous.

#### **4. PUBLIC COMMENTS:**

Mayor Anderson opened the meeting for all public comments.

- Mary Repar commented she wanted to see a total burn ban in the National Scenic Area during times of poor air quality. She encouraged people to compost. She asked how people are notified by the Southwest Clean Air Agency if there are issues with air quality.
- An audience member asked about the property tax increase on the agenda.
- Rick May requested to have two letters entered in the minutes.

➤As time allowed before the first public hearing was scheduled to open, City Administrator Kinley presented a request to the Council to approve BIAS Software Contracts (**item 7a on agenda**).

The first contract is for up to 20 hours of accounting support through the next four months to assist with payroll and train new staff, not to exceed \$2,800 plus tax. The second contract is the 2020 subscription for the financial software. Since the city is partnering with the county for building permit services, staff is researching the software used by the county to take the place of the BIAS Building Permit module. The recommendation is to move forward without the Building Permit module at this time.

**MOTION:** Councilmember Hendricks motioned to approve the contract with BIAS for accounting support not to exceed \$2,800 plus tax. Councilmember Knudsen seconded the motion. The motion passed unanimously.

**MOTION:** Councilmember Hendricks moved to approve the 2020 subscription contract with BIAS without the Building Permits module for a total cost of \$12,476.02. Councilmember Weissfeld seconded the motion. The motion passed unanimously.

#### **5. PUBLIC HEARINGS:**

a) **6:15 - 2020 Proposed Property Tax Levy Hearing** - City Administrator Leana Kinley presented Resolution 2019-350 and Ordinance 2019-1150 for public comment and council consideration.

**Mayor Anderson opened the public hearing at 6:25 p.m.**

Administrator Kinley provided information to the Council regarding what the increase in the Consumer Price Index is for the region. It is estimated to be 2.4%. She recommended approval of a 1% increase in property taxes due the rise in the cost of living.

**No public comments were received. Mayor Anderson closed the hearing at 6:25 p.m.**

**MOTION:** Councilmember Knudsen moved to approve Resolution 2019-350 authorizing an increase in property taxes for fiscal year 2020. Councilmember Hendricks seconded. The vote to approve was unanimous.

**MOTION:** Councilmember Knudsen motioned to approve Ordinance 2019-1150 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2020. Councilmember Hendricks seconded. The vote to approve was unanimous.

- b) **6:30 - 2019 Proposed Budget Amendments** - City Administrator Leana Kinley presented proposed changes to the 2019 budget based on revised estimates and contracts approved throughout the year for public comment and council review. The first report lists changes only and the second report is the proposed budget with year to date totals included.

**Mayor Anderson opened the public hearing at 6:32 p.m.**

**Public comments:** None were received. Mayor Anderson closed the hearing at 6:34 p.m.

City Administrator Kinley explained the changes to the budget. She noted most changes are revised salary estimates. Councilmember Weissfeld asked about several areas with excess revenues and deficits. Kinley noted the new software in use will be better at projecting budget figures. Councilmember Muth questioned Kinley on the timber fund. She explained it had been closed out, with balances transferred between general and fire reserve funds. \$1M will be going towards the construction of a new fire hall.

- c) **6:45 - 2020 Proposed Budget** - City Administrator Leana Kinley presented a revised 2020 budget and associated documents based on items discussed at the November 14, 2019 special meeting. The vote on the budget will take place at the December 2019 Stevenson City Council meeting.

She explained items in the budget packet, detailing changes and revisions from charts presented at the November 14<sup>th</sup> meeting. She pointed out that capital projects were listed below revenue, and noted the larger percentages had to do with personnel and other high cost items.

Kinley also included information from the Skamania County Council on Domestic Violence and Sexual Assault Changes regarding their scope of work. She highlighted that because of fewer expenses associated with the WWTP the expected rate increase will remain at the originally projected 37%. She wants to do a cost analysis to see if purchasing a truck and using a City employee to haul material to Hood River will result in further savings. She pointed to several pages with financial comparisons for similar sized cities that she downloaded off the state auditor website.

**Mayor Anderson opened the public hearing at 6:42 p.m.**

Public comment received:

- Mary Repar asked if the Council would provide a way for audience members to see documents so the audience can follow along with the items being considered. She suggested an overhead projector and screen system for viewing.
- Rick May spoke about having links to documents included on the city website so the public could find more information. He was advised the links were already in place.

Administrator Kinley introduced Leslie Naramore from Washington Gorge Action Programs to explain the housing and shelter services the agency provides.

Naramore thanked the Council for the opportunity and provided an overview of the programs WAGAP administers. She noted over the past year 110 people used the Emergency Shelter. Moving into more permanent housing is a challenge due to lack of affordable homes. Rent costs are soaring. Other resources are also needed. Naramore is looking into a partnership with Skamania County regarding other buildings that could be used for housing. Councilmember Hendricks asked for suggestions regarding increasing the stock of affordable homes and how the City could encourage developers. Naramore suggested getting the business community more aware and involved. Naramore introduced Curt Gray, the manager for the Stevenson shelter.

Councilmember Knudsen asked what WAGAP's greatest immediate need was. Gray spoke of the acute need to get people out of cold, wet weather and suggested using buildings at the fairgrounds as temporary warming shelters. He also suggested funds for short term rental assistance.

Mayor Anderson asked about options to rerun the proposed .01% sales tax increase, and proposed having a definite plan for the money might make it more likely to pass. Ben Shumaker, Community Development Director related the Buildable Lands Inventory underway with the Economic Development Council is confirming the need for more affordable housing options.

Paul Spencer, an audience member suggested improvements to a small building near the fairgrounds to use as a warming or day shelter.

The council agreed to hold a workshop early in 2020 to address housing. The consensus was to retain \$20,000 in the budget for WAGAP's housing programs. Leslie Naramore thanked the Council for their support.

Julie May suggested adding links to the City website regarding donations and other support for community agencies

**Mayor Anderson closed the public hearing at 7:07 p.m.**

## **6. UNFINISHED BUSINESS:**

- a) **Approve Resolution Regarding a Ballot Proposition for Creation of a Metropolitan Park District** - City Administrator Leana Kinley presented several resolutions for council discussion and consideration.

The Council entered into a substantial discussion in which they considered three options to create and fund a Metropolitan Park District in support of the Stevenson Pool. They discussed insurance and legal costs, school district contributions, location of district boundaries, election of park commissioners, levy rates and removal of the capital replacement portion. Councilmembers selected option B.

**MOTION:** Councilmember Taylor motioned to approve a Resolution 2019-347 option B Regarding a Ballot Proposition for Creation of a Metropolitan Park District. Councilmember Hendricks seconded. Councilmember Knudsen commented he liked the idea of having more people than just within the city limits voting on the issue and in removing the capital reserve portion. The motion passed unanimously.

- b) **Sewer Plant Update** - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System. He related there are plans to have existing staff with Public Works obtain their Group II certification and become in-house operators for the WWTP. Jacobs, the current contracted operator, has notified the City of Stevenson they would continue to provide services only if certain conditions were agreed to, including the hiring of additional staff from Jacobs. They had previously signaled their intention to end their contract as of December 31. PWD Russell declined to renew with Jacobs and has been working with Ron Moeller, a WWTP consultant. Moeller is helping develop several scopes of work regarding the Stevenson WWTP. The scope of work will include working with high load users. Moeller will oversee the WWTP transition and operations until the employees become fully certified. PWD Russell noted that without the building inspector duties he will have time to also dedicate to the plant.

Councilmember Weissfeld requested a cost comparison between Jacobs and the proposed in-house program and a timeline for certifications. Moeller charges \$150/hr. The current contract with Jacobs is \$150,000 annually. As the PWD staff becomes more competent, Moeller's time will be reduced. Attorney Woodrich advised PWD Russell to put together a contract with 'not to exceed' language regarding overall costs to avoid excessive charges.

City Administrator Kinley alerted the Council to an additional item that needed addressing. Approval of a low-bid contract allowing for immediate improvements to the WWTP was requested. Bids for the work are due November 22. The cost is not to exceed \$60,000 and is funded through the Department of Ecology.

**MOTION:** Councilmember Weissfeld motioned to approve a lowest bid contract, not to exceed \$60,000, providing for immediate improvements to the WWTP. The motion was seconded by Councilmember Taylor. The vote to approve was unanimous.

## **7. COUNCIL BUSINESS:**

- a) **Approve BIAS Software Contracts** - City Administrator Leana Kinley presents two contracts for council review and approval. The first contract is for up to 20 hours of accounting support through the next four months to assist with payroll and train new staff, not to exceed \$2,800 plus tax. The second contract is the 2020 subscription for the financial software. Since the city is partnering with the county for building permit services, staff is researching the software used by the county to take the place of the BIAS Building Permit module. The recommendation is to move forward without the Building Permit module at this time. **(Addressed and approved earlier in meeting, see page 2.)**
- b) **Approve Interlocal Agreement with Washington State Patrol** - City Administrator Leana Kinley presented an interagency agreement between Washington State Patrol and the Stevenson Fire Department to allow for reimbursement of allowable costs while the

department's assets are mobilized as outlined in the agreement. Administrator Kinley noted the Fire Department is not mobilized very often but if the Washington State Patrol does call on them the agreement allows for costs to be reimbursable.

**MOTION:** Councilmember Weissfeld motioned to approve the interagency agreement between the State of Washington Washington State Patrol and the Stevenson Fire Department. Councilmember Knudsen seconded. The vote to approve was unanimous.

- c) **Open Public Meetings and Public Records Act Training** - Administrator Kinley advised the Council on the requirement that elected officials have to complete training on the Open Public Meetings Act (OPMA) and Public Records Act (PRA) within 90 days of taking office and have to retake the training every four years (RCW 42.30.205). The training can be taken through in-person courses such as the Elected Officials Essentials on December 7th from 8:30-2:30 in Vancouver through AWC, or online. The link to the OPMA training is <https://wacities.org/data-resources/open-public-meetings-act-elearning> and the link to the PRA training is <https://wacities.org/data-resources/public-records-act-elearning>. After training is completed, please submit certifications or confirmation of completion to City Administrator Leana Kinley. Councilmember Knudsen noted he is registered for the training on December 7<sup>th</sup>.

- d) **Tourism Funding Awards** - City Administrator Leana Kinley presented the Tourism Advisory Committee's 2020 funding recommendations attached for Council consideration.

Councilmember Knudsen asked several questions regarding the SDA funding and timing on the Park Plaza project. The Council entered into a further discussion regarding the recommended projects presented. It was noted the funds are specific to tourism activities. A reserve can be generated.

**MOTION:** Councilmember Muth motioned to approve the recommendations of the Tourism Advisory Committee for projects in 2020 totaling \$558,250. Councilmember Knudsen seconded the motion. The vote to approve was unanimous.

- e) **Approve Title VI Non-Discrimination Agreement** - City Administrator Leana Kinley presented an updated Title VI Non-Discrimination Agreement, changing the responsible party from Mary Ann Duncan-Cole to Leana Kinley and Karl Russell, for council review and consideration. This agreement is required to receive funds from the Washington State Department of Transportation.

**MOTION:** Councilmember Weissfeld motioned to approve the updated Title VI Non-Discrimination Agreement with the Washington State Department of Transportation. Councilmember Hendricks seconded. The vote to approve was unanimous.

## 8. INFORMATION ITEMS:

- a) **Building Permits Issued** - Stevenson has 16 SFRs total in process, 2 were finalized since the last meeting. There are 2 tree houses for the Lodge, 4 cabins, 1 triplex and 2 duplexes on Vancouver (the first permit with the new county process). There are a total of 89 permits for 2019. There are talks of development surrounding the bottom of Monda Road area, as well as portions of upper Monda. There are short plats in the works for Holstrom Road/Ryan

Allen area and Carter Lane. The County Building Inspector suffered a detached retina and will be recovering until after the Thanksgiving Holiday. Karl is performing county inspections and also plan reviews for the city until his return.

**b) Chamber of Commerce Activities** - The attached report described activities conducted by Skamania County Chamber of Commerce in October, 2019.

**c) Fire Department Report** - A copy of the Fire Department report for October, 2019 was attached for council review.

Administrator Kinley and Mayor Anderson provided a brief update on the recent meeting held with City Council members and FD2 regarding the new fire hall project. Councilmember Knudsen asked if the FD had committed a specific amount of money to put towards the project. Administrator Kinley noted the discussion did not get to that level of specifics but they were receptive to issuing a bond. Having the fire district take the lead in conducting a public awareness campaign regarding building design and funding options was highlighted. The next joint meeting will be Tuesday, Jan. 21, 2020 @ 6 p.m. at City Hall.

**d) Sheriff's Report** - A copy of the Skamania County Sheriff's Report for October 2019 was attached for council review.

**e) Burn Permit** - A copy of the current burn permit with contact information for checking air quality before burning is attached. Burning during periods of poor air quality is not allowed per SMC 8.25.030(A)(3)(a). Contact Southwest Washington Clean Air Agency at 800-633-0709 or the sheriff's office to report an illegal burn.

Presentation of this item led to a discussion on the function of the SW Clean Air Agency. Questions were raised about public notification of burn bans during times of poor air quality. Using reverse 9-1-1 was considered unworkable by the fire chief due to lack of air quality monitoring in Stevenson. Regulation of burn bans is through the Fire District.

Councilmember Knudsen asked a number of questions about who was responsible for initiating burn bans in the event of poor air quality.

Mayor Anderson noted the new city hall employee will be tasked with maintaining alerts and notifications via social media. Ben Shumaker, City Development Director asked if the Council wanted to have the Clean Air Agency do more regarding air quality alerts. Mayor Anderson suggested continuing the discussion at another Council meeting if Council wanted to create policies. Shumaker asked if the Council wanted to have the director of the SW Clean Air Agency make a presentation at a future meeting and Council indicated they would.

**f) Mayor and Councilmember Handbook** - The link to the Mayor and Councilmember Handbook on the Association of Washington cities website is <https://wacities.org/docs/default-source/resources/mayorcouncilmemberhandbook.pdf>. It outlines roles, responsibilities, resources and advice for elected officials.

- g) Financial Report** - The October 2019 Treasurer's Report was attached for council review. Administrator Kinley provided details on the Finance report, explaining the ending balance in each fund, reimbursable funds (DOE loan) for the WWTP upgrades, investment balance and available cash in each fund, and outstanding checks and cash receipts not reconciled.

**9. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a) PWD Russell thanked the Council for hiring Susan, as it helped with the DOE's requirement for facility maintenance at the WWTP. He shared she has her Class A CDL with a tanker endorsement, making her the third PW employee with that certification. The Russell Street project bids go out in early January. He also expressed appreciation for passage of the contract allowing immediate improvements to the WWTP. Progress on getting the Hegewald well on line has been delayed two weeks.
- b) City Development Director Shumaker alerted the Council of future planning issues, including sub-division applications, engineering changes to driveway standards and public involvement in code changes. He asked the Council to make time at the next meeting for the presentation of the implementation phase of the downtown plan. The Columbia Avenue project will be on next month's agenda. He noted there is a Comprehensive Plan amendment proposal that will come before the Council in spring 2020.

He reiterated the Buildable Lands Inventory and Housing Needs Assessment is showing that housing needs are driving up costs. Additional recommendations include working on infrastructure issues across the county. Specific to Stevenson, the recommendation is to extend sewer and water services; in Carson using package sewage treatment plants is being proposed. Another area to work on will be the Stevenson urban area and growth policies.

- c) Administrator Kinley spoke about the Forest Youth Success program. \$20K will fund three crews of students, \$35K funds four crews.

**10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

- a) October 2019 payroll & November 2019 A/P checks have been audited and are presented for approval. October payroll checks 13934 and 13939 thru 13943 total \$101,572.64 which includes twenty-nine EFT payments. A/P Checks 13935 thru 14010 total \$722,650.63 which includes two ACH payments. The A/P Check Register is attached for your review. Detailed claims vouchers will be available for review at the Council meeting. There was no investment activity for October.

**MOTION:** Councilmember Hendricks moved to approve the vouchers as presented. Hendricks. Councilmember Muth seconded. The vote to approve was unanimous.

**11. MAYOR AND COUNCIL REPORTS:**

Councilmember Weissfeld reported the next Economic Development Council board retreat will be in early January 2020. She asked if anyone had any issues to bring to the EDC to let her know.

The Council was reminded of a joint meeting planned with the Port of Skamania County on December 3 at 6 p.m. at City Hall.

**12. ISSUES FOR THE NEXT MEETING: *None***

**13. EXECUTIVE SESSION –**

At 8:05 the Council convened in an Executive Session for an initial 10 minutes under:

- a) RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is, or is likely to become, a party. Council came out of executive session at 8:15. Staff was directed to proceed as discussed.

**14. ADJOURNMENT –** Mayor Anderson adjourned the meeting at 8:15pm.

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Approved \_\_\_\_\_; Approved with revisions \_\_\_\_\_

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Name

Date

Minutes by Johanna Roe