

MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 18, 2021
6:00 PM, via Zoom and YouTube

Items with an asterisk (*) were added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER: Mayor Scott Anderson called the meeting to order at 6:00 p.m. and welcomed newly appointed councilmember Dave Cox. Councilmembers Robert Muth, Amy Weissfeld, Paul Hendricks, Annie McHale, and Dave Cox were present. Other attendees include City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell, City Attorney Ken Woodrich. Public Attendees were Ann Leuders and others unidentified.

2. CHANGES TO THE AGENDA:

- a) * 2/16 changes include: Addition of Red Cross Month proclamation (item 8i), addition of Voucher information (item 11)
- b) ** 2/17 changes include: Updated Contract with Wallis Engineering (item 8d), addition of Rock Creek Stormwater Line Engineering Contract (item 8j), addition of Tree Inventory and Management Plan Contract (item 8k), addition of Fire Department Report (item 9f)
- c) *** 2/18 changes include: Removed Hollstrom Road Agreement Amendment (was item 8c), updated Contract with Wallis Engineering (item 8c), updated Tree Inventory and Management Plan with Contract (item 8j)

3. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Liquor License Renewal** - A&J Select Market and Skunk Brothers Spirits
- b) **Minutes** of January 21, 2021.

MOTION to approve consent agenda items a-b made by Councilmember Hendricks,
Seconded by Councilmember Muth.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

4. PUBLIC COMMENTS: No oral comments were received. Paul Spencer wrote to thank the city council for supporting the recently past park district measure.

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** Mayor Anderson was informed by City Administrator Kinley the current regulations and phases still maintain

limits (25% capacity) on the number of participants allowed in a public meeting. Masking and sanitation protocols continue to be required. In-person meetings must provide a call-in option for public participation.

5. PUBLIC HEARINGS:

- a) **USDA RD Application Authorization** - City Administrator Leana Kinley presented Resolution 2021-376 authorizing the City to apply for USDA Rural Development funds for the wastewater project for public comment and council consideration.

Mayor Anderson opened at 6:07 p.m. No comments were received. City Administrator Kinley stated an error was made in the public notice and the hearing will need to be continued until the March 18, 2021 council meeting.

6. SITUATION UPDATES:

- a) **COVID-19 Update** - Mayor Scott Anderson provided an update on the city's response to the COVID-19 pandemic.
- b) **Sewer Plant Update** - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. In January 2021, the first influent violation in 20 months occurred due to 6" of rain in 24 hours. He and the PW crew were commended for their work by **Councilmember Muth**.

7. UNFINISHED BUSINESS:

- a) **Rock Creek Access** - City Administrator Leana Kinley presented the staff memo regarding Rock Creek access and the road vacation petitions for No Name Road and Iman Cemetery Rd for council discussion and direction.

MOTION to approve resolution 2021-374 setting a date for a public hearing on the vacation of a section of Iman Cemetery Rd. was made by Councilmember Muth with a second provided by Councilmember Cox.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

8. COUNCIL BUSINESS:

- a) **Set Council Retreat Date** - Council set a date of Saturday, March 27, 2021 from 1-4pm for a council retreat. The location is to be determined.
- b) **First Reading Ord 2021-1172 Regarding Parking Requirements** - Community Development Director Ben Shumaker presented the staff memo and ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and

allowing greater opportunities for off-site parking for council discussion. There was public testimony taken at the February 8th Planning Commission meeting and there is a public hearing scheduled for March 18th, 2021 on the ordinance.

Mayor Scott Anderson took a moment to address the public engaging via YouTube and urged those offering comments be respectful. Disrespect at meetings is inappropriate. BE RESPECTFUL to each other. Comments on YouTube have been disabled.

- c) *****Approve Agreement with Wallis Engineering** - City Administrator Leana Kinley presented the contract with Wallis Engineering for design and construction engineering services related to the wastewater projects in the amount of \$610,086. The contract form is a requirement of the funding agencies and is still in review. The latest version was uploaded for council review.

MOTION to approve the contract with Wallis Engineering for wastewater design and construction engineering services in the amount not to exceed \$610,086 made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

- d) **First Reading Ordinance 2021-1171 Authorizing Interim Financing** - City Administrator Leana Kinley presents ordinance 2021-1171 authorizing interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing are included.

MOTION to approve ordinance 2021-1171 authorizing a bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

- e) **Approve Contract Amendment with Grayling Engineering** - Public Works Director Karl Russell presented the contract amendment with Grayling Engineering to extend the contract for Hegewald Well treatment improvements through 2021.

MOTION to approve the contract amendment with Grayling Engineering for Hegewald Well treatment improvements through 2021 made by Councilmember Hendricks, Seconded by Councilmember McHale.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

- f) **Approve Contract with Professional Quality Roofing** - Public Works Director presented the contract with Professional Quality Roofing for re-roofing the water treatment plant as outlined for council consideration.

MOTION to approve the contract with Professional Quality Roofing in the amount of \$36,000 plus tax made by Councilmember Cox. Seconded by Councilmember McHale.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

g) Discuss Security Cameras - City Administrator Leana Kinley presented a staff memo regarding security cameras for city property for council discussion and consideration. After council discussion it was decided to add this as an agenda item for the March 27th council retreat for further discussion.

h) * Approve Proclamation Recognizing March 2021 as Red Cross Month - Mayor Scott Anderson presented proclamation 2021-01 recognizing March 2021 as Red Cross Month for council consideration.

MOTION to approve proclamation 2021-01 recognizing March 2021 as Red Cross Month made by Councilmember Hendricks, Seconded by Councilmember Muth.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

i) **Approve Wallis Engineering Contract for Rock Creek Stormwater Improvements - Public Works Director Karl Russell presented the attached contract with Wallis Engineering for design, permitting, bidding and construction phase services for necessary improvements to the Rock Creek stormwater line in the amount of \$64,252 for council consideration. The line is co-located in the site for the Rock Creek Pump Station improvements going out to bid this spring and will continue to cause stormwater back-up onto Rock Creek if a long-term solution isn't implemented.

MOTION to approve the contract with Wallis Engineering for Rock Creek stormwater improvement services in the amount not to exceed \$64,252 made by Councilmember Cox, Seconded by Councilmember Muth.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

j) * Approve Contract with Bartlett Consulting for a Tree Inventory and Maintenance Plan** - Community Development Director Ben Shumaker presented the contract with Bartlett Consulting for tree inventory and maintenance plan in the amount of \$38,500 for council consideration. This project is covered in part by a \$20,000 grant received from DNR.

MOTION to approve the contract with Bartlett Consulting for a tree inventory and maintenance plan in the amount not to exceed \$38,500 was made by Councilmember Hendricks, Seconded by Councilmember McHale.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

9. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in January 2021.
- b) **Planning Commission Minutes** - Minutes from the 1/11/21 Planning Commission meeting is presented.
- c) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for January, 2021 is presented for council review.
- d) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through January 2021.
- e) **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on the projects they are managing.
- f) ****Fire Department Report** - The Stevenson Fire Department's report for January 2021 is presented for council review.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director**
 - 1st Street amenities still being worked on. Engineers are working on solving elevation challenges affecting access to the outlook.
 - Kanaka Creek underpass bridge, installing new decking timbers.
 - Bid for waterline extension on West Vancouver is being prepared. 150' (+/-) of waterline is being extended. Some A/C is being removed.
 - Potholes in the gravel road leading to the Port (near Kanaka Creek Underpass) were discussed.
- b) **Ben Shumaker, Community Development Director**
 - Public hearing for parking zoning code amendments will come before Council at March 2021 meeting. There may be a potential first reading for R1, R2, R3 rezoning. He asked Councilmembers to review background information on the potential expansion of R3.
 - Rock Cove site-developers have initiated a slower start to project. Construction on buildings set to begin in May 2021.
 - Subdivision on Foster Creek Rd. is up for sale. It was approved in 2014. Construction needs to take place by September 2021, or a permit extension will be required.
 - Chinidere project phase 2/3 may go to construction this year, plans being reviewed by engineers to ensure compliance with standards. Will connect Lutheran Church Road with neighborhood above. March 31st is earliest for grading to begin.
- c) **Leana Kinley, City Administrator**
 - Parks district ballot was approved, current contract with City of Stevenson for pool support will go for 2 years whether or not pool opens. COVID-19 restrictions affecting funds. The contract is for \$20,000/year/amortized. A budget amendment will come before the Council at March 2021 meeting to deal with several contracts and budget changes.

- Wrapping up year-end activities with auditors' report.
- The traffic study RFP is out. Calls are being received already.
- She asked the Council their views regarding the City Website. Recent vendors have stopped providing maintenance services. She suggested using Municode as a solution, as the city already uses its software for other purposes. Municode would charge \$4,800 for a standard website design and approximately \$2,300 for annual services. Design would take about 3 months to complete. It would include a central Projects directory, making it easier for the public to find information. She asked for and received consensus from Councilmembers to proceed with obtaining Municode's website software.
- **Councilmember Cox** was updated on the status of the firehall project.

11. VOUCHER APPROVAL:

- a) *January 2021 payroll & February 2021 AP checks have been audited and were presented for approval. January payroll checks 14948 thru 14954 total \$97,862.83 which includes EFT payments. February 2021 AP checks 14947 and 14955 thru 15001 total \$112,896.29 and includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve the vouchers as presented made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

12. MAYOR AND COUNCIL REPORTS:

Mayor Anderson reiterated the Capital Improvement plan should be viewed as a guiding document for public works projects.

Councilmember Cox volunteered to help with the firehall process. **Mayor Anderson** related he would set up a meeting with **Councilmember Cox** and Tom Delzio to align efforts.

Tabitha Wiggins is the new president of the Stevenson Downtown Association.

13. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

Councilmember Weissfeld asked for an update on several items:

- Summer construction plans to mitigate potential tourist traffic.
- Status of the Port's Waterfront project.
- Port progress on Beverly Beach.
- Discuss anti-bias training at the retreat.
- Trees and landscaping plan around WWTP.

- Google Maps update- Chinidere as a through street needs to be corrected.
- Inclusion of project timeline slides on the new website.
- Contact list of volunteers for Arts Committee.

Councilmember Muth thanked **PW Director Russell** and his staff for their work during the recent snowstorm.

14. ADJOURNMENT – Mayor Anderson adjourned the meeting at 8:26 p.m.

Scott Anderson, Mayor

Date