

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 16, 2020
6:00 PM, via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson opened the meeting at 6:00 p.m. He called the roll. Councilmembers Matthew Knudsen, Annie McHale, Robert Muth, Paul Hendricks, Amy Weissfeld were present. Leana Kinley, City Administrator; Ben Shumaker, Community Development Director; Karl Russell, Public Works Director; and Ken Woodrich, City Attorney were also present. Public attendees included Julie May, Rick May, Phillip Watness, and Brian McNamara via telephone.

a) **Update on Use of Technology for City Meetings**-The Mayor reviewed and explained the process for conducting the all-remote council meeting. There was also an update on city hall technology provided at the meeting. He shared information on the hardware costs and various setups, including monitor/TV screen, speakers, and microphones. Councilmember Knudsen thanked him for the update.

Administrator Kinley shared the agenda and the process to access it. She reminded everyone to mute their computer due to the 20-second delay. Councilmember Muth noted there was nothing showing on the YouTube link.

2. CHANGES TO THE AGENDA: No changes to the agenda were reported.

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

a) **Special Occasion Liquor License**-Skamania County Fair Board at the Skamania Fairgrounds (Indoors and Outdoors) on July 23rd from 6-9 pm, July 24th (two locations) from 12 pm to 12 am and July 25th (two locations) from 12 pm to 12 am for GorgeGrass.

b) **Approve Stipulation and Settlement Agreement Regarding BLA2019-05** - Community Development Director Ben Shumaker requested the approval of the attached stipulation and settlement agreement between the City, Rick and Julie May, Pat Rice and Karen Rutledge regarding Boundary Line Adjustment BLA2019-05.

c) **Minutes of March 19, 2020 City Council Meeting.**

MOTION to approve consent agenda items a-c was made by Councilmember Muth with a second by Councilmember Hendricks. The motion passed unanimously

4. PUBLIC COMMENTS: Two comments were provided to council in their meeting packet. One was from Harry Shumacher and the other was from Pat Rice and Karen Rutledge.

5. UNFINISHED BUSINESS:

- a) **COVID-19 Update-Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. Since last meeting, the City of Stevenson's Facebook page has gone live, it funnels items to the City of Stevenson website. Links to relevant information are posted.
- Community Development Director Shumaker** noted he was working with the SDA and EDC on funding opportunities and resources for residents, businesses and employees. The County incident command structure is working well. The intent is to be fully prepared when the Stay at Home provisions are lifted. The new Stevenson Downtown Association President Kelly McKee is considering a Stevenson Strong campaign/ celebration for after the businesses reopen.
- Councilmember Weissfeld** thanked **PW Director Karl Russell** for his work on the Russell Street project, and **Administrator Leana Kinley, Mayor Anderson** and the Incident Command team for their responsiveness.
- Rick May also expressed appreciation and supported the potential investment in technology for meetings. Keep offering resources.
- Councilmember Knudsen** asked about the letter to Governor Inslee that was in the meeting packet. **Administrator Kinley** noted it was part of the COVID-19 update and the Mayor had signed on behalf of the City.
- b) **Sewer Plant Update-Public Works Director Karl Russell** provided an update on the Stevenson Wastewater System and the Compliance Schedule. He reported the biggest change is a 44% reduction of effluent. The reduction is causing a significant decline in the bacteria load. The BOD at the Waste Water Treatment Plant is down overall, attributed to warmer influent. Hauling of bio-solids is back to normal. **Councilmember Weissfeld** offered kudos and asked if the work environment at the WWTP was safe and workers were feeling protected. **Russell** noted that good practices are in place for protection.
- c) **Third Reading Ordinance 2020-1157 Regarding Changes to Zoning** -Community **Development Director Ben Shumaker** presented an updated staff report based on information from the April 13th Planning Commission meeting and ordinance 2020-1157 amending the Stevenson zoning code (SMC Title 17); modifying where single-family detached dwellings and townhomes are allowed; clarifying use categories within SMC 17.13.010; and incorporating zoning interpretations conducted under SMC 17.12.020 for council review and discussion. He explained the Planning Commission was working on trying to figure out how to deal with businesses located in homes converting back to residences and vice-versa. The PC opted to postpone any decisions until June 2020 in order to allow for more public input into the issue. The PC also wanted direction from the City Council regarding the moratorium set to expire May 17th. **Attorney Woodrich** advised there were not a lot of options to hold public hearings due to the Stay Home/Stay Safe orders. The Council agreed to let the moratorium expire on May 17th and address the issue at a regular City Council meeting on May 21st.

6. NEW BUSINESS:

- a) **Approve Community Forestry Assistance Grant Agreement - Community Development Director Shumaker** presented the grant agreement with the State of Washington Department of Natural Resources for council review and approval. Additional information was included in a staff memo.

MOTION to approve the grant agreement with the State of Washington Department of Natural Resources for the Community Forestry Assistance Grant in the amount of \$20,000 was made by **Councilmember Muth** with a second by **Councilmember McHale**. The vote to approve was unanimous.

- b) **Approve Contract with WSP for First Street - Community Development Director Shumaker** presented the contract with WSP for engineering services for the First Street sidewalk project. He explained that 80% of the project is paid through federal resources. The Project is planned to begin in 2021. He alerted the Council to one possible change regarding additional amenities. A funding request to Burlington-Northern Santa Fe Railroad is in the works, and if approved there will need to be an amendment approved.

Following a short discussion regarding past grants, budget expectations and project design, a **MOTION** to approve the contract with WSP for First Street project engineering services not to exceed \$185,306 was made by **Councilmember Muth** with a second by **Councilmember Hendricks**. The motion was approved unanimously.

- c) **Set a Date for Toliver Subdivision Review-Community Development Director Ben Shumaker** requested Council set a date of May 21, 2020 to review the Toliver Subdivision application and Planning Commission recommendation. **Shumaker** provided an overview of the project and the recommendation from the Planning Commission to have the Council approve the Subdivision with the conditions noted. **Councilmember Muth** asked for confirmation about details regarding the project. He noted there had been historical issues with JP Hollstrom and the road in question. He questioned if there had been any additional requirements to ensure compliance with the conditions regarding completion of the road sections in order to bring it up to city standards. **PWD Russell** provided some background information and noted the agreement still needed to be tweaked, but the specific road improvements called for in the proposal are not JP Hollstrom's responsibility. **Mayor Anderson** asked **Shumaker and Russell** to include updates on any road issues when the Council reviews the Toliver proposal at the May 21st City Council meeting. He appreciated **Muth's** historical perspective.

MOTION to set the date of May 21, 2020 to review the Toliver Subdivision application was made by **Councilmember Knudsen** with a second from **Councilmember Hendricks**. The motion passed unanimously.

INFORMATION ITEMS:

- a) **Building Permits Issued** -A report of recent Building Permits issued for new residential or commercial/industrial buildings was presented.
- 5 active Single-Family residences remain for the City to inspect (prior to contract with County).
 - Sikora's 4 cabins are still in construction phase.
 - North Bonneville has 2 SFRs under construction. All new building permits are on hold until the Governor's Stay Home order is lifted.
- b) **Chamber of Commerce Activities**-The report presented described some of the activities conducted by Skamania County Chamber of Commerce in March 2020.
- c) **Financial Report** -**City Administrator Leana Kinley** presented the Q1 2020 Financial Report, Treasurer's Report and year-to-date revenues and expenses through March 2020. She noted there would be significant declines in the city budget due to reduce revenues from water and sewer usage and loss of tax payments. She is tracking expenses in order to recoup expenses if and when funding becomes available. The CARES Act will be providing funds but no amount is known yet. She has been attending forecasting webinars.
- Councilmember Weissfeld** asked about deliverables from the Chamber of Commerce. She expressed concern that with so many events cancelled that attract tourism dollars the City is paying for services not being performed.
- Councilmember McHale** reported the Chamber is still promoting local businesses and is preparing for when services re-open. They have serving as a gatekeeper for COVID-19 information and resources for local businesses as well.
- Councilmember Muth** asked about COVID-19 testing and was informed the Community Health Department would have 200 tests available at the Hegewald Center.
- Julie May asked where daily updates can be sent. **Administrator Kinley** advised Deputy Clerk/Treasurer II Anders was updating the city website and Facebook Page regularly.
- d) **Planning Commission Minutes**-Minutes were presented from the 03/09/2020 Planning Commission meeting.
- e) **Sheriff's Report** -A copy of the Skamania County Sheriff's report for March 2020 was presented for council review.

8. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director**, updated the Council on the Russell Street project. He shared several pictures showing the curbing being done. Next will be sidewalks on the west side. The project is moving along quickly. Flagging company workers have been extremely helpful in assisting pedestrians. **Councilmember McHale** asked if the contractor was providing satisfactory work as there had been some reservations expressed due to the lower bid. She was assured the work is going well and the contractor is very conscientious. Wallis Engineering is also reporting good results. The Hegewald Well project is moving on, the engineer visited last Tuesday. One employee is back at work on light duty. No one has taken any days off. He reported water usage in March was up 3% from February, and 8% over the past 31 days. When meters are read the affect of the Lodge being closed will be known.
- b) **Rob Farris, Fire Chief** provided an update. His request for auto-closing doors at the Fire Station was due in part to thefts of equipment when the district is responding to a call. He has a bid of \$4,500 for installed doors (with tax) provided by Gordy-no other suppliers responded. A chain-drive would be included in case of power outages. He was unsure if the building ownership was split 50/50 and was advised it was. **Administrator Kinley** also noted that costs under \$5K do not need a motion by council for approval and the current budget should cover the costs. **Councilmember Knudsen** asked if the new doors could be moved to a new building.
- c) **Community Development Director Shumaker** reported on a number of grants and funding opportunities coming available. He asked the Council to authorize an application to the Washington Department of Commerce for a grant that would support concepts identified in the Downtown Plan for SUCCESS! and the pending Buildable Lands Inventory and Housing Needs Analysis. He pointed to other items in his report contained in the Council meeting packet and spoke briefly on them, including a proposal for a pedestrian pathway between North Bonneville and Carson and two grants from the Department of Commerce for homeless housing assistance and micro-business support. The homeless support grant is intended to support local lodging sites by funding the rental of rooms for first responders or those made homeless through a need to self-isolate. He asked the council to help spread the word to eligible businesses. **Councilmember Muth** noted it might not be appealing to hotel owners to participate as fear of COVID-19 transmission could prevent future lodgers from staying. It was noted that if rooms are unoccupied for 72 hours there is little chance of transmission, and there are local cleaning businesses able to decontaminate sites. **Councilmember Knudsen** observed it was a good to help out when possible.
- d) **Leana Kinley, City Administrator**, reported on several items regarding the COVID-19 response. The state auditor may have May 4th open as the date to do the annual city audit. As a result, financial reports usually due the end of May

will be needed earlier. The audit will be conducted remotely. The water meter project is scheduled for installation in May.

9. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

Councilmember Knudsen asked what the statement for Moeller was. It was explained as the payment for his consulting work at the WWTP in March. **Councilmember Weissfeld** asked about verification of the paperwork and if there was any spot checking/informal audit of vouchers. She asked for the vouchers to be available at the next Council meeting.

MOTION to approve the vouchers and investment report as presented was made by **Councilmember Muth** with a second by **Councilmember McHale**. The motion passed unanimously.

10. MAYOR AND COUNCIL REPORTS:

A question was raised about the settlement appearing on page 5 of the agenda. It was noted the approval had been made via the consent agenda.

Councilmember Knudsen reported he was working with the Southwest Clean Air Agency and had an air quality monitor installed at his property and was hoping to see more installed in Northern Skamania County.

Councilmember Weissfeld shared information on the EDC. They are processing new PPP loan applications for local businesses.

Councilmember Hendricks toured the waterfront trail and reported it looks good. It was reported a building on Russell Street had been sold and it was to be turned into a hotel. **Councilmember Muth** asked if the structure was sound and **PW Director Russell** reported there was an architect on board.

Councilmember McHale asked if YouTube streaming would allow for more people to attend and participate. **Attorney Woodrich** advised the Attorney General has determined the public has the right to participate by listening in, but does not have the right to provide input. It is up to the discretion of the City Council. Using Zoom as a platform was briefly discussed, it was noted it has been closed down due to problems with 'Zoombombing' or hacking.

Rick May commented on the difference between what the law allows and what is appropriate for public input.

12. ADJOURNMENT-Mayor Anderson adjourned the meeting at 7:57 p.m.

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Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe