

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 15, 2021
6:00 PM, City Hall and Remote

Those attending in-person were required to wear facemasks and comply with current state guidelines for distancing. Others attended via virtual platforms.

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

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call. He led attendees in the Pledge of Allegiance.

In attendance were Mayor Scott Anderson; Councilmembers Robert Muth, Annie McHale, Amy Weissfeld, Dave Cox, Paul Hendricks; City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell; City Attorney Ken Woodrich, Fire Chief Rob Farris.

There were no public attendees.

2. CHANGES TO THE AGENDA:

- a) * 4/13 changes included-Addition of Walking Man Liquor License Renewal (item 3b), addition of Water Adjustment-La Casa de Sabor (item 3c), addition of Monda Rd. Right of Way Acceptance (item 8d), addition of Fire Department Report (item 9e), addition of Voucher information (item 11)
- b) ** 4/14 changes included-Updated parking agenda item with staff memo (item 7a), corrected amount of back-billing waiver request (item 8b), addition of Emergency Declaration Resolution (item 8e), update of Project Status Update presentation (item 9b), addition of Executive Session (item 14a)

3. CONSENT AGENDA: The following items were 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 Application**-420 Evergreen -change in ownership from North Bonneville PDA to Southern Star Holdings, LLC.
- b) ***Liquor License Renewal** - Walking Man Brewing, LLC
- c) ***Water Adjustment** - La Casa de Sabor (meter No. 100300) requests a water adjustment of \$199.05 for a water leak which they have since repaired.
- d) **Minutes** of March 18, 2021 Council Meeting and March 27, 2021 Strategic Planning Retreat.

MOTION to approve consent agenda items a-d made by **Councilmember Hendricks**, seconded by **Councilmember Muth**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld.**

4. PUBLIC COMMENTS:

>No public attendees were present.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Public Works**-Public Works Director/County Engineer Tim Elsea updated council on building inspection services as per the interlocal agreement. He complimented the city staff for their help in creating a smooth and positive process and answered questions from the Council on permits issued. It has been a busy time, with a lot of permits issued. Director Elsea noted Arnold Bell, the Residential Building Inspector has been doing well. No complaints have been received regarding the new process. **City Administrator Kinley** noted there is a 6-8 week building permit turnaround time.

6. SITUATION UPDATES:

- a) **COVID-19 Update-Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. Stevenson City Hall is open, with a gate in place to limit walk-in visits. He is looking forward to changes in phases and noted restaurants can now have 50% of regular occupancy. The 6' social distance requirement is reduced if there are barriers in place.
- b) **Sewer Plant Update-Public Works Director Karl Russell** provided an update on the Stevenson Wastewater System and the Compliance Schedule. **PW Director Russell** informed the Council the final design for the WWTP has been 90% approved by DOE as of a few months ago. The project bid will be announced December 2021, with the Rock Creek lift station bid set to be announced in late April 2021. Still battling filamentous bacteria, which inhibits settling, solids fall-out is more frequent. Back down to normal limits for Biological Oxygen Demand. **Councilmember Muth** thanked **PW Director Russell** and his staff for their work at problem solving.

7. UNFINISHED BUSINESS:

- a) ****Third Reading Ordinance 2021-1172 Regarding Parking Requirements-Community Development Director Ben Shumaker** presented a 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 and consideration. He provided background information on the proposed changes. He shared a brief update on other issues: recruiting a UW intern for help with the parking analysis and finalizing the contract for the traffic consultant.

MOTION to approve Ordinance 2021-1172 regarding parking requirements as presented made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld**.

- b) **Discuss Security Camera Use Policy**-Council continued the discussion from the March 27th retreat on whether or not to have security cameras on city property. Questions regarding where the cameras should be placed, access to footage and retention periods, privacy concerns, public records requests, storage of footage and potential links with the Sheriff's Office were considered.
- c) **Discuss Extension of Services Past City Limits**-**City Administrator Leana Kinley** presented the staff memo from the March 27th retreat regarding the extension of city services (water and sewer) past city limits for discussion. The issue presented addressed focusing on existing infrastructure or extend it to accommodate development. Lack of water is a deterrent to growth. **Public Works Director Karl Russell** noted it was important to balance growth with maintenance of aging infrastructure. He pointed out the water system in place has varying sizes of mains. Growth is expanding more in higher elevation areas and water pressure is insufficient. **City Administrator Kinley** advised the city is collecting funds for future expansion of the sewer and water systems.
- Community Development Director Shumaker** summarized options the City could take: Make no changes; allow connections to existing lines outside city limits; extend beyond existing lines subject to annexation; or extend system anywhere without annexation. Annexation was determined to be the appropriate approach. City Attorney Woodrich provided information on annexation agreements and limits to impact fees.
- d) **Review Updated Strategic Plan**-Council discussed and considered the revised goals on the Strategic Plan. A short review of infrastructure projects planned and completed was conducted.

MOTION to approve the Strategic Plan for 2022-2023 as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld, McHale**.

8. COUNCIL BUSINESS:

- a) **Approve Interlocal Agreement with Clark County**-**Public Works Director Karl Russell** presented the Interlocal agreement between Clark County and the City of Stevenson for administrative or engineering, construction, and maintenance services not to exceed \$50,000 per calendar year. This contract is used for annual road striping. He reported the prior year's striping work went well, with multiple signs preventing tire tracks on the wet paint.
- MOTION** to approve the interlocal agreement with Clark County not to exceed \$50,000 per calendar year as presented made by **Councilmember Hendricks** seconded by **Councilmember McHale**.
- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld, McHale**.
- b) ****Waiver Back-billing Request**-**City Administrator Leana Kinley** presented the request from Michael Johnson to waive the back-billing charges for the difference between the senior rate and residential base billing for 15 months. Guidance from the Attorney General regarding

assistance during COVID-19 was attached. A short discussion took place regarding utility payments and connecting low-income residents with programs that assist with utility bills.

MOTION to waive the back-billing charges for Michael Johnson in the amount of \$822.83 made by **Councilmember McHale**, seconded by **Councilmember Hendricks**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

- c) **Approve Resolution 2021-378 Revising Light Shade Fees-City Administrator Leana Kinley** presented resolution 2021-378 revising the street light shade fees for council discussion and consideration. All streetlights were changed in 2018 and the policy was never updated to reflect the change in fixture types nor cost.

MOTION to approve resolution 2021-378 revising the street light shade fees as discussed made by **Councilmember Cox** seconded by **Councilmember McHale**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

- d) ***Acceptance of Right of Way-Community Development Director Ben Shumaker** presented the staff memo regarding the Monda Road right of way for council discussion and consideration. He provided background information on the issue. Acceptance of the Monda Road Right-of-Way will help to move forward approval of a short plat application before the Planning Commission.

MOTION to accept the Monda Road right of way as presented was made by **Councilmember Hendricks**, seconded by **Councilmember Cox**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

- e) ****Approve Emergency Resolution-Mayor Scott Anderson** presented resolution 2021-379 responding to the COVID-19 pandemic and conditionally suspending parking requirements for outdoor food service areas for council review and consideration.

MOTION to approve resolution 2021-379 responding to the COVID-19 pandemic and conditionally suspending parking requirements for outdoor food service areas was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

9. INFORMATION ITEMS: The following items and reports were presented for council review:

- a) **Skamania County Chamber of Commerce** Activities conducted in March, 2021.
- b) ****Project Status Updates-City Administrator Leana Kinley** and city staff presented updates on city projects in process.
- c) The **Skamania County Sheriff's** activity report within Stevenson city limits for March, 2021.
- d) **Financial Report -City Administrator Leana Kinley** presented the first quarter 2021 Financial Report, Treasurer's Report and year-to-date revenues and expenses through March 2021.
- e) **Stevenson Fire Department Report** for March 2021.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director** reported on the Hegewald Well project. Treatments for pH and iron will have to take place in order to change the well from seasonal to permanent. There have been five new water connections so far this year. An energy audit will take place with Evergreen Rural Water assessing the water system's pumps to see if electricity usage can be reduced. The water main on the lower west end of Vancouver Avenue is being extended. Bids will be announced. An employee has become a certified water treatment operator. **Councilmember Cox** asked about the location of water lines near a development taking place on Vancouver Avenue.
- b) **Ben Shumaker, Community Development Director** related the water quality tests on Rock Creek are being re-run. Underwood Conservation District is helping. There are no follow-up plans yet, the intent is to establish facts regarding the findings of the water analysis and then have the City Council provide further guidance if needed. Residential re-zoning proposals will be revisited with the Planning Commission. The current public outreach process will be increased with the help of neighborhood volunteers. **City Administrator Kinley** asked if the City Council wanted to bring in a consultant to support community outreach efforts. A short discussion followed regarding consultant costs. Benefits noted were increased trust by public and reduced staff time and effort. **Shumaker** reported the comments received from the public at the April 2021 Planning Commission meeting reflected a change from asking for more flexibility with zoning to keeping more control on changes that occur.
- c) **Leana Kinley, City Administrator** provided information on the Safe Routes to Schools grant program. She is seeking quotes and bids on a security system for the fire department.
- Chief Rob Farris** announced a temporary fire ban. It is in effect until April 23rd. He shared photos of a new fire truck just recently received, and thanked the grant writing efforts of **Ben Shumaker, Leana Kinley, and Karl Russell**, noting it took 3 or 4 attempts for the grant to be awarded. The new truck is replacing a 1969 truck, which will be surplus.
- Kinley** reminded everyone the candidate filing period is the week of May 17th, 2021. The Mayor and three Councilmembers are up for election.
- Kinley** shared additional information on recently passed legislation that requires long term care insurance is provided for employees. The statute takes effect January 2022.

11. VOUCHER APPROVAL:

- a) *March 2021 payroll & April 2021 AP checks have been audited and are presented for approval. March payroll checks 15059 thru 15063 total \$101,678.37 which includes EFT payments. April 2021 AP checks 15064 thru 15109 total \$202,065.05 and includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented was made by **Councilmember Hendricks**, seconded by **Councilmember McHale**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld, McHale**.

12. MAYOR AND COUNCIL REPORTS: None.

13. ISSUES FOR THE NEXT MEETING:

Councilmember McHale inquired about anti-racism training. **City Administrator Kinley** replied she had not the chance to find any information.

Councilmember Cox asked **PW Director Russell** and **Community Development Director Shumaker** what the outcome was regarding Iman Cemetery Road. **PW Director Russell** reported a meeting between Public Works, the Cemetery District and the Doblies went well. He reported there was give and take on both sides, with agreements arrived at regarding vegetation removal, retaining walls and other items. **Councilmember Cox** asked for and received clarification on the boundaries and the ROW on Iman Cemetery Road. Discussion on the Holly Street side followed, the right-of-way will need a survey to determine. Once the lines are established the PUD poles will need to be pulled back to that line, allowing the cemetery to use the space for parking. The city will add gravel where needed.

14. EXECUTIVE SESSION:

- a) ****Council convened in Executive Session at 8:21 p.m under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate for 15 minutes. At 8:36 p.m. the time was extended for a further 10 minutes. Council reconvened at 8:46 p.m. No decision was made.**

15. ADJOURNMENT-Mayor Anderson adjourned the meeting at 8:47p.m.

Scott Anderson, Mayor

Date