

MINUTES
CITY OF STEVENSON COUNCIL MEETING
September 20, 2018
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Scott Anderson called the meeting to order at 6 p.m., lead 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 Mark Peterson

2. CHANGES TO THE AGENDA: None

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

- a) **Minutes** of August 9, 2018 City Council Meeting.
- b) **Water Adjustment** - Pam Carlisle (meter No. 303800) requested a water adjustment of \$119.73 for a leaky toilet that has since been repaired.
- c) **Water Adjustment** - Steven Oliva (meter No. 509170) requested a water adjustment of \$651.91 for a leak in his irrigation system that has since been repaired.
- d) **Water Adjustment** - Harry Schumacher (meter No. 200400) requested a water adjustment of \$148.70 for a leaky toilet that has since been repaired.
- e) **Liquor License Renewal** - El Rio Texicana (#078502)
- f) **Special Occasion Liquor License Application** - Skamania County Chamber of Commerce at the Hegewald Center for the Roosevelt Dinner on October 13, 2018 from 5:30-9:30pm.
- g) **Approve Proclamation Designating September 2018 as Childhood Cancer Awareness Month**
Weissfeld asked for more information on the proclamation and Kinley explained that the city received an email and ran it passed the mayor. Anderson voiced legitimacy.

MOTION to accept consent agenda items made by Councilmember Hendricks,
Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

4. PUBLIC COMMENTS:

Stevenson resident Rick May sent a letter yesterday to Council regarding the ordinances with hooking up to city sewer and removal of the previous septic system. He is requesting a more detailed request take place at the next council meeting. The Council discussed state law regarding citizens being required to connect to city sewer. May requested putting more information detailing differences between existing and new construction. City Attorney Ken Woodrich asked for additional time to review the document and the concerns and will discuss further with Hansen. Peterson noted that the details on this matter have already been considered and suggests trying to continue promoting the value to city sewer. Anderson reported that more conversation will take place at the coming staff meeting and will come back to the Council as an agenda item as needed.

Emily Reed with Gorge Happiness Month spoke to the Council regarding participation similar to last year by sharing gratitude at the October meeting. Council agreed. She also noted the event calendar made available to Council and throughout the city. She also shared that over 130 different business and organizations are participating in different ways.

Stevenson resident Dave Prosser thanked the Council for putting gravel on his road recently but voiced ongoing concern with his city street not being paved. He noted improvements around the city, and money being spent on sidewalks and roads but his road has not been included yet. Kinley noted that many improvements come in the form of grants and Weissfeld added that it is a numbers game. Anderson stated that the city is looking at all the roads in the same conditions and will review the costs and then determine where the funding will come from for all the roads in the same condition.

5. PUBLIC HEARINGS:

- a) **6:15pm - 2018 Budget Amendment** - City Administrator Leana Kinley presented Ordinance 2018-1126 amending the 2018 budget for public comment, discussion and council consideration.

The Public Hearing opened at 6:20 p.m.

Kinley explained that the ending cash balance came in higher than anticipated for all the funds and is working on a graph for the 2019 year.

The Public Hearing closed at 6:25 p.m.

MOTION to amend the 2018 budget made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

6. OLD BUSINESS:

- a) **Approve Chinidere Phase I-IV Extension** - The property owners for phases I-IV of the Chinidere Mountain Estates Subdivision requested an extension of the Development Agreement. Prior to council adoption of the extension, the city needs to hold a Public Hearing. An extension for one month will be presented until a Public Hearing can be held at the October 18, 2018 council meeting on the longer 5-year extension. Shumaker noted page 39 of the packet and suggested scheduling a public hearing for October 18, at which time a decision could be reached and recorded document could be created. This would meet the October 31 deadline.

Chinidere phase 4 representative Catherine Sawyer explained that she is here to gather information and be a presence for the development and that they have not built in phase 4. The extension allows Cinidere to hold the property until it transfers ownership to a developer. Shumaker added that the original developer, Chinidere, sold phases 1-3 and the current developer of 1-3 is Aspen.

The Council discussed the ramifications of not approving. Shumaker explained that without the extension, the current approval would expire for all three remaining phases and developers would have to resubmit and complete all the preliminary phases again. Currently, the property has water, sewer and basic grading but no road and curbs yet. Woodrich reminded Council that the extension would be for a month at which time they would review to make further decisions. Shumaker added that the extension gives adequate time to advertise for the public hearing.

MOTION to approve Chinidere extension made by Councilmember Muth, Seconded by Councilmember Peterson.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

- b) Approve Contract Amendment with Wallis Engineering** - Public Works Director Eric Hansen requested approval of the contract amendment in the amount of \$147,851 with Wallis Engineering for the design work on the Russell Avenue project. Hansen reported that during an open house on the project the number one topic was parking. The grant portion will match at 13.5% matched grant portion. The initial contract was \$50,000.

MOTION to approve contract amendment with Wallis Engineering made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

- c) Sewer Plant Update** - Public Works Director Eric Hansen provided an update on the Stevenson Wastewater Project and the Compliance Schedule.

Hansen noted that the BOD testing has been completed and a draft final report was received today. A meeting with all users will likely be scheduled in October.

The plant continues to have foaming events but they are not as bad as events observed months ago. The city is working towards upgrading solids to a class b for application during approved sites and approved months. This upgrade will cut disposal costs by almost fifty percent. Parts for this upgrade have been ordered and a meeting with the contractor will be set, with all costs addressed in the updated budget.

Muth noted a spike every third month. Kinley stated that trends show it's higher and lower month to month but overall it's increasing.

Hansen visited a pretreatment facility in West Richland recently and noted no smell outside of the building with little smell inside. This may be a potential solution for pretreatment on the waterfront. Hansen is currently working on final numbers with the project likely being around one million dollars. Further discussion will take place with the Department of Ecology (DOE) if the city decides to move forward with this project. Anderson added that this is a good opportunity.

Hansen also noted that the new engineer at the DOE will attend the high strength user meeting.

Kinley added that in communication with DOE it has been shared that it won't be until early next year when the city gets an assigned contract for funding. An EPA grant opportunity has recently been shared that could apply to composting or resource recovery from industry. It would provide \$20,000 and the city is only one of eight that were selected to apply. The city is currently working on this project proposal as well as an easement for the fairgrounds lift station. Kinley also noted that the city is responding to recent newspaper articles on the subject with Op/Ed pieces.

7. NEW BUSINESS:

- a) ***Award CERB Project** - Staff has reviewed and selected a recommended contractor for the CERB Feasibility project. The amount of the contract will not exceed \$67,000.

Six companies submitted Requests for Qualifications (RFQ) and interviews were conducted with four of the companies. The staff recommendation, due to having the strongest team for the project, was Tetra Tech. Peterson urged the Council not to approve and added that several people who presented would do a go job and would provide a new perspective. Weissfeld agreed. Council discussed how to defend this decision to the public, as Tetra Tech is viewed as unpopular. Kinley noted that Tetra Tech previously delivered the solution as requested based on the direction from the city and were able to provide solutions within that scope. The city is now asking for something different and staff agreement is that they adapted new expectations. Kinley also noted that the plan does include many public outreach projects and opportunities. Woodrich added that it needs to be a decision based on qualifications.

MOTION to approve Tetra Tech for the CERB Feasibility project made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

Voting Nay: Councilmember Peterson

- b) Liquor License Application** - The Cannabis Corner (North Bonneville Public Development Authority) for 25 NE 2nd St (#413897)

MOTION to approve liquor license application for the Cannabis Corner made by Councilmember Hendricks, Seconded by Councilmember Peterson.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Peterson

Voting Nay: Councilmember Muth, Councilmember Taylor

- c) Preliminary 2019 Budget** - City Administrator Leana Kinley presented the 2019 budget calendar, proposed 2019 cost of living adjustment and preliminary 2019 budget for council discussion.

Council agreed with staff recommendation regarding cost of living adjustment.

Weissfeld requested discussing the 1% increase to property tax, adding that it is always taken because it's the allowable amount and don't want to be in the position of not claiming it, but with the increase in water bills and sewer bills noted that it may not be the right year to do that. Woodrich noted that this can affect the city's ability to get grant funding. Kinley to provide more information and ramification on the grant process. Council discussed the value to improving the Kanaka Creek wood bridge as well as that area of town and the safety concern involved.

Council also discussed the downtown project and easements that will be needed with businesses. The project is currently in design and construction will likely start next summer. Council suggested avoiding construction during the business busy season.

Kinley noted that the wastewater budget is still concerning even with increases to rates. The city will be hiring a low level operator to help in that perspective.

- d) **Planning Commission Appointment** - The Planning Commission is recommending City Council appoint Auguste Zettler to fill position #4, which was vacated by the resignation of Chris Ford.

The Planning Commission interviewed four candidates. Zettler is new to town from Florida although his wife is from Skamania County and they have recently moved back. In Florida, Zettler was on the town's planning board and has experience. He is not a developer.

MOTION to appoint Auguste Zettler to the Planning Commission made by Councilmember Hendricks, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

- e) **Approve Ordinance 2018-1123 Amending the Critical Areas Code** - Community Development Director Ben Shumaker presented the ordinance for council consideration.

Shumaker noted one additional request to change the riparian habitat buffers before voting to adopt the Critical Areas Ordinance. The Planning Commission considered decreasing this buffer from 125 to 100 feet but decided not to change, although there weren't strong opinions on either side of the conversation. Best available science indicates that both buffer amounts are appropriate and Council can reconsider decreasing and still be within the scope of science.

Council discussed what a buffer excludes, which is no impact and no development typically. Shumaker noted that development within is possible but there are mitigation measures that need to be in place. In general, it excludes most development. The current proposal considers tree trimming, unpaved trails and removal of invasive species with a very small number of total things permitted (page 33 of the legal documents). Weissfeld clarified that science in the last ten years has not changed from 100 and 125. Muth shared leaning toward 100 for less difficult for property owner. Council agreed but were hesitant to go against Planning

Commission decision. Shumaker explained that if the Commission had been making a decision on 100 or 125, they could have come up with 100 also. This change supports the majority of the work with small change, given consideration of current citizen request.

Property owners Ron Richards and Terry Steeves own two lots off Kanaka Creek. Richards explained that both lots are within 150 feet and they are working on a new permit with being right at 100 feet. They noted that they love the creek and do not intend on putting the creek in any danger. The septic system says 100 feet back from creek and feels like a good amount of space.

Shumaker explained that he continues to consider public notification of this new plan and the new standards and is continuing to look into options for directly communication with previous requests.

MOTION to approve and amend the Critical Areas Code made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

- f) **Approve Waterfront Amenities Contract Amendment** - The Port of Skamania County requested an amendment to the tourism funds contract for Waterfront Amenities.

MOTION to approve the contract amendment made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

- g) **Discuss Broadband Project Update** - Kimberly Pearson, Broadband Project Intern, submitted a memo as an update to council on the status of the project and steps that need to be taken to move forward. Her time at the city has ended. Shumaker noted that, since the written memo, a meeting took place with the staff, mayor and WAVE. The mayor and Council noted interest in relocating facilities underground.

8. INFORMATION ITEMS:

- a) **2017 Audit Report** - The 2017 Financial Statements and Accountability Audit reports from the Washington State Auditor's Office are completed and a link to the reports can be found on the city's website at <http://ci.stevenson.wa.us/government/administrative-services/finance/>.
- b) **Sheriff's Report** - A copy of the Skamania County Sheriff's Report for August, 2018 was attached for council's review.
- c) **Chamber of Commerce Activities** - An attached report described some of the activities conducted by the Skamania County Chamber of Commerce in August, 2018.
- d) **Planning Commission Minutes** - Minutes were attached from the 6/11/18 and 8/13/18 Planning Commission meetings.
- e) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed were attached for council's review.
- f) **Customer Appreciation** - Attached was a letter from a resident regarding the work completed by city staff on NW Roosevelt.
- g) ***Water System Update** - Karl Russell prepared information regarding the SCADA update on the water system and current projects being worked on.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director

Hansen noted that Roosevelt was paved with asphalt leftover so they were also able to repair Lasher.

- b) Ben Shumaker, Community Development Director

Shumaker noted that the Board of Adjustment met on a variance request for zoning code. The variance was granted for maximum front yard setback further than the typical ten feet due to a steep slope.

Shumaker also noted that the Planning Commission was unable to review the shipping container moratorium at their last meeting due to time constraints. They do not think that they will have reached a full conclusion at the end of the next meeting so they may ask Council to consider an extension. Two months ago, the Commission discussed residential and commercial and identified no concerns with shipping containers in residential, noting that current regulations are adequate. There is more room for

concern in the commercial areas. They are also considering a downtown design standard that addresses this issue as well as many others.

Shumaker explained that the fire district did not receive the FEMA grant they applied for to purchase a new truck. They are currently waiting to hear back as to why they did not receive it.

Shumaker highlighted the ongoing Shoreline Management Program (SMP) conversation and noted that out of 63 specific topics for public comments they are down to 15 with at least 10 to be addressed and finalized next month. The SMP will come to council in October or November.

c) Leana Kinley, City Administrator

Kinley explained recently nuisances received around housing issue with people living in campers and motorhomes on properties. One complaint received was regarding sewer smell and another regarding noise and junk on a property. The city has already secured a voluntary correction agreement on the noise complaint issue.

Kinley also noted follow up on items out of the audit will trigger changes to city policies. Some changes are due to new state statutes. The city will eventually have to decide to go with a state or other company to have them centrally manage business licenses.

Kinley discussed the water meter project, the ESCO project with Apollo. They have a proposal for lights and an energy saving model in City Hall at the cost of \$15-20,000. The city is still working on an investment grade audit and have chosen a water meter company if the city decides to go with energy saving. This will lead to the installation of 30 new water meters and test, at which point they will then provide the Return on Investment (ROI) on the project.

Kinley highlighted that Senator Cantwell stopped by the area on September 10 to visit North Bonneville and the new roof on LDB Beverage in Stevenson. The city mentioned EDA and broadband projects and they are happy to help.

Kinley explained that most of the projects currently being looking at now are smaller and incremental, such as an online timesheet program which will save time on payroll. The city is working on getting the cost.

Kinley noted that the Stevenson Downtown Association applied for project grant with RCO. It is still in phase 1 and more to be worked out and presented. They talked with the county on an agreement with how the responsibilities will pan out.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) August 2018 payroll & September 2018 A/P checks have been audited and were presented for approval. August payroll checks 12687 and 12738 thru 12755 total \$99,696.74 which includes eleven direct deposits, one EFTPS and two ACH payments. Check 12687 included in the August payroll was a correction for July payroll. A/P Checks 12734 thru 12828 total \$242,966.28 includes two ACH payments. The A/P Check Register and Fund Transaction Summary were attached for your review. Detailed claims vouchers were available for review at the Council meeting.

No investment purchases in August 2018.

MOTION to approve vouchers made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Peterson

11. MAYOR AND COUNCIL REPORTS:

Anderson noted subjects to be addressed and discussed at the upcoming council retreat:

-Work on housing and encouraging mixed used in downtown. Woodrich added recent legislation that allows city to offer surplus real estate to low income housing operations and nonprofits outside the typical issue of the gift of public funds. The community public offerings in Washington allows for developing and funding.

-Take a look at roads and start discussion on how to get them up to par.

-Discuss the city's stance on homeless. Woodrich noted there is a new case that says one cannot prohibit or arrest for sleeping on public lands. The Council can consider more information or involvement with the Homeless Housing Council and others to know resources and what's available.

Weissfeld noted additional subjects for discussion:

-Suggested having the electronic packet hyperlink open a new tab instead of moving within the document. Kinley explained that two links are provided within the email, one for the agenda and one for the whole document.

-Consideration of Airbnb enforcement. Kinley noted permitting for vacation rentals and that code enforcement, for the most part, is complaint driven. Weissfeld explained that Hood River is using a third-party system to enforce this issue. Kinley to look into it.

-Asked for an energy audit update and Kinley noted that the city is still waiting on testing and it has been worthwhile endeavor so far.

Council confirmed regularly scheduled City Council meeting Thursday, and Council retreat half day Friday and all-day Saturday. Currently working on the agenda. Taylor shared interest in making things as efficient as possible and condensing Saturday to half day.

12. ISSUES FOR THE NEXT MEETING: None

13. ADJOURNMENT - Councilmember Muth motioned to adjourn and the mayor adjourned the meeting at 8:25 p.m.

_____ approved; _____ approved with revisions

Scott Anderson, Mayor

Date

Minutes by Claire Baylor