

MINUTES
CITY OF STEVENSON COUNCIL MEETING
December 19, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG:

Mayor Anderson called the Council meeting to order at 6:00 p.m. He led the group in the pledge of allegiance.

Councilmembers Jenny Taylor and Matthew Knudsen were present. Councilmember Weissfeld joined the meeting by telephone. Councilmembers Muth and Hendricks were absent.

Motion to excuse the absences of Councilmembers Hendricks and Muth was made by Councilmember Weissfeld, Seconded by Councilmember Taylor. Councilmembers Weissfeld and Taylor voted aye, Councilmember Knudsen voted nay. Attorney Woodrich determined there was a majority vote and the motion passed.

2. CHANGES TO THE AGENDA:

There were no agenda changes, just documents added to the packet.

3. CONSENT AGENDA: The following items were presented for Council approval. There was no discussion regarding the items presented.

- a) **Liquor License Renewal** - Skamania Lodge and Big River Grill
- b) **Water Adjustment** - Gail Collins (meter No. 700200) requested a water adjustment of \$196.76 for a broken toilet which he has since repaired.
- c) **Skamania County Incarceration Services Agreement** - City Administrator Leana Kinley requested approval of the 2020 contract with Skamania County for Incarceration services. There are no changes from the 2019 contract.
- d) **Skamania County Prosecuting Attorney Agreement** - City Administrator Leana Kinley requested approval of the 2020 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2019 contract.
- e) **Contract for Immediate WWTP Improvements** - Public Works Director Karl Russell requested the approval of the contract with Stellar J Corporation for immediate improvements at the wastewater treatment plant in the amount of \$25,848. It is less than the not to exceed amount of \$63,000 approved at the November 21st council meeting.
- f) **Tourism Funding Contracts** - City Administrator Leana Kinley requested approval of the Tourism Funding contracts as detailed in the staff memo for a total of \$558,250.
- g) **2020 Salary Scale** - City Administrator Leana Kinley requested council approval of Resolution 2019-351 adopting the salary scale for 2020 as discussed at the September 19, 2019 council meeting and included in the 2020 budget. The Facilities Maintenance Worker position is the same scale as the Temporary Assistant II (summer public works

position made full time) and a revised job description will be presented at the January meeting.

- h) **Wastewater Treatment Plant Operation Transition and Support Services** - Public Works Director Karl Russell requested council approval of the two contracts with Ronald Moeller Operations Services, LLC for services supporting city operation of the wastewater treatment plant. These services were discussed at the November 21st council meeting and are presented as two separate contracts and scopes of work. The first contract is for support during the transition of operations from Jacobs to the City for an amount not to exceed \$16,980 and a period of performance retroactive to November 15, 2019. The second contract is for operations support in 2020 for an amount not to exceed \$29,284. At the end of the operations support contract the city, contractor and Department of Ecology will evaluate the need for continued support.
- i) **Wallis Engineering Contract for General Engineering Services** - City Administrator Leana Kinley requested approval of the contract with Wallis Engineering for General Engineering Services on an as-needed basis in the amount not to exceed \$10,000.
- j) **Wallis Engineering Contract for Development Engineering Services** - City Administrator Leana Kinley requested the approval of the attached agreement with Wallis Engineering for Development Engineering Services on an as needed basis in 2020 for an amount not to exceed \$15,000.
- k) **Separation Agreement** - City Administrator Leana Kinley requested approval of the attached separation agreement with Eric Hansen which includes payment of all benefits due him according to city policy and a severance amount of \$30,000.
- l) **Minutes** of October 8th, November 14th and 20th special council meetings and November 21st, 2019 regular council meeting.

Motion to approve the consent agenda items a through l was made by Councilmember Taylor, Seconded by Councilmember Knudsen. The motion passed unanimously.

4. PUBLIC COMMENTS: None were made.

5. PUBLIC HEARINGS:

- a) **6:05 pm - Sewer and Water Rate Changes** - City Administrator Leana Kinley presented ordinance 2019-1153 and 2019-1154 for public comment and council consideration. The rates proposed include an annual 5% water rate increase outlined in the adopted Water System Plan, and a 37% sewer rate increase as outlined in the revised General Sewer Facilities Plan. These rate increases were also discussed during the 2020 budget process and included in the 2020 budget.

At 6:05 p.m. Mayor Anderson opened the public hearing on the proposed utility (water and sewage) rate increases.

Administrator Kinley explained the reasons for the rate increases had been addressed in past budget conversations. Water rates will increase by 5%. The ordinance allows for annual 5% increases to support the water system plan, ensure reserves to fund any capital projects and service any debt incurred from the projects.

She highlighted the work City staff had done to reduce the initial proposed sewage rate increase from 70% to 37%. Ending the contract with Jacobs, hauling bio-solids to Hood River and having existing City Public Works staff trained to operate the waste water treatment plant were noted as significant cost savers. She noted there will be a rate study done in 2020 to determine future steps for further rate increases.

Jen Anderson, audience member, commented that she was glad the sewer rates would not be raised 70%. She also asked if there was an average additional cost residents would be expected to pay due to the rate increase and was advised it would depend on the amount of irrigation a homeowner does.

Kinley noted that comparative studies with the Washington Department of Ecology and EPA have shown the City's sewer rates are approaching the edge of affordability.

Mayor Anderson closed the public hearing at 6:10 p.m. There was additional council discussion.

Motion to approve Ordinance 2019-1153 revising the water rates and ordinance 2019-1154 revising the sewer rates made by Councilmember Taylor, Seconded by Councilmember Knudsen. The motion passed unanimously.

6. COUNCIL ACTION ITEMS:

- a) **2019 Budget Amendment #1** - City Administrator Leana Kinley requested council approval of the Ordinance 2019-1151 revising the 2019 budget as presented at the November 21st council meeting.

Administrator Kinley provided a brief explanation of the amendment to the 2019 budget. She put changes first, as there was a long list. No changes were noted since the previous meeting. The ordinance stating the estimated revenue and expenses in full was noted to be on page 179, Exhibit A.

Most of the changes were updates for salary revisions. The beginning balance changed due to revisions in the carry-over from 2018. Closing out the timber fund and creating a general fund reserve and a fire reserve fund was also a change. The decline in timber revenues was due to lower market prices.

Motion to approve Ordinance 2019-1151 revising the 2019 budget made by Councilmember Knudsen, Seconded by Councilmember Taylor. The motion passed unanimously.

- b) **2020 Budget Adoption** - City Administrator Leana Kinley presented ordinance 2019-1152 adopting the 2020 as presented at the November 21st council meeting, with a minor change removing the Loop Road Project, for council approval.

Administrator Kinley provided the Council with the completed budget for 2020. She pointed to page 220 to show the few changes made since the last Council meeting. The City did not receive grant funds for the Loop Road project. Deleting costs for that project allowed Kinley to put \$100K back in the water reserve account, removed the loan and costs for sewer line extension and removed the need to transfer matching funds slated for the Loop Road project. Council further discussed the 2020 budget.

Motion to approve ordinance 2019-1152 adopting the 2020 budget was made by Councilmember Knudsen, Seconded by Councilmember Taylor. The motion passed unanimously.

- c) **Approve Changes to Development Standards** - City Administrator Leana Kinley presented changes to the development standards as outlined in the attached staff memo. Staff reviewed the history of the this change to date, discussions at multiple Planning Commission meetings and the communications received from the community. Staff maintains the proposed changes to the driveway standards do not impact the public to the extent some residents have claimed. The intent is to clarify and re-format the standards to make it easier to read.

A substantial discussion on the proposals to the standards amendment process, ordinance language, intent and past consideration of the proposals followed. It was determined to move forward with the changes to the driveway standards but continue the discussion regarding the amendment process by amending council procedures regarding ordinance adoptions at the January 2020 Council meeting.

MOTION: To approve Ordinance 2019-1148 revising the city standards regarding driveways and striking section 1.15 concerning amendment procedures was made by Councilmember Weissfeld with a second by Councilmember Knudsen. The vote to approve was unanimous.

- d) **Approve First Street Project Local Agency Agreement and Project Prospectus** - Community Development Director Ben Shumaker requested council approval of the Local Agency Agreement in the amount of \$187,800 for preliminary engineering and the Project Prospectus in the amount of \$804,900. The 2020 budget includes the \$187,800 project cost for initial project work. Construction is anticipated in 2021.

Shumaker reported the City had received the grant for the First Street project. He provided details on the project and explained what the documents in the Council packet contained. The agreement with WSDOT has been made. The preliminary engineering has been approved, with changes anticipated to the project as it moves forward. WSDOT added \$2K for the preliminary engineering phase and the City needs to add the same amount to the project prospectus. He noted that 50% of the engineering needs to be completed by mid-2020.

Councilmember Knudsen confirmed the new project amount is \$806K with the \$2K addition.

MOTION to approve the Local Agency Agreement in the amount of \$187,800 and the Project Prospectus in the amount of \$806,900 for the First Street project was made by Councilmember Knudsen, Seconded by Councilmember Taylor. The motion passed unanimously.

- e) **Approve Contract Amendment for Wastewater Design Services** - City Administrator Leana Kinley presented a contract amendment with Wallis Engineering for services related to the wastewater treatment plant and collection system design and analysis.

Administrator Kinley provided details on the amendment. The additional \$1M will take the project through to mid-June of 2020. The contract runs through December 2020, with contingencies built in for delays or funding issues. The funds will be used for final design and environmental work as well as applications to EDA and USDA. It includes analysis for additional collection system trunks and design for pumps stations. Assistance for grant and funding applications and public communication support is also provided. Council discussed the project and fund availability.

MOTION: To approve the contract amendment with Wallis Engineering for services related to the design of the wastewater treatment plant and collection system for an additional amount of \$1,009,488 and a revised total contract amount of \$1,419,488 made by Councilmember Taylor, Seconded by Councilmember Weissfeld. The motion passed unanimously.

- f) **Approve Amendment for Russell Ave Engineering Services** - Public Works Director Karl Russell presented the Supplemental Agreement Number 4 with Wallis Engineering for engineering services related to the Russell project for council review and consideration. These costs include bidding and construction services through the end of the project. He and Administrator Kinley provided details on what the additional funds would cover and answered Council questions regarding project timelines and budget considerations. Support for construction management and supply tracking is included. The bids will go out in mid-January and the 100-day project should start by mid-March 2020.

Motion to approve supplemental agreement number 4 with Wallis Engineering for the Russell Street project in the amount of \$75,744.24 for a total revised contract amount of \$305,729.23 made by Councilmember Weissfeld, Seconded by Councilmember Knudsen. The motion passed unanimously.

7. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) November 2019 payroll & December 2019 A/P checks have been audited and were presented for approval. November payroll checks 14011 thru 14018 total \$87,225.05 which includes one EFTPS and five ACH payments. A/P Checks 14046 thru 14104 total \$175,349.63 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary were attached for review. Detailed claims vouchers were available for review at the Council meeting. November investment activity include: \$500,000 callable bond purchased at a discount yielded earnings of \$9,618.50. \$500,000 callable bond purchased at a slight premium of \$168.

Motion to approve the vouchers as presented was made by Councilmember Knudsen, Seconded by Councilmember Taylor. The motion passed unanimously.

- Councilmember Weissfeld ended her phone call participation at 7:19 p.m.

8. DISCUSSION ITEMS:

- a) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule. Ron Moeller has been at the WWTP during the past week. He is making SOP's for the City's public works employees and is working to obtain data transferred from Jacob's. Director Russell complimented Moeller for the amount and quality of work he is doing.

PWD Russell shared information on reducing the cost of hauling the bio-solids. Estimates from other local haulers came in twice that of Tribeca, so he is staying with Tribeca for now. He is still exploring having the City of Stevenson purchase a truck and use a city employee transport the bio-solids but there are pros and cons to that option. Currently there is no City staff available to do that. Working with Tribeca maintains industry contacts and allows for a contingency plan with 3Rivers. Other changes include doing the loading on just one day and working out a way to reduce hauling so much liquid.

- b) **Discuss Air Quality Burn Bans** - Administrator Kinley reported that due to low attendance by Councilmembers, plans to review the downtown plan and have a representative from the SW Washington Clean Air Agency attend the meeting were postponed. They are rescheduled for January 2020.

Councilmember Knudsen spoke about what he felt was past mis-communication regarding the role of the local Fire Department in monitoring air quality. The Council held a brief discussion on the Agency's role in communicating to the public when burn bans or advisories are called for during times of stagnant air conditions. Mayor Anderson suggested asking the SWCAA at the January meeting the questions being raised.

9. INFORMATION ITEMS:

- a) **Building Permit Report** - 11SFRs total, 3 finalized since last council meeting. 2 Lodge treehouses, foundations poured. 4 cabins, 60% complete. 1 triplex framed. 2 duplexes on Vancouver-first permit with County process, framed. 93 total building permits for 2019. Talks of development surrounding bottom of Monda Road as well as portions of Upper Monda still in the works. Short plat in the works for Holstrom Rd/Ryan Allen areas. Short plat in the works for Carter Lane.
- b) **Chamber of Commerce Activities** – A report describing some of the activities conducted by Skamania County Chamber of Commerce in November, 2019 was attached.
- c) **Financial Report** - City Administrator Leana Kinley presented the City's Treasurers' Report for November, 2019. Year to date revenues and expenses through 12/19/19 were included in the 2019 budget proposal.

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

10. CITY ADMINISTRATOR AND STAFF REPORTS:

a) **Karl Russell, Public Works Director** Russell is hiring an entry level utility maintenance employee. To date there have been 48 applications, with the application window closing on January 6, 2020. He reiterated the good work Ron Moeller is doing at the WWTP and Ron's positive workings with the current City employees.

b) **Ben Shumaker, Community Development Director** Shumaker noted the downtown plan review is scheduled for the January 2020 Council meeting. The consultants will present their main implementation report. There is a Comprehensive plan amendment and Planning Commission review schedule to come before the Council. A small five lot subdivision will also be coming to the Planning Commission for review sometime in early 2020. He reported on work regarding brownfield sites, the buildable lands inventory, and a recent grant submitted for street tree inventory and management.

c) **Leana Kinley, City Administrator** City Administrator Kinley provided information on a recent meeting with the Port of Skamania, several county representatives and other parties concerning the Stevenson waterfront project. The Port will be submitting a revised plan for offsite mitigation with the intent to have it available by mid-January for follow up. Costs were cited as the reason for the Port's reluctance to the mitigation. Better communication response was also agreed to. In-kind labor, resources and additional funds from the City will be provided to help offset costs.

Shumaker and Kinley related a citizen who came to the meeting and was asked to leave has contacted the Attorney General regarding Open Public Meeting Law. Shumaker advised the Council the Shoreline permit will come before them again for approval due to the offsite mitigation amendment.

Kinley reported a petition was received by the City a while ago to vacate the end part of Iman Road ROW. The City is working with the cemetery district and property owners. The end result is the City plans to vacate the ROW and not do a property swap. The parcel has accesses to water, but is not accessible due to drop-off. The City is looking to do an appraisal on the ROW to determine cost. Money received from that can only be used to increase public access to water.

The City has hired a Deputy Clerk Treasurer II. They will start in early January 2020.

The water meter project is moving forward. Anticipate reading meters on a monthly basis when complete in early 2020.

A Council retreat is planned for some time in February. Administrator Kinley will send out a Doodle poll to determine the dates.

EDA grants and USDA loans (as match for the EDA grant) are being applied for. City Development Director Shumaker is working on responses for environmental sections, as environmental work has to be done prior to receiving funds.

At January 2020 Council meeting there will be a proclamation presented regarding the 2020 Census. There will be a Complete Count Committee kick-off meeting on January 9th, 2020 at 6 p.m. Administrator Kinley encouraged everyone to ensure accurate counts as a lot of funding appropriations depend on people getting counted. Ben Shumaker cautioned against scams and advised people to be sure any materials are from census.gov.

Mayor Anderson thanked Councilmember Taylor for her four years of service to the City.

Councilmember Knudsen asked about the Farmers' Market signage request. He asked to have it on a future agenda. Administrator Kinley noted the overall solution for the issue was a rotating sign but it was not on the City's radar or within the budget. She will talk with PWD Russell.

Administrator Kinley provided a brief update on the warming shelter. It is working on getting funds through the Homeless Housing Council and the County will update a local building for use once funds are approved. Councilmember Knudsen confirmed the Council would be scheduling something during the retreat/workshop with WGAP and other agencies regarding homeless funding.

11. MAYOR AND COUNCIL REPORTS: None provided

12. ISSUES FOR THE NEXT MEETING: None provided

13. ADJOURNMENT - Mayor Anderson declared the meeting adjourned at 8:02 p.m.

Approved _____; Approved with revisions _____

Name	Date
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Minutes by Johanna Roe