

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**May 16, 2019**  
**6:00 PM, City Hall**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Scott Anderson called the meeting to order at 6:03 pm, led 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 Matthew Knudsen

**2. CHANGES TO THE AGENDA:** None

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

- a) **Special Occasion Liquor License Applications** - Skamania County Fair Board at the Fairgrounds July 25-27th for Gorgegrass and the Stevenson Volunteer Firefighters Association at the Port of Skamania June 1st from 5-9pm for Fire Fest.
- b) **\*Special Occasion Liquor License Application** - American Legion Auxiliary at the Skamania Fairgrounds on August 14-17th for the beer garden at the county fair.
- c) **Liquor License Renewals** - The Kellogg Group, LLC (Clark and Lewie's), Dudley, LLC (Big T's Grill)
- d) **Minutes** of April 18, 2019 City Council Meeting.

MOTION: To approve Consent Agenda items a-d.

Motion made by Councilmember Muth, Seconded by Councilmember Taylor.  
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

**4. PUBLIC COMMENTS:** None

**5. PUBLIC HEARINGS:**

- a) **6:15 - Single Family Residences in C1 Moratorium** - Mayor Anderson opened the public hearing at 6:18 p.m. City Administrator Leana Kinley presented Resolution 2019-333 regarding adoption of the Findings of Fact to support Ordinance 2019-1143 and

Ordinance 2019-1143 extending a moratorium on construction of new single-family residences in the C1 zone for public comment and council consideration.

Kinley noted the moratorium expires on June 6, 2019. The downtown plan will not be finished within that time frame. The McCloskey's have since filed a permit for a multi-family unit that does meet the zoning conditions. The moratorium can be extended twice, but there was some question about extending it for a year. Councilmember Muth inquired about extending the moratorium to include pre-fabricated or kit housing. Ben Shumaker, Community Development Director explained those are already covered under existing code regarding single family housing. Shumaker then suggested action be tabled until he could research what a year long moratorium involves, as it was thought that an extension of that duration would require a work plan to be in place.

Mayor Anderson suspended the public hearing at 6:27 in order to allow more information to be provided regarding a longer moratorium extension. Councilmember Weissfeld withdrew her motion regarding approval of Resolution 2019-333 and her second regarding the approval of Ordinance 2019-1143. Councilmember Knudsen withdrew his motion regarding approval of Ordinance 2019-1143.

At 7:56 p.m. Mayor Anderson re-opened the public hearing on Resolution 2019-333 and Ordinance 2019-1143. Ben Shumaker, Community Development Director provided information on the legal requirements needed for an extension of a moratorium. Councilmember Muth pointed out the year 2019 needed to be added after point #5.

MOTION: To approve Resolution 2019-333 adopting the Findings of Fact to support Ordinance 2019-1143.

Made by Councilmember Weissfeld, with a second by Councilmember Knudsen.  
Voting Yea: Councilmembers Hendricks, Knudsen, Weissfeld.  
Voting Nay: Councilmembers Taylor and Muth.

MOTION: To approve Ordinance 2019-1143 extending a moratorium on construction of new single-family residences in the C1 zone.

Made by Councilmember Knudsen, with a second by Councilmember Weissfeld.  
Voting Yea: Councilmember Hendricks, Knudsen, Weissfeld.  
Voting Nay: Councilmembers Taylor and Muth.  
Mayor Anderson closed the public hearing at 7:57 p.m.

- b) 6:30 - Detached Accessory Dwelling Units (ADUs) and Utility Fees** - Mayor Anderson opened the public hearing at 6:35 p.m. City Community Development Director Ben Shumaker presented to council Ordinance 2019-1141 for council consideration regarding allowing detached ADUs in residential zones for consideration. He also presented a memo regarding how water and sewer utilities associated with ADUs should be applied.

Shumaker directed council members to documents in front of them regarding the proposal to amend zoning codes to allow detached ADUs. He detailed the work the Planning Commission did in order to arrive at their recommendations. Shumaker noted the memo refers to community input obtained at workshops held for the purpose of gathering ideas and opinions from local residents and wanted the council to understand the reason for the Planning Commission's decisions.

A number of questions were asked by Council regarding the Commission's recommendations. Shumaker clarified what defined an ADU. He noted the Commission adopted Skamania County's requirement that ADU's be no larger than 800 sq. ft. They are to match the style of the surrounding area in order to maintain neighborhood characteristics. Setbacks are the same as existing residences.

ADU's will be allowed to be used as permanent residences or vacation rentals. Several council members repeated concerns about losing potential permanent housing, but others maintained it was not up to the council to restrict what a homeowner could do with an ADU.

Rick May offered a public comment that intents and usage changes over time and there should be flexibility in usage. Mayor Anderson asked the council if they wanted to restrict rentals of ADU's and the consensus was the council did not.

Public comment was received regarding utility hook-up fees for ADU's. Rick May noted the current water and wastewater systems need to be adequately funded in order to maintain and improve infrastructure. He indicated the proposed hook-up fee (14%) was a reasonable and necessary cost.

Mayor Anderson ended the public hearing at 6:47 p.m.

City Administrator Leana Kinley then asked the Council if they wanted to continue discussing the proposed fee structure for water and sewer hookups for ADU's.

Council members expressed their desire to keep construction costs for ADU's as affordable as possible. Discussions centered on how separate meters for each structure would be costly, reasons for a common meter to service both dwellings and how to set the base rate for water usage.

Leana Kinley shared information she had from the city of Santa Cruz on how they manage ADU's. Impact fees are assessed only for water when meters needed to be up-sized.

It was pointed out that currently mixed-use properties in Stevenson are only billed by size of meter they have, not by the number of units as is the case for multifamily structures. Ken Woodrich, City Attorney asked the Council to consider how complicated it could get to begin determining billing by number of bedrooms.

City Administrator Kinley asked the Council if they wanted any changes to the ordinance, or would they approve it moving forward as presented.

MOTION: To approve ordinance 2019-1141 amending the Stevenson zoning code (SMC title 17) to allow detached accessory dwelling units; clarifying the use categories within SMC 17.13.020 and SMC 17.13.050; and repealing portions of ordinances 1073, 2017-1103 and 2017-1104.

Made by Councilmember Muth. Seconded by Councilmember Hendricks.  
Voting Yea: Councilmembers Muth, Knudsen, Weissfeld, Hendricks and Taylor.

- c) **6:45 - Transportation Improvement Program** - Mayor Anderson opened the public hearing at 7:14 p.m. Public Works Director Eric Hansen presented the updated Six-Year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update.

Public Works Director Eric Hansen led the Council through the updated program. He detailed the paving and other projects laid out in the plan and shared information on grants submitted. He asked the Council for input on what projects to add or prioritize. Several Council members spoke of local roads they felt needed repair- Councilmember Muth suggested the Public Works Department look at Monda and Pothole Street. Kanaka Underpass was another area suggested as needing gravel. There will be some patching needed in front of the BNSF crossing.

Questions were raised about burial of utilities and associated expenses and responsibilities. Director Hansen noted he always consults with the PUD prior to any roadwork but the cost of locating utilities underground is a barrier. Council member Weissfeld asked about the proposed Del Rey project. City Administrator Kinley reported she had met with several Del Rey homeowners and they were exploring the idea of vacating the road. City Attorney Woodrich advised the council to read and become familiar with RCW's (35.79.010) that pertain to road vacancies. Ben Shumaker, Community Development Director also suggested learning about certain provisions of RCW 58.17. It was proposed to engage the school district in further conversations regarding the Del Rey proposal.

No public comments were received on the Transportation Improvement Program. Mayor Anderson closed the public hearing at 7:32 p.m.

## 6. OLD BUSINESS:

- a) **Discuss Copier Lease** - The lease for the small copier expires in June. City Administrator Leana Kinley presented options from multiple vendors to replace both city copiers through either a lease or outright purchase. Kinley shared the pros and cons of the following vendors: Ricoh, CTX and Solutions Yes! purchase cost vs lease cost, machine quality, print speed and service/support agreements were all considered.

MOTION: To approve the contract with Solutions Yes! for the purchase of two copiers in the amount not to exceed \$6,000.00 and for the service contract at the rates listed as outlined in the Systems Yes! quote.

Made by Councilmember Paul Hendricks with a second by Councilmember Jenny Taylor.

Voting yea: Councilmembers Muth, Hendricks, Taylor and Weissfeld.

Abstained: Councilmember Matthew Knudsen

City Administrator Leana Kinley will bring the contract to the next Council meeting for ratification.

- b) Discuss Scheduling Joint Meeting with Fire Department** – Stevenson staff suggested scheduling a special joint meeting with the Fire Department to further discuss the Fire Hall project. City Administrator Leana Kinley asked the Council for direction on agenda items and goals desired from the meeting.

Councilmember Weissfeld commented on the additional expense of building on the current site due to new revelations on soil conditions. Councilmember Hendricks agreed. Mayor Anderson requested a meeting be arranged with the fire department personnel to discuss construction costs. Monday, June 3<sup>rd</sup> at 5:30 p.m. was determined to be the best meeting time. The meeting location is TBD.

It was requested by Mayor Anderson that previous reports to show the selection process be present at the meeting. Questions were raised about options-would it cost more to demolish the current building and then build on same site? Parking was noted to be a problem for firefighters coming to the station during call-outs at the current site. Questions about recovering purchase costs of property were raised if the city sold the property, and it was deemed unlikely due to problems now associated with the site.

- c) Sewer Plant Update** - Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule. Director Hansen reported on April 1 there was a TSS discharge violation but no further occurrences have been seen. A digester shut down contributed to the TSS. He is receiving daily updates from Backwoods Brewing about their brewing schedule. Councilmember Weissfeld asked about curbside recycling or a composting facility for food waste. City Administrator Kinley relayed Republic never responded to a request for a quote. Apparently, Dirt Hugger in Dallesport is no longer operating. Director Hansen noted the City of Stevenson will be hauling 5,000 gallons of biosolids a week at a cost of \$1,400 per week. Costs to discharge will rise for local businesses. Getting the high load out of the system advances the system one step closer to achieving Class B status. The City of Camas has requested a tour of the Stevenson facility prior to accepting Stevenson's high stream waste.

## 7. NEW BUSINESS:

- a) **Letter to Commissioners Regarding I-1639** - City Administrator Leana Kinley presented a draft letter to the Skamania County Commissioners regarding the enforcement of I-1639 for council consideration. Council reviewed the letter and suggested several changes regarding the content. It was agreed to remove the following sentence: *"The Sheriff has broad discretion to set priorities and direct staff and resources to where it is most needed."* It was also decided to remove the word *"However"* from the beginning of the following sentence as well. It was agreed to send the letter to the Commissioners and a copy to Sheriff Brown.

MOTION: To approve the letter to the Skamania County Commissioners with changes as discussed.

Made by Councilmember Hendricks. The motion was seconded by Councilmember Knudsen.

Voting Yea: Councilmembers Knudsen, Weissfeld and Hendricks.

Voting Nay: Councilmember Taylor

Abstained: Councilmember Muth

- b) **Discuss Financial Software System** - City Administrator Leana Kinley presented a memo regarding a change to the city's financial software from Vision Municipal Solutions to BIAS Software for council discussion. Kinley shared information on the frustrations she and the city staff encounter with the lack of support from Vision MS. She noted that their service response is very poor and the time spent by city staff fixing issues is a problem. While the annual cost will be slightly higher with BIAS, the staff time spent correcting or redoing reports will be reduced. BIAS will provide training. The migration costs to the BIAS system is included in the installation fee. Kinley noted the BIAS Software team understands the mapping and transfer of data in order to minimize disruptions. The BIAS Software will allow the city to stay with a cash-based system.

MOTION: To approve the contract with BIAS for financial software services in the amount of \$20,014.25 for 2019.

Made by Councilmember Weissfeld with a second by Councilmember Hendricks.

Voting Yea: Councilmembers Muth, Hendricks, Taylor, Knudsen and Weissfeld

- c) **Approve Contract Amendment with Wallis Engineering** - Public Works Director Eric Hansen requested approval of the attached contract amendment in the amount of \$22,676.34 for a total revised contract amount of \$224,224.17 for additional Right of Way acquisition and public outreach for the Russell Avenue Improvement project. Director Hansen noted the explanation for the amendment was detailed in the Scope of Work document provided to the Council.

MOTION: To approve the contract amendment with Wallis Engineering in the amount of \$22,676.34 for a total revised contract amount of \$224,224.17.

Made by Councilmember Muth with a second by Councilmember Hendricks.

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

Voting Nay: Councilmember Knudsen.

- d) **Amending Metropolitan Park District Resolution** - City Administrator Leana Kinley requested an amendment to correct to form of Resolution 2019-328. Kinley indicated the amendment would change the proposed park district boundaries by removing the boundaries of the City of North Bonneville. It also removed the reference to the intended interlocal agreement between the City of Stevenson and Skamania County for governance of the Park District. She related the measure would appear on the November 2019 ballot due to several missed timelines from the Boundary Review Board. There are five park commissioner positions also open for election. The final assessment amount for the ballot measure still needs to be determined by the County Commissioners. Councilmember Hendricks noted the second Whereas was incorrect, as the pool is in operation.

MOTION: To amend resolution 2019-328 as presented to correct to form.

Made by Councilmember Muth with a second by Councilmember Weissfeld.

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

Voting Nay: Councilmember Knudsen.

## 8. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - An attached report described some of the activities conducted by Skamania County Chamber of Commerce in April.
- b) **Planning Commission Minutes** - Minutes were attached from the 4/8/19 Planning Commission meeting.
- c) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for April was attached for council review.
- d) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was attached for council's review.
- e) **\*Fire Department Report** - An attached report described some of the activities conducted by the Fire Department in April.

## 9. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Eric Hansen, Public Works Director - The April 20<sup>th</sup> Stevenson clean-up day went well, with a number of volunteers coming forward to help.

Director Hansen alerted the council to a potential appeal from the Stevenson Farmers' Market regarding a city Right-of-way decision They would like to keep their signs up (at the SR 14 east/west entrances to Stevenson) throughout the market season but currently they are required to remove the signs within five days following an event. Mayor Anderson noted the sites are intended to be used by other organizations to publicize events and the space is meant to be shared.

Director Hansen recently attended an Infrastructure Conference where he spoke with other waste water system managers. He noted that Stevenson's website received kudos for the amount of information provided.

The wastewater treatment plant is being cleaned.

Three Rivers Regional Wastewater Facility in Cowlitz County is back to accepting biosolids.

b) Ben Shumaker, Community Development Director - Shumaker indicated he would be nominating Stevenson for its efforts in its Value Planning Project for the Wastewater Treatment Plant due to the positive cooperation it established between departments and agencies.

He reported on several street projects. He noted there has been push back from Del Rey street residents on a plan to extend a sidewalk and asphalt path to an unimproved part of Del Rey. The residents asked the grant application be recalled as a goodwill gesture and Shumaker asked the Council what they wanted to do. The residents also contacted the funding agency about the proposal, which could jeopardize funding chances. Councilmember Hendricks commented he was not compelled to act as there were no prior complaints about pedestrians. The residents appear worried about a thru-street eventually being constructed. Councilmember Taylor asked what the concerns were about children walking through the area to school.

Mayor Anderson noted that a vocal minority can disrupt governance and it seemed to be a good opportunity for common goals and partnerships to take place regarding landlocked properties. Shumaker suggested there be more public input in decision making as a majority of Del Rey residents will be making presentations to the city regarding regulations they want to see changed. He was concerned the city had lost the ability to control the message and narrative taking place. Councilmember Knudsen suggested meeting with residents to make it known their concerns are being heard and to consider their requests for changes. Councilmember Hendricks stated he was willing to listen to other ideas and Mayor Anderson agreed.

c) Leana Kinley, City Administrator - Update on Port Waterfront project:



City Administrator Kinley reported there will need to be a revised permit submitted regarding riparian planting and shoreline mitigation in order to meet Army Corps of Engineers requirements. There have been ongoing issues with the Port of Skamania regarding the waterfront project and the City is concerned the Port is out of compliance. To avoid perception of personnel bias the City will submit the permit to a third part for review. There have been multiple attempts to communicate with Port about the permit. No response is received, and then the City is accused by the Port that the City is jeopardizing funds. After discussion, the Council and Administrator proposed the City support the cost of a temporary Project Manager to get the Waterfront project finalized. Concerns were expressed over the fact the City has already provided \$600,000 to the project. Pathways and plantings still need to be done. Attorney Woodrich suggested using the provisions of RCW 35.21.278 to help obtain volunteer help and provide a limited amount of funds for the project. Councilmember Weissfeld noted that the problem is a human resource issue. Ben Shumaker, Community Development Director stated he does not want there to be a perception that the City permitting process has killed the project. City Administrator Kinley was directed to arrange a meeting with Port Director Albaugh and others to discuss the role of a project manager in order to get the Waterfront project completed.

Kinley next reported no energy grant was received from the Washington Department of Commerce for meters. The Public Works trust fund is in place to wrap up the School Street project. She provided a pool levy update. She has received one request regarding the phone system RFP. The City's annual financial report is due May 30th. The Radcomp contract was only for Google apps. GRI, a geo-tech firm will be in the Stevenson area on May 20<sup>th</sup> or 27<sup>th</sup> to conduct soil testing for wastewater plant in Montell area. No core drilling will be performed, but will take anecdotal/oral reports from staff.

Stevenson received a draft administrative order amendment from Washington Department of Ecology which includes the requested a timeline extension.

Draft interim measures from Wallis is expected to be done next month or so with funding estimates.

Meeting with Jacob's on May 28<sup>th</sup> about the contract, proposal for staffing levels and wages, violations. Land Trust Corporation Development: Kinley met with Washington Gorge Action Programs, the Skamania County Assessor, the Homeless Housing Council and Mid-Columbia Housing Corporation to discuss housing options. There is a sales tax credit that can be put in place to support affordable workforce housing projects that does not need to have voter approval. Can be used to leverage additional resources.

A Community Development Block Grant survey is to be released in June. Kinley noted it is important to have it filled out and returned ASAP, with income specifics if possible. There will be articles in the Skamania County Pioneer about the survey to encourage responses. It is anonymous.

The water plant adjustments are working well, a pump may need to be replaced at a cost of \$24,000.

There are a number of active permits for housing or buildings, including 17 single family homes, 1 ADU, a triplex and townhouse, several multi-family dwellings, Sikora Cabins, and ADA upgrades at Skamania Lodge.

North Bonneville is seeing some growth, a brewery and restaurant have been approved by the Planning Commission and Ecology. She is unsure when Bonneville Hot Springs will be opening as a substance abuse treatment facility. There are plumbing upgrades being performed.

**10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:** The following items were presented for council review and approval:

a) \*March 2019 payroll & April 2019 A/P checks have been audited and are presented for approval. March payroll checks 13333 thru 13340 total \$99,614.01 which includes one EFTPS and five ACH payments. A/P Checks 13341 thru 13410 total \$125,087.36 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in March 2019.

April 2019 payroll & May 2019 A/P checks have been audited and are presented for approval. April payroll checks 13411 thru 13419 total \$99,430.77 which includes one EFTPS and five ACH payments. A/P Checks 13469 thru 13526 total \$167,545.41 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in April 2019.

MOTION: To approve Vouchers and Investments as presented.

Made by Councilmember Muth, seconded by Councilmember Hendricks.

Voting Aye: Councilmembers Muth, Knudsen, Weissfeld, Hendricks and Taylor.

## **11. MAYOR AND COUNCIL REPORTS:**

Councilmember Knudsen reported that the Rural Development Initiative Cohort 3 will be establishing learning stations with books and how-guides throughout the county as their project.

Mayor Anderson noted he will have an article in the Association of Washington Cities magazine regarding the Collaborative Leadership training provided by RDI.

Councilmember Weissfeld will be meeting with Skamania County Commissioner Tom Lannen.

**12. ISSUES FOR THE NEXT MEETING:** None.

**13. EXECUTIVE SESSION** - City Council convened in Executive Session at 8:49 p.m. for 10 minutes under RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate. A review of a public employee was also to be considered and (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Council came out of executive session at 8:59 pm. No comments were made.

**14. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 9:00 p.m.

Approved \_\_\_\_\_; Approved with revisions \_\_\_\_\_

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Name

Date

Minutes recorded by Johanna Roe