

MINUTES
CITY OF STEVENSON COUNCIL MEETING
March 19, 2020
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Anderson called the meeting to order at 6 p.m. He led the group in reciting pledges of service and the Pledge of Allegiance.

Councilmembers Annie McHale, Robert Muth, Matthew Knudsen, and Paul Hendricks were present with Amy Weissfeld present via phone. City Administrator Leana Kinley, Community Development Director Ben Shumaker and City Attorney Ken Woodrich were also present with Public Works Director Karl Russell present via phone.

2. CHANGES TO THE AGENDA: Emergency and urgent items were moved up on the agenda at the request of Mayor Anderson. Councilmember Knudsen noted it was with consent of the council.

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

a) **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.

b) **Liquor License Renewal-** Stevenson Farmers' Market and Stevenson Eagles 1744.

MOTION to approve the consent agenda as presented was made by Councilmember Muth Councilmember Hendricks provided the second. The motion passed unanimously.

4. PUBLIC COMMENTS:

a) **Public Comments Received Prior to the Meeting-**The City requested comments be sent in prior to the meeting to facilitate those who may be calling-in. Comments received via email from Rick May, Julie May, Karen Rutledge and Pat Rice prior to the meeting and printing of the council packet were attached. When asked by Mayor Anderson if he wished to read the letter Rick May opted to return to the issue at another time when there were fewer urgent items on the agenda.

5. PUBLIC HEARINGS:

a) **6:10 - Chinidere Development Agreement - Community Development Director Shumaker** reported there was no draft agreement ready for the Chinidere Development and requested a postponement.

b) **6:15 - Second Reading Ordinance 2020-1157 Regarding Changes to Zoning - Community Development Director Shumaker** presented a staff report 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.

Mayor Anderson opened the public hearings at 6:16. Community Development Director Shumaker pointed Councilmembers to information in their packets regarding updates since the February 2020 Council meeting. He explained the changes in use categories

regarding Legacy homes. He also noted the Commission was working through issues addressing when residences switch to business usage and vice-versa.

Shumaker shared that the Planning Commission was not in favor of initiating a 16' minimum building height restriction on buildings in the downtown area as a way to address shipping containers. He related the Planning Commission members were concerned that stop-gap measures too often become long-term. The consensus from the PC was if the City Council wanted to ban shipping containers, they should specifically indicate that. With the new downtown plan underway the Commission suggested waiting until design changes within the downtown plan were finalized before implementing height restrictions.

He shared he had conversations with many of the Single-Family Residences owners in the downtown area and those with vacant lots. He called all of them regarding the proposal. A number of those responding wanted more details before providing comments. Three owners did attend the last Planning Commission meeting.

As the zoning changes are still under review, no action was required by the City Council.

No comments were received from the public.

Mayor Anderson closed the public hearing at 6:21 p.m. **Councilmember Muth** asked where the current dwelling unit definition came from. **Shumaker** replied definitions from both the International Residence Code and the International Building Code were the same but for a comma.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Ryan Vollans, Bridge Manager/Bridge of the Gods in Cascade Locks** provided information and updates on the bridge. Repairs are scheduled for the last week of April, first week of May 2020. Fifteen full night closures will take place from 9:30 p.m. to 5:30 a.m. Sunday-Thursday. Friday-Saturday the closures will be from 10:30 p.m. to 6:30 a.m. Emergency vehicles will be allowed passage.

The new auto toll/Breeze-By is working well. There is less traffic backup and lower wait times for drivers. Speeding through the toll booth has increased. A question was raised about errors and he noted there are occasional malfunctions with transponders.

Due to COVID-19 concerns the Hood River Bridge removed their in-person toll collectors. Another question raised had to do with how notices are mailed to Breeze-By users. He stated they were working on separating the notices by bridge accounts. **Councilmember Knudsen** asked if the repairs would be delayed due to COVID-19 concerns and was assured no delays were anticipated.

Councilmember Hendricks asked if the Bridge of the Gods pedestrian walkway was still in planning. Ryan replied they were still working on obtaining a waiver and no recent progress had taken place.

7. URGENT ITEMS:

- a) **COVID-19 Response Update – Mayor Anderson** reported on updates and actions the City and County are taking in response to COVID-19. Current information can be found on the

city's website ci.stevenson.wa.us. Meetings with public agencies and local businesses are currently held daily as things are changing so rapidly. COVID-19 testing results are shared by Skamania County Community Health through Incident Command.

He highlighted several items-People can call Skamania County Senior Services for delivery. A & J Grocery is holding early morning shopping hours for elderly/disabled customers to make it easier for them. Also limiting certain items. Curbside pick-up of grocery orders is available, orders can be called in or ordered online. Carson General may offer the same. Skamania County Senior Services Transit Service will deliver groceries to seniors on Tuesdays and Thursdays.

Most agencies are still working but restricting face-to-face public access. Local restaurants are just offering take-out services.

City bill payments will be done via a drop-box arrangement. Notices will be placed at the front door and on the city website. **Councilmember Knudsen** asked if information would be included on bills and **Administrator Kinley** shared the bills did not have space for any further notices.

Skamania County offered to funnel all local info through its website. The Chamber of Commerce has agreed to provide daily updates to the business community with resources and programs. **Administrator Kinley** also reported the city is working on a newsletter to send out with the bills. Several Councilmembers volunteered to help with folding.

Other updates were presented: Skamania Lodge is closed until June 1, and local beverage producers are scaling production back.

Rick May commented that Grant and loan forgiveness programs for small businesses are being developed. The EDC and Department of Commerce are also working to provide help for business support and sustainability.

Administrator Kinley noted blood supplies are at critical lows and encouraged donations at the blood drive being held at the Stevenson Library.

Councilmember Weissfeld asked **PW Director Russell** if the slowdown in production at the breweries and distilleries was making a difference with the WWTP. **PWD Russell** shared there are positive changes in BOD levels and he is monitoring the trends.

Councilmember McHale reported the building designated to become a warming shelter has been turned into a quarantine site.

- b) Approve Resolution 2020-360 Ratifying Emergency Proclamation** - City Administrator Leana Kinley presented a resolution ratifying Emergency Proclamation 2020-01 and providing temporary emergency procedures to respond to the COVID-19 epidemic. **Mayor Anderson** pointed out some addendums.

Councilmember Muth asked for clarity on where the resolution was located in the packet. Pages 36 and 37 were highlighted. He asked if the temporary city policy allowed for more wage payments than included in the act, and where was leave explained in the resolution. Pages 28 and 29 were reviewed as well. **Attorney Woodrich** advised the temporary city policy needed to be included as an attachment to the resolution. Further clarification of the policy was provided.

MOTION to approve Resolution 2020-360 as modified with the addition of the temporary city policy as an attachment was made by **Councilmember Muth** with a second by **Councilmember Hendricks**.

Councilmember Weissfeld asked how telecommuting was being initiated. It was explained how the nature of a position determined if it was possible, with an example offered how Public Works employees could not telecommute. The motion passed unanimously.

8. UNFINISHED BUSINESS:

- a) **Second Reading Ordinance 2020-1156 Revising SMC 13.04.060 - City Administrator Leana Kinley** presented ordinance 2020-1156 allowing the city to enter into contracts with lessees, in addition to property owners as currently allowed, to regulate sewer discharge for council review and approval.

Administrator Kinley explained the purpose of the ordinance is to help regulate discharge permits. **Councilmember Knudsen** confirmed the minor changes were to the language regarding 'whereas property owners have no control' to 'whereas property owners may not have direct control.'

MOTION to approve ordinance 2020-1156 relating to and providing for the ability to contract with owner or non-owner sewer customers for regulating sewer discharge as presented made by **Councilmember Muth** with a second by **Councilmember Knudsen**. The motion passed unanimously.

- b) **Second Reading Ordinance 2020-1155 Regarding Changes to the Engineering Standards - City Administrator Leana Kinley** presented and explained ordinance 2020-1155 requiring updates to the Engineering Standards be adopted by ordinance and referred to the Planning Commission on a case-by-case basis, as discussed at the December 19, 2019 council meeting, for council review and approval.

MOTION to approve Ordinance 2020-1155 regarding changes to the Engineering Standards as revised was made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**. The motion passed unanimously.

- c) **Approve Interlocal Agreement for Building Inspection Services - City Administrator Leana Kinley** presented an agreement with Skamania County for Building Inspection Services for council discussion and consideration. She pointed out on page 46 changes to the agreement, including a change in the administration terms and termination timeline.

Councilmember Knudsen asked about Item 9. He wondered why nothing was included regarding the request for regular Building Inspector reports to the City Council. He stated at the February 2020 Council Meeting there had been a specific discussion on that subject, and it wasn't uncommon for department heads to provide updates. **Administrator Kinley** asked if he wanted more than a quarterly coordination meeting between the building inspector, Mayor and City Administrator.

Councilmember Muth asked **Councilmember Knudsen** if he wanted the building official to make quarterly reports to the Council. **Councilmember Knudsen** observed the last Council discussion on the building inspector issue that seemed to reflect a level of distrust and he

wanted to have regular conversations in order to maintain the relationship with the County and address any inspection issues.

Councilmember McHale indicated she was interested in seeing a deeper level of accountability. She expressed dissatisfaction with what she had heard regarding public satisfaction with the current services and with the county's plan to hire a second Part Time inspector contingent upon having a contract with the city. Administrator Kinley confirmed the request for quarterly reports and advised they would be provided by the County Public Works Director. **Councilmember McHale** asked why the reporting period was only for the first two years. It was explained as a way of providing flexibility and oversight.

Councilmember Muth also noted funding obtained through the contract would allow the County to hire a second inspector.

Audience member Ann Leuders asked if she could provide a comment. She stated she was appalled the City Council was talking about a fellow government employee's job performance. She advised the Council needed to discuss the issue with the individual's supervisor in a confidential manner and not drag someone's name through the mud. She suggested the County was providing a service to the City and the City needed to get back to doing its work appropriately. **Councilmember Knudsen** responded by stating part of evaluating a contract is reviewing the performance of an individual responsible for executing the work.

Councilmember Weissfeld stated she was happy with the changes in the termination clause from 180 days to 90.

MOTION to approve the interlocal agreement with Skamania County for Building Inspection services with the inclusion of the quarterly reports to Council was made by **Councilmember Muth** with a second by **Councilmember Hendricks**. **Councilmembers Muth, Knudsen, Weissfeld and Hendricks** voted aye. **Councilmember McHale** voted nay.

- d) **Sewer Plant Update** - An update on the Stevenson Wastewater System and the Compliance Schedule was provided in a memo. **Public Works Director Karl Russell** gave a brief report.

The WWTP class had been canceled.

Data is showing that hauling of bio-solids may be reduced to one day a month. This will probably increase during spring and summer months due to heavier loadings on the plant but in March a total of 15,000 gallons was hauled out of the plant. The plant continues to see great improvement with the side-streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc. He noted that due to reduced restaurant activity there may be improvements in sludge quality due to reduced fats, oils, grease.

The BOD levels are way down. **Russell** reported he had to check his math to validate the results. They will continue monitoring the trend.

The final design of the WWTP will be delivered to the Department of Ecology in June 2020. of this year. DOE has 60 days to review and approve the design.

He directed Councilmembers to other information about the WWTP in their packet, as well as other updates on grants and contracts. **Mayor Anderson** and the Council gave kudo's to **PWD Russell** and the Public Works employees for their good work.

Councilmember Hendricks asked PWD Russell about a crew working on the sewers.

Russell explained they were using a camera to check for cracks and leakage into the system in order to determine if any repairs would be needed.

- e) **Downtown Plan Update - Community Development Director Shumaker** provided an update on the Downtown Plan and Implementation Schedule.

Shumaker noted he has been organizing a Stewards of Success steering committee to review in depth the plan's implementation. They are approaching issues with partnerships in mind, not through a regulatory lens. One approach is to encourage landowners on First Street to promote storefronts open for 18 hours to maximize retail activity. He noted the plan had been presented at the recent Chamber Break with local businesses. Eight individuals reviewed it. He provided them a set of comment sheets for feedback. The Planning Commission is also reviewing the plan with zoning in mind.

The Columbia Avenue Realignment is moving forward. The City will be able to use EPA Brownfield funds. One property has been remediated. He is waiting to get final approval from the Department of Ecology regarding usage. An Area Wide Planning Study is being performed, looking at utilities and road realignment.

Councilmember Hendricks asked if the impacted property owners were OK with the plan. Shumaker met with them in February 2020 and asked them for their priorities. He reported few issues raised. The Clifton vacant property may be a concern.

9. NEW BUSINESS:

- a) **Approve Contract for Hegewald Well Treatment Improvements - Public Works Director Karl Russell** presented a memo and contract with Grayling Engineering for adding treatment to the Hegewald Well for council review and approval.

PWD Russell explained the need for the Hegewald well as a backup water source. The water is fairly acidic and will need some form of treatment to reduce potential copper and lead leaching from older plumbing fixtures. High iron content is also a potential problem. The Scope of Work/Phase One presented will determine the water composition and treatment needed and provide data for the Department of Health review.

Councilmember Muth received confirmation the city owned a section of land surrounding the well. PWD Russell reported past problems with cavitation were reduced by digging further and using a lower drawdown load. The City has water rights to remove 860 gallons per minute. Pumping 500 gpm over 8 hours demonstrated the aquifer had no trouble recharging.

MOTION to approve the contract with Grayling Engineering for Hegewald Well Treatment Improvements not to exceed \$19,600 made by **Councilmember Muth** with a second by **Councilmember Hendricks**. The motion passed unanimously.

- b) **Approve Fuel Tax Grant Agreement - Public Works Director Karl Russell** presented a grant agreement with the Washington State Transportation Improvement Board in the amount

of \$112,927 for matching funds on the Russell Avenue project. As the City already has the grant and is doing the project there was no discussion.

MOTION to approve the Fuel Tax Grant Agreement in the amount of \$112,927 was made by **Councilmember Hendricks** with a second by **Councilmember Knudsen**. The vote to approve was unanimous.

- c) **Approve Contract with Department of Commerce for Energy Grant - City Administrator Leana Kinley** presented the attached scope of work and draft contract for council review and consideration. It will provide a \$314,633 grant towards energy upgrades at City Hall and installation of smart water meters throughout the city. Commerce has been delayed in issuing contracts. The request to authorize the Mayor to sign the final contract is to prevent the need for a special meeting and allow the project to move forward.

Councilmember Weissfeld asked for clarification on what percent the grant paid towards the project cost. **Administrator Kinley** provided a brief breakdown of costs and savings. The grant paid 49%. The loan was to be paid back over 10 years. Anticipated savings in labor for meter readings was \$44,000. Revenue would also be increased due to more frequent meter readings and less need to forgive leakage charges. The loan was to be repaid through the Water Fund. The project is anticipated to have a ten-week turnaround time.

MOTION to authorize the Mayor to sign the final contract with the Department of Commerce in the amount of \$314,633 for the Stevenson Water Meter Replacement & Lighting Upgrades project was made by **Councilmember Knudsen** with a second from **Councilmember Hendricks**. The vote to approve was unanimous.

- d) **Approve Water Meter Loan Agreement - City Administrator Leana Kinley** presented an agreement with Opus Bank for the matching funds related to the water meter and energy efficiency project in the amount of \$321,000. An estimate of the total cost, rates and payment schedule is also attached.

MOTION to approve the loan agreement with Opus Bank in the amount of \$321,000 was made by **Councilmember Hendricks** with a second provided by **Councilmember Knudsen**. The vote to approve was unanimous.

- e) **Approve Resolution 2020-358 Regarding Opus Bank - City Administrator Leana Kinley** presented a resolution authorizing the city to open an account for loan proceeds related to the water meter project with Opus Bank.

MOTION to approve resolution 2020-358 regarding banking with Opus Bank was made by **Councilmember Knudsen** with a second by **Councilmember Hendricks**. The vote to approve was unanimous.

- f) **Approve Resolution 2020-357 Regarding Planning Fees - Community Development Director Ben Shumaker** presented a memo and resolution regarding the Planning Department application fees and miscellaneous charges.

Shumaker explained the revised fee schedule. He noted there were policy changes to waive fees for non-profits and issue refunds. There was clarification regarding fees for outside consultants. Some items were changed to reduce staff confusion over similar

categories. Overall fees increased by 20-40%. Many of the fees are now more in line with Skamania County. The policy is intended to ensure recovery costs of City staff's time.

Councilmembers Muth and Hendricks suggested bringing the fees closer still to that of the County. **Councilmember McHale** advocated keeping the increases to a minimum, reminding other Councilmembers a proposed school levy was planned for the upcoming election. **Councilmember Knudsen** stated he thought the City was not a business and did not need to charge residents high fees. **Councilmember Weissfeld** agreed with the need to cover costs incurred by the City.

MOTION to approve resolution 2020-357 regarding planning department application fees and miscellaneous charges was made by **Councilmember Knudsen** with a second by **Councilmember McHale**. The motion passed unanimously.

- g) **Approve Resolution 2020-359 Amending the Public Records Policy - City Administrator Leana Kinley** presented a resolution for council review and consideration. The policy was last revised in 2009 and the updates incorporate changes in law and removes all fees.

City Administrator Kinley reported she went to remove costs for all public records requests following City Council direction. She then realized the need to update the policy as it had not been done since 2009. She explained the changes and updates to the City Council. She noted the policy language presented had been obtained from several other Washington cities as the language was identical. **Attorney Woodrich** reported the Washington State Attorney General had a standardized policy available.

Councilmember Knudsen asked how public records 'trolls' would likely make requests. He was advised they could ask verbally, through a written request or through an online channel. **Attorney Woodrich** advised the Council they were all considered agents of the City and needed to respond appropriately if asked about documents or records. With a five-day response time it is imperative to pass on requests ASAP. He noted a good response is to tell the person requesting a document they are entitled to a record but to direct them to **Administrator Kinley**.

City Administrator Kinley noted the new policy asks those seeking a document to clearly identify they are asking for a public record, particularly if the request is part of a long document. She shared common searches are to settle disputes between neighbors. Staff salary schedules, vendor requests and vendor activities are also frequently asked for. She noted because Stevenson does not have a police department there are far fewer calls for records. She is looking to find a grant to help the City digitize records.

MOTION to approve resolution 2020-359 amending the Public Records Policy was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**. The motion passed unanimously.

- h) **Minutes** of the February 20, 2020 regular council meeting, revised. There was no discussion but it was noted attendance was not included.

MOTION to approve the minutes of February 20, 2020 with attendance included was made by **Councilmember Muth** with a second by **Councilmember Hendricks**. The motion passed unanimously.

10. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - An attached report described some of the activities conducted by Skamania County Chamber of Commerce in February, 2020.
- b) **Financial Report - City Administrator Leana Kinley** presented the City's Treasurers' Report and year to date revenues and expenses for February 2020.
- c) **Planning Commission Minutes** - Minutes were attached from the 2/10/20 Planning Commission meeting.
- d) **Building Permits Issued** - A copy of recent building permits issued and other activity was attached for council review. Pending inspections from the City include 1 triplex (70% complete), 4 cabins, and 6 single-family residences at various stages of completion.
- e) **Fire Department Report** - A copy of the Stevenson Fire Department's report for February, 2020 was attached for council review.
- f) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for February 2020 was attached for council review.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director**-The Russell Street Project kicked off on Monday. The contractor has been awesome to work with, with good traffic control and pedestrian traffic flowing. One problem developed due to elevations on existing culverts. The disruptions to local business have been kept to a minimum. A delay in construction signage has been due to COVID-19 staff reductions with the contractor.

Mayor Anderson asked **PWD Russell** to provide a weekly email update to local businesses to keep them in the loop. **Councilmember Knudsen** asked to be included in the emails. **Attorney Woodrich** advised if the emails were sent just one way with Blind Carbon Copy used for addressees there should be no problem. He cautioned Council members to never use Reply All if responding.

PWD Russell is taking COVID-9 precautions seriously and the crew is responding appropriately. They are practicing social distancing at all levels of work. He has signed up for Washington WARN (Water/Wastewater Agency Response Network) that allows water and wastewater systems to receive rapid mutual aid and assistance from other systems during an emergency. The potential violation with the sanitary sewer lines was due to excessive amounts of rainfall infiltrating the system. He has ordered a year's worth of materials and chemicals for the water system and WWTP. Julie May offered praise on thinking ahead. He is exploring an online class for WWTP training for employees.

- b) **Ben Shumaker, Community Development Director**-A completed subdivision application will be coming before the Planning Commission for review in April 2020. A shoreline permit application is under review. The Planning Commission will hold a public hearing for zoning code changes reviewed at tonight's hearing.

There is a comprehensive plan amendment in the works for a capital facilities plan. Recommendations to be made to the City Council by April 30th.

The Planning Commission is in the last stages of reviewing subdivision code revisions. Definitions of roads vs streets will be considered. May come before City Council in May or June 2020.

Advertising for engineering plans for sidewalks from First Street to Columbia. Looking to coordinate projects. Working with WSP engineering firm-they did design for Kanaka Creek. Fifty percent of the design plans need to be delivered by the end of July 2020. The City Council can expect a contract in April 2020.

- c) **Leana Kinley, City Administrator-Administrator Kinley** directed the Council to her report. She pointed out where the Skamania County Chamber of Commerce is looking to stop doing events such as Blues and Brews and Christmas in The Gorge. They will do them in 2020 but not beyond.

Councilmember Knudsen asked what the Chamber was looking to do instead.

Councilmember McHale related the Chamber did not want to be event planners. A recent strategic planning session with Chamber staff and board has initiated a change in priorities.

A discussion followed on possible solutions, including having the Stevenson Business Association take on the events. Changes with the SDA and SBA have not taken place.

Mayor Anderson expressed concern about the loss of revenue and visitor opportunities for the City. It was noted there has been difficulty in getting new board members to volunteer with the Blues and Brews Festival. With a new director at the SDA it may be something they agree to do. **Administrator Kinley** shared it would take a lot of City staff time to plan and coordinate the events. A suggestion was made to hire an event coordinator.

Administrator Kinley further related City Hall is making decisions on a day-to-day basis depending on advisories and directives. It is hard to keep social distancing when serving the public and the staff is not comfortable now with people walking in to pay bills. Having City Hall closed to the public now will help with messaging.

Attorney Woodrich asked about consensus on a contract with BIAS. **Administrator Kinley** noted a contract with BIAS approved in 2019 had included a building permit module, but it had been put on hold when researching adding the City to Skamania County permitting software. The annual service fee for BIAS is \$3,021, prorated over 2020. The cost to be included with County software is \$15,000. She advised the Council there would be an additional fee for the permitting section. Implementation and installation will begin within the next few months. Tracking of permits will be improved.

12. VOUCHER APPROVAL AND INVESTMENTS UPDATE: Provided at the Council meeting.

- a) February 2020 payroll & March 2020 A/P checks have been audited and were presented for approval. February payroll checks 14244 thru 14252 total \$95,850.10 which includes EFT payments. A/P Checks 14253 thru 14296 total \$156,138.93 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.

Councilmember Knudsen asked about tabs at the hardware stores in Carson and Stevenson. It was explained they provide different items needed by City staff.

MOTION to approve the vouchers as presented make by **Councilmember Knudsen** with a second by **Councilmember Hendricks**. The vote to approve was unanimous.

13. MAYOR AND COUNCIL REPORTS:

Councilmember Knudsen noted the retreat planned for Walking Man was on the upcoming meetings and events. **Administrator Kinley** advised it was revised and is now off. **Knudsen** also related that the MOSS group would be doing a clean-up at Home Valley Park.

Community Development Director Shumaker notified the Council Washington DNR had awarded the City a grant to conduct a street tree inventory. Training on tree maintenance will also be provided.

Councilmember Weissfeld asked if a request by Fire Chief Farris regarding doors on the fire hall was to be acted on. **Administrator Kinley** advised a cost estimate could be obtained. **Mayor Anderson** noted more information would be needed to get a quote.

Councilmember Knudsen asked if it would be possible to have a television, camera and microphone available for meetings. **Attorney Woodrich** reminded the Council all recordings need to be retained. Real time streaming does not require retention. **Administrator Kinley** noted recordings could be made and sent to Municode with a link. She stated if recordings were initiated, she would switch to action minutes, where only council votes and other business would be documented. A discussion on bandwidth needs and streaming of meetings followed. Other options were considered, including YouTube and Google Hangouts.

Councilmember Weissfeld would like to continue the discussion and would like a better way to connect with voice and video.

14. ISSUES FOR THE NEXT MEETING: Video programs for distant meetings.

15. EXECUTIVE SESSION:

- a) **Mayor Anderson** announced the Council would convene in Executive Session at 8:35 pm for forty-five minutes under RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is, or is likely to become, a party.

Attorney Woodrich asked if any of the public participants on the phone wanted to be present when the executive session concluded and the Council reconvened in open session. No decisions will be made. No one requested to be present.

Council came out of the executive session at 9:20 pm. No decisions were made.

16. ADJOURNMENT – Mayor Anderson adjourned the meeting at 9:20 p.m.

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Approved _____; Approved with revisions _____

Name _____ Date _____
Minutes by Johanna Roe