

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 19, 2018
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor called the meeting to order, 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 June 21, 2018 City Council Meeting.

b) **Water Adjustment** - Sheryn Olson (meter No. 606650) requested a water adjustment of \$521.72 for a water leak which they have since repaired.

MOTION to approve consent agenda items a and b made by Councilmember Muth, Seconded by Councilmember Hendricks.

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

4. PUBLIC COMMENTS:

Mary Repar asked about getting the parking lines in front of the library darkened. She also suggested banning all fireworks in the city. She also shared concern regarding North Bonneville's issues with electrical updates and shared hope that Stevenson is being upgraded according to plan and in a timely manner. Lastly, she invited everyone to come tour the upgrades to the community garden, as they have new signage, a water drip and provide tours.

5. PUBLIC HEARINGS:

a) **6:15 Critical Areas Ordinance** - Community Development Director Ben Shumaker presented Ordinance 2018-1123 for public comment.

The public hearing was opened at 6:28 p.m.

Shumaker explained that the Critical Areas Ordinance must undergo a review/update process every 8 years. He explained the 5 critical areas as critical aquifer recharge

areas, fish and wildlife habitat areas, frequently flooded areas, geologically hazardous areas and wetlands. He highlighted big changes, such as the critical aquifer recharge areas were reviewed and clarified, the geologically hazardous areas will likely have an out of cycle review to align with new regulations at a later date, and the fish and wildlife and wetlands buffers and mitigation ratios were updated. He explained that the document is currently out to a 60-day comment period with the State Department of Commerce. Any updates will be provided to council again next month and will be ready for final adoption at that time.

Weissfeld suggested sending follow up notice to people who had previously been turned down in the past three years based on old regulations so that we are communicating these changes directly to people affected.

Repar noted the value to defining "cumulative impact". She also shared that she heard back from the Forest Service regarding the optimal size of tree re-planting and will pass the information on to Shumaker.

The public hearing was closed at 6:40 p.m.

b) 6:30 Shipping Container Moratorium - City Administrator Leana Johnson presented Resolution 2018-316 for public comment and council consideration.

The public hearing was opened at 6:40 p.m.

Johnson explained that the moratorium is for 6 months but can be lifted earlier.

Fire Chief Rob Farris asked that council take into account that containers are used for fire training purposes.

MOTION to approve resolution 2018-316 adopting findings of fact related to the shipping moratorium made by Councilmember Muth, Seconded by Councilmember Weissfeld.

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

Voting Nay: Councilmember Hendricks

The public hearing was closed at 6:46 p.m.

c) 6:45 Water Use Efficiency Goals - City Administrator Leana Johnson presented Resolution 2018-317 for public comment and council consideration.

The public hearing was opened at 6:47 p.m.

Water System Manager Karl Russell explained that the 15% goal continues but rather than per user it will now be based on equivalent residential unit (eru).

Council discussed providing education about grey water at the fair booth.

Repar asked about water conservation programs in the city and Russell explained that kits are available.

MOTION to approve resolution 2018-317 adopting the Water Use Efficiency Goals made by Councilmember Weissfeld, Seconded by Councilmember Taylor.

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

The public hearing was closed at 6:49 p.m.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) Port of Cascade Locks - Ryan Vollans and Brittany Berge updated council on Port of Cascade Locks business.

Special Projects Coordinator Berge updated the council on projects and economic development in Cascade Locks as well as the Port. She noted 20% growth over the last three and a half years.

Bridge Manager Vollans discussed the plans for the Bridge of the Gods. He noted a long-term plan, 3-5 years, for moving the toll booth further back and adding a breezeby lane. He also noted a short-term plan for adding automated tolling. The Port was working to attain funds for a bridge extension, allowing for pedestrians, cyclists and horse riders to have their own walkway but, based on federal statutes for tolling stating that tolling facility could then lose control of how the toll revenue, they had to withdraw from current opportunities. There is still interest in exploring other options to fund the project. The \$1 dollar toll for pedestrians, cyclists and horse riders has been removed and they are now addressing concerns about safety, as numbers have increase. They are currently looking at improving signage.

7. OLD BUSINESS:

a) Approve Mackenzie Proposal for Design Services - City Administrator Leana Johnson requested approval of the Mackenzie proposal for design services for the new Fire Hall in the amount of \$81,490.

Johnson explained that the cost was decreased by cutting out the proposed workshops for design elements and, instead, the staff and Mackenzie narrowed it down to three designs. The overall cost has decreased from \$130,000 to \$107,000.

Council discussed the option of providing 100% design and Johnson explained that 100% design would likely lead to the city overpaying. Council also discussed buying a building kit or other alternative. There is concern with the building being a multimillion dollar project. Johnson explained that there are special structure requirements that increase the price. Currently, the fire hall project is aiming for the \$3 million dollar range.

Johnson looked at fast tracking the process, which means applying through state of Washington to skip the bid portion and turn it into a design-build project. Johnson explained that this might save time but overall it will not save much in cost. The city is still exploring funding from the county.

MOTION to approve the proposal by Mackenzie for fire hall design services in the amount of \$81,490 made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

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

Voting Nay: Councilmember Peterson

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

The attached memo outlined five key strategies and staff asked for direction on prioritization. The CSI estimate is \$8-12 million and the Tetrattech estimate is \$12-14 million, which includes collection system improvements. Staff is looking strongly at the priority of pretreatment facilities. Staff also noted that the CERB finding will not fund all 5 strategies. Council agreed on a priority of the strategies as follows: Satellite Treatment Systems, Upgrade Wastewater Treatment Plant to Increase BOD Removal and Meet Regulatory Requirements, Side-Streaming and Resource Recovery, Botanical Garden, Waterfront Brewery District.

8. NEW BUSINESS:

a) Approve Water System Plan Update - Water System Manager Karl Russell requested approval of the Water System Plan Update-November 2017. Kyle Thompson from Murraysmith gave a presentation summarizing the update. A link to the plan can be found on the city's website at <http://ci.stevenson.wa.us/government/public-works-department/water/>

MOTION to approve the water system plan update as presented made by Councilmember Muth, Seconded by Councilmember Peterson.

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

b) Approve Additional SCADA System Costs - City Administrator Leana Johnson requested approval for additional installation costs of \$1,233.17 and annual subscription cost of \$60 through Mission Communications for turbidity reporting within the SCADA system. The revised contract amount would be \$30,363.17 and the annual service fee would be \$2,720.

MOTION to approve the additional SCADA costs as presented for a revised contract amount of \$30,363.17 and an annual service fee of \$2,720 made by Councilmember Weissfeld, Seconded by Councilmember Peterson.

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

c) Approve Contract with Gorge.net - City Administrator Leana Johnson requested council approval of the attached one-year contract with Gorge.net for internet services at the Water Treatment Plant. The one-year agreement saves the \$95 installation cost and the monthly cost is \$44.95.

MOTION to approve the contract with Gorge.net for a monthly service cost of \$44.95 made by Councilmember Peterson, Seconded by Councilmember Hendricks.

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

d) Approve Resolution 2018-318 Approving the Interlocal Agreement to Allow the North Bonneville Public Development Relocation to the City of Stevenson - City Administrator Leana Johnson requested council approval of the resolution authorizing the Mayor to sign the agreement approved at the June 21, 2018 council meeting.

MOTION to approve resolution 2018-318 made by Councilmember Peterson, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Peterson

Voting Nay: Councilmember Muth, Councilmember Taylor

e) Discuss Strategic Planning Retreat - Mayor Anderson requested council hold a strategic planning retreat to set and reassess the direction the city is taking. Some current proposed dates are September 7-8, October 12-13 and October 19-20. The cost is estimated to be less than \$4,000 and would come out of the General Fund.

Council agreed on October 19-20 for the Retreat.

f) Approve DNR Forestland Response Agreement - City Administrator Leana Johnson requested approval of the attached agreement with the Washington State Department of Natural Resources for mutual aid in the control and suppression of forestland fires. The agreement is through 6/6/2023.

MOTION to approve the DNR Forestland Response Agreement made by Councilmember Peterson, Seconded by Councilmember Hendricks.

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

g) Discuss August Meeting Date - City Administrator Leana Johnson requested direction regarding the date for the August council meeting. It is the same week as the Skamania County Fair and Timber Carnival and has been changed in the past.

Council agreed on August 9th for the August meeting date.

Weissfeld requested an excused absence for the City Council meeting on August 9th.

MOTION to excuse councilmember Weissfeld for the August 9th meeting made by Councilmember Muth, Seconded by Councilmember Peterson.

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

Voting Abstaining: Councilmember Weissfeld

h) Approve MCEDD Board of Directors Appointment - The county requested the city designate a representative for the Mid-Columbia Economic Development District Board of Directors. More information is in the attached memo.

MOTION to recommend City Administrator Leana Johnson to be appointed to the MCEDD Board of Directors made by Councilmember Weissfeld, Seconded by Councilmember Peterson.

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

i) Discuss Having a City Booth at the Fair - City Administrator Leana Johnson discussed having a booth at the fair, staffed with council members, city staff and volunteers, to inform the public on the status of city projects and to get feedback.

Councilmembers were open to volunteering at the booth. Johnson will put together a poll for two-hour shifts.

9. INFORMATION ITEMS:

a) Financial Report - The reports on the revenue and expenses through June 30, 2018 were attached.

b) Building Permits Issued - 3 Single Family Certificates of Occupancy given since June 21st; 15 Active permits for single family residences in various stages of construction; 2 single family residences, 1 commercial improvement and 1 hotel/tiny home/duplex project almost ready for permit application.

c) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for June, 2018 was attached for council's review.

d) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed was attached for Council's review.

e) **Chamber of Commerce Activities** - A report was attached that described some of the activities conducted by Skamania County Chamber of Commerce in June, 2018.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Eric Hansen, Public Works Director

Hansen shared that the wastewater treatment plant equipment shop was broken into and a vehicle as well as tools were stolen. Most of the stolen goods were recovered with about \$700 dollars of equipment still unaccounted for. Anderson noted that they have received a quote for installing a camera system.

b) Ben Shumaker, Planning Director

Shumaker noted that there remains an open position on the Planning Commission and two people have submitted letters of interest. She also introduced intern Kim Pearson and explained that she has been on the job for about a month, working on the broadband strategic plan.

c) Leana Johnson, City Administrator

Johnson shared that the city has received over 20 complete applications for the open clerk position and 7 interviews will be scheduled for the first week of August. She added that the annual audit will start July 30 with the results report made available in August. She also mentioned that, now that the Fire Hall design plan has passed, she will get a workshop meeting scheduled with county commissioners. She will also be meeting with the county and the Stevenson Downtown Association about a maintenance agreement for the courthouse plaza. The grant presentation for that project will be held August 13.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

a) June 2018 payroll & July 2018 A/P checks have been audited and were presented for approval. June payroll checks 12602 thru 12619 total \$92,848.09 which includes ten direct deposits, one EFTPS and two ACH payments. A/P Checks 12620 thru 12672 total \$123,575.50 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 purchases in June 2018.

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

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

12. MAYOR AND COUNCIL REPORTS:

None

13. ISSUES FOR THE NEXT MEETING:

None

14. EXECUTIVE SESSION - City Council convened in Executive Session under:

a) RCW 42.30.010.1(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.

Council went into executive session at 8:41 p.m. for ten minutes. Council came out of executive session at 8:51 p.m.

No decisions were made. Staff was directed to proceed as discussed.

14. ADJOURNMENT - Mayor adjourn the meeting at 8:52 p.m.

_____ approved; _____ approved with revisions

Scott Anderson, Mayor

Date

Minutes by Claire Baylor