

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 18, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Scott Anderson called the meeting to order at 6:02 p.m, led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

Councilmember Robert Muth, Councilmember Amy Weissfeld, Councilmember Paul Hendricks, Councilmember Matthew Knudsen

ABSENT

Councilmember Jenny Taylor

MOTION: To retroactively excuse Councilmembers Weissfeld and Knudsen from the March meeting and excuse Councilmember Taylor from tonight's meeting made by Councilmember Knudsen, Seconded by Councilmember Muth.

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

2. CHANGES TO THE AGENDA: None

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

- a) **Liquor License Renewal** - Fraternal Order of Eagles Aeri, Skamania Lodge (DH Washington Management LLC, Terrapins Lessee, LLC per WAC)
- b) ***Liquor License Assumption** - Skamania Lodge license transfer from DH Washington Management LLC, Terrapins Lessee, LLC to Benchmark Stevenson, LLC
- c) **Special Occasion Liquor License Application** - Oregon Academy of Family Physicians at the Columbia Gorge Interpretive Center May 2 from 5:30-7:30 pm.
- d) **Minutes** of March 21, 2019 City Council Meeting.

MOTION: To approve Consent Agenda items a-d made by Councilmember Muth, Seconded by Councilmember Knudsen.

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

4. PUBLIC COMMENTS:

Community member Mary Repar noted the recent County Commissioners meeting and the Sheriff's input regarding I-1639. She asked the Council to take a stand on this issue.

City Attorney Ken Woodrich noted a recent letter he was asked to write on behalf of Washougal City Council in regards to the same initiative. In Washington, the statues are constitutional unless overturned. Council consensus to move forward with a letter similar to Washougal. Anderson suggested tabling until next month to allow Council time to review initiative information and Woodrich's Washougal letter.

Muth noted, in full disclosure, that he was asked by Sheriff Brown to present a lawsuit to the county but he did not move forward and is not further involved.

5. OLD BUSINESS:

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

Hansen asked for input regarding John Mercer with Brewery Wastewater Inc to bring him in to work with the city and consult with the brewers and beverage companies.

Council asked about cost and who would pay for the cost. Hansen does not expect it to cost more than \$6,000. Council considered sharing the cost with industry users. Council was interested in moving forward with understanding industry user involvement in this process and a possible contract with Mercer.

6. NEW BUSINESS:

- a) ***Wallis Engineering WWTP Design Contract** - City Administrator Leana Kinley presented the attached contract from Wallis Engineering for the design of the city's wastewater treatment plant and collection system in the amount of \$389,478.

Wallis Engineering representative Mike Conway was in attendance and shared excitement in working with the city. Highlighted things that can be changed in the system to better support the overall plant at this time.

MOTION: To approve the contract with Wallis Engineering for the design of the city's wastewater system in the amount of \$389,478 made by Councilmember Hendricks, Seconded by Councilmember Weissfeld.

Anderson asked for further discussion and Muth questioned the language in the contract regarding waiving consequential damages. Woodrich suggested adding language in Section M "in excess of insurance limits required here under".

MOTION: To amend the Wallis Engineering contract to include a revision to Section M consequential damage limitation to state, "in excess of insurance limits required hereunder" made by Councilmember Muth, Seconded by Councilmember Knudsen. No further discussion.

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

No further discussion on the motion as amended.

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

- b) EDA Grant Application Preliminary Engineering Report - City**
Administrator Leana Kinley presented contract amendment #3 with Tetra Tech in the amount of \$10,977 for a total revised contract amount of \$355,709 to complete the PER for the EDA Grant application for council ratification.

MOTION: To approve ratification of amendment #3 of the Tetra Tech contract in the amount of \$10,977 for a total revised contract amount of \$355,709 made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

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

- c) Road Diet Ordinance 2019-1142 - Community Development Director Ben Shumaker presented Ordinance 2019-1142 adopting a road diet by reducing the road width requirements of certain streets for council deliberation.**

Planning Commission reviewed proposals from Planning and Public Works staff regarding a reduction in street widths for Local and Private streets and settled on what is noted in bold.

Council asked how the standards were originally reached. Shumaker noted that there was an urgent need to adopt standards based on growth and standards from other cities were copied. Council also discussed how the road diet could support affordable housing and Shumaker confirmed it supports in two ways: 1. in the upfront cost and 2. average repaving cost decreases (middle of page 3). Council asked about rebuilding of existing streets. Shumaker explained that the standards set are for future development but could support building and rebuilding. Council noted the comprehensive plan and how narrow streets lead to a more rural feel.

Shumaker asked for feedback on planter strips. Council discussed the need for maintenance versus separating traffic from pedestrians. Council also discussed making it optional versus required. Council majority to move forward with required planter strips at a minimum width of 3 feet.

Shumaker spoke on behalf of the Planning Commission, which voted in favor of a reduction to the minimum total Right of Way and total pavement width as long as staff and elected officials work together. This led to the requirement for the City Council, Fire Marshal and Planning Commission to all agree and verify there's enough lot area for off street parking for a minimum total pavement width of 28' for Local residential streets.

Shumaker moved onto private streets. There were minor differences in the language between the Standards and the Stevenson Municipal Code regarding what goes on a plat for private streets. Public Works recommendation is to go with what is in the code. Further, no to sidewalks will be required on private streets that serve a maximum of four homes.

Council also discussed striping all roads. Planning Commission recommended requiring stripes, a majority of council concurred.

MOTION: To approve ordinance 2019-1142 adopting a "road diet" by amending the street width requirements of the Stevenson Engineering Standards Volume 1- Design and Planning, Chapter 2-Streets made by Councilmember Knudsen, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks,
Councilmember Knudsen
Voting Nay: Councilmember Muth

- d) **Discuss Copier Lease** - The lease for the small copier will soon expire. City Administrator Kinley presented options from multiple vendors to replace the small copier and possibly the large copier, which is close to the end of its life.

Kinley explained that the current pricing is cheaper than the vendors options because the current copier is owned. The current average monthly cost is about \$265 a month and a print cost of \$170 a month. There are three companies currently being analyzed for cost. Kinley noted the CTX lease cost is the lowest and print cost is average.

Anderson suggested looking at the cost of buying a copier versus the leases discussed tonight. This discussion will continue at next month's meeting.

7. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - A report was attached which described some of the activities conducted by the Skamania County Chamber of Commerce in March, 2019.
- b) ***Fire Department Report** - A report was attached which described some of the activities conducted by the Fire Department in March, 2019.
- c) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed were presented for Council's review.
- d) **Planning Commission Minutes** - Minutes were attached from the 2/19/19 and 3/11/19 Planning Commission meetings.
- e) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for March 2019 was attached for council review.
- f) **2019 Election Information** - A flyer containing information on important dates and steps for filing candidacy for open positions was attached. There are three councilmember positions up in 2019 - Paul Hendricks, Position 3; Jenny Taylor, Position 4; and Matthew Knudsen, Position 5. The candidate winning the seat for Position 5 will serve the remainder of 2019 and then a full four-year term beginning in 2020.
- g) **Building Permits Issued** - Building Inspector Karl Russell reported that there are 15 active SFRs, 1 active ADU/Garage, 1 active Tri-Plex

(McCloskey), 1 Lodge Pavilion, 4 Cabins (Sikora), 1 Change of Occupancy-Hardware Store in Stevenson. On the horizon are at least two more tree houses at the Lodge, Multi-family on the Storie property, 3 SFRs in Hidden Ridge, 1 triplex and 1 townhouse on Vancouver (Cox's old lot). North Bonneville has 1 active SFR, 1 active townhouse, 1 larger plumbing remodel for the Addiction Recovery Network building, 1 sausage/butcher store finalized and 1 brewery/restaurant on the horizon (already OK'd by planning and DOE).

- h) *Financial Report** - City Administrator Leana Kinley presented the City's Financial Report for year-to-date revenues and expenditures through March 31, 2019.

8. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director

Contacted by Napa Auto Parts requesting a loading zone near their loading door. Proposing Monday through Friday 7 a.m. to 6 p.m. and will paint, maintain and provide signage. It would be an ordinance change. Woodrich suggested temporary loading zone until the downtown plan is adopted and council concurred.

Russell Avenue is currently being fast tracked. Undergrounding scheduled for the summer. Council asked about the inconvenience to downtown businesses and Hansen confirmed it won't be limiting access to the water. Currently considering business agreements for awnings which are now considered an encroachment.

Del Rey trail maintenance this Saturday. The downtown association will also be unveiling the new mural.

- b) Ben Shumaker, Community Development Director

Connector trail to Pothole Road maintenance also underway on Saturday.

The Planning Commission is close to being ready to forward the recommendation changes to the accessory dwelling unit (ADU) ordinances. This will likely come to City Council at the next meeting.

The downtown plan is starting up. The city has held preliminary meetings and will push forward in May.

The city followed up on a nuisance enforcement case for property owner who did clearing along shoreline of a fish bearing stream. Property owner chose to move forward with the Department of Natural Resources and they continued to clear without DNR oversight or support. At this point, it is a DNR case.

c) Leana Kinley, City Administrator

The phones at City Hall have been crackling and dropping calls. Kinley is currently working on an RFP for a phone system.

City staff continues to struggle with the financial software system currently in use. Kinley looking into other systems, services and costs.

The city staff is working on a CDBG survey that the state is funding. It involves income surveys in the community, both within the city limits as well as Fire District 2. The city will inform community members that it is a legitimate survey through press releases and mailings. Any funding could be applied to the new Fire Hall or other projects.

The Department of Commerce Energy Grant decision for the smart meters has been delayed another month and a half.

North Bonneville has determined that they do not want to be part of the pool district. With the district, five commissioner positions will be opened. Election in August will provide more information about the pool and how this moves forward. Pool representatives will be present at the next Council meeting to ask for money to get them through the year until the levy funding is available.

The city is working with the Port Waterfront Project to move it forward and get the trail completed this year. Current challenges include cost and requested the city pay for one-third of the estimated \$10,000 in additional costs to revise and implement the Port's mitigation planting plan. Kinley will bring an agreement forward regarding a current permit with the city for the shoreline. Shumaker noted that the Port will first get mitigation plan approval from the Corps and then, if necessary, further approval and permit revision with the city.

The city received the fire needs assessment final report on the Fire Hall project. The report includes geotech and wetlands report. There have been discussions with staff regarding not moving forward with the Fire Hall project as is, but such discussions have not come forward to Council yet. To do so, Kinley says the Fire Department would have

to reconsider their requirements. Weissfeld requested more discussion on the Fire Hall at the next Council meeting.

Current Minute Taker Claire Baylor is relocating and will be replaced by Johanna Roe. Roe will start next month.

Kinley will meet with the Washington Cities Insurance Agencies next week.

The water plant roof is experiencing multiple leaks. Overall will be needing a new roof but will be considering smaller fixes in the meantime. One quote to tear off and redo is \$200,000 to \$300,000 dollars and one quote to roof over what's there is \$80,000. In other water plant news, new coagulant being used has helped reduce some spiking.

9. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- 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 13332 and 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.

Kinley noted that the vouchers currently in the agenda are different than what was sent out earlier in the day. Councilmember Weissfeld questioned a difference in the balance on the cover sheet from the supporting documentation. Kinley will review and present the vouchers at the next meeting for approval.

10. MAYOR AND COUNCIL REPORTS:

Councilmember Hendricks

Hendricks noted being approached by a resident recently regarding the building process and, in working with the city, how each step was held off by the completion of the step before. Hendricks asked about a checklist with all steps listed and Shumaker noted that there is a checklist. The city office staff is working on getting it included in packets and having it checked when people come into City Hall in the future. The process is a work in progress but the current checklist concern has been fixed.

Councilmember Weissfeld

The PDC passed a threshold in the number of people registered to vote in the county. As a result, Weissfeld was asked to submit a financial form and wanted to inform other elected officials to also submit the form.

Weissfeld requested an update on the affordable housing project with the land trust discussed last month. She would like to have a conversation about the Chinidere property that has recently been put up for sale.

The EDC terminated their contract with Radcomp and reported moving to another company provided financial savings. Anderson noted that the city does not have a contract with Radcomp as the services are different.

11. ISSUES FOR THE NEXT MEETING: None

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

- a) RCW 42.30.110.1(i) to discuss with legal counsel representing the agency potential litigation.

No decisions were made and staff was directed to proceed as discussed.

13. ADJOURNMENT - Mayor adjourned the meeting at 8:26 p.m.

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Approved _____; Approved with revisions _____

Name

Date

Minutes by Claire Baylor