

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 20, 2019
6:00 PM, City Hall

Items with an asterisk (*) have been added or modified after the initial publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

3. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **North Bonneville Building Inspector Services Interlocal Agreement** - City Administrator Leana Kinley request approval of the Interlocal Agreement with North Bonneville for Building Inspector Services. The last contract expired in 2015. The rates have been revised and the contract has been updated to reflect current practices. (p. 7)
- b) **Approve Interlocal Agreement with Clark County** - Public Works Director Eric Hansen presents a 5-year renewal of the interlocal agreement with Clark County as the previous 5-year agreement expired. This is mostly for road striping services and the overhead rates have been updated. (p. 13)
- c) **533 NE Major St. ROW Permit** - Public Works Director Eric Hansen requests approval of the Type D Right of Way use permit for 533 NE Major St as outlined in the attached permit packet. (p. 17)
- d) **License Agreement for Kids Camp Use** - City Administrator Leana Kinley presents the attached agreement regarding use of the City Hall basement at no charge for a Kids Camp for council review and consideration. The theme this year is Science and the space will be used for lessons and snacks from July 25-August 2nd. 3 Squares has agreed to allow the use for this event and there is no fee for participation. (p. 28)
- e) **Housing Needs Assessment and Buildable Lands Inventory MOU** - Community Development Director Ben Shumaker presents the attached Memorandum of Understanding Regarding Housing Needs Assessment and Buildable Lands Inventory between the City, Skamania County and Skamania EDC for council review and approval. (p. 29)
- f) **Resolution 2019-334 Authorizing Application for USDA Funding** - City Administrator Leana Kinley requests approval of Resolution 2019-334 authorizing the city to apply for

funding for the wastewater projects and authorizing the Mayor and City Administrator to sign all related documents. (p. 33)

- g) Appoint David Bennett to the Boundary Review Board** - The previous position on the Boundary Review Board was held by Mary Repar and she has since moved outside the city limits. David Bennett would like to serve on the Board and his letter of interest is attached. (p. 34)
- h) Water Adjustment** - Russell Smith (meter No. 305300) requests a water adjustment of \$445.58 for a broken pipe under their porch which they have since repaired.
- i) Approve Release of Covenant** - Community Development Director Ben Shumaker submits the attached memo and release of covenant for Chad and Sophie Miller since they changed their building permit construction from an ADU to a garage. (p. 35)
- j) Minutes** of May 16, 2019 City Council Meeting and June 3, 2019 Special City Council Meeting. (p. 39 & 50)

MOTION: To approve Consent Agenda items a-j as presented.

4. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion.]*

5. PUBLIC HEARINGS: *[Advertised public hearings have priority over other agenda items. The Mayor may reschedule other agenda items to meet the advertised times for public hearings.]*

- a) 6:15 - Transportation Improvement Program** - Public Works Director Eric Hansen will present the updated Six-Year Transportation Improvement Program (TIP) for public input and council review. This is the second of two scheduled public hearings for the annual TIP update. (p. 53)

MOTION: To approve the Six-Year Transportation Improvement Program as presented. (or with changes as discussed).

- b) 6:30 - Water and Wastewater Utility Connection Fees** - City Administrator Leana Kinley presents ordinance 2019-1144 and resolution 2019-335 regarding water and sewer connection fees and incorporating direction from council regarding charges related to Accessory Dwelling Units. The fees have also been reviewed and recalculated resulting in a proposed 11% increase to the water connection fee and a 10% increase to the wastewater connection fee. (p. 57)

MOTION: To approve Ordinance 2019-1144 relating to and providing for water and sewer connection charges, adding a disabled citizen discount and repealing ordinance 2017-1109.

MOTION: To approve resolution 2019-335 adopting water and wastewater connection fees.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Economic Development Council** - Executive Director Kari Fagerness will update City Council on recent EDC activities.

7. UNFINISHED BUSINESS:

- a) **Discuss Fire Hall** - Council will have a follow-up conversation from the June 3rd special meeting regarding the Fire Hall Project.
- b) ***Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 67)

8. COUNCIL BUSINESS:

- a) ***Affordable Housing Funding** - City Administrator Leana Kinley will present a draft of a Resolution for council review and discussion regarding a .1% sales tax measure for the General Election ballot as discussed at the February 21, 2019 council meeting. Joel Madsen from Columbia Housing Authority will also be present to discuss how this sales tax can be leveraged for a new sales tax credit authorized by HB 1406. Information regarding HB 1406 is attached. (p. 70)
- b) **ROW Use Appeal Stevenson Farmers' Market** - City Administrator Leana Kinley presents an appeal from the Stevenson Farmers' Market regarding the decision of the Public Works Director to require the signs be removed five days after the event each week according to SMC 17.35.145(B)(10). (p. 100)

MOTION: To approve/deny the appeal from the Stevenson Farmers' Market.

- c) **Approve No Parking on Lotz Road** - Public Works Director Eric Hansen presents ordinance 2019-1145 regarding parking prohibitions along Lotz Road for council discussion and consideration. There have been multiple accidents along this road due to the narrow width and parking within the right of way. (p. 101)

MOTION: To approve Ordinance 2019-1145 regarding parking prohibitions along Lotz Road.

- d) **Discuss Del Rey Avenue** - Council to discuss the withdrawal of the property donation by Rick and Julie May and the Del Rey Abandonment Project formed by residents and property owners along Del Rey.
- e) **Discuss Dissolution of the SBA** - The Stevenson Business Association (SBA), which is run by the Skamania Chamber of Commerce, is looking into dissolving. There is lack of

participation from businesses at meetings and events and confusion over the role of the Stevenson Downtown Association (SDA) with the SBA. There are discussions between the SBA, SDA and Chamber of Commerce over how to ensure the current activities will be managed going forward. Attached is the current contract with the Chamber which outlines the tasks performed by them on behalf of the SBA. (p. 104)

- f) **Award Phone System Contract** - The City issued a Request for Proposals for the phone system in May with applications due June 12th at 10am. There were four proposals received from three vendors with Class5 providing two quotes. Staff is currently reviewing the two Class5 proposals in more detail and will have a demo of the technology before deciding which system will work best. Both proposals are included for council review. (p. 117)

MOTION: To approve the contract with Class5 for a phone system and services in the amount not to exceed \$2,250 and a three-year recurring payment not to exceed \$250 pending city attorney approval.

- g) **Discuss I-1639** - Council sent a letter to the Skamania County Commissioners regarding I-1639 after the May 16th council meeting. On May 21st the Commissioners approved the attached resolution. (p. 162)

- h) **Discuss Letter Supporting Title 23 Waiver** - OneGorge, on behalf of the Port of Cascade Locks, requests signatures on a letter to Congressman Walden asking for a waiver from Title 23 requirements regarding the use of toll revenues on projects that receive federal funding. A draft of the letter is attached for council consideration. (p. 165)

MOTION: To authorize the Mayor to sign on the OneGorge letter of support for the Title 23 waiver [as presented/with amendments as discussed].

- i) ***Russell Avenue Right of Way Permits** - Public Works Director Eric Hansen presents the attached ROW permits regarding property, which includes awnings over the sidewalk, encroaching on city ROW for council review and approval. This is part of the Russell project and the PWD Hansen requests the application fee of \$25 be waived for each permit. (p. 166)

MOTION: To approve the ROW permits and waive the \$25 permit fee for the following properties: 62 SW Russell, 113 SW Russell, 220 SW 2nd, 66 SW Russell, 74 SW Russell, 188 SW First, and 127 SW Russell.

- j) ***Leadership Team Development** - City Administrator Leana Kinley presents the attached contract with Sound Employment Solution, LLC to provide Leadership Team Development services for four months at a rate of \$2,250 per month and a final follow-up session in November at \$1,000 plus the cost of meals, travel and lodging as needed.

MOTION: To approve the contract with Sound Employment Solution, LLC for Leadership Team Development services not to exceed \$20,000. (p. 215)

- k) ***Wastewater Treatment Plant Emergency Declaration** - City Administrator Leana Kinley presents resolution 2019-337 declaring an emergency for construction and installation due to National Pollutant Discharge Elimination System (NPDES) permit violations on wastewater effluent for council review and approval. (p. 220)

MOTION: To approve resolution 2019-337 declaring an emergency related to the wastewater treatment plant.

9. INFORMATION ITEMS:

- a) **Sheriff's Report** - A copy of the Skamania County Sheriff's Report for May, 2019 is attached for council review. (p. 222)
- b) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed is attached for Council's review. (p. 227)
- c) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in May, 2019. (p. 228)
- d) **Fire Department Report** - The attached report describes some of the activities conducted by the Stevenson Fire Department in May, 2019. (p. 230)
- e) **Planning Commission Minutes** - Minutes are attached from the 5/13/19 Planning Commission Meeting. (p. 231)
- f) ***Building Permits Issued** - Active in Stevenson: 21 SFRs (6 close to being finalized), 3 garages, 1 active triplex, 4 vacation cabins, 1 tasting room at LDB (finalized 6/19). On the Horizon in Stevenson: 1 triplex and 1 townhouse on Vancouver (Cox's old lot), multifamily on Storie property, meeting to discuss future development at Skamania Lodge, and multi-structure development on former county property. Active in NB: 1 townhome, 2 SFRs, 1 Public Storage Facility expansion (Pac-Rat), 1 large plumbing remodel for Addiction Recovery Network. On the Horizon in NB is 1 brewery/restaurant already okayed by Planning and DOE.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) *Leana Kinley, City Administrator (p. 234)

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) *May 2019 payroll & June 2019 A/P checks have been audited and are presented for approval. May payroll checks 13527 thru 13535 total \$99,164.91 which includes one EFTPS and five ACH payments. A/P Checks 13536 thru 13597 total \$239,006.87 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 May 2019. (p. 238)

12. MAYOR AND COUNCIL REPORTS:

13. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- June 21-22, Blues and Brews at the Skamania Fairgrounds
- June 25, EDC Pub Talk at Sublime Balance Taproom (LDB) 5:30-7:30pm
- June 29, Dash and Splash at the Stevenson Community Pool 1:00-4:00pm
- July 4, City offices closed