

MINUTES
CITY OF STEVENSON COUNCIL MEETING
December 20, 2018
6:00 PM, City Hall

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

PRESENT

Councilmember Amy Weissfeld, Councilmember Paul Hendricks, Councilmember Matthew Knudsen

ABSENT

Councilmember Robert Muth, Councilmember Jenny Taylor

Robert Muth and Jenny Taylor requested an excused absence.

MOTION to excuse the absences of Councilmembers Muth and Taylor made by Councilmember Hendricks. Seconded by Councilmember Knudsen.

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

2. CHANGES TO THE AGENDA:

Item a) Tourism Funding Contracts of the Consent Agenda was moved to allow for further discussion.

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

- b) Approve Stevenson-Carson School District Support Contract -** City Administrator Leana Kinley requested council approval of the 2019 contract with the Stevenson-Carson School District for pool support in the amount of \$30,000 and deliverables as outlined in the contract.
- c) Approve Resolution 2018-325 Revising the Salary Schedule and Correcting the Effective Date for Firefighter Pay -** City Administrator Leana Kinley requested approval of the attached Resolution 2018-325 adopting the 2019 salary schedule and changing the effective date for

firefighter pay from January 1, 2018 to December 1, 2017 which is in line with the 2018 adopted budget and 2109 proposed budget.

- d) **Approve Skamania County Incarceration Services Interlocal Agreement** - City Administrator Leana Kinley requested approval of the interlocal agreement with Skamania County for 2019 Incarceration services. The rates remain the same as 2018.
- e) **Approve CERB Grant Agreement**- City Administrator Leana Kinley requested approval of the agreement with the Community Economic Revitalization Board for the Alternatives Analysis Feasibility Study in the amount of \$66,667.
- f) **Approve CDBG Subrecipient Contract** - City Administrator Leana Kinley requested approval of the subrecipient contract with Columbia Cascade Housing to manage the CDBG Housing Rehabilitation project in the amount of \$400,000.
- g) **Approve Wallis Engineering Contract for Development Engineering Services** - City Administrator Leana Kinley requested approval of the attached agreement with Wallis Engineering for Development Engineering Services in 2019 for an amount not to exceed \$15,000.
- h) **Approve Wallis Engineering Contract for General Engineering Services** - City Administrator Leana Kinley requested approval of the contract with Wallis Engineering for General Engineering Services in the amount not to exceed \$10,000.
- i) **Water Adjustment** - Nancy Hales (meter No. 401900) requested a water adjustment of \$196.69 for a water leak which they have since repaired.
- j) **Water Adjustment** - Thomas Branson (meter No. 205700) requested a water adjustment of \$270.76 for a water leak which they have since repaired.
- k) **Minutes** of November 15, 2018 regular city council meeting and the November 19, 2018 and December 6, 2018 special council meetings.

MOTION to approve consent agenda items b-k made by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

- a) **Tourism Funding Contracts** - City Administrator Leana Kinley requested the approval of the Tourism Funding contracts as detailed in the staff memo for a total of \$461,650.

Knudsen asked why the Stevenson Downtown Association received more funding than others as a nonprofit. Weissfeld explained, as a member of TAC, that everyone who applied was given funds. The committee has been working on putting dollars onto bigger infrastructure projects. Kinley explained the projects that were funded and ones that were put off due to priority. The purpose of the TAC funds is to replenish the fund. This is done by application process every year.

MOTION to approve the Tourism Funding contracts as detailed made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Weissfeld, Councilmember Hendricks,
Councilmember Knudsen

4. PUBLIC COMMENTS:

Resident Mary Repar commented on the moratorium on single family residences, which came up at the Planning Commission meeting this month. She felt for the couple who are currently being affected by the moratorium and are losing economic benefit and stated that the city is depriving them of economic possibilities. She asked the Council to consider reactive planning versus proactive planning. She also commented on the pool, which i hestated is a community asset and doesn't understand why they weren't funded. She would like to see funding increase and see the city support this.

Mayor Anderson addressed the first comment and explained that the council met on their goals for the year, which included single family residences and single use in the downtown. He noted monitoring the density in downtown and increasing affordable housing. He stated that the moratorium may appear reactive but aligns with the Council goals and they are looking out for downtown, what the Council views as the city jewel. Anderson also addressed the second comment and agreed that pool is a community resource. He noted that the TAC funding has its hands tied on how it can be spent. They are looking into tax funding to expand to include more funding for the pool. He noted that he is very interested in keeping the pool going. Council is supporting the pool through the general fund in the amount of \$30,000 for 2019.

5. PUBLIC HEARINGS:

a) **6:15 - Public Hearing on 2018 Proposed Budget Amendments - City**
Administrator Leana Kinley presented Ordinance 2018-1132 for public comment and council consideration. Mayor Anderson opened the Public Hearing at 6:17 p.m. There

were no comments. The Public Hearing closed at 6:19 p.m. There was no further discussion.

MOTION to approve the proposed budget amendments made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Chamber of Commerce** - Executive Director Casey Roeder provided an update on recent events and activities. Roeder noted that the year started off well, as the Chamber put on an auction during annual dinner to make up for the loss of the lodging tax from North Bonneville. They also initiated an Instagram campaign this year with Sasquatch, which has been integral in marketing Stevenson. The summer events started early with the 25th anniversary of Gorge Blues and Brews. Big River Grill also celebrated 25 years. They helped with Gorge Grass and the parade and fair as well as the Christmas in the Gorge parade and bazaar. The shopping campaign was a success. She invited all to an open house next Friday, December 25th from 10 a.m. - 4 p.m. Roeder thanked the city for their support. She is leaving her current post as ED. Anderson addressed Roeder through a city proclamation and noted her work over her time as the ED. The city will now recognize December 28th, 2018 as Casey Roeder Day.
- b) **Skamania County Economic Development Council** - Executive Director Kari Fagerness updated City Council on recent EDC activities. Fagerness explained that the EDC has been a private nonprofit since 1985 and provides services for the county through contracts with cities, the county, the PUD and the Port. In 2018, they participated in the comprehensive economic development strategy that Skamania County is part of, which included looking at industries and updated it. The EDC has quarterly action meetings with a priority list of projects identified by the community. They support start up businesses and business that are expanding, resources with marketing and other business tools, understanding generational gap, work trainings, internship programs support, marketing loan programs, promoting business workshops, and local pub talks employment security with a focus on employers looking for good workers, working with vacant property owners in Stevenson, participating in the

local housing needs assessment broadband efforts and tech alliance. They also attended the IACC conference and work to have an active presence regionally and on a state level.

Weissfeld noted Fagerness' comment regarding working with Portland State University and asked about involvement with others in Washington. Fagerness noted that she reached out to WSU and another but never got a response back. She added that PSU reaches out to the EDC. Weissfeld to pass along additional connections and introductions.

Weissfeld also noted an interested in working with the Gorge Tech Alliance and asked about what can be done to try and get spin-off tech businesses in the city. Fagerness noted that the majority of tech businesses are located around Insitu in Hood River and as space becomes less available there they will start looking outward and it will be important to be on top of land that's developable. She explained that most office space in the city is currently not available and the port is looking at a feasibility study in Cascade Park in North Bonneville. The buildable lands inventory coming up will also help.

Hendricks asked for information on why WKO is sitting on their property in the city without a plan to develop. Fagerness explained that they are not interested and that it may have future uses but isn't a priority right now. She noted possible challenges not only to clean up the land but in being able to cross the railroad.

- c) **Stevenson Downtown Association** - Executive Director Marie Gluesenkamp-Perez provided an update on recent events and activities. Gluesenkamp-Perez noted that she is the part time ED and runs a business with her husband part time. She identified two goals for the SDA: the park plaza project and walkability in town. She is looking into local mural projects around downtown with a connection to StoryCorps and a walking tour. She will also be attending the National Mainstreet Convention in Seattle.

Weissfeld suggested a story around wildfires and a possible time to the Interpretive Center which has a display on the Eagle Creek Fire. Weissfeld also suggested a mural near Rock Creek Drive.

7. OLD BUSINESS:

- a) **Approve Ordinance 2018-1133 Adopting the 2019 Budget** - City Administrator Leana Kinley presented Ordinance 2018-1133 adopting the 2109 budget for council consideration. Kinley noted the changes highlighted in the document.

Weissfeld asked if the city is done with the timber sale and Kinley reported that she reached out and hasn't heard back. Kinley will continue to reach out. There is an assumption that it's wrapped up but haven't closed the fund yet.

Weissfeld asked about exhibit a and Kinley explained that exhibit a is the actual budget and the rest is a detailed account of exhibit a.

MOTION to approve Ordinance 2018-1133 made by Councilmember Hendricks. Seconded by Councilmember Knudsen.

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

- b) **Broadcasting License Request** - Janet Campbell has responded via email to questions posed by council at the last meeting regarding the city applying for a low power FM Broadcasting license.

Knudsen asked if this would be a liability to the city. Although the city would be hands off it would still be in the city name. City Attorney Woodrich explained that council would adopt policies about the use of the facility to follow the First Amendment open public forum rules. He noted that the Council could proceed now and adopt policies at a subsequent meeting. Knudsen asked about cost and Weissfeld noted the cost of producing an ordinance. Campbell explained that the low power frequency is all covered by federal law and that the license is free so she does not foresee costs to the city.

The Council reached consensus to allow moving forward with a license under the City of Stevenson name.

- c) **Approve Resolution 2018-322** - City Council reviewed Resolution 2018-322 adopting key components of the City of Stevenson Shoreline Master Program comprehensive update and periodic review and authorizing

submittal of the Stevenson Shoreline Master Program for approval by the Washington Department of Ecology.

Shumaker noted the comments summarized on page 210 and identified 9 comments still left to review.

Pat Albaugh from the Port has requested to be removed from the Shoreline Advisory Committee acknowledgements. Council consensus to move forward with the change.

The Planning Commission made a change related to structures that may be built in shoreline areas that may not meet setback requirements. If they are lost to a fire, they are deemed to conform and can be reconstructed as previous built. This change is for fixing a typo and including Commission change in the appropriate section of the document. Council consensus to move forward as recommended by the Commission.

There was a last minute comment from the Department of Archaeology and Historic Preservation. The recommendation is to consider historic and prehistoric and several recommendations within the packet to adjust. Council consensus to move forward with changes.

The Commission made a change to what needs to be submitted for minor projects on the waterfront and this additional change is to sync portion to their change recommendation. Council confirmed that this change is in line with what the Commission recommended. The Council noted that it applies to projects that are less than substantial development, which would include private projects and small port projects. Council consensus to move forward with change.

Related to Department of Archaeology and Historic Preservation recommendation, the state has become more general about a professional archaeologist must be the person qualified to prepare and review documents and can rewrite as qualified cultural resources professional. Shumaker suggested removing professional archaeologist and removing definition. The applicant won't have to hire a professional archaeologist but must have someone who is a professional with certification and training. Council consensus to move forward with change.

Cumulative impact analysis populated table with final draft. Council consensus to move forward.

MOTION to approve Resolution 2018-322 with changes to attachments as discussed tonight with authority to remove draft off documents made by Councilmember Weissfeld. Seconded made by Councilmember Knudsen. Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen.

Shumaker explained that the intent is to send the document out to the state and the state will go through their own public comment process. He noted that it is typical to expect state changes.

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

Hansen explained that the Department of Ecology wouldn't let the city haul solids to Vancouver anymore. He noted that if the city thickens the solids then we don't have to haul right now although we may have to haul again in the future. For now, this process saves money. He also explained that equipment can be installed to remove solids that contain BOD. This would not capture any solids that would go through. They are still coming into the plant but the city can say our plant can handle more because it's in place. The final cost has not been provided yet.

Kinley noted that the city is moving forward on the CERB project. The next meeting is January 3 to discuss analysis out of alternatives. The special council meeting will be held January 10 for approval. January 17th will be the public hearing. The city submitted a grant to the EPA for a system for collecting resources that come out of side streaming process for composting or other options. The city is also moving forward on the EDA grant and the easement is needed for FEMA related study tied to flooding.

Anderson asked for any new news from the last testing. Hansen reported being told to get a churn sampler because there was a potential that the samples were all different strength. A churn sampler will be purchased by Jacobs to see if that was the cause. Jacobs is offering to use their lab and pay for the outside lab, which are all certified by the state although Hansen recommended staying with one of the city's independent labs for

fact checking. Kinley explained that, overall, the BOD is still increasing which could potentially impact the sizing and rating. The solution would be to do additional testing. The DOE would make us record all the samplings. The Tetrattech team is also aware of this problem.

8. NEW BUSINESS:

- a) **Skamania EDC Contract Approval** - City Administrator Leana Kinley requested council approval of the attached contract with the Skamania County Economic Development Council for services related to the general economic development of the city for a total cost of \$10,237.50.

MOTION to approve the Skamania EDC contract made by Councilmember Weissfeld, Seconded by Councilmember Hendricks. Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

- b) **Approve MOA between the City and the Stevenson Public Works Department** - City Administrator Leana Kinley requested approval of the attached contract between the City of Stevenson and the Stevenson Public Works Department regarding a streamlined Critical Areas permitting process and heightened environmental stewardship.

Council discussed not going project by project and instead looking at one in the beginning of the year and checks and balances again at the end of the year after projects have been completed.

Woodrich noted that, based on the title of this document, it appears that the city is contracting with itself. He recommended adopting and changing the name to Critical Areas Internal Policy and explained that because its internal it's all executive branch. It can come before council as informational and council can approve it but they're not implementing it.

This item was moved to informational items with no need for approval.

- c) **Approve Ordinance 2018-1131 Business Licenses** - City Administrator Leana Kinley presented ordinance 2018-1131 regarding city business licenses for council review and approval. The state legislature adopted EHB2005 requiring cities change their business license regulations, which are incorporated in the ordinance.

Woodrich purposed having a uniform minimum threshold of activities in the city to qualify the need to pay a fee for a business license. The business license is currently \$10. If the business is physically located in city limits then they pay \$10. If it's an outside business they have to reach the \$2000 threshold before paying the business license. The city will require an application and no fee license. Council discussed reporting and Kinley was unsure as currently it is self-certification and the city get sales tax reports to verify. The second part of the goal from the house bill was to make everyone use a one stop shop so when they file their business license with the state they are also filing for the cities they do business in. Weissfeld asked whether distributing or internet commerce was included. Kinley and Woodrich confirmed it is only local commerce. The state model set the \$2000 threshold and the city determined \$10, although it could go up with this new monitoring.

MOTION to approve Ordinance 2018-1131 made by Councilmember Hendricks. Seconded by Councilmember Knudsen.

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

- d) **Planning Commission-Council Communication** - Council discussed how they can best direct the planning commission on projects referred to them for review and recommendation.

Knudsen discussed the communication and back and forth between the City Council and Planning Commission. To cut down on confusion between two bodies, he suggested creating an action list to send forward to the Commission. He suggested starting this with the moratorium currently on the table and establishing a baseline for future issues the Council wants the Commission to handle.

Hendricks cautioned against overly guiding. Knudsen explained that this would not go into the details but give reason for the moratorium. Knudsen added that the Commission is asking for guidance. Shumaker added that there is more autonomy now and they are charting a new course with a new mayor with a new direction. They are trying to figure out the middle ground on how to communicate and approach topics that are of priorities by both groups.

Anderson stated that he was open to attending Commission meetings. Kinley suggested sharing the goals out of the strategic plan and the comprehensive plan. Weissfeld suggested providing a copy of the minutes. The moratorium process was described as declaring the moratorium first and then discussing reasons second. The findings of fact with the moratorium will be coming at the next council meeting. Anderson noted needing to get in front of the work we've already done and will work with the Planning Commission and City Council to address it.

- e) **Approve Amendment to Waterfront Amenities Agreement with Port of Skamania** - The Port of Skamania requested an extension of the tourism funding contract for Waterfront Amenities through the end of 2019 and would like to add water fountains to the project as well. The total project budget remains unchanged.

Woodrich explained that contracts do prefer specific language and since they have changed the specifics it needs approval, although the dollar amount remains the same.

MOTION to approve amendment made by Councilmember Weissfeld,
Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks,
Councilmember Knudsen

9. INFORMATION ITEMS:

- a) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was attached for Council's review.
- b) **Fire Department Report** - A copy of the Fire Chief's report for November, 2018 was attached for council review.
- c) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for November, 2018 was attached for council review.
- d) **Planning Commission Minutes** - Minutes were attached from the 10/8/18 Planning Commission meeting.
- e) **Chamber of Commerce Activities** - The attached report described some of the activities conducted by Skamania County Chamber of Commerce in November 2018.
- f) **Energy Services Proposal** - Attached was the detailed report regarding energy upgrades at City Hall and the water meter upgrades throughout the

city. Staff is awaiting more information regarding financing options before moving forward with this project.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Eric Hansen, Public Works Director

Hansen was subpoenaed to testify at hearing regarding the items that were previously stolen from city. All items were returned except for \$600 worth of items. The ruling was in the city's favor at a total return of \$687.

He noted that the third arm rest for benches have been installed on the most popular benches and the remaining will be installed as time allows

The city streetlights have all been converted to LED. The feedback to the city so far has been that they are too bright. Hendricks reported feedback that people out early love how bright it is.

The Russell Street project is still progressing. They have 60% plans and are waiting on under grounding plan from the PUD. Hendricks suggested considering a long-term plan for trucks down there. Weissfeld asked about negative feedback from the Fire Department since the change in stop sign and Hansen reported no. He also added that the pedestrian signs in the middle of the road need to be replaced about six times a year at a cost of \$100 per sign each time.

The new employee, Ian Lofberg is working on grease trap inspections and downspout inspections.

b) Ben Shumaker, Community Development Director

Shumaker was invited to a quick meeting called by the county to address the completion of the dredge project on Rock Creek and the mitigation project on the Columbia Waterfront. They are putting together a better vegetation plan and want to pull together an intergovernmental group to review, with possible financial commitments to come back to the city. They are going to work on coming up with a project for creating access as well as tree planting and vegetation. Hendricks suggested Wind River park as a new area for the mitigation.

The buildable lands inventory and housing needs assessment will be coming to Council for a contribution on the fee for scope of work. The EDC is leading with regional to enable us to make decisions with Skamania County and start toward an agreement of how urban areas are used. This is a shift in the conversation to start thinking about how can we use the land that we have.

The hospital district is going through process of evaluating a possible hospital in Skamania County, which could be anywhere from a micro hospital to a stand alone emergency room. They asked for the city's involvements and Shumaker is representing the city on their committee. Anderson recommended not placing too much of the work on the committee and other members. Weissfeld noted the lack of hospital and emergency services hinders the ability to grow as a city.

Shumaker provided a link for the Planning Commission to an article about the Dollar General store, which explained that, since the 2000s, they've built more than 2000 buildings in rural communities. As the city looks at a downtown plan, this may be the type of development that might want to come here. Shumaker noted that it is not just about commercial development but what type of commercial development we want to see.

There is a state effort to look at how the state is doing with land use planning. The Growth Management Act doesn't apply to Stevenson because its small and slow growing. The buzz is building and Shumaker recommends letting him know if there are questions about how it will impact Stevenson. The key message with growth management is a system with fixes and tools to address problems. Being a part of the scenic area, the city has an act in place so the recommendation would be to give us access to the tools as well.

c) Leana Kinley, City Administrator

The pool committee is looking for long term solutions and is considering the creation of a park district for the pool. If the city wants to also move forward with a park district than the two would compete on the ballot, as they would both be requesting a levy. Kinley asked for Council interest in supporting the park district for the pool or moving forward with park district across the city. Council does not want to compete with pool. Council

recommended going with a comprehensive pool and park district. Weissfeld suggested that the district would be more likely to pass if it was limited to the pool only whereas Hendricks saw the pool and parks together having a better shot. Council consensus was to aim for a larger scope but would support something that was pool only.

Kinley met with WCIA and discussed insurance options.

The employee reviews have been mostly completed. It was noted that personnel evaluations are an executive function. The Council can have input about the City Administrator review. Kinley noted that she has not been reviewed yet but a plan will be put in place after discussion with Anderson.

A 2018 accomplishments list will be put into a more comprehensive project list, included with the goals outlined by Council and the rates changing, into a communication document for the public.

The city staff and employee took a true colors training. It looked at employees' personalities and how best to communicate with each other.

The city hired Kristy Arnett as Deputy Clerk/Treasurer II. She will start January 7th.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) November 2018 payroll, December 2018 Firemen's & December 2018 A/P checks have been audited and were presented for approval. November payroll checks 12993 thru 13004 total \$92,755.79 which includes eleven direct deposits, one EFTPS and four ACH payments. Firemen's checks 13005 thru 13025 for \$16,448.96 which includes three direct deposits and one EFTPS. A/P Checks 12992, 13026 thru 13100 total \$360,888.36 which includes three ACH payments; check 13059 was voided. The A/P Check Register and Fund Transaction Summary were attached for your review. Detailed claims vouchers were available for review at the Council meeting. No investment activity in November.

MOTION to approve vouchers made by Councilmember Hendricks,
Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks,


Councilmember Knudsen

12. MAYOR AND COUNCIL REPORTS: None

13. ISSUES FOR THE NEXT MEETING: None

14. ADJOURNMENT - Anderson adjourned meeting at 9:02 p.m.

X approved; _____ approved with revisions



Scott Anderson, Mayor

01.17.19

Date

Minutes by Claire Baylor