

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 16, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:02 p.m. and conducted roll call. He reminded everyone the meeting was being recorded and could be accessed through YouTube. He noted there was a quorum available.

Attending: Mayor Scott Anderson; Councilmembers Annie McHale, Amy Weissfeld (joined at 6:13 p.m.), Matthew Knudsen, Robert Muth. Councilmember Hendricks was not in attendance.

City Staff: City Administrator Leana Kinley, Public Works Director Karl Russell, Community Development Director Ben Shumaker

City Attorney: Ken Woodrich

Guests: Leslie Naramore, Executive Director, Washington Gorge Action Programs.

Public attendees: Curt and Sherry Esch

2. CHANGES TO THE AGENDA: None since Tuesday's publication.

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

- a) **Special Occasion Liquor License**-American Legion Auxiliary for the Skamania County Fair Beer Garden at the Fairgrounds August 19th from 12-10 pm, August 20th from 12-11 pm, August 21st from 10-12 am, and August 22 from 10-12 am. (Mayor Anderson questioned why the application was still in place since the event had been canceled. Attorney Woodrich advised leaving and approving as is, the applicants could choose not to use it.)
- b) **Water Adjustment**-Bill Klosterman (meter no. 403900) requested a water adjustment of \$143.52 for a water leak they have since repaired.
- c) **Water Use Waiver**-The meter for Terrapin Investments, LLC was turned on during the swap-out project after the customer had it shut off to do plumbing work. This caused water to flood the building over a weekend. The total amount of usage to be waived is \$380.16, which is total usage billed rather than the calculated amount per our water leak policy due to the nature of the water usage.
- d) **Minutes** of June 18, 2020 Council Meeting, the June 22, 2020 Special Council Meeting and the July 11, 2020 Council Retreat.

MOTION to approve consent agenda items a-d made by Councilmember Knudsen with a second by Councilmember Muth.

- Voting aye: Councilmembers Muth, Knudsen, McHale
- Voting nay: None

4. PUBLIC COMMENTS: Mayor Anderson requested all commenters wishing to address the Council to keep remarks to 3 minutes or less. City Administrator Leana Kinley related how

to unmute phones to provide comments. She reported no comments were received via mail or email. No comments were received during the Public Comment period.

Because the Transportation Improvement Program public hearing was scheduled for 6:15 p.m., enough time remained that a request to change the order of the agenda and have Item 6a under **Unfinished Business** moved forward was agreed to.

6a) Discussion of COVID Funding

City Administrator Kinley reported she had been made aware of funding available through Community Development Block Grants (CDBG) for low and moderate-income individuals. She reached out to WAGAP to see if and how funds could be leveraged. They can be used for rent and utility assistance, emergency or urgent housing needs, including quarantine housing due to COVID-19. CDBG funds can be pooled as well to create a consortium with North Bonneville and Skamania County, bringing the total to approximately \$35K.

Leslie Naramore, Executive Director of Washington Gorge Action Programs (WAGAP) was present to talk about their needs. Following a broad discussion, the Council agreed by consensus to have Administrator Kinley submit an application to the Department of Commerce for additional funds to assist WAGAP in supporting Skamania County residents facing isolation and quarantine due to COVID-19.

Councilmember McHale followed up by asking if the CDBG funds were separate from CARES Act funds and if the CARES Act funds had been allocated. **City Administrator Kinley** noted there was approximately \$21K remaining in the CARES Act funds. The Skamania County Chamber of Commerce has requested additional CARES Act funds to purchase more PPE for businesses. **City Administrator Kinley** is also allocating funds for screening and additional security at City Hall when it re-opens.

Councilmember McHale requested a more immediate response to support WAGAP, noting support was needed now. She was advised the \$100K in CARES Act funding set aside by Skamania County was for grants related to business interruptions and basic business functions and not PPE. **Mayor Anderson** asked if technology costs incurred by the City of Stevenson for remote meetings were covered under the CARES Act funds and **City Administrator Kinley** assured him they were.

Administrator Kinley requested guidance regarding the spending of the remaining CARES Act funds. **Mayor Anderson** asked for a list with a timeline to present to Council at the August meeting. **Councilmember Weissfeld** was informed by Leslie Naramore regarding COVID-19 there were currently 8 households in quarantine, and 100 people in isolation in Skamania County. She clarified those are known caseloads.

City Administrator Kinley confirmed the \$35K available through the consortium would be restricted to Skamania County residents. **Community Development Director Shumaker** asked about quarantine/isolation housing and was told funds were dedicated to Skamania County businesses. **Mayor Anderson** requested a quick response due to emergency needs.

5. PUBLIC HEARINGS:

a) 6:15 -Transportation Improvement Program

Public Works Director Karl Russell presented the updated six-year Transportation Improvement Program (TIP) for public input and council review.

Mayor Anderson opened the public hearing for the Transportation Improvement Program at 6:25 p.m.

Public comments:

City Administrator Leana Kinley advised the Council public comments were received via phone calls from Terry Smith and the Esch's stating their opposition to having Del Ray included in the TIP. Pat Rice provided an email to Council also opposing the Del Ray project.

Mayor Anderson closed the Public Comments portion at 6:27 p.m.

Mayor Anderson spoke of the deeper discussions held over the last few weeks regarding the Capital Improvement Program and how it coincides with TIP. He stated it is useful to use as a tool to find ways to fund infrastructure projects and taking a hard look at the transportation study was a good way to identify shortcomings. He asked if traffic flow and the integrity of city roads were reviewed for inclusion on the plan.

PWD Russell clarified for Council and the Mayor how roads are designated for inclusion on the list. Traffic flow, usage and identification of repairs or improvement needed are used as indicators. **City Administrator Leana Kinley** briefly explained the prioritization system that goes on in making decisions, including funding available and road conditions. She pointed out the projects on the list are for 2021.

Further discussion was held regarding Del Ray. **City Administrator Leana Kinley** related plans to extend Del Ray to serve Stevenson Elementary School have met with resistance and pushback from neighborhood. Original plans on Del Ray were to establish a walking path with engineering improvements intended to support future road expansion. Grant funding would not be available due to Del Ray being a one-way serving just one household. Before any final decision regarding Del Ray is made, she would like to talk with the school district and review a transportation/circulation study to see how Del Ray fits in with traffic movement. No final decision is intended, as vacations are not planned.

Mayor Anderson reminded Councilmembers they had agreed to work and communicate with residents along Del Ray. He asked what funding was attached to the projects on the list. **City Administrator Leana Kinley** explained it is a combination of city funds and transportation grants. The list gives WDOT a way to see how plans work in with system as a whole.

Councilmember Muth pointed out the city evaluates road condition based on existing engineering standards in place. Being first on the plan does not mean the project is top priority. **City Administrator Leana Kinley** shared she had put projects in order by date.

Councilmember Knudsen remarked there are two sides to projects. Using Del Ray as an example, he recommended taking into account feedback from those living on the road

while recognizing the city's commitment to maintain its property. He suggested if the city did not want to use a road it could possibly be sold off in order to provide some positive impact to the community.

Councilmember Weissfeld suggested leaving Del Ray on TIP but add verbiage to assure the city intends to communicate with the residents and the school district before any development takes place. She noted having a project on the list could lead to possible funding. **Councilmember Knudsen** suggested it would be useful to include communications language for most projects.

Mayor Anderson thanked them; noting the need for better communication was brought up at the retreat and in conversations at City Hall. **Councilmember Muth** pointed out some residents would not oppose some projects if asked. **Councilmember McHale** asked about school district traffic studies and was informed the district is actually working on a capital facilities plan that may change bus traffic patterns at the Elementary School.

Community Development Director Shumaker stressed how important the overall circulation study would be in identifying needs. He pointed out how the Stevenson water and sewer systems studies helped to identify long term needs and plans, and without one for streets the City just has a menu regarding road projects. There is no timeline or accountability for projects. He suggested a plan would be useful as a project budgeting tool as well.

PWD Russell noted the order of projects could change quickly, as there are many moving parts to the program. **Councilmember Muth** expressed his great appreciation for the detailed colored sheets in the packet. The color coordination, location and descriptions made things far easier to understand and he applauded staff for their efforts.

City Administrator Leana Kinley shared she would be providing similar detail in the capital improvement plan to aid in visualization.

MOTION to approve the Six-Year Transportation Improvement Program with changes as discussed regarding communication made by **Councilmember Knudsen** with a second by **Councilmember McHale**.

- Voting aye: **Councilmembers Weissfeld, Muth, McHale, Knudsen**
- Voting nay: None

6. UNFINISHED BUSINESS:

a) Moved forward on agenda

b) **COVID-19 Update-Mayor Anderson** provided an update on the city's response to the COVID-19 pandemic. He spoke about the recent increase in COVID-19 caseloads in Skamania County. Travel and social gatherings appear to be causal factors. Reinforcing public messaging about social distancing and wearing masks is critical, and the County and

City will be working together. Councilmember Muth reported Governor Inslee had reduced public gatherings down from 50 to 10 as of that afternoon.

Councilmember McHale asked if the City Facebook page could include the Incident Command situation report. She wants to assure City residents the City is on top of the situation by providing accurate and timely information. **City Administrator Leana Kinley** related the situation report was not meant for public distribution. Anders has been providing some messaging on the City website page. Other information is coming from Community Health on the county website and their Facebook.

c) Sewer Plant Update-Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. He directed the Council to information in his report. He is making quarterly updates to Department of Ecology about the WWTP, with 90% of the plans before the Department of Ecology. Some minor changes to the plans are taking place with Wallis Engineering. One change would use the new blowers for the digester rather than the old ones.

Attempts to kill the filamentous bacteria have been temporarily delayed as they could not see them with the old microscope. Through contacts with DOE they got a \$2,000 microscope for \$100 for shipping and handling. They now get better bacterial counts and visuals and mitigation will begin July 20th. **Councilmember Muth** congratulated **PWD Russell** for the significant reduction in violations over the past 15 months. **PWD Russell** noted that the rainy season could be problematic for BOD spikes due to the I&I (Infiltration and Inflow) problem and the fix could cost \$80K. **Mayor Anderson** noted how DOE is a now considered a great resource rather than an agency to be apprehensive about.

Councilmember Weissfeld highlighted **PWD Russell's** willingness to reach out for help and look for best practices. **PWD Russell** also acknowledged the work of his employees and thanked **City Administrator Leana Kinley** and **Community Development Director Shumaker** for their coverage at City Hall.

Councilmember Muth asked about Walking Man's temporary hold on local brewing operations. **City Administrator Leana Kinley** stated part of it was related to cost. She explained a sub-meter program could be initiated to reduce expenses. A meter could be put on the water coming into the brewhouse. Effluent charges would be charged separately. Mayor Anderson reported on conversations he had held with Tabitha regarding water usage and the City's obligation to maintain rates while working with local businesses to reduce costs.

City Administrator Kinley notified the Council she had been contacted by the Department of Ecology to provide information the DOE could share with the legislature regarding success stories with small community waste water systems.

PWD Russell shared information on the state Department of Health. Many of the engineers have been assigned to do contract tracing so monthly water treatment reports are not being reviewed. An emergency contact number was provided.

d) Approve Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response (WARN). Public Works Director Karl Russell presented and explained the WARN agreement for council review and consideration. This is a mutual aid agreement for water and wastewater activities during emergencies similar to emergency fire services.

MOTION to approve the mutual aid and assistance agreement for Washington State for Intrastate Water/Wastewater Agency Response Network made by **Councilmember Muth** with a second by **Councilmember Weissfeld**.

Attorney Woodrich noted it was similar to many other agreements. **Councilmember Muth** asked if the pact was within Washington State only. Some interstate mutual aid agreements for law enforcement and fire exist.

- Voting aye: **Councilmembers Muth, McHale, Weissfeld, Knudsen**
- Voting nay: None

7. NEW BUSINESS:

a) Approve Proclamation Recognizing Juneteenth 2020 - Mayor Anderson presented proclamation 2020-01 recognizing Juneteenth 2020 on Friday, June 19, 2020 for council consideration. A brief discussion was held regarding the late timing of the proclamation and if it was just for 2020. **Councilmember Knudsen** requested it be placed on the Council agenda for May 2021. **Councilmember McHale** relayed **Councilmember Hendricks** wants to create an event and possibly raise a statue to York, a person enslaved by William Clark, that accompanied the Lewis and Clark expedition. **City Administrator Kinley** suggested he contact the Lewis and Clark Trail Organization for possible funds.

MOTION to approve proclamation 2020-01 recognizing Juneteenth 2020 on Friday, June 19, 2020 made by **Councilmember Knudsen** with a second by **Councilmember McHale**.

- Voting aye: **Councilmember Knudsen, Weissfeld, McHale**
- Voting nay: **Councilmember Muth** He stated he would rather see December 6th celebrated as the date of the 13th amendment freeing slaves in America.

b) Approve Waiving Back-Billing for Billing Discrepancy - City Administrator Leana Kinley presented information regarding the water meter size billing discrepancy as mentioned at the June 18, 2020 council meeting for council review and consideration. She confirmed the error in the former manual reading of the meters was due to there being no meter size noted on the billing system. When the new e-meters were installed the error was discovered. With the new meters there is an ID# and size being added.

MOTION to approve waiving the back-billing in relation to incorrect meter sizes for the customers listed above made by Councilmember Weissfeld with a second by Councilmember Knudsen.

- Voting aye: **Councilmember Knudsen, Weissfeld, McHale, Muth**
- Voting nay: None

c) Discuss Letter of Support for Title 23 Waiver - City Administrator Leana Kinley presented a memo from Port of Cascade Locks General Manager Olga Kaganova concerning waiving Title 23 restrictions regarding the use of toll revenues on projects that receive federal funding. Letters of support from the Port of Skamania and Skamania County were included. The Port is seeking support from the City of Stevenson to gain federal Highways Funds to construct a pedestrian/bicycle pathway on the Bridge of the Gods.

During the discussion it was pointed out the pathway would likely provide a safer crossing than what is currently available. It would improve the link between the Pacific Crest Trail sections. Because of the Trail there is a mandate in place permitting pedestrians on the bridge.

Councilmember Weissfeld was encouraged that pedestrians would not be charged tolls, which she had objected to previously. She stated the pathway could be a significant benefit to Stevenson businesses. **Mayor Anderson** suggested it could tie in with the Historic Highway 30 proposal. Several Councilmembers expressed ongoing frustration the Port of Cascade Locks continues to use a portion of toll monies for Port projects unrelated to bridge maintenance.

City Administrator Kinley noted the project included plans to improve the north entrance to the bridge from SR-14. **Community Development Director Shumaker** mentioned a past partnership with the Port of Cascade Locks helped Stevenson get the footpath from Skamania Lodge into downtown.

Mayor Anderson pointed out there is no sign on Interstate 84 indicating a crossing is available into Stevenson. He asked what the timeline was for the letter, and if the Council should wait for Councilmember Hendricks views. It was suggested to include a request for signs on I-84 pointing to Stevenson in a letter of support.

Councilmember Knudsen stated he would be contacting Senator Murray with personal concerns and would include the minutes of the discussion. Attorney Woodrich cautioned him to ensure he spoke only as an individual and not as a representative of the City

d) Follow-up From Council Strategic Retreat - City Administrator Leana Kinley presented a draft of the 2021-2022 goals from the discussion at the July 11, 2020 council retreat for council review and discussion. The Council and staff reviewed goals on undergrounding of utilities, expanding broadband, and improving communication with residents. City Administer Kinley will add action items, as some highlighted areas have not been updated.

8. INFORMATION ITEMS:

- a) Chamber of Commerce Activities**-The report presented described some of the activities conducted by Skamania County Chamber of Commerce in June 2020.
- b) Financial Report** -**City Administrator Leana Kinley** presented the Treasurer's Report and year-to-date revenues and expenses through June 2020.

- c) **Fire Department Report** -The Stevenson Fire Department's report for June 2020 was presented for council review.
- d) **Planning Commission Minutes**-Minutes from the June 8, 2020 Planning Commission meeting were presented.
- e) **Sheriff's Report** -The Skamania County Sheriff's report for June 2020 was presented for council review.

Mayor Anderson reported he had attended the last Planning Commission meeting and was encouraged to hear a thoughtful discussion. He complimented the Planning Commission members on their talents. He advised the Council some issues would likely come before them in the next month or so.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

a) **Karl Russell, Public Works Director** Russell Street project is almost done. He shared there would be a punch list with a list of repairs. He is waiting for landscapers to finish. Next week a walk through will be performed. Some signs are leaning due to wind so they will need to be redone. The budget should even out with cost savings and change orders.

Several waterline projects and a culvert removal are in progress. Russell Street has one wooden utility pole to be removed by Century Link. Lights are scheduled to arrive July 17th. Outlets with timers have been installed near the street trees.

A sewer repair on First and Seymour turned complicated due to multiple utility conduits and a broken sewer lateral. PUD assisted with their boom truck.

b) **Ben Shumaker, Community Development Director** Karl is working with WSP engineers on First Street sidewalk and overlook project. Well into design phase for the grant received, with 50% design due at the end of July 2020, and on track to submit design for construction next year. Good decisions being made regarding potential Columbia Street move, no money being spent on vegetated curb extensions at intersection. Those funds will be used instead to further improve the overlook. The project is supporting City goals of investing in the east side of downtown.

The Planning Commission has approved zoning amendments with the exception of one issue. After deadlocking on the item, the PC elected to send it to City Council for review. It will be presented in August 2020 as a public hearing.

FDM will have a submittal regarding relocation of pathway and lot lines.

Closing out some grants, including the CERB grant for alternative analysis for pre-treatment at the Port.

Initial comments are expected from DOE for Shoreline Management Program program. Adopted by City Council in December 2018, the DOE is just now getting to review.

The city-wide street tree management plan will be starting. The residential capacity grant from Department of Commerce to look at the next zoning amendment to add places where

residential construction can take place will be utilized. A goal is to reduce housing prices by increasing residential construction.

Policies to find ways to extend water and sewer outside city limits and tying it to a contract for annexation or other options will be considered.

Other amendments will look at minimum densities in R2 and R3 districts. Exploring incentives for downtown development instead of regulatory action is under consideration, which aligns with the recent downtown parking discussion. Provide incentives rather than regulatory. He is looking for community help with the retaining wall along the pathway.

c) Leana Kinley, City Administrator Everything is in her written report. The audit report is to be published on July 20, 2020. It was a clean audit. **Mayor Anderson** underscored the importance of a clean audit considering there were mid-year software conversions and staff changes.

The Red Cross is looking for volunteers for shelter and health services support. The financial report is not looking as gloomy, more information will be available in August.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

June 2020 payroll & July 2020 AP checks have been audited and are presented for approval. June payroll checks 14475 thru 14481 total \$83,150.25 which includes EFT payments. July AP checks 14474 and 14482 thru 14523 total \$559,358.94 and includes ACH payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented made by Councilmember McHale with a second by Councilmember Muth. **City Administrator Kinley** thanked **Councilmembers McHale** and **Muth** for reviewing the AP at City Hall. **Councilmember Knudsen** queried the line item for pool support. It was explained the school district invoiced the city for multiple quarters to be paid all at once, and there was no contract language that stipulated anything different.

- Voting aye: **Councilmembers Muth, Weissfeld, McHale**
- Voting nay: **Councilmember Knudsen**

MOTION to approve **Councilmember Hendricks** absence was made by **Councilmember Knudsen** with a second from **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, Muth, Weissfeld, McHale**
- Voting nay: None

11. MAYOR AND COUNCIL REPORTS: **Councilmember Weissfeld** reported the EDC confirmed a virtual luncheon on October 8th from 11:30 a.m. to 1 p.m. Refunds from the cancelled luncheon can be donated to the WAGAP food bank. Take out options from local businesses will be available as well.

12. ISSUES FOR THE NEXT MEETING: Continue Covid updates from the city's perspective were requested by **Councilmember McHale**.

13. ADJOURNMENT-Mayor Anderson declared the meeting adjourned at 8:04 p.m.

Approved X; Approved with revisions _____



Scott Anderson, Mayor

08.24.20

Date

Minutes by Johanna Roe