

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**October 18, 2018**  
**6:00 PM, City Hall**

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor called the meeting to order at 6:13 p.m., lead the group in reciting the pledge of allegiance and conduct roll call.

PRESENT: Councilmember Amy Weissfeld, Councilmember Paul Hendricks, Councilmember Jenny Taylor

ABSENT: Councilmember Robert Muth

Motion to excuse Councilmember Muth made by Councilmember Taylor, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

**2. CHANGES TO THE AGENDA:** None

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

a) **Minutes** of September 20, 2018 City Council Meeting.

b) **Travel Reimbursement Request** - Mary Corey requested lodging reimbursement approval for the Vision Accounting Software Conference in Leavenworth from Oct 3-5. The State per diem for the area is \$94 per night and the hotel accommodations, which included breakfast, was \$112 per night. Council approval is required for any rates above the state rate.

c) **Liquor License Application for Added Privilege** - Red Bluff Brewing, LLC

Council discussed that the added privilege includes direct shipment in and out of Washington as well as kegs to go.

d) **Liquor License Renewal** - Andrew's Pizza SW, Inc. and Red Bluff Brewing, LLC

Motion to approve consent agenda items made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

**4. PUBLIC COMMENTS:** None

**5. PUBLIC HEARINGS:**

**a) 6:15 Chinidere Mountain Estates Development Agreement Extension -**  
Community Development Director Ben Shumaker presented the request for an extension from the developers of Chinidere Mountain Estates.

The Public Hearing opened at 6:15 p.m.

Shumaker explained that tonight's memo was similar to what was provided and discussed in the last council meeting. This extension requires a public hearing and is needed to approve a development agreement. He further explained that the purpose for tonight was to review the new development plan and approve or deny. He highlighted overall page 21, which includes interim timelines to be met. This also notes one developer on phases 2 and 3 and a second on phase 4.

Council confirmed that this development project was originally given 12 years and is now asking for an additional six years. Council also asked about ramifications for development if the extension was not granted. It was explained that the developer would have to reapply, requiring more time and money and the city would not be impacted greatly. There is a fee embedded for the upcoming phases, as they have additional costs of engineering. Staff recommended granting the extension and Shumaker noted that the project was less feasible than the market could handle at the time but the market is now coming back. City Attorney Ken Woodrich noted that, for most cities, this is done as a public service for compliance with standards and not as a money making situation. Unless there is something that council really doesn't like about the development, it doesn't make sense to go back to ground one. Hendricks agrees, but feels like the city doesn't have a stick to encourage completion.

City resident Rick May asked Council to consider how easy or difficult it is for development and in dealing with the city and the benefit of that positive report on future development. Mayor Anderson added that starting over doesn't make financial sense to anyone. Council discussed that they extension does not note substantial changes so moving forward was accepted.

The Public Hearing closed at 6:29 p.m.

Motion to approve the Chinidere agreement extension made by Councilmember Taylor,  
Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

**b) 6:30 Proposed 2019 Budget Hearing** - City Administrator Leana Kinley presented the 2019 proposed budget for public comment and council discussion.

The Public Hearing opened at 6:30 p.m.

Kinley highlighted overall page 37 and the ending cash balances, which show a decrease due to the capital projects the city is current working on. She noted that this is not of concern as it is not due to continuing operations and maintenance. It does reflect a salary increase. She added that no approval was required at this time and more work on further analysis will take place after the upcoming strategic planning meeting.

The Public Hearing closed at 6:38 p.m.

## **6. OLD BUSINESS:**

**a) Approve Tetra Tech Contract Ratification for the Additional Wastewater Alternatives Analysis** - City Administrator Leana Kinley requested ratification of the contract with Tetra Tech in the amount of \$66,984 on the alternatives analysis for the CERB feasibility study that was approved at the September 20, 2018 council meeting for an amount not to exceed \$67,000.

Kinley highlighted overall page 92 of the schedule which will require a special council meeting the first week of January. She added that the brewery expert will be touring breweries in November and would like Council to attend tours as well as upcoming workshops. The deadline to complete is set for April 15 with the main goal to complete by February. The Department of Ecology (DOE) will be invited to the meetings as well, in hopes of staying on track for asking for funding by October of next year. This would not require another study but, based on the path chosen, would elicit further discussion during design phase.

Council discussed Tetra Tech's previous involvement in similar projects and discussed the interest in moving forward with services that get the city where it's trying to go. Kinley stated that it is a benefit for Tetra Tech to have institutional knowledge based on their history with the city and that they can help update the facilities plan as well. Kinley also noted that Tetra Tech has heard the message to avoid being too general and to keep note of the budget. Council is also interested in holding them accountable and using staff recommendation that this scope is appropriate.

Motion to approve Tetra Tech contract ratification made by Councilmember Taylor,  
Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

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

Hansen explained that the city is in process of hiring a wastewater treatment operator in training and will be interviewing later this month. The city would pay for them to get certified and the contract would indicate that they need to stay within the position for a certain amount of time.

The solids are now shipping to Kelso and the city is moving forward on getting solids to a class b so that land application can begin in the summer months. The current company transporting is working on acquiring land in eastern Washington which could lead to land application year-round.

Notification was received from the DOE that a law firm has requested information on a few cities, including Stevenson, in connection with specialist who is suing cities that are out of compliance. If further steps are made in that direction, the city hopes it will take into consideration that steps are being taken to remedy areas of concern and Stevenson has been in communication with DOE each step of the way.

## **7. NEW BUSINESS:**

**a) Interview Council Applicants** - There have been no applicants at this time and will be added to the agenda for the next council meeting.

**b) Moment of Gratitude** - Each council member and staff mentioned one thing they are grateful for in celebration of Gorge Happiness month.

**c) Approve Sign for Cannabis Corner** - The interlocal agreement that allowed the relocation of Cannabis Corner to Stevenson included a stipulation that the sign had to be approved by council.

Council confirmed that lighting on the sign would not include back lighting and would likely be uplit with solar support. It was also confirmed that 420 Evergreen Drive in the name connects to the old name and previous address in North Bonneville.

Motion to approve the sign was made by Councilmember Hendricks, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

Further discussion then took place regarding a streetside banner flag and the Council agreed no official opinion but is interested in having the Planning Commission discuss

regulation regarding signs in general. Council agreed a grand opening sign was permissible as temporary.

Motion to allow temporary installation of a grand opening sign for up to 45 days from October 24th was made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

**d) Approve Interlocal Agreement Amendment with Skamania County for Building Inspector Services** - City Administrator Leana Kinley presented an amendment to extend the building inspector and plan review services between the city and county through Oct. 31, 2022. The rates were updated for both the city and county and include employee salary and benefit costs only. There is no administrative overhead being charged in this agreement.

Motion to approve the interlocal agreement amendment with Skamania County for Building Inspector services was made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

**e) Approve Contract with Bell Design for Geotech Needs Assessment** - City Administrator Leana Kinley requested council approval of the attached contract with Bell Design for a geotech needs assessment on the property for the new fire hall in the amount of \$19,621.

Council detailed approving the amount but noted it could be an additional \$16,000, which would go to council approval first.

It was noted that Bell Design was one of two companies on the roster and was the only one to provide in a quote. Council shared interest in additional companies and additional quotes. Kinley to do further work and tabled the approval for now.

**f) Approve Contract with BergerABAM for Wetland Delineation** - City Administrator Leana Kinley requested council approval of the contract with BergerABAM for a wetland delineation on the new fire hall site in the amount of \$7,965.

Council asked for information on the scope of their work. May noted his experience, which included digging down during two full days work and going through each section of the wetland, following the streams, digging down again and determining what type of

soil was present to determine if its wetland. Then they determined what type of stream it is and all information led to information on how to mitigate.

Motion to approve the BergerABAM contract made by Councilmember Weissfeld,  
Seconded by Councilmember Taylor.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

## **8. INFORMATION ITEMS:**

- a) Financial Report** - Attached was the City's Financial report for year-to-date revenues and expenditures through September 30, 2018.
- b) Building Permits Issued** - As of 10/15/18 there were 19 active Single-Family Residence permits. Two homes have been finaled since the last council meeting. Most homes are being built at a normal pace and six are being built by homeowners and are moving slowly. There are two noteworthy permits: Skamania Lodge has a permit for a 3,100 sq ft pavilion and the North Bonneville PDA received their final occupancy.
- c) Sheriff's Report** - A copy of the Skamania County Sheriff's report for September, 2018 was attached for council review.
- d) Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was attached for council's review.
- e) Planning Commission Minutes** - Minutes were attached from the 9/10/18 Planning Commission meeting.
- f) Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in September, 2018.
- g) Fire Department** - Fire Chief Rob Farris provided an update on the Fire Department.

## **9. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a) Ben Shumaker, Community Development Director:** Currently working on a grant for new fire truck. Also working on three different nuisances with a possible fourth. Two in regards to people living in travel trailers and land owners have been contacted. The third was in regards to clearing next to a fish bearing stream within a buffer without a permit and they have been met with owners to take steps to fix it. The fourth is another issue regarding a travel trailer. The Shoreline Management Program (SMP) is currently

waiting on state approval. The council can expect a public hearing at the November meeting and can adopt as early as the December meeting. A letter from the state was received regarding the Critical Areas Ordinance, saying they received it and another letter saying good job.

b) Leana Kinley, City Administrator: Replacement for the Deputy City Clerk position will be announced in November and interviewing will begin in December with hiring in January. The Homeless Council shared an interest in considering an additional sales tax to support homeless initiatives. The Council was open to have the conversation to talk more about shelter options at the upcoming retreat. The TAC applications will be on the next agenda for Council approval. In regards to the energy audit, 30 meters have been swapped out to see how affordable it will be to switch all and this will also be on the next agenda for approval. Changes will be coming to payroll deductions and the question was raised whether or not the city can pay for the employee portion. Council decided to talk more at a later date about costs and ramifications. The revised W-4 distributed to council will make sure that the right amount are deducted from paychecks. Kinley was also interviewed for an article with the AWC and will be in the next issue of City Vision.

#### **10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

a) September 2018 payroll & October 2018 A/P checks have been audited and were presented for approval. September payroll checks 12829 thru 12845 total \$108,868.09 which includes twelve direct deposits, one EFTPS and three ACH payments. Payroll checks 12836-12838 were voided. A/P Checks 12846 thru 12915 total \$266,459.42 which includes three ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers were available for review at the Council meeting.

September 2018 investment activity: \$100,000 CD matured and sold (Riverview @ .3%); \$498,837 FFCB Bond purchased (TVI/US Bank Safekeeping @ 2.8%)

Motion to approve vouchers made by Councilmember Hendricks, Seconded by Councilmember Taylor.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

#### **11. MAYOR AND COUNCIL REPORTS:**

Mayor Anderson: A quote for cameras was acquired for possible installation at City Hall. In addition, a panic button could be installed inside and a light would be added to the

parking lot. The ADU policy is being revisited and the first step is to establish places that are affordable to live. Reminder regarding the Council retreat in the coming weekend and shared excited about the opportunity to pick a direction for the city. Oregon Connections, a broadband conference, will be held in Hood River. Last year it was in Ashland and it was noted that it is a great conference because of its diversity and this year's theme is digital inclusion, which fits in with Stevenson's Broadband Action Team.

Councilmember Hendricks: Noted that several politician canvassing have been knocking on his door. This brought up a truck traffic issue.

**12. ISSUES FOR THE NEXT MEETING:** None.

**13. ADJOURNMENT** - Councilmember Hendricks moved to adjourn and Mayor adjourned the meeting at 7:44 p.m.

  X   approved; \_\_\_\_\_ approved with revisions

  
\_\_\_\_\_  
Scott Anderson, Mayor

11.15.18  
\_\_\_\_\_  
Date

Minutes by Claire Baylor