

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 15, 2018**  
**6:00 PM, City Hall**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6 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 Jenny Taylor

**2. CHANGES TO THE AGENDA:** Anderson moved 14 Executive Session up to 7:00 pm. before reviewing old business.

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

- a) **Minutes** of October 18, 2018 city council meeting and October 19 and 20, 2018 council retreat.
  - b) **Approve Resolution 2018-320 Declaring Unclaimed Property** - City Administrator Leana Kinley requested approval of Resolution 2018-320 declaring unclaimed property and authorizing the reissuance of checks to the appropriate payees.
  - c) **City Hall Closure Request** - City Administrator Leana Kinley presented a request from City staff to close City Hall and the Public Works department Monday December 24 prior to the December 25 holiday. Staff taking the day off would use vacation time, comp time or leave without pay.
  - d) **Water Adjustment** - The Stevenson Carson School District (Irrigation meter No. 205920) requested a water adjustment of \$874.02 for a leak that they have since repaired.
  - e) **Water Adjustment** - Glenn Kusta (meter No. 401100) requested a water adjustment of \$96.37 for a water leak which they have since repaired.
- MOTION to approve consent agenda items made by Councilmember Muth, Seconded by Councilmember Weissfeld.

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

#### **4. CITY COUNCIL INTERVIEWS:**

**a) Interview Council Applicants** - Council reviewed and interviewed applicants for the open position #5. After the interviews, council deliberated in executive session. After coming out of the executive session, council voted on the candidates.

Council interviewed two applicants: Matthew Knudsen and Leslie Harris.

Knudsen shared intrigued by this work, as a facilitator to find middle ground and a path forward. He is interested in human development needs with a focus on homelessness, economic stability for residents and temporary shelter for homeless residents or passersby. He shared no conflicts and explained that he is still currently on the Planning Commission and would be willing to switch. He noted no experience with water but, as a Commissioner, is familiar with the need to get up to speed quickly.

Harris shared that she has been a part of the Stevenson community since the 1960s and grandparents were well involved at that time. Her husband previously owned a restaurant in town and she has most recently been employed as a Certified Nursing Assistant. She is interested in providing activities for teens and sees problems with drugs and homeless. She did not address action items but highlighted previous Parks and Rec programs that she would like to reconstitute. She noted strengths in listening skills as well as being a researcher and a quick study. She highlighted her people skills and problem-solving skills from years of work in restaurants. In a public setting, she noted that she can take disagreements in a professional manner.

The audience agreed to step out for Executive Session for 5 minutes. Executive Session opened at 6:19 p.m. and closed at 6:24 p.m.

**MOTION** to approve Matthew Knudsen to City Council position number 5 made by Councilmember Muth, Seconded by Councilmember Hendricks.

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

Council noted that Knudsen would finish out the remainder of the position to November 2019. They also invited Harris to pursue her interest in city involvement through the

Planning Commission position that will become open now with Knudsen moving to City Council.

Anderson swore Knudsen into the City Council following the vote.

**5. PUBLIC COMMENTS:** None

**6. PUBLIC HEARINGS:**

**a) 6:15 - Shipping Container Moratorium** - Community Development Director Ben Shumaker presented Resolution 2018-321 and Ordinance 2018-1127 for public comment and council consideration. Resolution 2018-321 is regarding the Findings of Fact to support Ordinance 2018-1127 extending the shipping container moratorium.

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

Shumaker suggested extending the moratorium for one year. He explained that the Planning Commission wants to look at this issue in a bigger context of the downtown plan. They have identified 13 tasks which justify the yearlong extension. This would only be a partial renewal as the Commission was not concerned with shipping containers in residential areas and wants to only focus on shipping containers in trade districts and the Rock Creek Drive corridor. This would lift the moratorium on residential as they deemed existing requirements sufficient and would still apply.

Public hearing closed at 6:34 p.m.

MOTION to approve Resolution 2018-321 made by Councilmember Muth, Seconded by Councilmember Hendricks.

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

MOTION to approve ordinance 2018-1127 made by Councilmember Muth, Seconded by Councilmember Hendricks.

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

**b) 6:25 - Wastewater Moratorium** - City Administrator Leana Kinley presented Resolution 2018-323 and Ordinance 2018-1128 for public comment and council

consideration. Resolution 2018-323 is regarding adoption of the Findings of Fact to support Ordinance 2018-1128 extending a wastewater moratorium on commercial sewer connections.

The Public Hearing opened at 6:35 p.m.

Kinley suggested a one-year extension on the moratorium with a robust plan in place.

Council discussed vacant buildings and whether they would consider new connections or not. The staff would need to discuss and see what could be put into place and they would have to be considered on a one to one basis. If the waste can be treated down to residential strength it could be allowed. City resident Bernard Versari confirmed that the moratorium does apply to commercial and industrial and does not apply to residential.

The Public Hearing closed at 6:37 p.m.

MOTION to approve Resolution 2018-323 made by Councilmember Weissfeld,  
Seconded by Councilmember Muth.

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

MOTION to approve Ordinance 2018-1128 made by Councilmember Weissfeld,  
Seconded by Councilmember Hendricks.

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

**c) 6:35 - Shoreline Management Program** - Community Development Director Ben Shumaker presented the Shoreline Management Program for public comment. The Public Hearing opened at 6:39 p.m.

Shumaker noted that the SMP updates can move the document forward and considered current until 2021.

Council was interested in addressing any problematic issues in the document and Shumaker noted that most of the SMP is regulation and there can be problematic issues when we enforce regulation. He also noted that the restrictions in Stevenson compare to the state when looking at commercial and industrial. The city is pushing what the state requires of no net loss. Council asked about mitigation in and outside city limits

and Shumaker said it is allowed outside of city limits. The Port has reviewed the document and has been invited to meetings and included on emails as part of the Shoreline Advisory Committee.

The Department of Ecology (DOE) has asked that the more formal public hearings keep comments brief and specific to section and page. Shumaker will need to respond to all comments formally.

The Public Hearing closed at 6:46 p.m.

A vote is not needed at this time. The written comment period will be open until December. Comments will be summarized and will be provided a recommended response. Now that the Public Hearing has been held, this could come back up for adoption at the December Council meeting or January if additional comments come in after the December Planning Commission meeting.

**d) 6:45 - 2019 Proposed Property Tax Levy Hearing** - City Administrator Leana Kinley presented Resolution 2018-324 and Ordinance 2018-1129 for public comment and council consideration.

The Public Hearing was opened at 6:49 p.m.

Council discussed additional ramifications in the grant funding outside of the dollar amount. Kinley noted that the USDA funding application is very robust and has strict requirements to show that enough revenue is being recouped to ensure enough funds are necessary to maintain the city.

The Public Hearing was closed at 6:52 p.m.

MOTION to approve Resolution 2018-324 made by Councilmember Muth, Seconded by Councilmember Hendricks.

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

Voting Nay: Councilmember Weissfeld

MOTION to approve Ordinance 2018-1129 made by Councilmember Hendricks, Seconded by Councilmember Muth.

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

Voting Nay: Councilmember Weissfeld

**e) 6:55 - Final Public Hearing on 2019 Proposed Budget** - City Administrator Leana Kinley answered questions regarding the 2019 proposed budget. The Tourism Fund budget proposal has been updated based on the committee recommendation to council.

The Public Hearing was opened at 6:55 p.m.

Kinley addressed that the only changes made are to the Tourism Advisory Fund. The Port has some funding that will roll over to next year. The 2018 and 2019 budget amendments are still to come but most will remain the same as discussed at the last meeting. The city is still on track for what was projected for the sewer plan but, because of combined fund, the challenge is the funding for it until the amendment in 2019. There may be other financing opens for Kinley to consider but, as for the current standing of the budget, those are the current downfalls currently proposed.

The Public Hearing was closed at 6:59 p.m.

Council considered the proposed equipment schedule and suggested less spending in that area. Hansen noted that the schedule is based on current practice of replacing equipment every 10 years because staff then doesn't have to work on vehicles and the city can get money out of it when it is surplussed. Council noted bad timing even though its in accordance. Council decided to leave it in the budget and review at the amendment periods.

## **7. OLD BUSINESS:**

**a) Approve Contract for Geotech Needs Assessment** - City Administrator Leana Kinley requested council approval of the proposal by GN Northern, Inc. for Geotechnical Engineering Services in the amount not to exceed \$6,800.

MOTION to approve the contract made by Councilmember Hendricks, Seconded by Councilmember Taylor.

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

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

Hansen noted that the city hired a new wastewater operator. He is not currently certified and he has 18 months to get level 1 certifications for water and wastewater and 6 months to get his CDL.

Hansen also addressed sampling discrepancies between Jacob's lab and the lab the city was using. The city extended the sampling and independent labs continued to come in lower than Jacob's. Hansen continuing to dig and uncover discrepancy.

Hansen noted that the process of installing a data logger for in-flows will help with the design of total upgrades.

Carl Jones, a DOE employee specializing in plant operations was invited to come down and meet with city staff to discuss or plant and its operation. The group found it very informative. DOE has offered to come back and discuss more on specific issues.

Hansen also noted that he is looking into couriers to travel samples from Stevenson to Vancouver.

Kinley added an update to the CERB feasibility study. Tetra Tech and Brewery Wastewater Design will be out and would like to meet with industry users and city staff next week. Council agreed on next Monday at 6 p.m. Kinley also noted that workshops will follow for December 3rd, possibly all day, and January 3rd for half a day. There will also be a special council meeting the week of January 7th and Council agreed Thursday the 10th at 6 p.m. The final public hearing will be held on the 17th.

## **8. NEW BUSINESS:**

**a) Tourism Funding Awards** - City Administrator Leana Kinley presented the Tourism Advisory Committee's 2019 funding recommendations for Council consideration.

Council discussed the reseeding project and the cost. Midway reseeding is contingent upon a certain number of years of watering. The Fair Board discussed reseeding and also re-installation of irrigation. Council requested invoices. Council also noted excitement with the park plaza project moving forward. Kinley added the funding for that project will also be contingent upon Council approval of design.

Kinley to come back to Council with contracts. Council consensus was to move forward with items as presented.

**b) Discuss Strategic Retreat Goals** - City Administrator Leana Kinley presented an updated version of the goals from the strategic retreat. Staff worked together to make the goals Specific, Measurable, Attainable, Realistic and Time-bound where possible.

Council did not address any changes or concerns at this time. Anderson noted item number 9 and will address this with a list of agencies to invite in early 2019. Anderson also noted it was really great to get consensus on goals and move forward with focused areas.

**c) Discuss Energy Services Proposal** - City Administrator Leana Kinley presented information regarding the investment grade audit and project proposals for upgrading the lighting at City Hall and installing radio read "smart" meters for council review and discussion.

Kinley noted that the smart meters on the information attached are the \$100 cheaper meters that are drive-by readers, not able to read from City Hall, and as software is updated, they would be able to update. The AMI ready meter allows for additional capability with additional funding. The staff noted that it would be a viable project at a 15-year loan and AMI ready would be additional. The staff considered meter costs and software costs and noted the AMI ready would be the best technology at the lowest cost. The staff asked Council for further direction.

Council discussed home monitoring and Kinley noted that AMI ready could possibly be available to homeowners by logging in and seeing their data. Anderson noted that he prefers the AMI ready. Council confirmed that the city is looking at 800 water meters. Council noted that the meter plus plan, with AMI readers drive by ready. Council discussed staffing needs to implement and whether costs include installation with additional time to learn the new software. The software can be read by tablet and smartphone, which will be user friendly for all staff. The additional labor savings would be absorbed by staff spending time on additional maintenance. The plan also includes GPS'ing all meters. Council asked about the meter company and if this company is what will work best for Stevenson for years to come. Kinley noted that she looked at various systems and highlighted the sonic technology, which can measure lower flow, and staff



recommends this company is the best. Council discussed whether this was the right time for this project and what the costs increase will look like for residents.

Council reached consensus on AMR plus and although water costs may go up for residents the new software will allow for them to self-monitor more often.

Project Engineer Lisa Steel noted that they can be flexible on the timelines outlined. She also noted that this project is a benefit for the city and many cities have AMR for the time saving capabilities and the increase in accuracy.

This also includes upgrading the lighting in City Hall to LED which would be an increase in cost for installation but a decrease in payment over time. Kinley to get more information for next meeting.

**d) Approve Letter of Intent to Withdraw** - City Administrator Leana Kinley presented a memo and information regarding changing liability insurance coverage from CIAW to AWC RMSA for council consideration.

Kinley to get quotes from WCIA as well.

MOTION to approve Letter of Intent to Withdraw made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

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

**e) Broadcasting License Request** - Janet Campbell and Jon Bennett requested the City of Stevenson apply for a Low Power FM Broadcasting license to create a local Stevenson radio station with a broadcast radius of 5.6 kilometers. Additional information was presented to council.

Hendricks noted that this station would be not for profit. Campbell and Bennett would need some additional equipment to do live broadcast, from the local football games for instance, but have all they need to get started in house. They also have the ability to broadcast on a generator in the event of a power outage.

Shumaker noted that the city would be the applicant for a license, which is why it had to come to Council for city approval. Kinley noted interested in looking into what they would be broadcasting and what or how the city could be liable as the applicant. City Attorney Woodrich noted that the policies will need to be adopted. Council shared

interest but noted that they have enough projects right now and this is not a top priority. Kinley noted more detailed information would be needed as well as amount of staff time needed. Request is currently on hold.

**f) Food Bank Donation Request** - Patti Nichols, Stevenson Food Bank Coordinator, requested council increase the annual city donation amount from \$6,000 to \$10,000. Information regarding the need for the increase was presented to council.

Council questioned whether the city has the money for this request at this time. Kinley noted that the increase can be absorbed in the budget, especially with the insurance change. No contract is needed. Council reached consensus to adopt the increase.

**g) Approve CDBG General Purpose Grant Contract** - City Administrator Leana Kinley requested approval of the contract with the Department of Commerce for the Housing Rehabilitation with Columbia Cascade Housing Corporation project.

Council asked about zero interest loans and not grants. Kinley noted that it's a rehabilitation loan, which would require a contractor.

MOTION to approve contract made by Councilmember Hendricks, Seconded by Councilmember Taylor.

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

## **9. INFORMATION ITEMS:**

**a) Financial Report** - City Administrator Leana Kinley presented the Financial Report for October, 2018.

**b) Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was presented for Council's review.

**c) Sheriff's Report** - A copy of the Skamania County Sheriff's report for October, 2018 was presented for council review.

**d) Chamber of Commerce Activities** - The report presented described some of the activities conducted by Skamania County Chamber of Commerce in October, 2018.

e) **Fire Department Report** - A summary of recent fire department activities was presented for Council's review.

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

a) Eric Hansen, Public Works Director

One hundred percent of the city street lights are now LED and will be submit for LED rates through the PUD.

The Russell Avenue project is progressing. Construction will be starting mid-July but with federal funding we have a construction window and won't allow paving after a certain time. Council shared interested in construction being at a different time to not disrupt peak season for local businesses. Shumaker suggests delaying the project. Hansen noted that the right-of-way acquisition could be a hurdle and would require delaying and delaying could also mean additional matching grant funds. Hansen recommended staying on the timeline schedule with continued conversations about possible delay. Council asked for any and all mitigation for negative outcomes to the city.

b) Ben Shumaker, Community Development Director

Currently developing goals and potential projects for next year, such as affordable housing and a potential industrial site next to the transfer station. The CERB grant deadline is April.

The downtown plan is moving forward and consultation services will be moving forward soon.

c) Leana Kinley, City Administrator

Recently received phone calls on piece of property with some sites on city water and some on a well. The property owners want to divide the property and want to know if water connection would be transferable to a single residence. Kinley recommended no because it would be an increase water use and a update water meter. Kinley also recommended they annex in if they were interested. There was no objection from council.

Kinley had a discussion with the sheriff regarding building security and it was suggested to obtain a metal bat, add blinds to all windows and complete an active shooter scenario training with building staff. The staff is also considering panic buttons.

The city's Deputy Clerk/Treasurer II position has been posted on the city website. The current employee will stay on until mid-February.

The fire hydrants are currently being GIS'ed, including water pressure and additional information.

The command vehicle has been ordered and should be delivered in 3-4 months. The images of the new fire hall project have also been included in the packet.

Kinley also noted the fairgrounds lift station easement, which will allow the city to apply to an EDA grant.

Skamania County is having a planning committee look at possible hospital sites or a small emergency room facility in the county. City staff plans on attending.

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

a) October 2018 payroll & November 2018 A/P checks have been audited and are presented for approval. October payroll checks 12916 thru 12931 total \$91,548.03 which includes eleven direct deposits, one EFTPS and three ACH payments. 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 will be available for review at the Council meeting.

There were no investments for October.

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

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

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

Councilmember Taylor shared that she recently walked through Ryan's Juice in Hood River to see their pretreatment process.

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


**14. EXECUTIVE SESSION** - City Council convened in Executive Session under RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate at 7:05pm for 15 minutes. At 7:20 Council extended the session an additional 10 minutes.

**15. RETURN TO REGULAR SESSION** - Mayor Anderson reconvened the regular Council meeting at 7:30pm and called it order.

**16. CITY COUNCIL ACTION** - City Council directed staff to proceed as discussed.

**17. ADJOURNMENT** - Councilmember Muth moved to adjourn and Mayor adjourned the meeting at 8:55 p.m.

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

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

12/20/18  
\_\_\_\_\_  
Date

Minutes by Claire Baylor