

AGENDA
CITY OF STEVENSON COUNCIL MEETING
March 21, 2019
6:00 PM, City Hall

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

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

Amy Weissfeld requests an excused absence for other prior arranged absence.

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

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

- a) **Liquor License Renewal** - A&J Stores, Inc. and Skunk Brothers Spirits Inc.
- b) ***Special Occasion Liquor License Application** - Stevenson Business Association at the Skamania Fairgrounds on June 21st from 6-10pm and June 22nd from 2-10pm.
- c) **Minutes** of February 21, 2019 City Council Meeting and March 5, 2019 Special City Council Meeting. (p. 5)

MOTION: To approve consent agenda items a-c.

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

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

- a) **6:15 - Findings of Fact Supporting the Revised Single-Family Residential Construction in C1 Zone Moratorium** - City Administrator Leana Kinley presents Resolution 2019-332 regarding the Findings of Fact to support the revised moratorium of Single-Family Residential construction in the C1 zone with Ordinance 2019-1139. (p. 22)

MOTION: To approve Resolution 2019-332 adopting the findings of fact supporting the revised moratorium on new Single-Family Residences in the C1 zone.

6. FIRE DEPT UPDATE:

- a) **Fire Hall Project Update** - Mackenzie will be present to review and discuss the Fire Hall project. Included in the packet are low and high cost estimates as well as a value engineered list of cost-cutting measures that can be taken to get the overall project cost down. (p. 24)
- b) ***Amendment to Interlocal Agreement for Dispatch Services** - City Administrator Leana Kinley presents the attached Amendment #1 to the Interlocal Agreement for Dispatch Services modifying the calculation to reduce the amount allocated by any state allocations, grants or non-county funding received, extends the contract to the end of 2020 and allows additional 2-year extensions with written notice. (p. 30)

MOTION: To approve Amendment #1 to the Interlocal Agreement for Dispatch Services with Skamania County.

7. OLD BUSINESS:

- a) ***Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 39)

8. NEW BUSINESS:

- a) **Rick and Julie May Property Donation** - The Mays have approached the city about donating a piece of land for development of a city park and affordable housing. Before moving forward with boundary line adjustments in preparation of the transfer, they would like affirmation by Council that the conditions they have placed on the transfer will be met and that the city intends to move forward with accepting the donation. A memo has been prepared and attached with more detailed information about the project. (p. 41)

MOTION: To approve authorizing the Mayor to sign the Letter of Intent as drafted... or with changes as discussed.

- b) ***Downtown Plan** - After a solicitation and review of qualifications from firms for the creation of a Downtown Plan for the City, Community Development Director Ben Shumaker will make a recommendation for contracting with Crandall Arambula. (p. 47)

MOTION: To approve the contract with Crandall Arambula for the development of the city's Downtown Plan in the amount not to exceed \$119,615.

- c) ***Russell Ave Project Update** - Public Works Director Eric Hansen will provide an update on the Russell Ave project including a revised timeline that will reduce impact to businesses and reduce construction costs. A contract amendment with Wallis Engineering will be presented at the April council meeting. (p. 57)

d) Downtown Landscaping Discussion - Public Works Director Eric Hansen issued a Request for Proposals for landscaping and maintaining select downtown flower beds. This discussion will be around the applications received and the process to move forward.

e) Update to City's Fats, Oils and Grease Program - Public Works Director Eric Hansen presents Ordinance 2019-1140 regarding an update to the sewer and pretreatment code and establishing a preferred pumper program. Attached is a copy of the Grease Removal Device inspection criteria and a copy of ordinance 1140. (p. 58)

MOTION: To approve Ordinance 2019-1140 amending the sewer and pretreatment code and repealing portions of Ordinance 1119.

f) Wastewater System Design Engineer - After a solicitation and review of qualifications from engineering firms for the design of the city's wastewater treatment facility and collection system improvements, City Administrator Leana Kinley recommends contracting with Wallis Engineering. If confirmed by council, staff will work with Wallis to create contract documents for presentation at the April 18th council meeting.

MOTION: To approve moving forward with contracting with Wallis Engineering for the design of the city's wastewater treatment facility and collection system improvements.

g) WCIA Pre-Membership and Membership Agreements - In an evaluation of insurance alternatives, Washington Cities Insurance Authority (WCIA) was the best choice for cost, coverage and services provided. City Administrator Leana Kinley presents two WCIA Interlocal Agreements for council approval. These agreements state our formal application to WCIA as a Full Member and our intent to cooperate and comply with their application process. It also binds the city to WCIA as a Full Member on December 1, 2019 pending approval by the full membership of WCIA. (p. 62)

MOTION: To approve the Interlocal Agreement creating pre-membership conditions between WCIA and City of Stevenson and the Appendix 147-19 to Interlocal Agreement creating the WCIA.

h) Fairgrounds Exhibit Hall Reroof Contract - City Administrator Leana Kinley presents the attached interlocal agreement with Skamania County for \$10,000 of lodging funds to be used to replace the roof of the Exhibit Hall. (p. 67)

MOTION: To approve the interlocal agreement with Skamania County for the replacement of the Exhibit Hall roof in the amount of \$10,000.

9. INFORMATION ITEMS:

a) Sheriff's Report - A copy of the Skamania County Sheriff's report for February 2019 is attached for council review. (p. 73)

- b) *Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed are presented for Council's review. (p. 78)
- c) Planning Commission Minutes** - Minutes are attached from the 1/14/19 Planning Commission meeting. (p. 79)
- d) Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in February 2019. (p. 83)
- e) Fire Department Report** - The attached report describes some of the activities conducted by the Fire Department in February, 2019. The Fire Chief requests a meeting or workshop to be held at the Fire Station as outlined in the report. (p. 85)

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) Leana Kinley, City Administrator

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

The voucher report and investments update will be provided to council ahead of the meeting.

- a)** *February 2019 payroll & March 2019 A/P checks have been audited and are presented for approval. February payroll checks 13263 thru 1271 total \$125,410.96 which includes one EFTPS and six ACH payments. A/P Checks 13271 thru 13331 total \$156,838.71 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in February 2019. (p. 86)

12. MAYOR AND COUNCIL REPORTS:

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

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- March 27 High School Job and Career Fair
- April 1, 5-8pm - AWC Small City Connector at Hegewald Center

MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 21, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Scott Anderson called the meeting to order, 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, Councilmember Matthew Knudsen

2. CHANGES TO THE AGENDA:

None

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

- a) **Approve Resolution 2019-331 Local Government Investment Pool** - City Administrator Leana Kinley requested council approval of resolution 2019-331 authorizing investment of City of Stevenson monies in the Local Government Investment Pool (LGIP). Due to Carla's retirement the authorizations for access to the LGIP funds needed to be updated and the resolution from the Office of State Treasurer is required to make that change. No other changes are being made.
- b) **Special Occasion Liquor License Application** - Rock Cove Assisted Living on March 29th from 5:30 - 9:00 pm for their 9th Annual Wine Tasting Fundraiser (flyer attached).
- c) **Water Adjustment** - Robert and Colleen Wahto requested a water adjustment of \$326.66 for a water leak which they have since repaired.
- d) **Approve WGAP Contract** - City Administrator Leana Kinley requested approval of the contract with WGAP for 2019-2020 services in the amount of \$10,000. The only changes from the prior contract were to the dates and contract amount. The increase from \$6,000 to \$10,000 was discussed and approved during the budget process.
- e) **Liquor License Renewal** - A&J Stores, Inc. and Skunk Brothers Spirits, Inc.

f) Minutes of January 17, 2019 City Council Meeting.

MOTION: To approve Consent Agenda items a-f with the WGAP annual contract amount of \$10,000 made by Councilmember Muth, Seconded by Councilmember Knudsen.

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

4. PUBLIC COMMENTS:

Resident Mary Repar requested putting the agenda and other items discussed on a screen projected for the attendees. She also addressed a letter she wrote to the city regarding snow plowing, snow berms, ice and wash boarding. She noted that the city staff works hard and does a great job with limited resources. She suggested that a snow emergency needs a snow emergency plan. Lastly, she noted the affordable housing and requested more and varied discussion about what it means to our community.

Kinley added that Hansen has a response to Repar's letter that will be shared with the Council.

Resident Jeff Payson had comments on the Interim Zoning Controls.

The Mayor noted that this discussion is on the agenda and comments would be shared during that time.

5. OLD BUSINESS:

- a) Moratorium on SFR In C1 Zone** - The City Leadership Team presented information regarding an interim zoning control and a revised moratorium on Single-Family Residences in the C1 zone based on the discussion at the January 21st public hearing. Ordinance 2019-1135 revising the moratorium on new single-family residence construction in the C1 zone was distributed for review. Ordinance 2019-1138 was presented at the meeting.

The Council discussed allowing residential in the C1 downtown zone as a conditional use. Kinley described the Interim Zoning Controls splitting the C1 into 3 zones. Zone 1 would still prohibit single family, Zone 2 would allow single family residences as conditional, and Zone 3 would allow single family as is

currently allowed under the existing zoning. Shumaker added that one ordinance partially lifts the moratorium, as discussed at the last meeting, while the other another one allows for more response to this issue while the full downtown project is being developed. Both are temporary.

The Interim Zoning Controls is based off a 1999 plan. Zone 1 is Russell to Second and Rock Creek to Columbia and the nature path down to the railroad tracks. Zone 2 is the rest of downtown. Zone 3 goes out Rock Creek Drive with additional options for development including the new fire hall. The Council confirmed that Zone 1 and 2 is essentially what is currently C1.

City Attorney Ken Woodrich explained that Interim Zoning Controls are an alternative to adopting a moratorium. It allows some uses but gives time to for more permanent planning to be developed, whereas a moratorium is a stop all together. Shumaker noted 2019-1135 and 2019-1138 are distinct options and do not coexist together. 2019-1135 proposes moving forward with the moratorium but opens a window of time where applications could come in within the transitional area. 2019-1138 creates the Interim Zoning Controls, which can allow for more residential building but would be conditional and with caveats. Shumaker noted that Zone 2 conditional use (overall page 99 notes number 10) and residential building could be allowed but must be built as a commercial building. The Council asked whether Zone 1 has any residential structures and Shumaker noted maybe one.

The Council asked about 1999 in particular and staff explained that the the zoning was based on the 1991 plan and that 1999 was the most recent comprehensive look but wasn't adopted for unknown reasons. Staff also noted similar interests based on current conversations, such as design standards. Council asked about the difference between current mixed use and 1999 plan. Shumaker highlighted parking, prioritizing mixed use and addressing single family. Adoption of the Interim Zoning Controls would add a design review process and a potential of incentives for building mixed use. Shumaker noted overall pages 50, 51.

Shumaker noted that the Planning Commission is in process with developing a design plan for downtown and the Interim Zoning Controls would be in place before that comes to the Commission. The intent is to bring a contract to the March meeting and have it finalized in 2020. This is an attempt to try and get in front of things.

Shumaker considered amending 2019-1135 if the Council goes that direction. The state requires manufactured homes same and detached dwellings. Manufactured and modular would be added as c and d in Section 1. The Council asked for a definition of modular and Shumaker noted the description in the SMC.

Council confirmed that residential housing in commercial Zone 2 would be built to be adaptive or converted to commerce and confirmed no residential in Zone 1. The Council expressed mixed feelings about the Interim Zoning Controls and the elements within. Council discussed holding to what has been previously agreed upon regarding no residential in the downtown area. They also noted that the moratorium with a window for applications would likely affect other properties in the area, including a possible rebuild for a multi-family property. It was highlighted again that the Interim Zoning Controls would push for adaptive reuse of residential in Zone 2 and the regulation could be drafted to state that residential needs to be transitioned to commercial at some point.

MOTION: To approve Ordinance 2019-1135 revising the moratorium on new single-family residence construction in the C1 zone made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Taylor

Voting Nay: Councilmember Hendricks, Councilmember Knudsen

With a 3-2 vote, the Mayor vetoed the motion.

The Council asked about the moratorium modification based on findings of fact. Woodrich explained that the findings of fact were not consistent with the initial findings which would abrogate to the original ordinance. The new findings of fact are no longer needed now that the moratorium was rejected. The modification to the moratorium was voted down so the original moratorium from December now stands.

Kinley asked for Council input on how to change Interim Zoning Controls to be more aligned with Council vision. Council expressed wanting to support the current property owners and provide no additional residential in downtown area beyond that. Council asked about the level of involvement and monitoring with

commercial mixed used use. Shumaker noted approximately 21 lots that are adjacent to residential with 4 currently vacant.

Payson identified a question specific to a project in zone 2 which falls under the multi family dwelling in the Interim Zoning Controls. Payson is a general contractor for proposed project that may not be able to move forward based on specific language drafted in the Interim Zoning Controls. The owner of the property is interested in what would qualify under workforce housing. Shumaker noted that if Interim Zoning Controls is moved forward, this section addressed by Payson would need to be discussed.

Councilmember Weissfeld read a text from resident Judith Lanz where she expressed that all property in the downtown should be commercial use only. She further noted the increase in jobs and tax revenue. She stated that as a business owner and employee, she wants to see the land used to grow the economy.

The Council further discussed 2019-1135 and 2019-1138. Council noted more opportunity in 2019-1138 for single family to be developed over the course of the year than 2019-1135 with only 4 lots possibly developed in two months. Shumaker noted overall page 49 and explained that, since 1999, there have been approximately 15 structures demolished, 7 constructed. Of the 7, 3 are single family and 2 are drive through coffee shops. Mayor, Council and staff arranged for a special meeting to continue discussion on this topic. The date was set for Tuesday, March 5th at 6 p.m.

MOTION: To approve Ordinance 2019-1139 with the change to section 1 of 1139 to include manufactured and modular homes as affected by the moratorium, home as defined in smc table 17.13.010-1 residence or accommodation uses, and delete statement "for those properties lying within the zone transition area...." made by Councilmember Knudsen, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Weissfeld, Councilmember Taylor, Councilmember Hendricks, Councilmember Knudsen
Voting Nay: Councilmember Muth

- b) General Sewer Plan and Wastewater Facilities Plan Update - The revised City of Stevenson General Sewer Plan and Wastewater Facilities Plan was presented for council review and approval.**

Kinley noted page 115, table 9. New home connections have decreased and the cost of operation expenses have increased, which created an increase in overall wastewater cost to residents. Council agreed that the proposed rate increase was not affordable based on current household median income. Kinley explained that this plan will be submitted to DOE and staff is continuing to look at all grant sources previously discussed. Another alternative could be through legislature and direct capital spending. The Council confirmed that the rates outlined on this plan will not be set with an approval.

MOTION: To approve Resolution 2019-327 adopting the City of Stevenson General Sewer Plan and Wastewater Facilities Plan and authorizing submittal of the Plan Update for approval by the Washington State Department of Ecology made by Councilmember Hendricks, Seconded by Councilmember Taylor.

Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor

Voting Nay: Councilmember Weissfeld, Councilmember Knudsen

- c) **Sewer Plant Update** – City Administrator Leana Kinley provided an update on the Stevenson Wastewater System and the Compliance Schedule.

Kinley noted that the wastewater system exceeded effluent of BOD and TSS in January because of a slug load of unknown origin. DOE will be holding an internal meeting about this event and about Stevenson's situation and will inform city staff of the results. It was stated that this could be a finable event and fines will increase with further violations. The DOE tact to be discussed in their meeting is to require significant industrial users to apply for a permit and it has been discussed with this user group that the need for a permit may be required eventually. DOE wants to monitor for pH, BOD and possibly coloring at the source. The Council shared interest in delivering this message to users in a positive, considerate way. Council requested that all the SIUs who have been attending cohesive joint meetings with the city to be supplied with copies of letters included in the packet.

Shumaker noted the Tetra Tech amendment memo overall page 107 and 108 comparing residence impact and facilities impact. Kinley noted that Skamania Lodge wants to put their Enviropure back online and not be charged fees for BOD. The Enviropure was taken offline as requested by the city but they now argue that since the city allowed it initially, they shouldn't be charged higher to

use it, as per their letter. Kinley noted that this is where industrial permits come in to set guidelines for capacity.

6. NEW BUSINESS:

- a) **Water Shortage Emergency Regulations Ordinance - City**
Administrator Leana Kinley presented ordinance 2019-1136 regarding water shortage emergency regulations and penalties for council review, discussion and approval.

Kinley explained that an emergency could be determined based on circumstance and water flow. The city intentionally went away from specific language on when an emergency is to be declared as it could require more work in the end. Council agreed to leave it open and to use the discretion of staff.

MOTION: To approve ordinance 2019-1136 relating to water shortage emergency regulations and providing penalties for violation made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor
Voting Nay: Councilmember Knudsen

- b) **Water Requirement Ordinance - City Administrator** presented ordinance 2019-1137 requiring connection to the city water system for council review, discussion and approval.

Kinley explained that this ordinance would not allow new construction of a well in city limits and would require connection to city water.

This ordinance would impact a current application for land division, where four lots are being considered. The line upgrade near this property is currently in city plan but may require moving it up which could rearrange priorities. Regardless of one property, the staff questioned whether it is a good idea as it forces the city's hand in changing the timeline from the city's priorities to developments.

Brian Bair has been working with the Peck family on their critical areas permitting. The property in question is four lots on 9 acres above the high school. He noted that there is an existing well on the property. The plan initially was to drill wells but the new ordinance would prohibit doing so.

Katrin Crum shared the history of her grandparents purchasing the property and their involvement in the high school. She also shared history with their attempts at repurchasing the land after many years. It took the family three years and \$30,000 to get to the short plat submittal process. They have to put in a new road for \$350,000. Connecting to the city water would be an additional \$65,000. Crum stated that the short platting process shouldn't be a subdivision process. She noted that the current ordinance allows wells and septic. She emphasized the value of community members being able to build and stay in the neighborhood. Kellie McGuire seconded Crum's statement. She emphasized being a family wanting to live on the land, not a developer.

Their original request was to dig two new wells. The original well is no longer on the nine acres purchased and is now on another property which is not being used. There is currently no water access on the nine acres. Karen Peck noted that it is not cost prohibited. The family originally submitted their proposal on January 21st, before the proposed ordinance change.

The Council noted that the property in question is far from the city core. Peck added that it was annexed into the city. The Council discussed the difference in well and city water. Woodrich added that water use doesn't normally fall under land use controls. Kinley noted that a note can be made about vested land use applications as well. Woodrich suggested accepting the existing applications that are in place. The Council noted that, in general, there is interest in requiring people to hook up to city water. The Mayor noted the need for more customers when considering the water plan.

The Council discussed short plat versus larger development. Staff confirmed that there are no other short plat applications currently on file nor are there other completed applications that are in similar situations. A short plat is defined as four lots or less whereas five or more is a subdivision.

Council shared concerns with areas further out where it is hard to get water and the cost to hook up will increase. Woodrich described a philosophy of having developers expand lines rather than the city burdening the cost.

MOTION: To approve ordinance 2019-1137 requiring connection to the city water system with addition of language that completed applications filed at or prior to the date of the ordinance are exempt made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

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

- c) **City Insurance Approval** - City Administrator Leana Kinley presented a memo and associated coverage information regarding city liability insurance coverage for 2020.

Council consensus to move forward with staff recommendation.

- d) **WebRock Design Contract** - City Administrator Leana Kinley requested council approval of the contract with WebRock Design for website redesign services in the amount of \$4,998.

Council discussed looking at the analytics to see who is accessing via mobile. Staff noted that additional maintenance is needed beyond mobile accessibility. Council requested more detail and will be discussed again at the next meeting.

- e) **Discuss Homeless and Affordable Housing Funding** - City Administrator Leana Kinley presented information regarding options for the city to address homeless and affordable housing. Staff is currently trying to work with Columbia Cascade Housing Corporation on establishing a Community Land Trust. Other options include a .1% sales tax and a temporary levy up to 10 years up to \$.50 per \$1,000 assessed value, both would have to be approved by voters.

The Council shared concern about moving forward with this tax given the current water increase. Another option to pursue would be a community land trust.

7. INFORMATION ITEMS:

- a) **Bridge of the Gods** - A copy of the January 2019 status report from the Bridge of the Gods was attached with updates on various projects such as automated tolling.
- b) **Municipal Court Cases Filed** – A summary of Stevenson Municipal Court cases recently filed was attached for Council's review.
- c) **Chamber of Commerce Activities** – An attached report described some of the activities conducted by Skamania County Chamber of Commerce in January 2019.

- d) **Gorgeous Night in Olympia** - Information regarding the Gorgeous Nights in Olympia event on March 19th from 5:30-7:30.

Kinley added that they are looking for businesses to provide banners, flyers or donation items. The legislature will still be in session at this time.

- e) **Sheriff's report** – A copy of the Skamania County Sheriff's report for January 2019 was attached for Council review.
- f) **Fire Department Report** - A copy of the Fire Department report for January 2019 was attached for council review.
- g) **Washington State ABLE Program** - Attached information regarding the Washington State ABLE savings plan for individuals with disabilities, allowing them to save money for qualified disability expenses without losing their federal benefits.
- h) **Building Permits Report** - In Stevenson, there are currently 20 active single family (SFR) permits with 2 close to obtaining their Certificate of Occupancy. The Lodge pavilion remains in progress. Upcoming permits include a 4-cabin project, a multifamily (2-unit) project in downtown, 2 SFRs in Hidden Ridge and ADA room upgrades at the Lodge. In North Bonneville there is 1 Duplex, 1 SFR and 1 commercial butcher shop in progress. With the spring around the corner staff has been answering many people about building criteria in Hidden Ridge.

8. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director

The Planning Commission met Tuesday and addressed Accessory Dwelling Units (ADUs), detached and attached, and needed more time with the details around detached. The Commission is also taking action on a road diet.

The school district's planning is going forward. They are working on a capital improvement plan with different schools. The high school and elementary school would remain in Stevenson and a new middle school would open in Carson. Carson Elementary School would close. This is a 20-year plan, with possibly started first project in 8 years. All the information is available on the school district website.

- b) Leana Kinley, City Administrator

The city will have a career booth at the high school career fair on March 27th.

The Blues and Brews committee is looking for volunteers. The Chamber of Commerce is coordinating.

The Fairboard midway seating project for maintenance and watering did not sign a contract for TAC funding.

The reservoir and chlorine tank were cleaned in January. The turbidity meters have been installed and are running well.

Staff is meeting with Mackenzie on February 28th to discuss the fire hall costs.

The design for the wastewater treatment plant RFQ is due March 5.

Staff applied for a grant for the smart metering project. The grantors continue to ask for additional information. The city will know by April 15 if the grant is approved. Other possible funding sources would be Public Works Trust Fund or bank financing.

The Association of Washington Cities is hosting a small city connector meeting in April or May in Stevenson.

The staff are continuing to have problems with the current financial software. Changes were made to improve the software but it continues to be a challenge. RFP to come out sometime this year on new software.

c) Eric Hansen, Public Works Director - Staff report attached

9. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

a) January 2019 payroll & February 2019 A/P checks have been audited and were presented for approval. January payroll checks 13181 thru 13188 total \$103,072.11 which includes one EFTPS and five ACH payments. A/P Checks 13180 and 13196 thru 13262 total \$171,192.18 which includes two 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. February 2019 investment activity: \$300,000 Callable Bond matured at (US Bank @ 1.25%), \$495,246.50 FNMA Callable Bond purchased @ 2.5%.

MOTION: To approve vouchers made by Councilmember Hendricks, Seconded by Councilmember Knudsen.

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

10. MAYOR AND COUNCIL REPORTS:

Mayor Anderson highlighted the Interim Zoning Plan and interest in going that route. He wants to see lots of comments and rewrite suggestions for the special meeting. Anderson also noted interest in receiving resident input as well as interest in how to help on the issues brought up.

Councilmember Weissfeld requested that the May property be on the agenda for next month. Kinley confirmed that it would be.

11. ISSUES FOR THE NEXT MEETING:

None

12. ADJOURNMENT - Mayor adjourned the meeting at 9:05 p.m.

Approved _____; Approved with revisions _____

Name

Date

Minutes by Claire Baylor

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
March 5, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Scott Anderson called the meeting to order at 6:05 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, Councilmember Matthew Knudsen

2. OLD BUSINESS:

- a) **Interim Zoning Control** - The City Leadership Team presents the letter from the Mayor regarding the veto of Ordinance 2019-135, information from "The 20 Ingredients of an Outstanding Destination," and the attached memo and revised ordinance 2019-1138 regarding interim zoning changes for the commercial zone.

Mayor Anderson and City Attorney Woodrich discussed the inability for council to take action on the ordinance at this meeting due to a recent Supreme Court decision, which requires multiple Public Hearings prior to adoption.

Mayor Anderson pointed out the letter regarding his veto of Ordinance 2019-1135 and also provided the document about creating a vibrant downtown which he discussed in the letter.

Community Development Director Shumaker led council through establishing ground rules for the discussion to facilitate a meeting that meets the needs of council and staff.

Council and members of the public discussed some restrictions and requirements outlined in the Interim Zoning Control (IZC); the timing of the IZC and the overall Downtown Plan process; managing through moratoria; whether or not single-family residences belong in downtown; how multi-family residences are currently allowed to be built as a cottage-style development and whether or not that should change; and what it means to build a structure for adaptive reuse to commercial. Comments from Jeff

Payson of 46 Degrees North LLC representing the Storie project on Leavens are attached to the minutes.

Councilmember Taylor left at 7:06 p.m.

Councilmember Weissfeld left at 7:33 p.m.

The consensus from council was to leave things as they are and not to pursue Interim Zoning Controls.

3. ADJOURNMENT - Mayor adjourned the meeting at 7:51 p.m.

Approved _____; Approved with revisions _____

Name

Date

Minutes by Leana Kinley

Comments for the City Council of Stevenson – February 21, 2019

On February 21, during the Council meeting, Councilman Muth noted that the type of precedent that the confusion around the current zoning regulations is producing. He noted that it was a “very bad precedent”. From this side of the equation it’s a terrible precedent. The zoning regulations, which designed to be foundational guidelines for project planning and development are suddenly a moving target. The likely consequences of this lack of clarity is that it will stifle any development and move development dollars elsewhere. Who would want to try to develop something in Stevenson when you can’t rely on the existing regulations and your project might be rejected during plan review despite compliant at submission?

I’d like to describe the process of attempting to develop and build in the C-1 corridor for the Council. When I first started this project, our project team started with a question:

- What does the City of Stevenson need?

That question incorporated the following considerations:

1. What will serve the community?
2. What will fit into the community without being disruptive and
3. What will be an affordable capital venture that will produce a reasonable return on investment for the developer?

Given those criteria, the original plan was for a mixed use, commercial structure with residential units above it. We had identified a prospective tenant for the commercial use, which was proposed to be a bakery/restaurant. That idea was disallowed during the initial project scoping due to the moratorium on restaurants resulting from the waste water treatment plant water quality issues. That tenant is now gone.

The Council might respond that retail space is still viable. While this may be true from the standpoint of permissibility, the economic viability of retail space in downtown Stevenson is questionable from a financial perspective – and this is true for both the tenant and the property owner.

I understand the intent and desire to have a dense and exclusive C-1 commercial corridor that would shape the community and anchor the City both economically and socially. However, that is not what we have currently. I ask the Council to consider the following:

1. Currently, there are residences along 1st street across, residences on Leavens Street, a residence on the corner of Russell Street and residences along Main street that have been converted to commercial use. Residences abut commercial enterprise throughout the downtown corridor.

2. If the Intent as described in the Interim Zoning Controls Document is to “ensure that new construction or renovations of existing buildings is: Consistent with the historic character of downtown Stevenson” then interspersed residential structures maintains that character.
3. Allowing like-for-like replacements of existing residential structures in the C-1 zone does not change the character of the downtown corridor – it in fact maintains it.
4. Forcing commercial only in the downtown corridor changes the character of the area, which is at odds with the intent stated in the 1999 document.
5. The prohibition of residential structures in downtown has the equation for revitalization backwards. In instances of urban revitalization, the primary driver of improvement and in-fill is the residential reclamation of urban centers. People move there to live there first. Then businesses follow. Once there is a critical mass of residents, the demand for services increases which brings services into those urban centers. People do not venture into urban centers to start businesses when there are no dollars available or incentives for people to visit those shops to support those businesses. The critical mass of the population draws additional resources.
6. The City’s own data do not demonstrate that an exclusive vision of a commercial C-1 corridor absent mixed residential structures is anything other than an idealized vision. According the Interim Zoning Controls Document, between the years of 1999 and 2019, 15 commercial structures have been demolished. Fewer than 50% (7 structures) have been re-built. Of those seven structures, two are drive-through coffee shops and three are residences. That means in the prior 20 years, two commercial structures have been built.
7. These data portray the ideal vision of the C-1 corridor as unreasonable and as the enemy of good valuable progress. In this instance, our project is a multi-family unit proposed to replace a derelict single-family unit. That development is current permissible by zoning code. This is a good use of the space.

Now, to return to the story of this project. The multi-family project was determined through informal market analysis. We spoke with real estate agents, the Chamber of Commerce, other residents and the County Assessor. I met with the County Assessor and we discussed the merits of various development, the economic base of Stevenson and Skamania County and the input from the Assessor was that housing is sorely needed in Stevenson. Housing.

So we proceeded with a design for 4 units. The problems with 4 units on the Leavens St. lot are the following:

1. The lot is barely larger than a standard lot. It is 65’ x 100’.
2. It the narrow side of the lot is the street side. The lot has a 6’ elevation change on it’s long axis.
3. It has overhead power that either has to be moved underground which will require a 10’ easement and all of the costs associated with power, data and phone relocation, or the structures have to be setback from the lines 20’.
4. Two stories put the second floor windows in the view of the power lines.
5. Parking is required for 4 units as is a driveway which does not allow enough space to build 4 units, treat stormwater, meet landscaping requirements, meet the maximum paving/impermeable square footage requirements, allow an easement and meet setbacks.
6. In short, it’s nearly impossible to build 4 units economically.

So we settled on 2 separate high quality units. It was allowed by code. It was confirmed multiple times during pre-construction meetings with the City of Stevenson and it was permissible under the zoning code. Until it wasn't. And that, has an impact. It has an impact on the financial outputs made by the investor. It has an impact on me as a small local business owner trying to make a living. It has an impact on the reputation of the City of Stevenson.

So my final questions to the Council are: 1) how does this interim zoning prohibition on residential units going to benefit the City of Stevenson when it has so many detrimental aspects for the people who are living here and are interested in trying to make this a better City and 2) how does adopting there new restrictive standards facilitate development by eliminating the only two improvement project being proposed in the downtown corridor?

In closing, I'm asking the Council to be clear and consistent and fair. That's the burden of your administrative responsibility. You have to give us rules we can follow and then you have to stand by those rules the same way you expect us to be bound by them. Otherwise this doesn't work. If you want to change the rules, do so in a fair, transparent and public manner. Until that time, the rules should remain as they are and the interim zoning guidelines should not be adopted.

Thank you.

Jeff Payson

**CITY OF STEVENSON
RESOLUTION 2019-332**

**ADOPTING FINDINGS OF FACTS SUPPORTING SINGLE FAMILY RESIDENCES IN
THE C1 ZONE MORATORIUM**

WHEREAS, the City Council for Stevenson, Washington approved Single-Family Residences in the C1 Zone Moratorium Ordinance No. 2018-1130 on December 6, 2018; and

WHEREAS, the City Council for Stevenson, Washington revised the Moratorium on Single-Family Residences in the C1 Zone with Ordinance No. 2019-1139 on February 21, 2019 to include manufactured and modular homes; and

WHEREAS, RCW 35A.63.220 requires a City to conduct a public hearing and adopt Findings of Fact supporting the moratorium within 60 days; and

WHEREAS, Single-Family Residences in the C1 Zone Moratorium Ordinance No. 2019-1139 sets forth that a public hearing shall be conducted on March 21, 2019, and, as scheduled, a public hearing was opened at a regular public meeting on that date and the public and staff gave testimony concerning the single-family residences in the C1 zone construction moratorium.

NOW THEREFORE, the City Council of the City of Stevenson, Washington, does hereby resolve as follows:

The City Council of the City of Stevenson adopts the following findings of fact:

1. The City has listed in the 2013 Comprehensive Plan to, “consider allowing new single-family development in the downtown area as conditional uses according to specific criteria such as the presence of lot sizes to small to support new commercial uses.”
2. In October 19th and 20th, 2018 council met and developed a strategic plan which included a goal for the downtown to increase the mixed-use development by 2024.
3. The look and feel of the City’s downtown and waterfront districts are vital to the overall health of the City’s community and residents’ quality of life.
4. Vacant lands within the downtown and waterfront districts are in very short supply.
5. Single-family residences are 50+year investments which could negatively affect the vitality of the City’s downtown economy and quality of life for generations.
6. There are funds set aside in the 2019 budget to develop a downtown plan including a traffic study and design standards.
7. The current C1 zone allows single-family residences and any property owner submitting a complete application for a new single-family residence would be vested to the code at the time of application.

8. The city needs time to adopt reasonable standards for conditional uses in the C1 zone for single-family residences as outlined in the Comprehensive Plan to better protect the character and vitality of the community.
9. Ordinance 2018-1130 did not place a moratorium on the placement of manufactured or modular homes within the C1 zone which can serve the same purpose as a single-family residence.

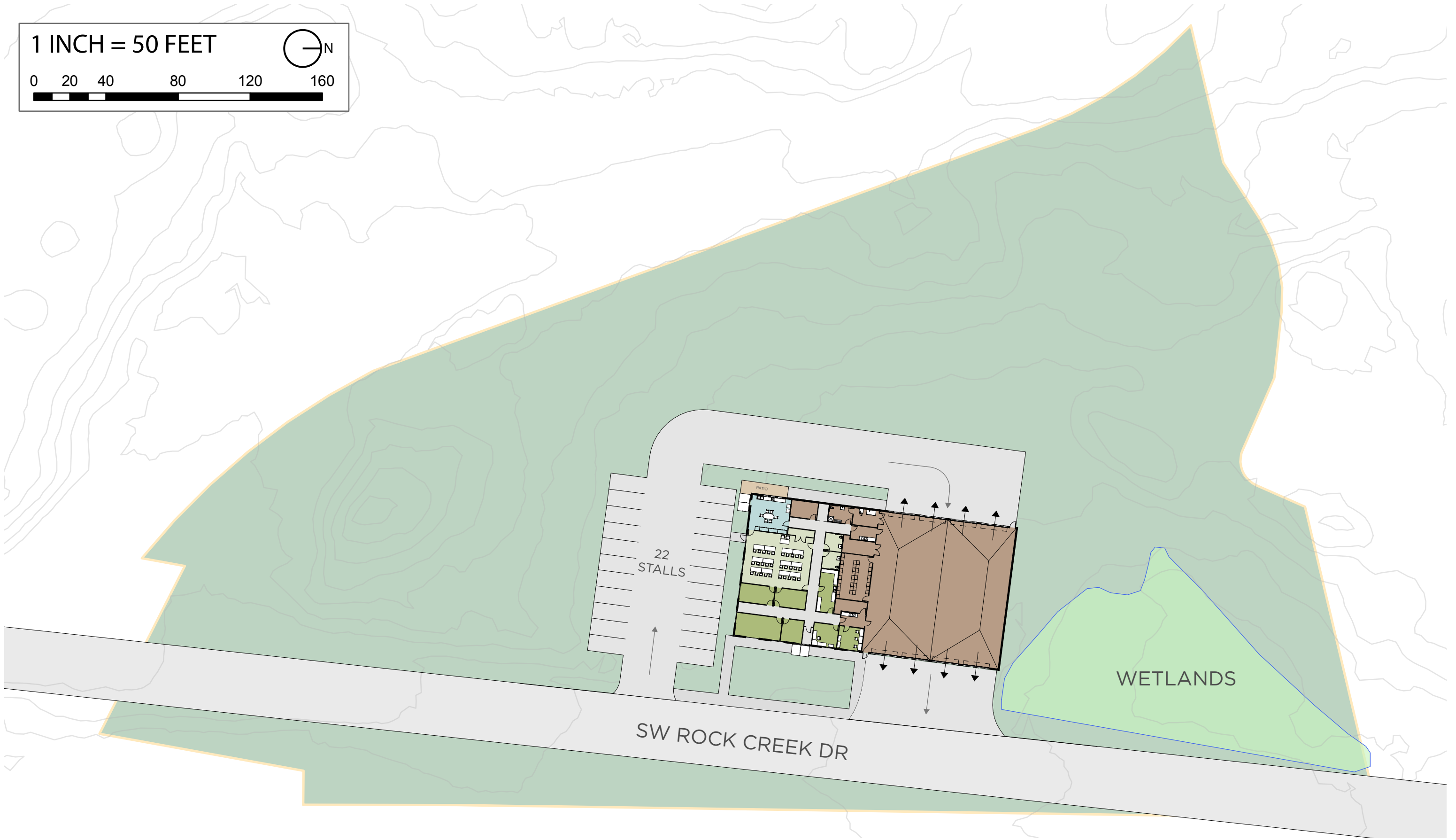
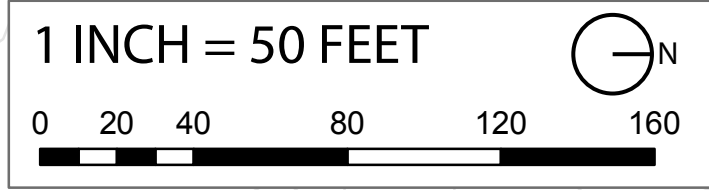
Passed by a vote of _____ at the regular city council meeting of March 21, 2019.

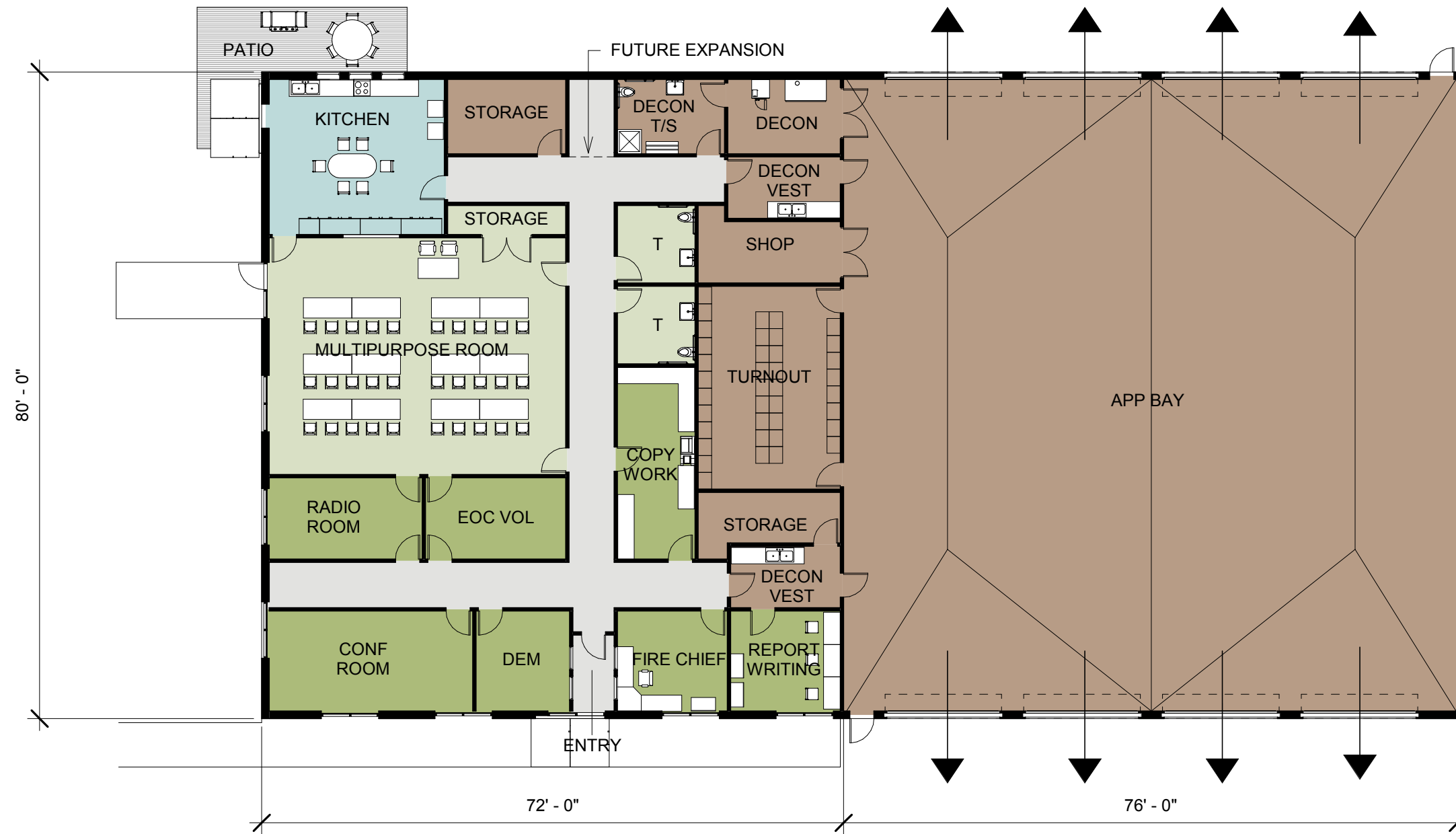
Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich. City Attorney







Stevenson Fire Hall - Cost Summary Low

New Construction

3/5/2019

		Comments
Construction Cost of Facility		
Building Hardcost	\$2,841,806	
On-Site Hardcost	\$916,103	
Off-Site Hardcost	\$83,920 ²	
Subtotal	\$3,841,829	
Margins		
Owner's Contingency	\$494,203	15.0% Allowance
Sales Tax	\$333,874 ¹	7.7% Sales Tax
Subtotal	\$828,077	
Total Construction Costs	\$4,669,906	
		\$394.42 /sf
Consultants Costs		
Original Design		
A/E Design and Construction - Base	\$725,000	12.5% Allowance
Sustainability Certification	\$0	Excluded
Reimbursables	\$7,250	1.0% Allowance
Owner's Project Manager	\$0	Excluded
Marketing Materials	\$0	Excluded
Topo and Boundary Survey	\$12,000	Allowance
Special Inspections	\$35,000	Allowance
Geotechnical Services (Design + Inspections)	\$40,000	Allowance
Environmental Services	\$25,000 ³	Allowance
Transportation Engineering	\$7,500	Allowance
Haz. Material Survey/Testing/Mitigation Specs	\$0	Excluded
Air-Barrier Testing	\$5,500	Allowance
Commissioning	\$0	Excluded
Arborist	\$5,000	Allowance
Subtotal - Consultants	\$862,250	
Consultants Contingency	\$43,113	5.0%
Total Consultants Costs	\$905,363	
		\$76.47 /sf
Owner Costs		
Original Design		
Land Acquisition	\$0	Excluded
Fixtures, Furniture & Equipment (FF&E)	\$98,600 ⁴	Allowance
Fitness Equipment	\$0	Excluded
Telephone/Data/AV/Security Equipment	\$30,000	Allowance
Sustainability Registration (i.e. LEED)	\$0	Excluded
Moving Allowance	\$0	Excluded
Temporary Facilities	\$0	Excluded
Permit Fees	\$20,000	Estimated
Subtotal - Owner Costs	\$148,600	
Owner Contingency	\$11,145	7.5% of Owner Costs
Sales Tax	\$12,300 ¹	7.7% Sales Tax
Total Owner Costs	\$172,045	
		\$14.53 /sf
Total Project Cost	\$5,747,314	
		\$485.42 /sf
Building Size (SF):	11,840 SF	

Notes

- 1 Assumes Highest Rate, Combine State, County and City Tax Rate
- 2 Driveway and street improvements for SW Rock Creek Drive
- 3 Environmental Services include initial report and wetland delineation report
- 4 Furniture for DEM excluded for estimate, includes appliances, generator

Stevenson Fire Hall - Cost Summary High

New Construction

3/5/2019

		Comments
Construction Cost of Facility		
Building Hardcost	\$3,001,896	
On-Site Hardcost	\$916,103	
Off-Site Hardcost	\$83,920 ²	
Subtotal	\$4,001,919	
Margins		
Owner's Contingency	\$847,662	25.0% Allowance
Sales Tax	\$373,417 ¹	7.7% Sales Tax
Subtotal	\$1,221,079	
Total Construction Costs	\$5,222,998	
		\$441.13 /sf
Consultants Costs		
		Original Design
A/E Design and Construction - Base	\$725,000	12.5% Allowance
Sustainability Certification	\$0	Excluded
Reimbursables	\$7,250	1.0% Allowance
Owner's Project Manager	\$0	Excluded
Marketing Materials	\$0	Excluded
Topo and Boundary Survey	\$12,000	Allowance
Special Inspections	\$35,000	Allowance
Geotechnical Services (Design + Inspections)	\$40,000	Allowance
Environmental Services	\$25,000 ³	Allowance
Transportation Engineering	\$7,500	Allowance
Haz. Material Survey/Testing/Mitigation Specs	\$0	Excluded
Air-Barrier Testing	\$5,500	Allowance
Commissioning	\$0	Excluded
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Subtotal - Consultants	\$862,250	
Consultants Contingency	\$43,113	5.0%
Total Consultants Costs	\$905,363	
		\$76.47 /sf
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		Original Design
Land Acquisition	\$0	Excluded
Fixtures, Furniture & Equipment (FF&E)	\$98,600 ⁴	Allowance
Fitness Equipment	\$0	Excluded
Telephone/Data/AV/Security Equipment	\$30,000	Allowance
Sustainability Registration (i.e. LEED)	\$0	Excluded
Moving Allowance	\$0	Excluded
Temporary Facilities	\$0	Excluded
Permit Fees	\$20,000	Estimated
Subtotal - Owner Costs	\$148,600	
Owner Contingency	\$11,145	7.5% of Owner Costs
Sales Tax	\$12,300 ¹	7.7% Sales Tax
Total Owner Costs	\$172,045	
		\$14.53 /sf
Total Project Cost	\$6,300,406	
		\$532.13 /sf
Building Size (SF):	11,840 SF	

Notes

- 1 Assumes Highest Rate, Combine State, County and City Tax Rate
- 2 Driveway and street improvements for SW Rock Creek Drive
- 3 Environmental Services include initial report and wetland delineation report
- 4 Furniture for DEM excluded for estimate, includes appliances, generator

Stevenson Fire Hall

2180193.00

Rev. 03/11/2019

	Value Engineering Items	Cost
1	Eliminate Apparatus bay doors and utilize back-in bays	\$23,119
2	Eliminate drive thru bays - back bollards	\$4,400
3	Eliminate back drive aisles	\$127,955
4	Self perform landscape installation	\$20,250
5	Change concrete apron to asphalt 6" apron	\$5,426
6	Remove site benches	\$6,000
7	Eliminate (2) site lighting poles	\$8,500
8	Reduce on-site sidewalk	\$3,000
9	Trash Enclosure to be chain link in lieu of CMU	\$3,800
10	Change light gage framing to wood studs	\$12,546
11	If wood studs - change domestic water piping to PEX	\$1,700
12	If wood studs - change waste piping to ABS	\$3,500
13	Reduce apparatus bay trench drain by 24 feet	\$4,200
14	If wood studs - change from electrical conduit to Romex	\$6,500
15	Eliminate gypsum board soffits	\$1,749
16	Change countertop from solid surface quartz to plastic laminate	\$9,000
17	Gypsum board finish from Level 4 to Orange Peel	\$15,804
18	Appliance and Turnout Lockers purchased by City - OFOI	\$15,000
19	Shop Lockers to be casework	\$1,000
20	Remove (1) baby changing station	\$642
21	Change storefront windows to vinyl windows	\$51,615
22	Eliminate room signage and white board - OFOI	\$4,400
23	Change roller shades to horizontal blinds	\$6,336
24	Generator to be purchased by City - OFCI	\$43,000
25	apparatus bay to 4'-0" wainscot CDX plywood	\$855
26	Reduce the amount of wood siding and extrusion	\$2,500
27	Reduce the height of building by 5'-0" at non-apparatus bay area	\$44,341
28	Turn the gable roof of apparatus bay 90 degrees - non apparatus bay area roof to die into apparatus bay roof	-\$9,000

Sub-Total	\$418,138
<i>Inflation & Market Conditions (High Side) @ 6%</i>	\$25,088
<i>Contingency (High Side) @ 25%</i>	\$110,807
<i>General Conditions @ 7%</i>	\$38,782
<i>Profit and Overhead @ 6%</i>	\$35,569
<i>Performance Bond</i>	\$5,655
<i>Sales Tax @ 7.7%</i>	\$48,821
Total:	\$682,860

AMENDMENT 1
to
INTERLOCAL AGREEMENT FOR DISPATCH SERVICES

Skamania County, a political subdivision of the State of Washington, (the “County”), Skamania County Fire District 1 , Skamania County Fire District 2, Skamania County Fire District 3, Skamania County Fire District 4, Skamania County Fire District 5, Skamania County Fire District 6, North Bonneville Fire Department, Stevenson Fire Department, the Mill A Volunteers, a Washington non-profit corporation, and Skamania County Emergency Medical Services, (collectively, the “Agencies”), entered into an Interlocal Agreement for Dispatch services on or about June 2015, and;

Whereas, the County and the Agencies have considered and agreed to amend said agreement, specific to article 3 (Payments), section 3.1.1, article 5 (Term & Termination), section 5.1.1, and article 16 (Interlocal Agreement Representations), and;

Now, therefore, it is agreed by the parties that the agreement for the above mentioned services is amended as follows, effective December 31, 2018:

3. Payment

3.1. Method for Calculating Agency Fees.

3.1.1. As consideration for these services, the Agencies shall each pay the County a Dispatch Fee amount equal to the product of multiplying the Average Agency Call Volume Allocation Percentage (as that term is defined by §3.1.2 herein) by the Net Dispatch Cost. The Net Dispatch Cost is considered to be those expenses for personnel, operating supplies, and facilities expense directly related to the provision of dispatch services *less* any funds reimbursed to Skamania County through state allocations, grant funds or other non-county funding sources for dispatch services.

5. Term & Termination

5.1.1. Duration. The duration of this agreement shall be begin on January 1, 2015 and end on December 31, 2020. thereafter, this agreement may be continued for an additional two (2) calendar years, upon written notice from the County and each respective agency. Notice shall be deemed given when received by the Sheriff, Skamania County.

Address for Notice

David S. Brown, Sheriff
Skamania County Sheriff's Office
PO BOX 790
Stevenson, WA 98648

16. Interlocal Agreement Representations:

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall commence on January 1, 2015 and shall terminate as provided in paragraph 5, above.

Except as herein modified, all of the terms of the original agreement referred to above are hereby reaffirmed.

In witness whereof, the County has caused this agreement to be duly executed on its behalf, and thereafter, the Agencies have caused the same to be duly executed on its behalf.

[SIGNATURE PAGES TO FOLLOW]

Executed this 19th day of March, 2019, 2018.

SKAMANIA COUNTY SHERIFF



David S. Brown, Sheriff

Date: 3-12-19

BOARD OF COMMISSIONERS
SKAMANIA COUNTY



Chairman

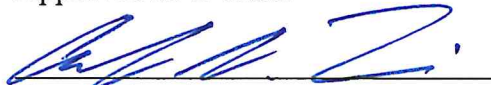


Commissioner



Commissioner

Approved as to form:

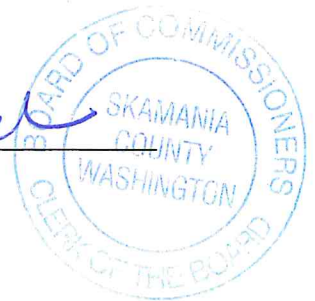


Prosecuting Attorney

ATTEST:



Clerk of the Board



BOARD OF COMMISSIONERS
SKAMANIA COUNTY FIRE DISTRICT 1

Chairman

Commissioner

Commissioner

ATTEST:

Robert Hildenbrand, Chief

Date: _____

BOARD OF COMMISSIONERS
SKAMANIA COUNTY FIRE DISTRICT 2

Chairman

Commissioner

Commissioner

ATTEST:

Robert Farris, Chief

Date: _____

BOARD OF COMMISSIONERS
SKAMANIA COUNTY FIRE DISTRICT 3

Chairman

Commissioner

Commissioner

ATTEST:

Eric Ziegler, Chief

Date: _____

BOARD OF COMMISSIONERS
SKAMANIA COUNTY FIRE DISTRICT 4

Chairman

Commissioner

Commissioner

ATTEST:

Chris Fuller, Chief

Date: _____

BOARD OF COMMISSIONERS
SKAMANIA COUNTY FIRE DISTRICT 5

Chairman

Commissioner

Commissioner

ATTEST:

Shane Cornish, Chief

Date: _____

BOARD OF COMMISSIONERS
SKAMANIA COUNTY FIRE DISTRICT 6

Chairman

Commissioner

Commissioner

ATTEST:

Frank Yela, Chief

Date: _____

CITY COUNCIL
CITY OF STEVENSON (STEVENSON FIRE DEPARTMENT)

Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Approved as to form:

City Attorney

ATTEST:

Clerk of the Board

CITY COUNCIL
CITY OF NORTH BONNEVILLE (NORTH BONNEVILLE FIRE DEPARTMENT)

Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Approved as to form:

City Attorney

ATTEST:

Clerk of the Board

BOARD OF COMMISSIONERS
SKAMANIA COUNTY PUBLIC HOSPITAL DISTRICT (SKAMANIA COUNTY EMS)

Chairman

Commissioner

Commissioner

ATTEST:

Ann Lueders, Superintendent

Date: _____

BOARD OF DIRECTORS
MILL A VOLUNTEERS (A WASHINGTON NON-PROFIT CORPORATION)

President

Secretary

ATTEST:

Chief

Date: _____



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: March 21, 2019

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations:

The city has conducted six days of split sampling using the churn sampler in January to evaluate the BOD reporting differences between four different labs. Staff has evaluated the results and will meet with Jacobs to discuss the differences.

A data logger has been installed in the headworks to record peak hourly flow. This will help in determining plant sizing for upgrades and may lead to a reduction of cost. There remain challenges in retrieving the data.

The new screens are installed and operating to help the city reach a class B biosolid and open up alternative methods of solids disposal, such as land application. A SOUR test will need to be done when complete and the results will determine if other improvements are needed.

Blower #2 has been repaired, which has been down since late 2017. Blower #1 was recently repaired and now both are operational.

The pH fluctuations are still occurring, but with less frequency. Operators have started adding lime to the oxidation ditch to correct the deficiencies and have been doing random inspections to determine the source of the pH variances.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)

- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th.

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

Funding:

The final revision to the General Sewer Pan and Wastewater Facilities Plan update was submitted to Ecology. The report for the CERB grant is in process.

The contract with DOE for Design Phase funding has been signed by the city and awaiting final DOE signatures. Reimbursement requests will be submitted as soon as it is activated.

The city received notification that we did not receive the EPA grant which would have evaluated the feasibility of creating a regional diversion effort of food waste and other nutrients from side-streaming. We were requesting \$20,000 for the effort.

The city applied in February for a \$4.935M EDA grant (20% city match) for improvements at the lift stations for increased capacity and flood protection at the wastewater treatment plant. The pre-application has been approved and the city will now move forward with a full construction application. Based on the feedback from other agencies that have applied for the same funds, the process will take some time.

Compliance:

Staff has not heard back on the request for an extension of the compliance schedule listed on the Administrative Order.

Interim guidelines for commercial connections have been developed and are being reviewed to assist with communicating what is and is not allowed during the moratorium.

Action Needed:

None.



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
Eric Hansen, Public Works Director
Ben Shumaker, Community Development Director
RE: May Property Programming Goals and Letter of Intent
Meeting Date: March 21, 2019

Executive Summary:

Rick and Julie May have offered to donate an approximately 3.16-acre portion of tax parcel 03073644040200 to the city for use as a park and attainable housing. They have a list of conditions on the donation as outlined below. This opportunity opens up the possibility for the city to move forward on some goals to increase development opportunities and benefit the community.

Overview of Items:

Prior to accepting the donation, all parties outlined the programming goals they wish to achieve with this project and the process and costs associated with achieving those goals.

Property Owner Goals (summarized from attached letter of intent):

- Create a park for the community to use in perpetuity.
- Minimize the development impact on current neighboring property owners.
- Allow development of remaining property sites in an economical fashion (allowing septic use and allowing one driveway to access three homesites).
- Increase the availability of attainable home ownership.

City Goals from 2019-2024 Strategic Plan:

- **#4 Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021.
 - A. **Del Rey** - The city will work with property owners to determine development opportunities for public and private uses by the end of 2020.
- **#5 Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - D. Obtain property and develop infrastructure to support a Cascade Columbia Housing Corporation project. CDBG, WSHFC, and partner agency funds will be pursued as necessary.
- **#8 City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will be a leader in aesthetic improvements and maintain facilities, property and Rights of Way.

- **#15 Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- **#17 Develop Deliberate Growth Strategy** by the end of 2020.
- **#19 Road Diet** – Study, review and revise road standards to reduce required rights of way for street development by the end of 2020.

Project Elements that Achieve the Goals, Costs, Benefits and Timeline to achieve the goals for this project:

- Del Rey – Achieves city goal 4a and opens up the ability for a currently land-locked parcel to be developed (identify parcel on map). Allows for an alternative route to the elementary school and improves a city owned ROW which is currently not maintained (city goal 8).
 - Cost of the project:
 - \$470k – Two travel lanes, two parking lanes and 2 side sidewalks, 48’ total improved surface – requires additional ROW
 - \$425k – Two travel lanes, two parking lanes, 1 side sidewalk, 42’ total improved surface – requires additional ROW
 - \$381k – One-way travel lane, two parking lanes, 1 side sidewalk, 36’ total improved surface – feasible within current 40’ ROW
 - Funding for the project:
 - Latecomers Agreement for partial cost-recovery
 - Safe Routes to School grant-sidewalk improvements
 - Community Development Block Grant (CDBG) if affordable housing built – grant availability proportionate to affordable housing frontage.
 - Water and Wastewater Infrastructure – Loan programs through USDA RD, Public Works Trust Fund (if approved by WA State Legislators), State Revolving Fund
 - Potential added development of 1.71 acres:
 - .50 acres for parcel 03073644040200 outlined below
 - .39 acres for parcel 03073644090100
 - .82 acres for parcel 03073644089100
 - Timeline:
 - Apply for funding in years 1-2
 - Construct in year 3
- Development of Attainable Housing – Achieves city goal #5 with a possibility of adding 6 dwellings for purchase in potential partnership with a Community Land Trust (to be established) to maintain affordability in the future.
 - Cost of the project:
 - Estimate \$175/sq ft
 - Funding for the project:
 - Lodging Tax Funds (per RCW 67.28.150) may be used to secure Bonds. With current income and project levels maintained, a project cost of \$2M could be funded.
 - Community Development Block Grant if housing will be for those with an income lower than 80% of the Low- or Moderate-Income level of the county.
 - Housing Sales Tax (voter-approved) for 60% or below of the county’s area median income
 - Potential added development:
 - Up to 6 single-family detached dwellings
 - Townhomes require zoning change

- Timeline:
 - Apply for funding in years 1-2
 - Zone change-request by Sept 30, 2019 to begin one-year process in 2020
 - Construct in year 3
- Creation of a new City Park – Will need to be added to city goal #15, meets property owner goal and adds open space for city residents near the school and downtown. It is suggested that a committee be created to direct development of the park and determine type (dog, kid, etc.).
 - Cost of the project:
 - \$106k – Two-way driving lane and 4 space parking lot
 - \$25k – Chain Link Fence for estimated 1,100 linear feet (400' x 150')
 - \$200-\$700 each for Picnic tables (varies based on materials, design, etc.)
 - \$4,000 estimated annual ongoing Operations and Maintenance costs
 - Funding for the project:
 - AARP Community Challenge Grant
 - Recreation and Conservation Office (RCO)
 - Potential added development:
 - Unknown. Property value increase typically with park addition.
 - Timeline:
 - Apply for funding in years 1-2
 - Construct in year 3

The costs associated with waiving the connection to city sewer for two single-family dwellings at the current rate would be \$11,214 plus the ongoing monthly base fee rate of \$58.41 per house.

Action Needed:

- Approve moving forward with the project by authorizing letter of intent.

Stevenson City Council
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648

November 14, 2018

RE: Property Donation by Rick and Julie May

Dear Stevenson Councilmembers,

We currently own parcel 03073644040200 and have the intent of donating an approximately 3.16-acre portion of the lot for use as a park and affordable housing.

As a condition of the donation, we require the following:

- This donation is subject to the approval and completion of a Boundary Line Adjustment. This BLA will delineate the boundaries of the park donation and the two lots to be located on the remainder of parcel 03073644040000.
- There shall be no logging of the parcel, except as needed to maintain or improve the park, or for housing development along Del Ray Avenue.
- An affordable housing development where homes are purchased by the occupant shall be allowed only on the donated lots with frontage on Del Ray Avenue. The City of Stevenson agrees to not sell these lots to a developer for a monetary profit.
- The existing driveway access to the current house on parcel 03073644040000 (329 NW Kanaka Creek Road) shall be allowed to remain and to accommodate up to three homes with the existing turn-around for fire and garbage truck access. (The beginning point of access may be changed with approval of owners.)
- An easement along the northern line of the donation will be created to allow legal access to three homesites, two of which will be located on the remainder of parcel 03073644040200.
- In the future, septic systems will be allowed for two new homes to be located on the remainder of parcel 03073644040200. Upon development, these two parcels will not be required to connect to the nearby sewer line on School Street, or any other sewer line.
- The Owners of the property directly west and contiguous to the lots to be donated along Del Ray have requested to purchase additional land as a buffer from future higher density residential development. If agreed upon, this may slightly decrease the total acreage of this donation.

We look forward to discussing this opportunity and the benefits it will provide the residents of Stevenson.

Sincerely,

Rick and Julie May

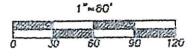
Attachments:

Property map with current configuration.

Current Configuration

MAY REVISED 2015
BOUNDARY LINE ADJUSTMENT

A PORTION OF THE SHEPARD DONATION LAND CLAIM,
SITUATED IN THE SOUTHEAST 1/4 OF THE
SOUTHEAST 1/4 OF SECTION 36, TOWNSHIP 3 NORTH,
RANGE 7 EAST, W.M.,
SKAMAMANIA COUNTY, WASHINGTON



BASIS OF BEARINGS

N64°04'E ALONG THE NORTH LINE OF BLOCK 2,
SECOND ADDITION TO MELDAN ACRE TRACTS, A
PLAT OF RECORD IN BOOK A, PAGE 96

SURVEY DATA

DATES OF SURVEY: MAY/JUNE/AUGUST 2014

SURVEY CREW: HALCUMB

EQUIPMENT: TRIMBLE S6 ROBOTIC TOTAL STA. (2 SEC.)
& TRIMBLE R8 GNSS BASE AND ROVER

METHODS: FIELD TRAVERSE/LEAST SQUARES ADJUSTMENT

RECORDED SURVEY BY KC DEVELOPMENT IN
AF#2014-001663 ON OCTOBER 2, 2014.

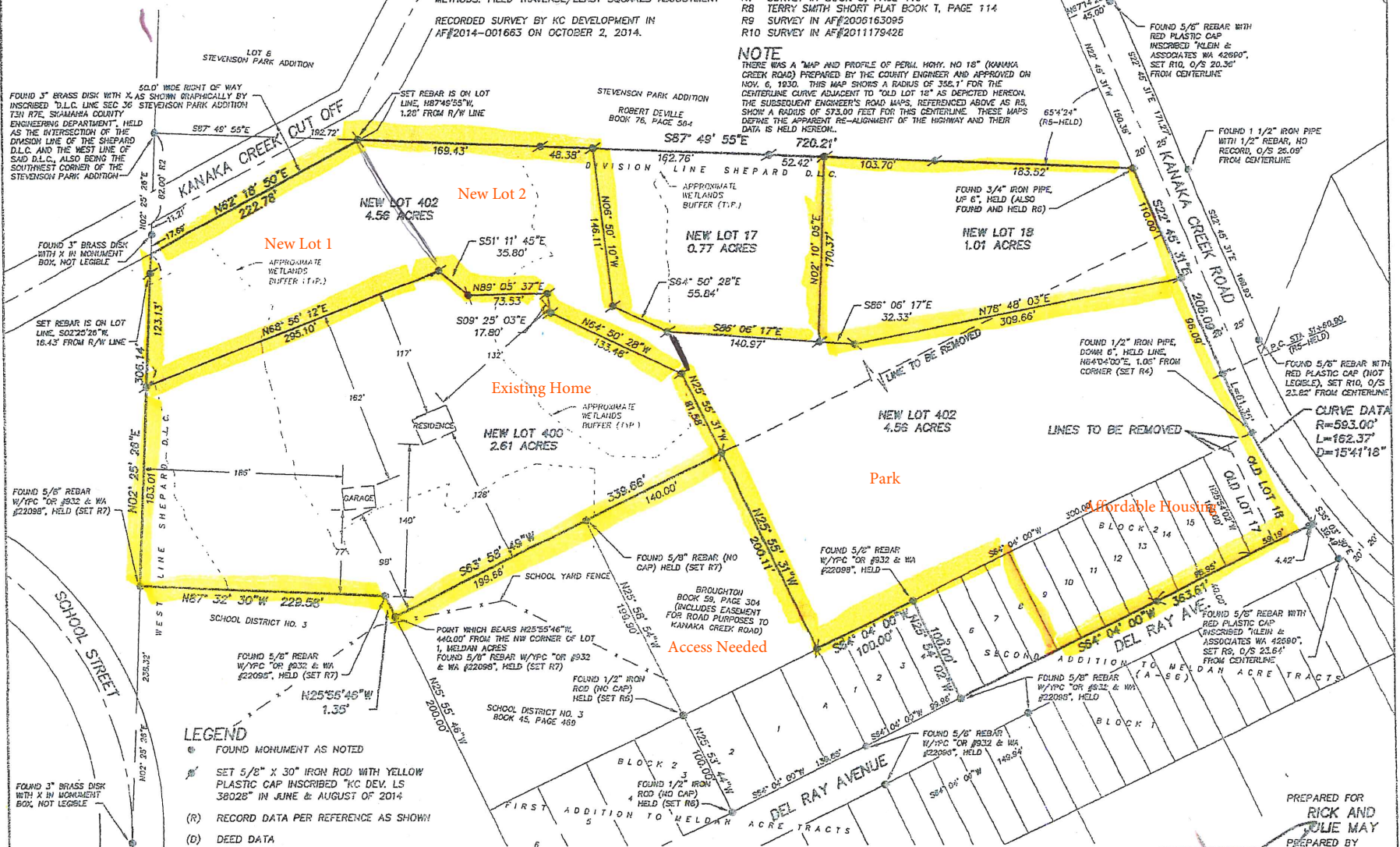
REFERENCES

- R1 STEVENSON PARK ADDITION
- R2 LOT B, BLOCK 1 & 2, STEVENSON PARK ADDITION
- R3 MELDAN ACRES (A-84)
- R4 SECOND ADDITION TO MELDAN ACRE TRACTS (A-96)
- R5 COUNTY ROAD PLATS FOR KANAKA CREEK ROAD, RD. NO. 2082, 11-17-56 & 6-5-72
- R6 SURVEY IN BOOK 2, PAGE 215
- R7 SURVEY IN BOOK 3, PAGE 419
- R8 TERRY SMITH SHORT PLAT BOOK T, PAGE 114
- R9 SURVEY IN AF#2006163095
- R10 SURVEY IN AF#2011179426

NOTE

THERE WAS A "MAP AND PROFILE OF PERM. HWY. NO 18" (KANAKA CREEK ROAD) PREPARED BY THE COUNTY ENGINEER AND APPROVED ON NOV. 6, 1930. THIS MAP SHOWS A RADIUS OF 306.1' FOR THE CENTERLINE CURVE ADJACENT TO "OLD LOT 18" AS DEPICTED HEREON. THE SUBSEQUENT ENGINEER'S ROAD MAPS, REFERENCED ABOVE AS R5, SHOW A RADIUS OF 573.00 FEET FOR THIS CENTERLINE. THESE MAPS DEFINE THE APPROPRIATE RE-ALIGNMENT OF THE HIGHWAY AND THEIR DATA IS HELD HEREON.

NOVEMBER 11, 2015



LEGEND

- (M) FOUND MONUMENT AS NOTED
- (S) SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "KC DEV. LS 36028" IN JUNE & AUGUST OF 2014
- (R) RECORD DATA PER REFERENCE AS SHOWN
- (D) DEED DATA

LOT AND AREA DATA

BLA LOT	PARCEL NUMBER	DEED / PLAT	OLD AREA (SF)	OLD AREA (ACRES)	NEW AREA (SF)	NEW AREA (ACRES)
A	3073644040000	AF#2013000696	263070	6.039	113606	2.608
B	Part of 3073644040200	AF#2012181944	120776	2.773	193402	4.555
C	Part of 3073644040200	LOT 17, BLOCK 2, SECOND ADDITION TO MELDAN ACRE TRACTS (A-96)	2500	0.057	39335	0.765
D	Part of 3073644040200	LOT 18, BLOCK 2, SECOND ADDITION TO MELDAN ACRE TRACTS (A-96)	3043	0.070	44045	1.011
TOTAL			389395	8.939	389380	8.939

APPROVAL

THIS BOUNDARY LINE ADJUSTMENT IS EXEMPT FROM CITY AND STATE PLATTING REGULATIONS AS PROVIDED BY RCW 58.17.040(6).

CITY PLANNING DIRECTOR DATE

PREPARED FOR
RICK AND JULIE MAY
PREPARED BY

NOV 11 2015

NO. 38625
CINDY A. HALCUMB
SURVEYOR
STATE OF WASHINGTON

PO BOX 319
CARRIS, WA 98807
360.834.2121
Fax: 834.2121



March 21, 2019

Rick and Julie May
329 NW Kanaka Creek
Stevenson, WA 98648

Re: Property Donation

Dear Mr. and Mrs. May,

The city council has met and discussed the letter of intent you submitted on November 14, 2018 regarding the donation of an approximately 3.16-acre portion of lot 03073644040200 for use as a park and affordable housing.

The council intends to move forward with accepting the donation with the understanding you are placing the following conditions on the transfer:

- There will be no logging of the parcel, except as needed to maintain or improve the park, or for housing development along Del Rey Avenue.
- The park shall remain in perpetuity.
- An affordable housing development where homes are purchased by the occupant shall be allowed only on the donated lots with frontage on Del Rey Avenue. The City of Stevenson agrees not to sell these lots to a private developer for monetary profit. This condition does not prohibit the City from transferring ownership of the affordable housing lots to a land trust or not-for-profit housing authority to construct, own or manage affordable housing on the site.
- Easements for access up to four homesites on the west end of the property will be established. The current road standards prohibit access via a driveway for more than two residences, so this condition will require some adjustment or variance to current road standards.
- The construction of two additional homesites located on the remainder of parcel 03073644040200 shall be allowed to have septic systems according to Volume 1, Chapter 4, Section 4.1 A of the city's construction standards, "...In areas of the City where it is determined by the City that conventional gravity sanitary sewer service is not available, septic tank systems may be installed upon approval and issue of permit by the Southwest Washington Health Department." These homesites would not be gravity fed to the School Street sewer line and the location of the line to achieve gravity feed is outside of 300 ft from the property or dwelling.

Sincerely,

Scott Anderson, Mayor

**CITY OF STEVENSON
PERSONAL SERVICES CONTRACT**

This contract is between the City of Stevenson and Crandall Arambula PC hereafter called Contractor. City's Contract Administrator for this contract is _____.

Effective Date and Duration

This contract shall become effective on the date at which every party has signed this contract. This contract shall expire, unless otherwise terminated or extended on April 3, 2020.

Statement of Work

- (a) The statement of work and Special Terms and Conditions (if any) are contained in Exhibit A attached hereto and by this reference made a part hereof.
- (b) The completion schedule for the work is identified in Exhibit B.

Consideration

- (a) City agrees to pay Contractor a sum not to exceed \$ \$119,615 for accomplishment of the work, including any allowable expenses.
- (b) Interim payments shall be made to Contractor according to the schedule identified in Exhibit B.

Travel and other expenses

Reimbursement of travel and other expenses is allowed only in accordance with City travel policy effective at the time of contract execution except as further defined in Exhibit B.

Amendments

The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written instrument signed by both parties.

Terms and conditions listed on page two

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Name (please print): Crandall Arambula PC Address: 520 SW Yamhill Roof Suite #4
Social Security No: ----- Portland, Oregon, 97204
Federal Tax ID No: 931238965
WA UBI No: 602533836

Citizenship: Non resident alien Yes No
Business Designation (Check one): Individual Sole Proprietorship
 Partnership Estate/Trust
 Corporation Public Service Corporation
 Governmental/Nonprofit

Payment information will be reported to the IRS under the name and taxpayer ID number provided above. Information must be provided prior to contract approval. Information not matching IRS records could subject Contractor to 31 percent backup withholding.

I, the undersigned: agree to perform work outlined in this contract in accordance to the terms and conditions (listed on the front and backside and made part of this contract by reference) and the statement of work made part of this contract by reference hereby certify under penalty of perjury that I/my business am not/is no in violation of any Washington tax laws; and thereby certify I am an independent contractor. As noted in No. 21 of the Standard Contract Provisions, where required for Federal funding, Contractor certifications and signatures apply to Exhibits C and D.

Approved by the Contractor: _____
Signature Date

Approved by the City: _____
Leanna Kinley, City Administrator Date

Approved by Council: _____
Date

STANDARD CONTRACT PROVISIONS FOR PERSONAL SERVICES (NON-PERS MEMBERS)

1. Retirement System Status

Contractor is not a contributing member of the Public Employees' Retirement System and is responsible for any federal or state taxes applicable to any comprehensive or payments paid to contractor under this contract. Contractor is not eligible for any benefits from these contract payments of federal Social Security, unemployment insurance, or workers compensation except as a self-employed individual.

2. Effective Date and Duration

The passage of the contract expiration date (as recorded on reverse side) shall not extinguish, prejudice or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

3. Government Employment Status

If this payment is to be charged against federal funds, Contractor certifies it is not currently employed by the federal government.

4. Subcontractors and Assignment

Contractor shall not enter into any subcontractors for any other work scheduled under this contract without prior written consent of the City. Subcontractors exceeding \$20,000 in cost shall contain all required provisions of the prime contract.

5. Dual Payment

Contractor shall not be compensated for work performed under this contract by any other municipality of the State of Washington.

6. Funds Available and Authorized

City certifies at the time of contract execution that sufficient funds are available and authorized for expenditure to finance costs of this contract within the City's appropriation or limitation.

7. Termination

- (a) This contract may be terminated by mutual consent of both parties, or by the City upon 30 days' notice in writing and delivered by certified mail or in person.
- (b) City may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the City, under any of the following conditions:
 - (i) If City funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quality of services. The contract may be modified to accommodate a reduction in funds.
 - (ii) If federal or state regulations or guidelines are modified, changes or interpreted in such away that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
 - (iii) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked or no renewed. Any such termination of this contract under subparagraphs 7(a) or 7(b) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- (c) The City may terminate the whole or any part of this agreement by written notice of default (including breach of contract) to the Contractor.
 - (i) If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof, or
 - (ii) If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the City, fails to correct such failures within 10 days or such other period as the City may authorize.

The rights and remedies of the City provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provide by law or under this contract.

8. Access to Records

City, the Secretary of State's Office of the State of Washington, the federal government, and their duly authorized representatives shall have access to the books, documents, papers and records of the Contractor directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcripts of the period of three (3) years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by City.

9. State Tort Claims Act

Contract is not an officer, employee or agent of the State or City as those terms are used in RCW 4.96.020.

10. Compliance with Applicable Law

Contractor shall comply with all federal, state and local laws and ordinances applicable to the work under this contract.

11. Indemnification

- (a) Indemnity-Claims for Other than Professional Liability
Contractor shall defend, save and hold harmless the City their officers, agents and employees form all claims, suites or actions of whatsoever nature, including international acts resulting from or arising out of the Contractor or its subcontractors, agents or employees under this agreement. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement.
- (b) Indemnity-Claims for Professional Liability

Contractor shall defend, save and hold harmless the City, their officers, agents and employees, from all claims, suites or actions arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors and subconsultants, agents or employees in performance of professional services under this agreement.

12. Insurance

- (a) Liability Insurance. Contractor shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of he contractor, the City, its commissioners, employees, and agents. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than \$1,000,000.00 combined single limit per occurrence. Such insurance shall name the City as an additional insured with a coverage endorsement at least as broad as ISO CG 20 10 10 01.
- (b) Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for State of Washington Workers' Compensation coverage for all Contractor's employees who are subject to Washington's Workers' Compensation statute, either as a carrier-insured employer as provided by RCW Chapter 51 or as a self-insured employer.
- (c) Certificates. Within 10 calendar days after full execution of this contract, Contractor shall furnish the City with certificates evidencing the date, amount, and type of insurance required by this contract. All policies shall provide for not less than thirty (30) days' written notice to the City before they may be canceled.
- (d) Primary Coverage. The coverage provided by insurance required under this contract shall be primary, and shall not seek contribution from any insurance or self-insurance carried by the City.

13. Ownership of Work Product

All work products of the Contractor which result from this contract are the exclusive property of the City.

14. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americana with Disabilities Act of 1990 (Pub L No. 101-336) including Title II of that Act, and all regulations and administrative rules established pursuant to that law.

15. Successors in Interest

The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

16. Execution and Counterparts

This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

17. Force Majeure

Neither party shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, acts of God and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance or its obligations under the contract.

18. Severability

The parties agree that if any terms or provisions of this contract is declared by the court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular terms or provisions held to be invalid.

19. Errors

The contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

20. Waiver

The failure of the City to enforce any provisions of the contract shall not constitute a waiver by the City of that or any other provision.

21. Other Requirements

When federal funds are involved in this contract, Contractor Debarment and Non-Collusion certifications and signatures apply to Exhibit C and D.

22. Governing Law

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Washington. Any action or suit involving any question arising under this contract must be brought in the appropriate court of the state of Washington, Skamania County.

23. Attorney Fees

The prevailing party shall be entitled to reasonable attorney fees at trial and on appeal in an action brought with respect to this contract.

24. Merger Clause

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THE CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE IF MADE, SHALL BE EFFECTIVE ONLY IN SPECIFIC INSTANCES AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITONS.

**CITY OF STEVENSON
PERSONAL SERVICES CONTRACT**

**Exhibit A
SCOPE OF SERVICES**

Consultant will provide resources, labor, equipment and expertise to complete planning consultant services on the Stevenson Downtown Plan for the City of Stevenson, Washington. Said work to be done and performed in accordance with the attached Work Scope incorporated herein as Exhibit A.

Attachments

Exhibit A-Work Scope; Stevenson Downtown Plan

Scope of Work

PROJECT MANAGEMENT

Project management tasks are integrated into each of the tasks in this Work Scope throughout the process.

A Project Management Team (PMT) comprised of Ben Shumaker, Community Development Director, the City Administrator, and Public Works Director and the Crandall Arambula project manager and coordinator shall provide overall guidance for the project. The PMT shall meet bi-monthly to coordinate logistics of the project and to give feedback to Crandall Arambula. PMT shall meet by telephone conference; the duration of each meeting is not expected to exceed one hour.

General Provision Deliverables

Preview of Materials

- Crandall Arambula shall provide meetings materials to PMT at least three days prior to the meeting.
- Crandall Arambula shall provide public release materials to PMT at least five days prior to the scheduled release.
- PMT will provide comments to Crandall Arambula within three days after receipt of draft materials.
- Crandall Arambula shall make minor revisions and corrections to materials based on comments received at least one working day prior to public release.

Text Memoranda and Plan Document

- Memoranda and reports are to be formatted (PDF) for 8½-inch by 11-inch or 11-inch by 17-inch paper.
- All memoranda and draft and final document, including graphics, tables, etc. are to be provided to City only digitally in an open universally readable format suitable for uploading to the City website. The City shall be responsible for printing of all materials

1.0 Public Involvement

Crandall Arambula will facilitate three rounds of meetings at key milestones. The process will be inclusive. One or two-day visits will enable the Crandall Arambula team to meet with City staff, stakeholders, the general public, elected officials, and appointed board or committee members as needed. Individual one-on-one meetings with key stakeholders can also be held during each round of meetings. The City will provide all venues and presentation facilities and distribute all presentation materials. Prior to all meetings, Crandall Arambula will preview all presentation materials with the City Project Manager. Following all meetings, Crandall Arambula will provide a brief meeting summary and findings memorandum. All meeting materials will be presented in a PowerPoint format.

Deliverables. Each key milestone will include PowerPoint Presentation(s), overview handout, response sheets (electronic copy-ready file) and summary memorandum (not to exceed 5 pages; copy-ready electronic file)

2.0 Mobility

Crandall Arambula will provide a multimodal Transportation Framework for the study area. The framework will ensure that the fundamental downtown mobility, service and access requirements are balanced to serve downtown land uses by fostering streets that support street-oriented retail and other identified uses. The framework would key streets within the study area as a 'destination' and 'place-of -arrival' in addition to a conduit for moving auto traffic through downtown. The Mobility framework will incorporate all accepted best practices for downtown 'complete streets' and waterfront trail access while addressing the following specific components of the Mobility theme:

- State Route 14's competing role of supporting mobility and destination functions in the downtown
- The unique nature of traffic control in Skamania County and the potential impacts of a planned roundabout at SR14 and Wind River Highway.

- A comprehensive and integrated public access and trail plan consistent with WAC 173-26-221(4) and the City's draft Shoreline Master Program
- The future alignment of the Rock Creek Drive Bridge.
- Safety along Rock Creek Drive and property access to SR 14

2.1 Gather & Evaluate

The Crandall Arambula team member Fehr & Peers will qualitatively assess current and projected traffic conditions and transportation projects. Based on a review of existing documents and prior plans they will establish LOS expectations at key intersections (up to 4) and roadways (up to 6 roadways) to establish a baseline memorandum with which to measure circulation and trail concepts. Crandall Arambula will assess existing auto, pedestrian, and bicycle facilities based on a "complete streets" criteria to identify opportunities and constraints to multi-modal access between downtown "anchors" and key destinations.

2.2 Develop Transportation & Public Access/Trail Concepts

Crandall Arambula and Fehr & Peers will address the appropriate level of study area traffic growth, safety at intersections, and access management along SR-14. Concepts will be developed that ensure adequate circulation within the downtown with an emphasis on walking, biking and shoreline public access and a trail between downtown "anchors" and key destinations. Crandall Arambula will provide illustrated plans, 3-D sketches, and diagrams that describe a balanced multi-modal network and a summary memorandum and evaluation of circulation concepts will be prepared.

2.3 Perform Concepts Technical Analysis

Fehr & Peers will prepare a technical review and memorandum of the development and circulation concepts identifying the appropriate design and improvements to intersections, roadways and access management necessary to accommodate future traffic demand, bike and pedestrian access. Recommendations and specific projects will be identified for including in the Action Plan matrix.

2.4 Prepare a Circulation Framework Plan

Refinements to concepts will identify a preferred hierarchy of streets, supporting walking, biking and auto traffic and the recommended improvements to serve the study area. A short and concise summary memo with 3D sections, and diagrams, will be prepared to describe the circulation framework.

3.0 Parking

Downtown parking is a precious commodity in great demand by customers, downtown business employees, and visitors alike. While all these users should be accommodated, prioritization of well-designed and appropriately located retail-serving parking is an essential strategy for fostering downtown economic growth and supporting a seasonal visitor economy, with strategically located public parking that foster retail visitors to extend their stay in downtown and at the waterfront.

3.1 Gather & Evaluate

Crandall Arambula will conduct a Google "streetview" analysis to quantify the location and amount of existing on- and off-street downtown parking to tabulate the supply versus building square footage and review regulatory requirements for off-street parking to identify impediments to growth. Fehr & Peers will review the Stevenson Downtown Association (SDA) supply, demand and usage data to identify hotspots of parking demand, and further assess parking issues and opportunities that will inform downtown parking concepts.

3.2 Develop Parking Concepts

Based on existing and potential future development, Crandall Arambula will prepare concepts for parking within the downtown and appropriate "urban" parking standards for housing, office and retail uses and recommendations for potential revisions to the City code. On-street parking will be maximized. Optimum

locations and size of off-street parking facilities that support existing retail & consider future retail opportunities will be identified. Parking for associated key uses-housing, employment & civic uses will be considered.

3.3 Concepts Technical Analysis

Fehr & Peers will review the SDA generated parking supply, demand and usage data and Crandall Arambula parking concepts and provide recommendations for optimum utilization and a parking management strategy.

3.4 Prepare a Parking Framework Plan

Refinements to parking concepts will identify a preferred parking configuration and supply for on-street and off-street improvements to serve the study area. A short and concise summary memo with diagrams and tables will be prepared to describe the physical and regulatory parking framework.

4.0 Land Use

Without a strong land use design concept, positive change will not occur. Redevelopment cannot simply be a pro forma economic analysis of cherry-picked redevelopment sites, re-zoned parcels, construction of utilitarian infrastructure, or aggressive branding and marketing. Creating the 'investment environment' that attracts developer interest will require an innovative land use concept that will attract latent demand and capture market share that is 'leaking' to other areas of the region. The Crandall Arambula team will:

4.1 Gather & Evaluate

An assessment of existing land uses, development regulations, site conditions, and potential "soft sites" to document constraints and opportunities for commercial, mixed-use and multi-family development within the project area be prepared. Johnson Economics will evaluate relevant economic and demographic trends to establish a base line memorandum describing achievable pricing of different residential and commercial development types. A review and evaluation of the county-wide buildable lands and housing needs assessment will be included as it becomes available.

4.2 Develop Land Use Concepts

A range of land use concepts for mixed-use, multi-family and retail and commercial development that complement, expand replace or enhance existing conditions within the Downtown study and influence area will be created. Illustrated plans, sketches, and diagrams will be employed that describe land use concepts including before and after plan illustrations. A summary memorandum and evaluation of land uses concepts will be prepared.

4.3 Perform Development Feasibility Analysis

Johnson Economics will prepare a feasibility analysis memorandum drawing on the market evaluation to test the financial feasibility of commercial, residential, and mixed-use building. The analysis will identify any financial "gaps" and discuss potential approaches to closing these gaps.

4.4 Prepare a Land Use and Development Framework

Refinements to concepts will identify preferred land uses and development types, including location, and amount of development and estimate of new investment value. A short and concise summary memo with maps, diagrams, and tables will be prepared to describe the land use and development framework.

5.0 URBAN DESIGN

The Urban Design theme must bridge the gap between building design and the City's investments in the public realm. The form, location, and type of downtown development will be addressed. A Downtown urban design framework will be developed to foster pedestrian-friendly street-oriented and waterfront-oriented development that supports downtown retail, commercial, and waterfront uses. Existing, planned and future streetscape, plaza

and waterfront improvements will be defined that form a cohesive and interconnected set of public space destinations including the waterfront, Rock Cove and downtown. Crandall Arambula will:

5.1 Gather & Evaluate

Assess the current features of the downtown, and waterfront development—including architectural character-form, massing, orientation, and ground floor use will be identified, as well as, current and planned, plazas, waterfront spaces and the pedestrian environment. The assessment will be evaluated against criteria that fosters downtown as an active 18-hour environment and that supports retail and housing development. Maps, diagrams, and tables necessary to describe and assess current conditions will be provided.

5.2 Develop Building and Public Realm Concepts

3-D sketch-level site design concepts for new buildings, plaza, waterfront; and streetscapes will be integrated with the city's existing 3-D buildings models. Plans diagrams, and 3-D illustrations will be used to describe and assess development concepts and how they integrate with the City's aesthetic efforts.

5.3 Prepare an Urban Design Framework Plan

The framework will illustrate the development character appropriate for downtown redevelopment sites including building orientation, height, form and massing and parking that reinforce existing and planned streetscapes, plazas and open spaces. A framework for the development character of future street improvements, and public spaces will also be provided. A short and concise summary memo with plans, 3-d illustrations, diagrams, and tables will be prepared to describe the urban design framework.

6.0 IMPLEMENTATION

Crandall Arambula would develop strategies for a 5-year and long-term planning horizon. Crandall Arambula would identify a concise shortlist of 'Game-Changing' projects that will result in substantial and immediate development momentum.

6.1 Action Plan

The Action Plan will identify schedules/phasing, and staff assignments and responsibilities. Where appropriate, estimated costs and potential funding strategies or sources will be identified. Matrices, tables and diagrams required to define the implementation strategy will be provided. Key recommendations identified within the Downtown themes' framework plans and illustrations of preferred design concepts will be incorporated into the Action Plan.

7.0 PLAN FOR SUCCESS!

Crandall Arambula would prepare for the City of Stevenson a well-organized, user-friendly and heavily illustrated Downtown Plan document that clearly establishes the framework for decisions and actions for the future. Elements of the plan will satisfy the planning requirements of relevant state statutes

7.1 Plan Document

Crandall Arambula will assemble and format all essential elements memoranda materials into a single document. The document will include:

- An executive summary, describing the core area goals, objectives and vision for addressing the four project themes
- Framework plans supporting the downtown themes—Mobility, Land Use, Parking and Urban Design
- Implementation strategy, emphasis on a 5-year planning horizon with recommended projects, timeline and action plan
- An appendix that will include all summary memoranda, and the public involvement efforts conducted throughout the process
- A draft will be provided for review and comment. After review, Crandall Arambula will finalize the document.

**CITY OF STEVENSON
PERSONAL SERVICES CONTRACT**

**Exhibit B-
SCHEDULE, COST AND PAYMENT**

- A. The cost to the City of Stevenson, Washington for the services to be provided by the Consultant under this contract is set forth in the attached Exhibit A. The total cost for the services herein shall not exceed \$119,615.
- B. The Consultant shall submit monthly invoices to the City of Stevenson, which will detail the particular work performed; the individual(s) performing the work; the hourly rate at which the particular person is charged out; time spent by each person performing the work; a detailing of all reimbursable expenses incurred; and the total charge for the month.
- C. The City of Stevenson, Washington shall pay each invoice within 30 days of receipt of the invoice.
- D. No federal assistance is provided for this project.

Attachments

Exhibit B- SCHEDULE-Major Tasks and Timeline

Exhibit B- HOURLY RATES

MAJOR TASKS AND TIMELINE

The following diagram describes a six-month timeline and major tasks to complete the project. The schedule will be finalized upon selection of the firm.

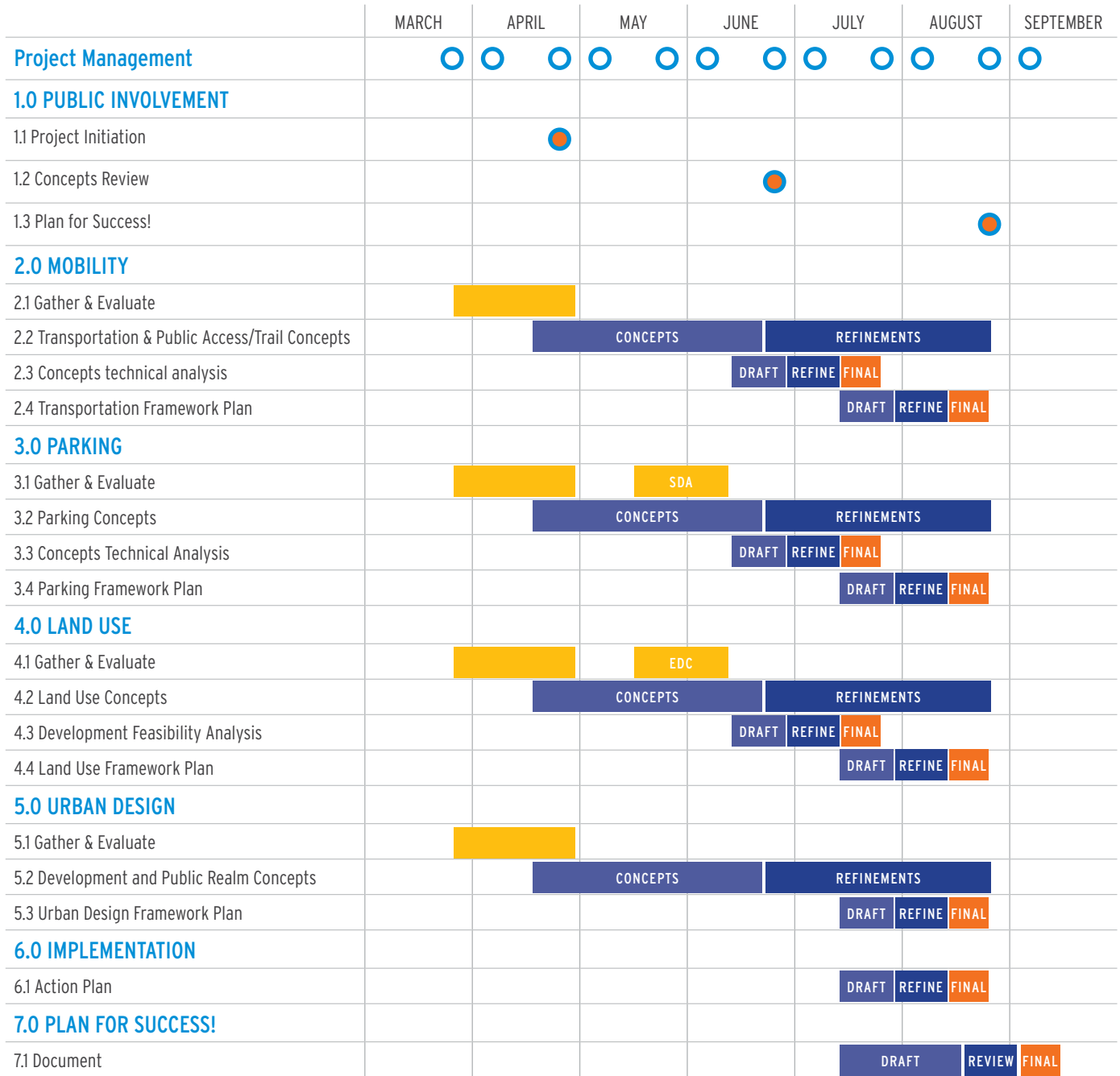


EXHIBIT B- (Hourly Rates)

Hourly Rates

Project Manager	\$185
Principal Urban Designer	\$185
Senior Urban Designer	\$110
Staff Urban Designer	\$85
Administrative Assistance	\$65



City of Stevenson
Public Works Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: Leana Kinley, City Administrator

FROM: Eric Hansen, Public Works Director

DATE: March 14, 2019

SUBJECT: Russell Avenue Update

Russell Avenue design phase is currently at 60%, with preliminary review approval from WSDOT.

Archaeology review is underway, and starting to receive feedback. The Historic Preservation Office of the Confederated Tribes of the Grand Ronde has requested the Russell Ave. project include an Inadvertent Discovery Plan. They also wish to be contacted if archaeological or cultural resources are discovered.

Paving design is mostly complete, waiting on traffic count tabulations to finalize design.

Right of Way acquisition is waiting on final design survey information to verify how many parcels will be affected. Negotiations are underway with power and communications to get their utilities undergrounded this year.

As the project continues to progress, Wallis Engineering agrees that postponing the construction phase until the summer of 2020, and bidding in the fall/winter of 2019 will provide for lower construction bids. The timing of construction will also allow for the city to apply for a Transportation Improvement Board Small City Match Grant, which pays for the 13.5% match. Waiting until 2020 for construction additionally allows for an earlier start, hopefully minimizing the impact to the tourist season.



City of Stevenson

Public Works Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

Criteria for inspecting GRDs (Grease Removal Devices)

All food service establishments that discharge into city sewer are subject to the City of Stevenson Municipal Code 13.08.270-Grease, oil and sand traps/interceptors Requirements. Unannounced inspections will occur sporadically in all food service establishments to regulate proper maintenance. Our agency uses the following criteria to inspect a GRD which is referred to as the **25% rule**:

Percentage of Grease Trap FOG accumulation (hydro mechanical)	Trap Condition	Percentage of FOG accumulation in Exterior Gravity Grease Interceptor
25	Good	Over 25% accumulation in both chambers is considered in poor condition (violation)
25 – 50	Fair	
>50	Poor	

Proper maintenance of the interceptor is accomplished by pumping out the entire contents before FOG accumulation reaches 25% (**50% FOG accumulation for interior traps**). After the device has reached its retention capacity of FOG, it begins to discharge into lateral services and sewer systems. When the interceptor is full, it is too late. It is too late to maintain water quality, and it is too late to prevent damage to the interceptor, the building’s drainage piping, and the collection system. Kitchen management practices greatly influence the condition of a GRD.

In the event that the GRD has reached its retention capacity, fines for non-compliance will be enforced according to SMC 13.08.270. If the GRD is in violation, the establishment will be issued a required action order to have it cleaned within 10 (ten) days. The establishment will then be required to submit proof to the issuing authority to verify that the grease interceptor has been properly cleaned.

Frequency of Inspections

Food Service Establishments with:

1. Regularly scheduled service with a preferred pumper (when records are submitted monthly). **Annual inspections**
2. Self-cleaners having barrel service with a preferred pumper (when records are submitted monthly) **Semi-annual inspections**
3. Self- cleaners with no barrel service **Quarterly inspections**

*Exception to the frequency of inspections is determined by either repeated events of non-compliance or cancellation (or delay) of services as well as discharge overflow events in the area.

CITY OF STEVENSON

ORDINANCE NO. 2019-1140

**AN ORDINANCE OF THE CITY OF STEVENSON AMENDING THE
SEWER AND PRETREATMENT CODE AND REPEALING PORTIONS
OF ORDINANCE 1119.**

WHEREAS, the City of Stevenson seeks compliance with State and Federal wastewater discharge laws and regulations; and

WHEREAS, changes to the city’s current grease, oil and sand traps/interceptor ordinance is needed to allow for more strict enforcement; and

WHEREAS, a Preferred Pumper Program is created to encourage regular maintenance and reporting.

NOW, THEREFORE, the City Council of the City of Stevenson do ordain as follows:

THAT, SMC Chapter 13.08- “Sewer and Pretreatment” is hereby amended and supplemented as follows:

Section 1 – Section SMC 13.08.270 (a portion of Ordinance 1119) is amended as set forth on Exhibit “A”, attached hereto and made a part hereof.

Section 2 – Exhibit “B”, attached hereto and made a part hereof, shall be added as SMC 13.08.280, a new section of the Stevenson Municipal Code.

Section 3 – This ordinance affects SMC 13.08 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of SMC 13.08 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 4 – If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

This Ordinance shall take effect and be in force five (5) days after its publication according to law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this 21st day of March, 2019.

Mayor of the City of Stevenson

APPROVED AS TO FORM:

ATTEST:

Kenneth B. Woodrich, Attorney for the
City of Stevenson

Clerk of the City of Stevenson

Exhibit "A"

Amendment to SMC 13.08.270

Legend: New language = underlined
 Deleted language = ~~striketrough~~

SMC 13.08 Sewer and Pretreatment

SMC 13.08.270 ~~Grease, oil and sand interceptors—Required when—Standards.~~

Grease, oil and sand traps/interceptors Requirements.

~~Grease, oil and sand interceptors shall be provided, when, in the opinion of the director, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients, except that such interceptors shall not be required for private living quarters. All interceptors shall be of a type and capacity approved by the director and shall be located so as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner, at his expense, in~~

Grease, oil and sand traps/interceptors, or GRD's (Grease Removal Devices) shall be provided, when, in the opinion of the director, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients, except that such GRD's shall not be required for private living quarters. This includes all food service establishments, beverage providers, and food trucks or trailers that are connected to a public sewer. All GRD's shall be of a type and capacity approved by the director and shall be located so as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

Non-compliance is described as when F.O.G. accumulation reaches twenty-five percent (25%) of the capacity of the GRD, or when F.O.G. is witnessed leaving the device.

Fines for non-compliance may be imposed if there is a failure to properly maintain the GRD.

- 1st Violation - \$150
- 2nd Violation - \$350

- 3rd Violation - \$700
- 4th and every additional violation- \$1400

In addition to the fines imposed, a business that violates the requirements of the FOG Program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.

If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.

If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

Exhibit "B"

New Section 13.08.280

SMC 13.08.280 Establishment of the Preferred Pumper Program

The Preferred Pumper Program consists of companies that are approved by the City of Stevenson for grease trap/interceptor maintenance. These companies will come to your establishment on a regular schedule, clean your grease trap, then send a report to the city for verification of maintenance. If you decide to use a preferred pumper, the city inspector will only visit your facility once per year, if you prefer to self-clean your GRD, then a city inspector will visit your facility a minimum of four times per year.

**INTERLOCAL AGREEMENT: CREATING PRE-MEMBERSHIP CONDITIONS
BETWEEN WASHINGTON CITIES INSURANCE AUTHORITY AND
CITY OF STEVENSON**

THIS AGREEMENT, made pursuant CHAPTER 39.34 RCW, is made and entered into in the State of Washington by and among Washington Cities Insurance Authority, a quasi-municipal corporation organized and existing of the Constitution and laws of the State of Washington, Chapter 48.62 RCW, hereinafter referred to as WCIA, and the **CITY OF STEVENSON**, a municipal corporation existing under the Constitution and laws of the State of Washington, hereinafter referred to as "Entity" who are the parties signatory to this Agreement. Washington Cities Insurance Authority and the **CITY OF STEVENSON** are sometimes referred to herein as "parties".

RECITALS

WHEREAS, the **CITY OF STEVENSON** desires and is committed to taking all steps necessary to become a Full Member of WCIA, as membership is defined by WAC 200-100-020 (17(a), (b), (c)) as now exists or hereinafter is amended and as defined by the foundational Interlocal Agreement creating Washington Cities Insurance Authority, and;

WHEREAS, the **CITY OF STEVENSON** has applied for membership in WCIA and is committed to becoming a Full Member, if approved for membership by WCIA, on the date of **December 1, 2019** at 12:01 a.m. and;

WHEREAS, WCIA is desirous and committed to taking and completing all necessary steps to evaluate the **CITY OF STEVENSON** for Full Membership in WCIA and to prepare the **CITY OF STEVENSON** for Full Membership in WCIA starting on the date of **December 1, 2019** at 12:01 a.m., and;

WHEREAS, it appears economically feasible and mutually beneficial for the parties to this Agreement to take all steps reasonably necessary to evaluate the **CITY OF STEVENSON** for Full Membership in WCIA and to prepare said entity for Full Membership on the date of **December 1, 2019** at 12:01 a.m.;

NOW, THEREFORE, for and in consideration of all the mutual benefits, covenants and agreements contained herein, the parties hereto agree as follows:

I. Covenants.

- a. The **CITY OF STEVENSON** hereby formally applies to Washington Cities Insurance Authority to become a Full Member of WCIA to participate in its joint self insurance and risk sharing programs and receive its full membership benefits including orientation, risk management training, and consulting services and all other support services offered to Full Members of WCIA starting on the date of **December 1, 2019** at 12:01 a.m., if so approved by the governing body of WCIA.

- b. The Entity hereby agrees to give all necessary written notice to any insuring or self insuring pooling organization to which the Entity is currently a member or subscriber that it intends to end its current liability insuring or self insuring Entity membership so as to allow the Entity to become a Full Member of WCIA on the effective date cited above, if so approved by WCIA.
- c. The Entity agrees to provide full and open access to its records and claim history so as to allow WCIA to properly evaluate the entity's risk profile for prospective membership in WCIA.
- d. The Entity agrees to accept and complete all recommended pre-membership orientation, risk management training, and consulting services as specified by WCIA and to reimburse WCIA the reasonable cost of any such services provided within sixty (60) days of being billed for the same if the Entity's full membership in WCIA is rejected or if the Entity declines to sign the "appendix" to the foundation Interlocal Agreement creating WCIA when offered Full Membership.
- e. The Entity agrees that if its Full Membership in WCIA is approved by its governing body it will, through its authorized officer, sign via appendix the foundational Interlocal Agreement creating WCIA and thereby become a full participating Member of WCIA as of the effective date of **December 1, 2019** at 12:01 a.m. Thereafter, the Entity agrees to be fully bound by all of the terms and conditions and benefits of full WCIA membership including, but not limited to those specified in the Interlocal Agreement creating WCIA, the WCIA Bylaws and Joint Protection Program documents.
- f. WCIA agrees to perform a full, fair and prompt evaluation of the Entity of **CITY OF STEVENSON's** qualifications for membership with WCIA and to deliver a final decision accepting or rejecting the Entity for membership no later than sixty (60) days prior than the proposed effective date of membership stated above. At the same time, if WCIA accepts the Entity for membership, it will state in its acceptance the proposed initial assessment the Entity will be required to pay for the Entity's initial membership.
- g. WCIA agrees to provide all necessary orientation, risk management training and consulting services to the **CITY OF STEVENSON** and its officers, employees and elected officials as necessary to prepare the **CITY OF STEVENSON** for Full Membership in WCIA.
- h. This pre-membership agreement shall become effective on the date that it has been signed by both parties authorized representatives as indicated below.

II. Amendments.

This Agreement may be amended at any time only by the written approval of all the parties signatory to it.

III. Agreement Complete.

The foregoing constitutes the full and complete agreement of the parties. There are no oral understandings or agreements not set forth in writing herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by signature of the authorized officials thereof on the date indicated below their signatures.

For and on behalf of the City of Stevenson

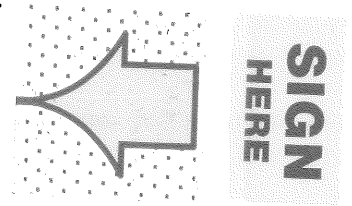
Dated this ____ day of _____, 20____.

Ann Bennett

For and on behalf of Washington Cities
Insurance Authority

Ann Bennett, Executive Director of WCIA

Dated this 8th day of March, 2019.



**APPENDIX 147-19 TO INTERLOCAL AGREEMENT
CREATING THE WASHINGTON CITIES
INSURANCE AUTHORITY**

WHEREAS, in 1980 the Cities of Mercer Island, Mountlake Terrace, Olympia, Kirkland, Marysville, Lacey, Kent, Everett and Des Moines did enter into and sign an Interlocal Agreement, as authorized by CH 48.62 RCW, for the creation of and operation of a liability self-insurance pool for the mutual protection and benefit of said entities known as the Puget Sound Cities Interlocal Insurance Authority; and,

WHEREAS, on March 13, 1986, the Board of Directors of the Authority did pass a motion to change the name to Washington Cities Insurance Authority. Said change is also ratified by new members; and,

WHEREAS, the above referenced Interlocal Agreement provides in Article 19 for the addition of new members to said Authority after one year of operation as determined by vote of the Board of Directors of said Authority; and,

WHEREAS, Article IV, Section 8 of the By-Laws of the Washington Cities Insurance Authority provides the procedure for the admission of new members to said Authority; and,

WHEREAS, on **March 8, 2019**, the Executive Committee of the Washington Cities Insurance Authority did pass a motion authorizing and inviting **City of Stevenson** to become a new member of said Authority; and,

WHEREAS, **City of Stevenson** by decision of its respective legislative and executive authorities, has decided to become a new member to the Washington Cities Insurance Authority commencing on **December 1, 2019**;

NOW THEREFORE, for and in consideration of all of the mutual benefits, covenants, and agreements contained herein, **City of Stevenson** by signature of its respective authorized representative to this **APPENDIX 147-19** to the original Interlocal Agreement, do hereby agree to be bound to all the terms, conditions, and covenants of the original Interlocal Agreement creating the Washington Cities Insurance Authority and all

previous appendixes, which are incorporated by reference herein and to become members of said Authority commencing at **12:01 a.m. on December 1, 2019.**

The new member whose representative signs this **APPENDIX 147-19** agree that they shall be bound to the original Interlocal Agreement and all previous appendixes, and to which the **APPENDIX 147-19** is attached; and further agree that they shall be bound by all provisions and terms of the By-Laws for the Washington Cities Insurance Authority as they now exist or may be amended in the future. The new member whose representative signs this agreement shall have the benefits of the Joint Protection Programs and obligations thereto as provided by the Washington Cities Insurance Authority commencing at **12:01 a.m., December 1, 2019.**

IN WITNESS WHEREOF, the party hereto has executed this **APPENDIX 147-19** to the Interlocal Agreement creating the Washington Cities Insurance Authority by authorized official thereof, on the date indicated below.

DATE: _____ BY: _____

TITLE: _____

ATTEST: _____

DATE: _____

**INTERLOCAL AGREEMENT BETWEEN
SKAMANIA COUNTY AND THE CITY OF STEVENSON
FOR THE REPLACEMENT OF THE EXHIBIT HALL ROOF - 2019**

THIS AGREEMENT made and entered into this 21st day of March, 2019 between Skamania County, a political subdivision of the state of Washington, hereinafter referred to as “**COUNTY**”, and the City of Stevenson, a municipal corporation, hereinafter referred to as the “**CITY**” for purposes hereinafter mentioned:

WHEREAS, the City is the recipient of Hotel/Motel Funds for the promotion of travel and tourism and the marketing, hosting and operation of special events and festivals and related tourist activities in Stevenson,

WHEREAS, the City wishes to increase publicity about the City to attract visitors to the local region, to increase overnight stays at our local hotels, inns and lodges and to encourage tourism expansion,

WHEREAS, the City and the County and its Department of Community Events and Recreation mutually agree that the County can provide promotional information, hosting and operation of **events described in Exhibit “A”** that will increase tourism; and

NOW, THEREFORE, BE IT RESOLVED, that the City and the County through this interlocal agreement pursuant to RCW 39.34.080 shall act in consideration of the terms and conditions set forth below:

1. Performance: The County shall design and install a new roof for the Exhibit Hall as described on Exhibit A,
2. Completion: All work shall be completed by December 31, 2019. To meet reporting requirements set by Substitute Senate Bill 5647 the contractor, County, must submit to the City a completed copy of the Lodging Tax Report for each of the events described in Exhibit A. Final payment on the contract will be withheld until receipt of report.
3. Term: The term of this agreement shall begin January 1, 2019 and end upon the completion of the project, but no later than December 31, 2019.
4. Payment.
 - a. The City will reimburse the County up to \$10,000 for services performed under this agreement. Provided, however, that the City’s obligation to contribute this sum is expressly contingent on County’s receipt of not less than \$4,000 from the Fair Board and not less than \$10,000 from the Skamania County Lodging Tax fund for the same project during the term on this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 13, 2020. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 2 above shall be submitted before final payment under this contract is made.
5. Default: Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action

upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

6. Termination: This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records: The County shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or Federal Auditors.
8. Status of County: It is hereby understood, agreed and declared that the County is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. County agrees to indemnify and hold harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

County further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims made against the City by Skamania County employees, agents, contractors, subcontractors or other representatives.

10. Assignment: This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification: This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings representations, or agreement, written or oral, not incorporated herein.
12. Equal Opportunity and compliance With Laws: County shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, County shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue: The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees: If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all cost and expenses so incurred by the non-defaulting party, including without limitation, reasonable attorney costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the

event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees.

15. Certification of Authority: The parties hereby certify that the person executing this agreement on behalf of City and County, have legal authority to enter into this agreement on behalf of City and County, and are able to bind City and County, in a valid agreement on the terms herein.

16. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2019 or sooner as provided in paragraph 6.0 above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for event promotion and operation.
- d. Manner of Financing. The City intends to finance this agreement in cash as part of its Tourism Promotion Fund budget.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 6.0 above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

City of Stevenson, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

Chairman

Commissioner

Commissioner

Clerk of the Board

APPROVED AS TO FORM:
Prosecuting Attorney

2019 TOURISM FUNDING APPLICATION FORM

Submitted by: Skamania County Community Events and Recreation

Contact Person: Alex Hays

Mailing Address: PO Box 369, Stevenson, WA 98648

Phone: 509-427-3978

Email: hays@co.skamania.wa.us

Name of Proposed Event: Exhibit Hall Reroofing

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your organization. Include your TIN/EIN if applicable.

Skamania County is a local government serving the citizens within their boundaries. Skamania County's Federal ID is 91-6001363.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

The Skamania County Exhibit Hall is a tourism related facility attracting visitors from outside the areas in a number of different festivals and shows. The roof of the facility has been maintained, but the life of the roof is over 30 years old and the rubber grommets are failing. Because of the failing roof, leaks have been a common occurrence. The Fair Board was awarded a grant that could pay for most of the material to reroof the building. The grant needs to be finished by June 2019, and the Exhibit Hall is not on any budget to be repaired in that time frame. We are looking at several sources of funding to get this project viable.

3. How much are you requesting from City of Stevenson Lodging taxes? \$10,000

4. Submit a brief revenue and expense budget.

What percentage of your revenue budget does this request for funding represent? 17%

5. List any other expected revenue sources and amounts.

Projected Revenue:

Washington State Agriculture Grant: \$20,000

Fair Board \$4,000

Skamania County Lodging Tax: \$10,000

Stevenson Lodging Tax: \$10,000

.09/REET: \$15,000

Projected Expenditure:

Materials: \$29,000

Labor: \$30,000

6. Please describe your current fund-raising efforts for this project.

We are exploring all avenues to help make this opportunity happen.

7. If your project is an on-going project (multi-year), explain how you plan to generate revenues in the future to make the project self-supporting. The project has a drop-dead date of June 30th.

8. Describe your plans for advertising and promoting your proposed activity or facility.

The building is used for events such as the Skamania County Fair, GorgeGrass, Gorge Blues and Brews, Tear Drop Trailers, NW Bus Nuts, Country Chic whom all market outside to bring in patrons.

9. Explain how your activity or facility will result in increased tourism and overnight stays.

We have had a large interest in weddings, but the facility can't be repaired on the inside until the roof is fixed. There is a potential for more camping/hotel stays as the facility is improved.

10. List the number of tourists expected to attend your activity or facility in each of these categories:

- a. Staying overnight in paid accommodations.
- b. Traveling 50 miles or more from their place of residence or business.
- c. Traveling from another state or country.

11. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We partner with the Chamber of Commerce with the Blues and Brews, who are directly affected by the improvement of the building. The SBA recently used the Exhibit Hall to paint a mural for downtown project.

12. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

The new roofing is a snapfit tin, which has a lifetime guarantee. It has no exposed screws or grommets to ware down.

13. How will the Stevenson community benefit from your project?

Almost every event we have down at the Fairgrounds results in hotel stays, camping and retail shopping in downtown Stevenson. It's important to our fair, 4H projects and cooking classes.

14. Sign and date your proposal.

 3/6/19

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Private Prop	1
Agency Assistance	2
Abuse of animals except Dogs	1
Other Types of Animal Calls	1
Simple Assault	1
Citizen Assist	3
Citizen Dispute	2
Civil Process	1
Civil Standby	1
Controlled Substance Overdose	1
Dead Body	1
Disorderly Conduct	2
Problems with Dogs	4
Domestic Violence	5
Fish & Game Violation	1
Found Property	2
Hit & Run Accident	1
Incomplete 9-1-1 Calls	1
Information Report	2
Intoxicated Person	2
Jail Problems/Inmate Problems	1
Juvenile Problem	2
Medical Emergency	30
Mental Health Problems	2
Parking Problem	1
Traffic Collision Prop Damage	2
Traffic Accident, w/ Injuries	2
Public Nuisance/County Ordinan	1
Request Traffic Enforcement	1
Sex Offense/Abuse	1
Suspicious Person/Circumstance	3
Theft Other Property	5
Theft Automobile	1
Threats	3
Traffic Hazard	3
Traffic Stop	2
Power/Gas/Water Problems	1
Vagrancy	1
Vandalism/Mailic Misch	2
Vehicle Fire	1
Violation Court Orders	2
Vicious Animals	1
Wanted Person - Warrant	8
Welfare Check	4

Total reported: 115

Report Includes:

All dates between `00:00:00 02/01/19` and `00:00:00 03/01/19`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Carprowl Theft from Auto	1
Incomplete 9-1-1 Calls	1

Total reported: 2

Report Includes:

All dates between `00:00:00 02/01/19` and `00:00:00 03/01/19`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.20.005	NVOL W/O I.D.	1
46.20.342	DR W/LIC PRIV SUSP	1
46.61.400	SPEEDING	2
9A.36.041	4TH DEGREE ASSAULT	2
9A.56.050	THEFT III	1

Report Totals		7
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Report Includes:

All dates of issue between `00:00:00 02/01/19` and `00:00:00 03/01/19`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

February 2019	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	Totals
Bond #2																														
Mileage																														
County																														
Stevenson																														
N. Bonneville																														
USFS																														
Title 3													100	100	100															
Other																														
TOTAL	0	0	0	0	0	0	0	0	0	0	0	100	100	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	
Hourly Report																														
Vacation							8.00																							
Sick Leave																														
Training												5.00																		
Administration	3.00			3.25	3.00	3.00					2.00	2.25	2.00	2.25	2.00	3.00	3.25	3.00	2.75	3.00					3.00	3.00	2.75	3.00		49.50
Patrol/Investigations																														
Schools/Comm Svc																														
Mill A Project																														
County	1.75			2.00	2.50	2.75					3.00	2.00	1.00	1.00												2.00	3.00	3.00	2.00	34.75
Stevenson	2.00			2.00	1.75	1.50					2.00		1.00													2.00	2.50	2.00		28.00
Stev Court																														0.00
N. Bonneville	1.25			0.50	1.00	1.00					1.00							1.00	0.75	1.75	1.00				1.50	1.50	1.75	10.25	24.25	
N. Bonn Court																														0.00
District Court																														0.00
Superior Court																														0.00
USFS																														0.00
Gorge Scenic	0.25			0.50							1.00																			3.25
Weyer/Col Timber																														0.00
Drug																											0.50			1.25
SDS																														0.00
Eradication County																														0.00
County Traffic Enforce.	0.25			1.00	0.75	1.00							0.50							0.50	1.00	1.00			2.00	1.00	1.00		10.00	
SAR County																														0.00
Title 3																														
Emergency Response																														
SAR Missions												5.00	10.50	8.00																
Title 3 Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	10.50	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.50	
Sub Total Reg	8.50	0.00	0.00	9.25	9.00	9.25	0.00	0.00	0.00	0.00	9.00	4.25	3.00	2.25	9.50	0.00	0.00	5.00	9.25	9.50	9.50	9.00	0.00	0.00	10.50	11.00	17.25	0.00	156.00	
OT/Time																														
Schools/Com Svc																														
County																														
Stevenson																														
Stevenson Court																														
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N. Bonneville Court																														
District Court																														
Superior Court																														
USFS																														
Training																														
Marine Patrol																														
Drug																														
Weyer/Col Timber																														
Eradication County																														
County Traffic Enforce.																														
Special Contracts																														
SAR County																														
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Stevenson Municipal Court
Summary of Cases Filed 2018
Updated 3/21/2019

<u>Charge</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Criminal Non-Traffic												
Assault 4th Degree	1	2	-	-	-	-	-	-	-	-	-	-
Bail Jumping	-	-	-	-	-	-	-	-	-	-	-	-
Disorderly Conduct	-	-	-	-	-	-	-	-	-	-	-	-
Malicious Mischief III	-	-	-	-	-	-	-	-	-	-	-	-
Minor in Possession (Marijuana)	-	-	-	-	-	-	-	-	-	-	-	-
No Contact/Protection/Antiharass Order Vio	1	-	-	-	-	-	-	-	-	-	-	-
Obstruct law enforcement	1	-	-	-	-	-	-	-	-	-	-	-
Resisting Arrest	-	-	-	-	-	-	-	-	-	-	-	-
Supply Liquor/Premises to Minor	-	-	-	-	-	-	-	-	-	-	-	-
Theft 3	-	1	-	-	-	-	-	-	-	-	-	-
Other Criminal Non-Traffic	-	-	-	-	-	-	-	-	-	-	-	-
Total Criminal Non-traffic	3	3	0	0	0	0	0	0	0	0	0	0
Criminal Traffic												
DUI/Physical Control	1	-	-	-	-	-	-	-	-	-	-	-
Operate Vehicle w/o Ignition Interlock	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Op License or Driving While Suspended	1	3	-	-	-	-	-	-	-	-	-	-
Hit & Run	-	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving	-	-	-	-	-	-	-	-	-	-	-	-
Total Criminal Traffic	2	3	0	0	0	0	0	0	0	0	0	0
Non-Traffic Infraction												
Dog Running at Large	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Alcohol Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Marijuana Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Outdoor Burning Violation	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Traffic Infraction	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Infraction												
Vehicle Registration (Fail to Register/Expired)	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Signal	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Wear Safety Belt	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Yield Right of Way	-	1	-	-	-	-	-	-	-	-	-	-
Following too Close	-	-	-	-	-	-	-	-	-	-	-	-
Improper Passing on Left	-	-	-	-	-	-	-	-	-	-	-	-
Leaving Unattended Veh on Roadway	-	-	-	-	-	-	-	-	-	-	-	-
Negligent Driving 2nd Degree	-	-	-	-	-	-	-	-	-	-	-	-
No Motorcycle Endorsement	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Operator's License/No License on Person	-	1	-	-	-	-	-	-	-	-	-	-
Open Alcoholic Container	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Headlights when Req'd	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Insurance	2	1	-	-	-	-	-	-	-	-	-	-
Speeding	-	1	-	-	-	-	-	-	-	-	-	-
Wrong Way on One-Way Street	-	-	-	-	-	-	-	-	-	-	-	-
Total Traffic Infractions	2	4	0	0	0	0	0	0	0	0	0	0
Parking Infractions												
Illegal Parking, Standing, Stopping	-	-	-	-	-	-	-	-	-	-	-	-
Total Traffic Violations & Citations:	4	7	0	0	0	0	0	0	0	0	0	0
2019 Monthly Total Violations & Citations	7	10	0	0	0	0	0	0	0	0	0	0
2019 Year-to-Date Total Violations & Citations	7	17	17	17	17	17	17	17	17	17	17	17
YTD Traffic related 2019 YTD:	4	11	11	11	11	11	11	11	11	11	11	11
YTD Traffic related 2018 YTD:	14	35	59	70	85	101	110	115	116	119	122	124
YTD Traffic related 2017 YTD:	4	5	12	12	14	19	23	23	29	30	31	35
YTD Traffic related 2016 YTD	6	10	16	21	26	42	63	68	75	97	100	103

MINUTES
PLANNING COMMISSION MEETING
Monday, January 14, 2018
6:00 PM

Planning Commission Members Present: Valerie Hoy-Rhodehamel, Karen Ashley, Shawn Van Pelt, Auguste Zettler

Excused Absence: None

Staff Present: Community Development Director Ben Shumaker, Mayor Scott Anderson

Community Members Present: Mary Repar, Rick May, Matthew Knudsen, David Bennett, Jeff Breckel, Thomas McCloskey, Skamania Pioneer Reporter Philip Watness

Guest: None

Call to Order: 6:03 p.m.

Preliminary Matters

1. **Chair Selects Public Comment Option #2**
2. **Minutes** December 10th Meeting Minutes

MOTION: ASHLEY moved to accept the December minutes. ZETTLER seconded. All in favor. Motion carried.

3. **Changes to agenda**

Commission consensus to move the work plan discussion to the end of the agenda.

4. **Public Comment Period**

Repar commented that it was not wise of the City Council to put a moratorium on the single dwellings downtown. She called for better planning and asked to consider a session to make sure we all understand the city's plan.

New Business

5. **Chair and Vice Chair**

The Commission agreed that Hoy-Rhodehamel and Ashley have done a great job as chair and vice chair.

MOTION: VAN PELT moved to continue with Hoy-Rhodehamel as chair and Ashley as vice chair. ZETTLER seconded. All in favor. Motion carried.

6. **Planning Commission Interviews**

The Commission received two statements of interest: Jeff Breckel and David Bennett.

Bennett: He has spent time working on various committees in North Bonneville and Stevenson. He sees the city moving in a new direction and is especially interested in housing, an interest that dates back years to the EDC's affordable housing committee. He stated that he can give time to his duties as a commissioner, sees no conflicts of interest for the future. He considers himself fair and balanced. He noted infrastructure versus anticipated growth in regards to development and stated that anything of magnitude has to be on the shoulders of developer. He also noted that the water treatment has to be able to handle the load but it shouldn't fall on the city but rather a partnership between private and public.

Breckel: He noted that Stevenson is a great community to work in, both with city and community groups, and that it takes economy, school, active business development and support by city direction and housing to go along with it. He emphasized getting the community engaged and speaking up about needs and concerns and making the city government work for the people. He stated that he can give time to his duties as a commissioner, sees no conflicts of interest for the future. He considers himself fair and balanced. He noted infrastructure versus anticipated growth in regards to what we want this community to be in 15, 20, 30 years. First ask the questions and then figure out how to get it there with sewer, water, roads, internet and partnership with agencies, city, developers and community.

The Commission discussed the strengths of each candidate and the need of the council at this time. Commission noted the value of both candidates.

MOTION: ASHLEY moved to recommend Jeff Breckel to the Planning Commission. ZETTLER seconded. ASHLEY, HOY-RHODEHAMEL and ZETTLER in favor. VAN PELT opposed. Motion carried to City Council for final appointment.

7. **2019 Work Plan**

The staff memo includes the smart goals and mission statement developed by the City Council at their retreat and the comprehensive plan's goals for consideration. The Council goal to develop a downtown plan ties in with the Planning Commission's work plan, as does affordable housing. Shumaker noted draft first and second tier priorities for the Commission and asked for discussion.

The Commission discussed adding "house cleaning" topics at each meeting. Shumaker will develop for next meeting. The Commission agreed that downtown planning is a priority. Tomorrow, Shumaker will meet with the county planning department, EDC, city Mayor, and city staff to establish the downtown plan's geographic scope and the elements should be addressed, likely including parking, transportation, land use and design.

Repar questioned "diverse activities for our youth" and how many outside things are available for youth to do in the community. She noted that these activities are critical to keeping the community active. Knudsen addressed that this will be a driving force for the council.

Old Business

8. **Zoning Changes** ZON2019-01 ADUs, Use Clean-up and Single-Family Residences in the C1 District

ADUs: Shumaker verbally noted that the accessory dwelling units (ADU) discussion will continue next month. There will be a joint press release with the county and a community questionnaire for market/neighborhood feedback to assist that discussion.

Use Clean-up: The staff report addressed sales and service uses. The color coding indicates how the recommendations are coming to the Commission. A long discussion occurred about light industrial uses and how they related to other uses in the C1 Commercial and M1 Light Industrial districts. After the discussion, the Commission reached consensus on keeping the language as drafted.

Drive-through food and beverage uses were also discussed in relation to the CR Commercial Recreation district. The staff suggested mirroring the downtown district requirements and listing the use as Conditional in the CR district (the area from Skamania Lodge down to the county's properties on Rock Cove). The Commission reached consensus to make the change to a conditional use.

All other clean-up was deemed acceptable to include in the Zoning Code update.

C1 Single-Family Uses: Shumaker noted that there is still work to be done regarding single family in the commercial district, which was also discussed at length at the December meeting. The draft of the City Council's finding of fact is included in the packet and they will vote on the adoption of this later this month. Shumaker explained that the finding of fact helps the Planning Commission understand why the Council adopted this moratorium. The proposal is to change three uses to conditional use: single family detached, manufactured homes and modular homes. The proposal will have to explain why the size is so small as to not allow a stick built structure.

McCloskey stated he recently purchased a 100x64 lot on 17 SW Russell and has submitted a written public statement. He stated being misled at the time of buying for what they could do on the lot. They have put financial investment into the property and he stated that this moratorium works directly against them and that it is unfair that the city is keeping them from building. He requested the Commission consider their involvement in their decision.

Mayor Anderson discussed the priority with affordable housing and the downtown plan starting a year ago and the interest in thinking outside the box for increasing inventory for affordable housing through a mixed use policy. He noted that the City Council wants to take this on but wants the Planning Commission's input and collaboration. He explained that there has been community discussion around the moratorium and community interest in having a downtown without single family.

The Commission discussed a more general consideration of residential use in the commercial zone. Mayor Anderson explained the vision as developing buildings with commercial use on the ground floor and residential use above. The Commission discussed the difference between vision and single family residences being turned into office buildings, which means different codes and building plans. The community and the Commission discussed the issues of modifying the current zoning policy and the issue of allowing current property owners to move forward with plans on their property and making the policy change moving forward. The Commission agreed that the current issue is a small piece of a larger puzzle and confirmed a desire to focus on the larger picture.

Shumaker suggested that the Commission focus to the zoning change and the decision points addressed specifically with the zoning change. Anderson readdressed that the Council is asking for the Commission to look at zoning changes. It was clarified that the moratorium is in place until the city gets the zoning changes squared away. Shumaker explained moratoriums can be extended on 6 months increments or more if there is a work plan in place. Similarly with the shipping container moratorium, there is a work plan in place for the extension and the zoning could align with that if deemed appropriate. It was confirmed that the moratorium is only on single family residences and not on commercial buildings or mixed use buildings with more than one dwelling. The Commission agreed that, logistically, they cannot provide an answer to the City Council within the timeline allotted.

Shumaker highlighted five decision points: threshold question, preconditions for approval- lot size, preconditions for approval- others, development standards, scope/timeline. Shumaker cautioned around focusing on one property in the decision making and suggested staying more general in the policy and how it will affect properties moving forward.

The Commission to consider the residential within the context of the wider downtown plan. The Commission agreed that single family needs to be phased out. There was consensus that current size language is vague and should be excluded from the final proposal. The Commission consensus was to take the length of the moratorium deadline to make appropriate and well-thought through zoning changes. The

Commission shared interest in having a more detailed understanding of the downtown area before moving forward with any suggestions to Council or with any further policy changes. There is also interest in community involvement as well. The Commission agreed that McCloskey's specific concern needs to be dealt with at city level not a planning level. When prompted to provide guidance to the City Council on the moratorium, the Commission deferred.

Discussion

9. **Staff & Commission Reports** SMP, School and Healthcare Planning

Zettler asked for an update on the hospital district. Shumaker noted that a community group has been formed and they are looking at the feasibility of opening a standalone ER or microhospital. The group is working through some threshold questions involving partnerships with Skyline and Peace Health before moving forward.

Shumaker explained that the Shoreline Master Program (SMP) has been adopted by the City Council and will be submitted to the state. A comment was received from the State Department of Archeological and Historical Preservation (DAHP) after the Commission voted to move the SMP forward to Council. DAHP asked for better acknowledgement of historical resources as well as prehistoric. Changes were proposed which staff felt didn't need to come back to the Planning Commission. A second change was made to provide consistency with the minor project authorization changes. Shumaker identified the issues while incorporating the recommended changes and sent the question to shoreline advisory committee member Versari for his comments. There is no estimated timeline of when the city will hear back from the state on the SMP.

10. **Thought of the Month** Recent Trends: The Dollar Store Boom:
<https://www.citylab.com/equity/2018/12/closest-grocery-store-to-me-dollar-store-food-desert-bargain/577777/>

Shumaker noted that, when picturing downtown development we focus on mixed use construction, but Dollar Generals or other types of construction are often more likely for areas like Stevenson. There is nothing currently in place to keep them from coming in and developing/constructing as they see fit.

Adjournment 8:29 p.m.

Approved _____; Approved with revisions _____

Name	Date
------	------

Minutes by Claire Baylor

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	February 2019
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	240.00 Program Management Time
	<u>751.74</u> Monthly Reimbursables
	\$ 8,491.74

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	62
Telephone Calls:	52
E-Mails:	18
Business Referrals:	1,133
Tracked Overnight Stays:	10
Mailings (student, relocation, visitor, letters):	3
Large Quantity Brochures	105
Chamber Website Pageviews	3,394
COS Website Pageviews	7,879

CHAMBER BUSINESS

Chamber Board Meeting: The February Board Meeting was held with discussion items including Gorge-ous Night Out events in Salem and Olympia, postponing strategic planning until fall/winter, budget concerns, completing kiosk panels and new brochure, new business welcome packets, quarterly brown bag lunch workshop and new member recruitment. Question for discussion; What are your concerns in regards to the future of the Chamber?

Chamber Membership: We had 2 new members join in February and 11 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The February 2019 issue was deployed to over 1,000 recipients.

“Under Currents” Weekly E-Blast: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

“Chamber Break” Morning Networking Session: Our February Chamber Break was canceled due to weather. Our host, Portside Chiropractic, rescheduled for March.

Chamber Happy Hour: The February Chamber Happy Hour event was held at the Columbia River Gorge Interpretive Center Museum with about 35 people in attendance. We sold raffle tickets for a gift basket as a small fundraiser for the Chamber and made \$94. We will continue to do this at each Happy Hour event this year with raffle items being donated by local businesses.

Chamber Marketing, Projects, Action Items:

- Sent new winter and spring images to D Studios for the Chamber’s website. Discussed new options for the Under Currents newsletter layout.
- Continuing to work with Beacon Rock Designs to re-design the Chamber’s lure brochure.
- Met with Kari Fagerness to work on creating a joint new business welcome packet for the Chamber and EDC to distribute to new businesses in Skamania County.
- Created/placed ad in Washington State Visitors Guide.
- Assisted with Ribbon Cutting Ceremony at the Grand Opening of Wind River Fitness.

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings.

Stevenson Downtown Association (SDA): Attended SDA meetings and worked with Promotion Committee members on creation of a historical walking tour of Stevenson. Started organizing the Annual Stevenson Clean-up Day.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Held monthly SBA meeting.
- Worked with Sasquatch Advertising on new ads.
- Creating a fact sheet on the differences between the SBA, SDA and Chamber.
- Started organizing the 2019 Gorge Blues and Brews Festival: sent out brewery invitations, food vendor applications, sponsorship applications, updated event website and Facebook pages, set-up online ticketing and camping reservations.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-B	Stevenson Map Printing		\$ 198.00
P2-D1	Website		432.09
P2-D2	Advertising – Print		<u>121.65</u>
			\$ 751.74

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	2 hrs	\$ 60.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	6 hrs	<u>180.00</u>
		8 hrs	\$ 240.00



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – February 2018
Meeting Date: March 21st, 2019

Executive Summary:

February brought snow to our area which stressed our volunteer response due to the limited availability our fire department members that work for the City Road Department due to snow plowing responsibilities. Volunteers still were able to answer calls for service despite the extended cold temperatures and higher than normal snow fall amounts.

Overview of Items:

Command Vehicle Grant Project: Vehicle was delivered in the first part of the month. It is currently waiting on vendor capacity to finish the lighting and signage.

New Fire Hall: No new updates from February on this project.

Drills/Training/Calls:

February Drills/Training – 35 Hours of volunteer training time

February Calls – 8 total

- 4 – Motor Vehicle Collisions
- 1 – EMS Manpower Assist
- 1 – Odor Investigation
- 2 – Mutual Aid to Cascade Locks
- 1 – Vehicle Fire

Action Needed: Request to hold a Council Meeting or new station workshop at the Fire Station so that the council and public get a first-hand account of the building conditions we are faced with as volunteers



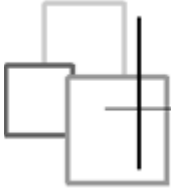
Register

Fiscal: 2019
Deposit Period: 2019 - Mar
Check Period: 2019 - Mar - Mar 2019
Bank Accounts: Umpqua - 2100002019, Umpqua - 2100004130
Register Types: Check
Show Outstanding: All
System Types: Cash Management, Financials, Payroll, Resources, Utility Billing
Outstanding Date: 3/21/2019 10:29:41 AM
Show Details: Hide

Number	Name	Print Date	Clearing Date	Amount
Umpqua Check	2100004130			
<u>13271</u>	Aramark Uniform Services	3/21/2019		\$115.22
<u>13272</u>	Avista Utilities	3/21/2019		\$891.64
<u>13273</u>	BergerABAM	3/21/2019		\$4,415.93
<u>13274</u>	Board For Volunteer Firefighters	3/21/2019		\$1,830.00
<u>13275</u>	BSK AddyLab,LLC	3/21/2019		\$4,020.00
<u>13276</u>	CenturyLink	3/21/2019		\$406.33
<u>13277</u>	Centurylink Comm Inc	3/21/2019		\$44.61
<u>13278</u>	CH2MHILL OMI	3/21/2019		\$11,154.08
<u>13279</u>	City of Stevenson	3/21/2019		\$88.89
<u>13280</u>	Columbia Hardware, Inc.	3/21/2019		\$589.78
<u>13281</u>	Columbia River Disposal	3/21/2019		\$196.09
<u>13282</u>	Day Wireless/CSI Communication	3/21/2019		\$432.95
<u>13283</u>	Department of Ecology Cashiering Section	3/21/2019		\$3,030.52
<u>13284</u>	Discover Your Northwest	3/21/2019		\$1,503.42
<u>13285</u>	Gregory S Cheney PLLC	3/21/2019		\$1,912.50
<u>13286</u>	Insta-Pipe, Inc.	3/21/2019		\$15,177.78
<u>13287</u>	Jacobs' Services Inc.	3/21/2019		\$250.00
<u>13288</u>	Juan A Randall	3/21/2019		\$385.00
<u>13289</u>	Lance D. Fitzjarrald	3/21/2019		\$3,209.50
<u>13290</u>	Les Schwab Tire Center	3/21/2019		\$136.91
<u>13291</u>	Mary Corey	3/21/2019		\$73.81
<u>13292</u>	Municipal Code Corp	3/21/2019		\$256.50
<u>13293</u>	NAPA Auto Parts	3/21/2019		\$884.76
<u>13294</u>	Northern Safety Co., Inc.	3/21/2019		\$319.29

<u>13295</u>	Office of State Treasurer - Cash Mgmt Division	3/21/2019	\$952.50
<u>13296</u>	One Call Concepts, Inc.	3/21/2019	\$5.35
<u>13297</u>	PacWest Machinery	3/21/2019	\$90.00
<u>13298</u>	Petty Cash	3/21/2019	\$230.55
<u>13299</u>	Pixis Labs	3/21/2019	\$70.00
<u>13300</u>	Polydyne Inc	3/21/2019	\$605.81
<u>13301</u>	PUD No 1 of Skamania County	3/21/2019	\$3,985.63
<u>13302</u>	Radcomp Technologies	3/21/2019	\$247.71
<u>13303</u>	Ricoh USA, Inc	3/21/2019	\$711.06
<u>13304</u>	Ricoh USA, Inc	3/21/2019	\$49.14
<u>13305</u>	Sea-Western Inc	3/21/2019	\$1,782.76
<u>13306</u>	Six Robblees' Inc.	3/21/2019	\$217.45
<u>13307</u>	Skamania County Chamber of Commerce	3/21/2019	\$8,491.74
<u>13308</u>	Skamania County District Court	3/21/2019	\$694.19
<u>13309</u>	Skamania County Economic Development	3/21/2019	\$20.00
<u>13310</u>	Skamania County Pioneer	3/21/2019	\$900.37
<u>13311</u>	Skamania County Prosecutor	3/21/2019	\$2,666.00
<u>13312</u>	Skamania County Sheriff	3/21/2019	\$760.00
<u>13313</u>	Skamania County Treasurer	3/21/2019	\$18,712.93
<u>13314</u>	Sonsray Machinery, LLC	3/21/2019	\$465.17
<u>13315</u>	Staples -Dept 11-05417944	3/21/2019	\$149.32
<u>13316</u>	Stevenson-Carson School District	3/21/2019	\$2,500.00
<u>13317</u>	SW Clean Air Agency	3/21/2019	\$276.80
<u>13318</u>	Tetra Tech, Inc.	3/21/2019	\$19,047.48
<u>13319</u>	Trojan Technologies, Inc.	3/21/2019	\$434.86
<u>13320</u>	US Bank	3/21/2019	\$1,713.25
<u>13321</u>	US Bank Safekeeping	3/21/2019	\$30.00
<u>13322</u>	Vision Forms	3/21/2019	\$463.34
<u>13323</u>	WABO	3/21/2019	\$95.00
<u>13324</u>	Wallis Engineering, PLLC	3/21/2019	\$13,101.20
<u>13325</u>	Wave Broadband	3/21/2019	\$150.00
<u>13326</u>	WebRock Design	3/21/2019	\$200.00
<u>13327</u>	WEX Bank	3/21/2019	\$4,018.86
<u>13328</u>	Woodrich, Kenneth B PC	3/21/2019	\$1,446.00
<u>13329</u>	Gorge Networks	3/21/2019	\$94.85
<u>13330</u>	Kristy Arnett	3/21/2019	\$540.85
<u>13331</u>	Mackenzie	3/21/2019	\$16,298.42
<u>031901ACH</u>	Department of Revenue	3/21/2019	\$2,983.16
<u>031902ACH</u>	InvoiceCloud	3/21/2019	\$311.45

TotalCheck	\$156,838.71
Total2100004130	\$156,838.71
Grand Total	\$156,838.71



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2019 - Mar - Mar 2019

Fund Number	Description	Amount
001	General Fund	\$43,868.89
100	Street Fund	\$2,521.72
103	Tourism Promo & Develop Fund	\$10,007.55
303	Joint Emergency Facilities Fund	\$16,298.42
309	Russell Ave	\$13,101.20
400	Water/Sewer Fund	\$45,289.38
410	Wastewater System Upgrades	\$19,047.48
500	Equipment Service Fund	\$6,704.07
	Count: 8	\$156,838.71