ROLL CALL
Mayor Frank Cox, Monica Masco, Julie Mayfield, Robert Muth, Moli Thomas, Amy Weissfeld

STAFF
Nick Hogan, Ben Shumaker, Kenneth Woodrich, MaryAnn Duncan-Cole, Eric Hansen

GUESTS
Mary Repar, Chief Wayne Martin

6:00pm Meeting Called to Order by Cox

MINUTES
Masco motioned to approve as written the Special Meeting Minutes from December 4, 2013 with a second by Thomas. Weissfeld abstained, all others approved as written

CONSENT AGENDA
The following items were presented for Council approval:

1. Alice Niedert (meter No. 608400) requests a water adjustment of $273.71 for a leak in their old water heater, which they have since replaced.
2. Joe and Patty Schlick (meter No. 707000) request a water adjustment of $1,000.00 for a leak in their incoming water line, which they fixed two days after becoming aware of it.
3. No objections to issuance of a Liquor License as per an “Application for added privilege” submitted by A&J Stores, Inc. to allow Spirits sampling and beer and wine tasting.

Masco motioned to approve the consent agenda with a second by Mayfield. Unanimously approved

PUBLIC COMMENT
Mary Repar spoke about her SEPA Appeal. She said she didn’t sue in court yesterday because she didn’t want to go to court to appeal a SEPA. She would really like the city to have a policy in place so citizens don’t have to go to court to appeal and save litigation costs. Repar and her attorney will work on putting a policy in place this coming January. Repar explained that she appealed the SEPA, and
was off and on the agenda and it was unpleasant. She would like there to be a SEPA appeal process on the books because the citizens deserve this. She would like to use a hearing examiner, and said that in February the hearings examiner is going to have a hearing in Skamania County. She said she had reservations about it until she went to see it. She urged the council to please have a policy in place for administrative appeal short of court and to use a hearings examiner for SEPA appeal. She asked if this can be done within five to six (5-6) months. She’d like it done in three (3) months but understands there is a new city administrator. She wants feedback from the council and asked if this was feasible. She said her attorney will be back January 16th to help develop a policy.

Woodrich said Isa Taylor (Repar’s Attorney) is welcome to call him and discuss.

Muth asked Repar what her objections were. Repar said she submitted a six (6) page document stating her objections. She said that most entities look at a project and say they will look at the bad stuff later. When you attempted to do the R1 to PR for the school, the ramifications were so different she thought the SEPA should have covered more future aspects instead of waiting for a project to come up and address. SEPA covers noncontiguous, non zoning changes; there were quite a few other objections. Some were answered, some were not.

Mayfield confirmed with Woodrich that there is a simple appeal process. Shumaker said the first option is the board of adjustment. Zoning Admin, appeals go to Board of Adjustment. Empower them to hear the appeals; they go thru the quasi-judicial process. Woodrich said he will discuss with Shumaker. He is interested in the cost of a hearing examiner. Woodrich said there are things to consider and he doesn’t think staff is opposed to an appeal process. Weissfeld thinks it’s a great idea to have an appeal process. The staff will look at the two options and discuss it. Cox was concerned about cost. Muth mentioned that the Board of Adjustment is volunteer. Woodrich said a lay adjudicator may need more staff participation, recommendations and legal counsel which does add to the cost. Shumaker said the Board of Adjustment may not have as much training as a hearings examiner, and that you may end up in court anyway. Hogan asked for staff to look into further give a recommendation to City Council.

Repar said thank you, you won’t have many but you should have a process.
FIRE DEPT UPDATE

Fire Chief Wayne Martin presented a sketch to the city council for their review. Parking is still an issue, as we are not exempt from providing parking. Cox said he talked to eagles and they would allow firemen to park in their parking lot. Martin said this still adds to response time. He said he is just here to give the information he has and not to argue about parking. The fire department would need to be relocated a minimum of one (1) year, have locations to house five (5) fire trucks and all of the equipment, he is for the addition. Shumaker said our code isn’t specific. This will be difficult, scale back the wish list, try to find a different site, or another solution. Martin asked if council wanted to hire someone to draw the addition. Martin said he doesn’t know what the costs are and asked for direction from council. Weissfeld said we need a new fire hall, we’ve spent time looking at combining buildings. She asked if they could hire the same consultant that was used previously and look at feasibility of our existing building. Duncan Cole said he has already, in a way, but he could come back. Cox said it is a concrete block building with no rebar, and he is unsure how they plan to knock it down as there are buildings on both sides. Weissfeld said it is a stand-alone. Cox said it could fall onto neighboring businesses. Thomas wanted to know if Hwy 14 would be one way in town because that would be impactful, 1st street isn’t busy but could be if you have log trucks. Cox asked Martin if he knew of land available to relocate. Weissfeld asked if EMS said no and Martin said not yet, but it’s leading that way. You wanted to see the other option, due to nothing to compare it to. Cox said he supports hiring an engineer to get a preliminary idea. Martin said the engineer probably has the information he needs, he just needs to give us a price. Masco said that is a good idea. Duncan Cole said they do have price tags for stand alone. Martin said the building could stand another 100 years or it could fall down. We have kept the ball rolling. They have used the model. EMS commissioners weren’t all for one building at the end. Weissfeld said we need additional information; it’s more cost effective to use a shared space. Shumaker asked about EMS shared facility. Martin said the last few meetings the plans had changed. Martin said that if council wants a second opinion, someone needs to draw up this info; this is not for him to do. Mayfield asked if the fire department was relocated for a year, where would they go. Martin and Shumaker cannot think of a building large enough to house all of the equipment. Weissfeld suggested Hogan should contact the consultant and see what it will cost, he needs to review info he has complied. Hogan said we can do that. Masco asked if they considered setbacks and Martin said
yes. Everyone was in agreement that Martin should get pricing information from the engineer and report back to the council.

Repar asked if the fire department could be housed at the fairgrounds in the barns. She wanted to know why they are required to park under the parking rules. Martin said we don’t even have the freedom to use the post office parking space. Duncan Cole said 1st street parking is getting busy with business’s parking needs such as Cross fit and Lacamas Bank. Martin will meet with Hogan.

OLD BUSINESS

OUTFALL

Hansen had a preconstruction meeting, and the city has issued a notice to proceed. They will start assembling the new outfall line in their yard, but no anchors until January. Weissfeld asked if they need to hook up at the dock in port. Hansen said he may come and discuss, but they may use Cascade Locks.

Hogan said he needs Council approval for possibly having to cut a check in advance of voucher approval. The City has issued a Notice to Proceed to Advanced American Construction, Inc. for the Sewer Outfall Project. The terms of the contract require the City to make payments to the contractor “on or about the 20th day of each month”. City Council is requested to authorize the payment of this claim in advance of regular council meetings through the manual check process, when necessary, with subsequent approval in the voucher packet at the next regularly scheduled City Council meeting.

There were no objections by council.

SURPLUS EQUIPMENT

Staff requests City Council approval of Resolution 2013-0267 to declare the property listed on Exhibit A as “Surplus” and to authorize disposal by the indicated methods.

Masco moved to approve resolution 2013-0267, with a second by Thomas. Unanimously approved

SHORELINES PERMIT

The Public Hearing for the Sewer Outfall Extension project Shorelines Permit has been rescheduled to the January 2014 Council meeting.
NEW BUSINESS

2013 BUDGET

2013 Budget Amendment

Council to consider a proposed amendment to the 2013 budget under Ordinance No. 2013-1074.

Public hearing opened at 6:35 pm.

JOINT EMERGENCY FACILITIES STUDY

Duncan Cole said the county paid some of this, but still owes $4,200. We would close this fund and move the accounts receivable to Current Expense. Muth asked about negotiating the well. Thomas asked if the county has multiple outstanding amounts due. Duncan Cole said no, this is it. A county commissioner agreed to this but they never added it to the budget.

No public comment received.

Public hearing closed at 6:40 pm.

Muth motioned to approve amendment to the 2013 budget under Ordinance No. 2013-1074 with a second by Thomas. Unanimously approved.

2014 BUDGET

2014 Budget Adoption

Council to consider Ordinance No. 2013-1075 for the 2014 budget adoption and appropriations

Public hearing opened at 6:42 pm.

Hogan addressed the public hearing for final budget adoption and setting appropriations levels. He explained that once Council sets the appropriations level it sets the legal limit on expenditures.

Public Comment:

Repar said she likes the new summary sheet - it’s easy to follow.

Public hearing closed at 6:51 pm

Thomas motioned to approve the budget for 2014 with a second by Mayfield. Unanimously approved.
BANKING  
City Council is requested to approve Resolution 2013-0265 to add **Nick Hogan** and remove **Mary Ann Duncan Cole** from all bank accounts and banking services for the City of Stevenson.

**Muth** asked if the account numbers had to be included in the documentation and **Duncan Cole** said yes, the banks require it. **Hogan** said every check has an account number on the bottom of it. **Hogan** will sign as William N. Hogan; a letter from **Mayor Cox** to the bank will suffice.

**Weissfeld** motioned to approve Resolution 2013-0265 to add **Nick Hogan** and remove **Mary Ann Duncan Cole** from all bank accounts and banking services for the City of Stevenson with a second by **Thomas**. Unanimously approved.

WATERSHED  
City Council is requested to approve Resolution 2013-0266 regarding Watershed Planning, WRIA 29A Implementation.

**Shumaker** explained that this project is being revived at the urging of the PUD, as they need new sources of water.

**Shumaker** said we could run a pipe to Little White Salmon River, but we don’t have to do that, Rock Creek Watershed is what we use. The Lower Columbia Fish Recovery Board will be the lead, $25K to do this. So far they haven’t asked us for any money.

**Woodrich** said a number of agencies are interested in sharing costs as Carson will run out eventually. Stevenson is OK. **Woodrich** said this helps economic development in the area. It helps The Port and the Carson Valley. There is nothing directly for Stevenson, but there is for the long term. **Woodrich** explained that it’s not a financial commitment yet, but a commitment of staff time. **Shumaker** said this will take up to one (1) year, with quarterly meetings at an hour and a half each and an hour and a half preparation time.

**Mayfield** made a motion to approve Resolution 2013-0266, WRIA 29A Implementation with a second by **Thomas**. Unanimously approved.

CONTRACTS  
The contracts listed on the summary sheet “Contracts and Interlocals” have been prepared and are ready for approval by City Council. Copies of all contracts were available for Council review at the Council meeting.
Duncan Cole gave a summary of all contracts. She requested to take the checkmark off of “Blues Fest” until January. She said that legal has reviewed all contracts.

Muth is concerned with the appointment of Brad Andersen as judge based on his position as an active attorney and the City of North Bonneville situation. He asked if council thought his appointment would show mixed feelings to the public. It was determined that his appointment is not subject to council approval. Cox may have a future conversation with Andersen if the need arises.

City Council wants to add termination language to the Judge contact, per the standards set by RCW 3.50.095 – approving an amended contract to add this.

A motion was made by Muth to approve all contracts with changes as noted, with a second by Masco. Unanimously approved.

CASCADE AVENUE

We have been notified by the Washington State Transportation Improvement Board (TIB) that the Cascade Avenue project has been approved for funding with $450,900 of TIB funds committed to the project. We request City Council approval for the Mayor and City Administrator to sign the related agreements to accept this TIB grant funding.

Hansen wants approval to issue an RFQ for project engineering, after the agreement with TIB is signed. Hogan said they intend to defer work on Kanaka Creek to allow closer project management.

Mayfield motioned to approve for the Mayor and City Administrator to sign the related agreements to accept the TIB grant funding with a second by Thomas. Unanimously approved.

UPDATES

1) Mayor

No Update

2) City Council Members

Masco said the Fair theme is the Fab Four and that the Fair Board made Duncan Cole and her husband the Marshall of parade.
Mayfield said she gets questions about the quiet zone. Duncan Cole said they are going to marry contracts for Cascade Avenue and Quad Gate. A discussion was had about grant extension.

Weissfeld made a request for Hogan to introduce her via email to Pat Bond. The Sheriff’s reports are not in the format she would like.

3) City Administrator updates:

Law and Justice: The Law and Justice Committee meets periodically to discuss how things are going, and where we might improve. The committee has representatives from the City, Municipal Court, the County Sheriff’s Office, the County Prosecutor’s Office, and the County Probation Department. Overall, cooperation between the parties is good, and case loads are down due (we believe) to having fewer deputies on the road. There was discussion about the need to have an open forum for in-custody arraignments. We are looking into the possibility of using Skype for that purpose.

Courthouse Lawn: We’ve had two meetings recently with EDC, the Chamber, and the SBA (Stevenson Business Assn) regarding the possibility of converting the courthouse lawn into a plaza. The SBA is approaching Skamania County Commissioners to gauge their interest in this before proceeding officially.

Wellness Committee: City staff has formed a wellness committee (SWIN – the Stevenson Wellness Improvement & Maintenance program). Ben Shumaker and Candace Ford have been working on this prescriptive program in an effort to improve staff wellness and also receive a rate credit. If their efforts are successful, the City will receive a health insurance cost reduction of approximately $3,000 per year starting in 2015.

Fire Truck Application: City staff successfully submitted an application for a new Fire Truck to the Assistance to Fire Fighters Grant program (under FEMA). Completing this grant application was a huge effort led by Ben Shumaker, with help from Fire Chief Wayne Martin, Mary Ann Duncan Cole, and Karl Russell.

Meeting with Clark College: Mary Ann Duncan Cole and Hogan attended a meeting with Clark College, the Stevenson-Carson School District, and several other local entities discussing the Clark College programs to be offered at the Carson Middle School, and how they might expand those offering to better meet local needs.
Oath of Office: Oath of Office needs to be renewed for Mayor Cox, Robert Muth, and Amy Weissfeld. Please visit the County Auditor’s Office to be sworn in (after December 23, and before the January 16th City Council meeting).

4) City Staff

Shumaker said that the parking study request was submitted to PSU and by the end of January a project will be selected.

Shumaker asked the planning commission how they would treat marijuana growing, as Ag or light industrial use. Planning Commission didn’t feel the zoning code allowed them to decide. It can be either Ag in SR or light industrial in M1. There have been no applications for either one.

City Council Members were given the following as information items: Minutes from the October 14, 2013, Planning Commission meeting, a copy of the Skamania County Sheriff’s Report for November, 2013 and a copy of the draft report “Bridge of the Gods 8 Ton Weight Restriction, Preliminary Economic Analysis”.

VOUCHER APPROVAL

November 2013 Payroll Checks and December Claims Checks have been audited and were presented for approval and payment. November payroll checks 7980 thru and including 8002 for a total amount of $84,071.97 (list includes EFTPS electronic tax payment for $14,184.48) – Mary Ann explained the customer W/S refund. Annual Fireman’s pay checks 8034 thru and including 8064 for a total of $7,635.00. (Checks 8003 thru and including 8033 were voided due to a wrong date.) December 2013 Claims Checks 8065 thru and including 8123 for a total of $76,505.41 (list includes $1,806.90 ACH excise tax payment.) There was one LGIP $35,000 internal investment rollover; $35,000 Capital Improvement investment was sold and reinvested as $25,000 Fire Truck Reserve and $10,000 Water/Sewer.

Duncan Cole said there is a reimbursement to White Cap due to an error; incorrect billing units were recorded in water services. The city is reimbursing due to overcharging for a period of four (4) years.

Muth motioned to approve vouchers with a second by Mayfield. Unanimously approved.
NEW LIQUOR LICENSES

No objection to two new liquor and one special occasion license applications:

1) Skunk Brothers Spirits application for Fruit and/or Wine Distillery at 40 SW Cascade Ave Suite 45
2) Clark & Lewie’s application for Spirits/Beer/Wine Restaurant/Lounge at 130 SW Cascade Avenue
3) River Restoration Northwest special occasion application Feb 4&5 for their annual symposium being held at Skamania Lodge.

OTHER ITEMS

A discussion was had about an invoice that was received from the Port of Skamania County for rock on Leavens Point. The Port has not submitted an application or gone through the permit process they need to go through. This is part of the Hotel/Motel project for Shoreline. The Port got the rock for a 7K transportation fee. Weissfeld asked for a project plan and Shumaker said he has it. Shumaker said we talked to McSherry about what they need to do for the permit, but they had an opportunity for this rock. Shumaker said yes, move the rock but get a Critical Areas permit submitted. Rock was moved but no Critical Area permit was submitted to the city. An application came in today, but it is not yet approved as there are many layers of approval. Woodrich asked Hogan to put it on next month’s agenda.

Repar thanked Duncan Cole for all her service to the City of Stevenson.

8:27 MEETING ADJOURNED

_________________________________  _______________________________________
Frank Cox, Mayor                              Nick Hogan, City Administrator/Clerk

Minutes by Melissa Andersen