City of Stevenson Council Meeting Minutes
August 20, 2015
6:00 PM, City Hall

ROLL CALL
Scott Anderson, Monica Masco, Julie Mayfield, Robert Muth, Amy Weissfeld

STAFF
Nick Hogan, Ken Woodrich, Eric Hansen, Ben Shumaker

GUESTS
Casey Roeder, Rick May, John McSherry

6:00 PM Meeting Called to Order by Monica Masco

MINUTES: MUTH moved to approve July 16, 2015 meeting minutes; 2nd by ANDERSON. Unanimous approval.

CONSENT AGENDA
a) Liquor license renewals – Kitsune LLC (El Rio Texicantina); Helen Pollock and Robert Barrick (Columbia River Wine Sellers).

b) Special Occasion Liquor License – Pulmonary Hypertension Association; Columbia Gorge Interpretive Center; September 20, 2015; beer, wine and spirits.

c) Training Request - Building Inspector / Water Manager Karl Russell requests approval to attend a Commercial Building Inspector class in SeaTac, Washington, October 5 through October 9, 2015. Cost to the City will be approximately $1,793 plus use of a City vehicle.

d) Training Request - Deputy Clerk Carla Cosentino requests approval to attend the Vision Users Annual Conference in Leavenworth, Washington, October 7 through October 9, 2015. Cost to the City will be approximately $1,005.00 including a lodging rate of $105.00 per night at the Enzian Inn / Conference Center which is higher than the State per diem rate of $83.00 per night.

e) Training Request - City Attorney Ken Woodrich requests approval to attend the Washington State Association of Municipal Attorneys (WSAMA) Fall conference at Campbell’s resort in Chelan, Washington, September 30 through October 2, 2015. Cost to the City of Stevenson will be approximately $300 (25% of registration, travel, lodging, and meals at the state per diem rate).

MUTH moved to approve consent agenda items a-e as presented; 2nd by MAYFIELD. Unanimous approval.

PUBLIC COMMENT
David Bennett:
1. Reported about the Hidden Ridge Project and its progress after 8 years in development. Lamplight Capital now owns the project.
2. Lamplight Capital had suggested selling the 34 lots one at a time and is seeking a phasing process. Lamplight feels that it is more financially feasible.
3. **Woodrich** advised for **Bennett** to meet with **Shumaker**. **Bennett** would discuss a possible approval without a phasing plan by reopening the case and adding an addendum. Once a plan is in place then City Council would need to approve it and move forward from there.

**PRESENTATIONS FROM OUTSIDE AGENCIES**

**Casey Roeder**

1. Stated that this summer has been extremely busy with increased sales showing up in businesses throughout Stevenson. Visitor counts increased 15% compared to 2014 and 65% compared to 2011.
2. **Roeder** was very pleased with the turnout at the Stevenson Clean Up Day with 20 volunteers. She stated that the Chamber of Commerce is looking into making Stevenson Clean Up Day more than once a year.
3. Spring Outdoor Expo at the Fairgrounds Exhibit Hall had a great turn out. Resident stated the Spring Outdoor Expo was the best networking event she had ever been to.
4. Blues and Brews Festival had 700 visitors on Friday with 1,200 on Saturday. The numbers were down possibly due to hot weather. The Chamber of Commerce hopes to make Blues and Brews Festival a bigger event next year with contests involved.
5. 4th of July Fireworks at the Fairgrounds had 600 people in attendance. The Skamania Lodge was sold out as well as majority of the other nearby lodging.
6. Bluegrass Festival had a record year.
7. Stevenson Fair Parade had a few more entries this year and was fun as always.
8. Roeder encouraged participation and/or attendance at upcoming events:
   a. Bridge Walk on August 29th from 8:30-9:00, car pooling is encouraged
   b. Skunk Brothers Distillery, Clark & Lewie’s, and Jester & Judge’s Grand Opening party September 4th
   c. Business Afterhours at Rock Cove Assisted Living
   d. Second Friday, not a lot of current businesses participating. Roeder is hopeful new businesses will participate.
9. Downtown revitalizations efforts on hold for summer.
10. WET Bus trying to drive up numbers through promotion with possibility of shuttling hikers during the peak season to Dog Mountain and other locations. Numbers have increased but still need to grow the numbers.
11. Kiosk Maps in downtown Stevenson are updated and will be replaced in the near future. The printers will receive the new updates week of August 24th.
12. Travel Oregon has granted Cascade Locks and Stevenson a Rural Tourism Studio Grant. This is the first time Travel Oregon will do a bi-state grant. Workshops will be held over a course of a couple of moths, with low cost fees for those interested in attending. Travel Oregon will implement a plan and continue to stay on board for one year, helping Stevenson and Cascade Locks to carry out the plan.
13. Reported on deliverables with several display ads including printing and working with Cascade Locks Disc Golf Score Card as well as 50,000 mailed brochures. **Roeder** felt print ads especially in the Gorge Magazine will have great exposure for Stevenson and Skamania County.
OLD BUSINESS

Email link for City Council

Hogan reviewed last month’s discussion of adding separate city email accounts for all council members. The retention policy will continue but will transfer to Google Vault to ensure public records retention requirements are met.

Woodrich recommends retaining info for only as long as legally required to do so.

Anderson suggested not rolling out new email addresses until after the election in November. He noted that the login would be simplified and accessible. Anderson noted that Google will be the email client but individual emails from councilmembers will show the reply as being from a City email address.

Council members recommended Hogan use blind copy for citizen requested agenda updates to protect citizen email addresses. Hogan said he would do so.

NEW BUSINESS

Hearing Examiner Services Agreement

Hogan requested Council approval of a contract with Joe Turner, P.C. for Hearing Examiner Services through December 31, 2016. Woodrich stated Turner comes well recommended with licensing on both sides of the river. Woodrich recommended him due to his location in Gresham, making travel time easier. Woodrich stated Turner’s decisions are intelligent and easy to follow with exemplary thoroughness. MUTH moved to approve; MAYFIELD seconded. Passed unanimously.

Boundary Line Adjustment Appeal

Shumaker requested the Hearing Examiner be used for the appeal of BLA2014-4 (May Boundary Line Adjustment). MUTH moved to refer May Boundary Line Adjustment appeal BLA2014-4 to the Hearing Examiner; WEISSFELD seconded. Passed unanimously.

Contract Approvals

Leavens Point Water Access Project

McSherry stated that the Leavens Point Water Access Project would be open to non-motorized access once completed. Port of Skamania County will fill the lot with rock for accessibility as well as continual maintenance of the lot. McSherry used a city map to physically point out the boundaries where the Leaven Point Water Access Project will take place. MUTH motioned to approve Leavens Point Water Access Project; ANDERSON seconded. Passed Unanimously.

License for Lot 2, Block 1

Lot adjacent to Leavens Point which will be developed in conjunction with the Leavens Point Water Access Project. MUTH motioned to approve License for Lot 2, Block 1; ANDERSON seconded. Passed Unanimously.

Fair Board Representative

Council agreed to wait until January to start discussing replacement for Monica Masco on the Fair Board.
INFORMATION ITEMS

Construction Activities

Hansen informed Council Members that the Kanaka Creek Road water line is in service. The Contractor has been communicative and proactive throughout the project. Water line is currently being fed from the bottom. Once installed it will be on a loop system. -Mayfield heard a concern from a business owner that a fire hydrant by the Kanaka Creek Road project and its proximity to her business may impose a problem. Hansen indicated that the fire hydrant in question is well within the city’s requirements. Hansen also noted that in 2016 there might be a reconfiguration of sidewalks, hoping to get sidewalks all the way up to Stevenson High School.

Hansen stated the Cascade Avenue Improvement project has made the businesses owners happy to see work going on. Storm water improvements have been started and will finish the week of August 24. Sidewalks will start on September 8th and be completed by mid September. Paving is set to start September 17th and 18th with completion by September 30th.

Hansen stated there had been some setbacks with the Quiet Zone/Quad Gates Project but they are on schedule for completion this summer.

MCEDD Annual Performance Report

Hogan presented the MCEDD annual Performance Report.

Fire Rating

Hogan presented a copy of the recent Fire Protection Rating update issued by the Washington Surveying and Rating Bureau. The city remains at a good rating; class 6. Masco stated that citizens have approached her on what they can do to improve the City’s rating. Hogan said he would ask Fire Chief Rob Farris to give more information about this topic during his next quarterly report.

Annual Street Report

Hogan noted the City spend approximately $140,000 last year for day-to-day streets maintenance such as sweeping, cleaning, light bulb replacements, and general street maintenance for existing streets.

Building Permit Information

Hogan presented a summary of recent Building Permits issued for new residential and commercial/industrial buildings as previously requested by Weissfeld.

Performance Award

Council members congratulated the Public Works department for the Outstanding Performance Award received for operation of the City’s Wastewater Treatment Plant. Hansen stated that a lot of hard work and diligence has gone into achieving this award.

Municipal Court Cases Filed

Hogan presented a summary of Stevenson Municipal Court cases filed and pointed out the continuing attention paid by the Sheriff’s office to traffic enforcement.

Sheriff’s Report

Hogan presented the monthly Sheriff’s report.

Chamber of Commerce Activities – included for council review.

Planning Commission Minutes - included for council review.
CITY ADMINISTRATOR AND STAFF REPORTS

Hogan

1. Electronic billing is making progress.
2. Started looking at a new phone system to add voicemail and phone trees.
3. A City firefighter has been called to help with the Cougar Creek fire.

Hansen

1. Wastewater Treatment Plant will be sampling from High Loading Contributors. There will be a new protocol in place for sampling from businesses throughout Stevenson. **Hansen** stated conditions would be applied to non-compliant businesses as a part of their business permit.

Shumaker

1. Three zoning issues currently under review:
   a. Chickens in City – Planning Commission is re-evaluating animal policies on a zone by zone basis instead of a citywide basis. They are moving forward quickly. A self-issued permit will be required to keep Chickens at residential homes. An ordinance is being drafted by Planning Commission.
   b. Overnight Lodging Policies and Regulations – A questionnaire was sent to residents of Stevenson. 13 residents came to a Planning Meeting to discuss the questionnaire and left mostly satisfied.
   c. Parking Issue – Moving forward with robust public involvement. Planning Commission will ask for feedback from residents on Parking Issues. Economic Development Council, Chamber of Commerce and Stevenson Business Association are likely to be involved with the process as well.
2. Shoreline Master Program: On schedule to have a complete draft program by the end of 2015.
3. “Subdivision issues” is on the Planning Commission work plan for 2016.

MAYOR AND COUNCIL REPORTS

Masco stated she was surprised at volunteers at the Skamania County Fair. **Masco** thanked Weissfeld and Mayfield for volunteering. **Masco** encouraged those interested in entering next year to look online for information.

Weissfeld stated she doesn’t want to lose sight of SR-14 traffic. **Hogan** said he will bring it back to Council for update and discussion next month. **Muth** suggested a monthly or quarterly update.

VOUCHER APPROVAL AND INVESTMENTS UPDATE

July 2015 Payroll checks & August 2015 A/P checks have been audited and are presented for approval. July payroll checks 9618 thru 9639 total $83,279.20 which includes two ACH payments and one EFTPS payment. A/P Checks 9641 thru 9708 total $252,777.22 which includes one ACH payment. Check 9640 will be included in the August 2015 Payroll register (retiring employee final paycheck). 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 occurred in July 2015. **MUTH** moved to approve the payroll and claims vouchers; **MAYFIELD** seconded. Unanimous approval.
ISSUES FOR THE NEXT MEETING
Anderson asked for the Economic Development Council (EDC) to be added to the agenda soon, possibly September 2015, to discuss EDC “deliverables”. Hogan said the contract is up for renewal shortly and he will bring a copy of the contract and deliverables for council discussion. Anderson asked how the EDC comes up with a plan and requested identification of projects and goals. Weissfeld stated that the contract should align with goals. Masco suggested a workshop with Pat Albaugh and Kari Fagerness with the EDC. Mayfield recommended including the Port of Skamania County. Masco suggested we work initially with just the EDC as this is more their focus area. Hogan said he would invite the EDC to a council meeting or workshop for discussion of EDC goals and contract deliverables.

Council requested an update on the Local Improvement District (LID) process for the October agenda. Hogan reported that the majority of our streets do not meet our current Public Works Engineering Standards so he recently asked Eric to look into creating a different standard for “local access roads”. Weissfeld mentioned that some improvement is better than no improvement. Mayfield stated that some areas cannot be developed efficiently and are seen as “economic dead zones”. Anderson stated a goal of being diverse and increasing population in Stevenson would be ideal. Mayfield suggested developing a Tiny House Development code. Shumaker stated there might be an application submitted for a Tiny House Development. Hogan said he would include an LID process update on the October agenda.

EXECUTIVE SESSION
Council went into executive session under RCW 42.30.110(1)(i). at 7:45 PM.

ADJOURNMENT of Executive Session
Executive session was adjourned at 8:00 PM

RETURN TO REGULAR MEETING
Meeting Called to Order by Monica Masco at 8:00 PM

NEW BUSINESS
No motions made

MEETING ADJOURNMENT 8:02 pm

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Frank Cox, Mayor  Nick Hogan, City Administrator/Clerk

Minutes by Sofia Urratia-Lopez