CITY OF STEVENSON COUNCIL MEETING MINUTES  
September 17, 2015  
6:00 p.m., City Hall

Roll Call  
Frank Cox, Scott Anderson, Monica Masco, Julie Mayfield, Robert Muth, Amy Weissfeld

STAFF  
Nick Hogan, Karl Russell

GUESTS  
Mary Repar, Karen Douglas, Billy Basse, Rick May, Julie May, Tom Cramblett, Judy Jensen, Philip Watness

6:00 PM Meeting Called to Order by Mayor Cox

MINUTES: ANDERSON moved to approve August 20, 2015 meeting minutes; 2nd by MAYFIELD. Unanimous approval.

CONSENT AGENDA:

a) Liquor License Application – Backwoods Brewing Company, Microbrewery privileges at 40 SW Cascade Ave, suite 86.

b) Liquor License Renewal – Columbia Gorge Winery, Inc., 350 SW Hwy 14, Suite B.

c) Special Occasion Liquor License – Rock Cove Assisted Living, November 20, 2015, 5:30 to 9:00 pm.

d) Payment of Overtime – Public Works Director Eric Hansen requests payment for 4 hours of overtime worked in August, 2015 (2 hours repairing a broken waterline and 2 hours callout to the water plant).

e) Training Request - City Administrator Nick Hogan requests retroactive approval of higher lodging rate for previously approved Mark Tittle training request (Evergreen Rural Water Fall Conference and Tradeshow, September 1 through 3, 2015). Higher lodging rate of $149 per night requested to allow staying at the conference center (Tulalip Resort and Casino). State per diem rate for lodging is $107 per night.

f) Training Request - City Administrator Nick Hogan requests approval to attend a 3 day workshop, Infrastructure Assistance Coordinating Council (IACC) in Wenatchee, Washington, Oct 20 through 22, 2015. Approximate cost to the City will be $804.

MASCO moved to approve consent agenda items a-f as presented; 2nd by ANDERSON. Unanimous approval.

PUBLIC COMMENT

Hogan introduced and welcomed new Public Works employee, Alex Olsen.
Mary Repar:
1. Invited the community to an event at the Stevenson Library on September 26th. The event is part of the 2015 Community Resiliency Series: The Goodness of Worms: Vermiculture and Vermicomposting from 2:00-4:00 PM.
2. Reported her disappointment with the Chip Seal on Highway 14 by WSDOT. She reported that other community members have shared their grievances with her and commented on windshield chips occurring.
3. Commented that future meetings with the Hearings Examiner should be made public. Woodrich said that adjudication involving private property is not generally made public, but could be if allowed by the applicant / property owner.

Rick Jessell
1. Commented on tourism and vacation rentals in Stevenson. He believes that tourism needs to be developed with municipal codes in place for rentals.
2. He noted that it’s important to respect the community, making Stevenson more attractive with an emphasis on the sustainability of Stevenson in the future.
3. Remarked on continuing dialog with the Planning Commission. Cox thanked Jessell for his written letter. Cox indicated that there are different points that are beneficial to Stevenson with regard to tourism and vacation rentals.

Billy Basse
1. Told Council there is a lack of follow through when community members file complaints with the city. He questioned why nothing was done immediately when his complaint he filed. He stated that no one followed up with a phone call or a visit. He spoke to Shumaker outside of the office but Shumaker did not have a solid answer to his concerns at that time.
2. He felt that city ordinances should be strict when it comes to livestock in particular with pigs. He further commented on roosters and goats currently on the property as well.
3. Hogan apologized for the apparent lack of adequate follow up communication, but stated that Shumaker had spent a lot of time on this issue and was making progress on it. The Planning Commission recently held a zoning workshop on this issue. Hogan explained that like most small cities, Stevenson does not have a separate Code Enforcement Officer so nuisance complaints are addressed by existing City staff along with their other duties. Hogan gave an outline of the existing Nuisance process for Council, and said he would ask City staff to update Basse on the status of his complaint.
4. Woodrich suggested sharing a Code Enforcement Officer with nearby cities such as White Salmon and North Bonneville. With a dedicated Code Enforcement Officer, they have adequate training and time to deal with the diversity of complaints.
5. Weissfeld indicated that we should require all nuisance complaints to be in writing and we should have a formal process in place to ensure all complaints are documented and responded to appropriately.
6. Muth agreed that complaints need to be followed up on and that the communication needs to be better.
7. Hogan stated he would prepare a written document to formalize the City’s Nuisance complaint process for citizens and staff.
8. Cox suggested using the Building Inspector as the Code Enforcement Officer indicating that they have sufficient training to deal with the diversity. Hogan responded that nuisance complaints are currently assigned to several different employees depending on the nature of each complaint. Complaints involving buildings or hazardous structures are given to the Building Inspector. Complaints involving zoning violations or signs are given to the Planning Director. Complaints involving storm drains or overgrown lots are given to the Public Works Director.
Judy Jensen
1. Commented on tourism and vacation rentals in Stevenson with questions about how vacation rentals are monitored and controlled. She indicated that her neighbors have a rental house in which there have been a few nuisances occurring.
2. Remarked how the majority of renters at the vacation rental were positive. However, she questioned whether or not the owners had the right to rent their house. She also specified that the owners do not use a management company and rent only online. Cox indicated that only monthly vacation rentals are currently allowed; not day to day or week to week basis. Cox suggested to Jensen that she report the vacation rental violation to City staff.

Tom Cramblett
1. Mayor of Cascade Locks noted great thanks to Stevenson for mutual aid during a fire that occurred in August. He noted that the cross state relationship is very special to him and the community of Cascade Locks. Cox thanked mayor Cramblett for coming to the City Council meeting.

PRESENTATIONS FROM OUTSIDE AGENCIES:
Karen Douglass
1. Reported Levy informational sessions will be put on by the Stevenson-Carson School District (http://www.scsd.k12.wa.us/content/calendars). The sessions will help community members understand how the school district receives their finances.
2. Douglass stated 284 Washington districts run a Levy with 96% of Washington schools being supported by Levy funding. Levies link the gap between what the state and federal governments pay and the actual cost of school expenditures.
3. Currently $800,000 is being requested for voter approval of a replacement levy. Passage of Proposition No. 1 on November 3, 2015 would allow the levy of property taxes over a two-year period to support educational programs and school operation costs not being adequately funded by the State. The total amount to be collected for each year will be $800,000 and estimated levy rates each year per $1,000 of assessed value would be $1.08 for both 2016 and 2017 collections. This would replace the higher 2012 three-year $1.5 million levy currently in place. It is important to note that levy taxes would decrease for 2016-2017; the School Board wanted to be frugal and not collect more funds than needed.
4. The replacement levy will fund several different components of the Stevenson-Carson School District. Percentages are as follows: Supplies and Materials 5%, Maintenance 7%, Student-Led Business Education 10%, Textbooks and Curriculum 13%, Technology 19%, and Extra-Curricular 46%.
5. Douglass indicated that any questions or concerns can be directed to her at the School District Office.

OLD BUSINESS
Downtown Traffic and Pedestrian Safety
City Administrator Nick Hogan presented an update on the remaining action items requested by Council:

Limit Out of State Truck Traffic:
Hogan indicated he had not heard back from WSDOT about the recent truck counts conducted by WSDOT on Highway 14. Hogan stated that in the past WSDOT had reported 87% of trucks on SR14 are in Washington on a legitimate basis.

Flashing Radar Feedback Signs
Hogan reported that based on the results of a traffic survey conducted by WSDOT in July 2015, the
average speed coming into town at the Flashing Radar feedback Signs has decreased by 2.8 mph as compared to a year earlier.

**Further investigate radar ticketing.**
Hogan said he would contact other cities using this system to see if it can pay for itself.

**Install a Stop Sign or Stoplight on 2nd Street at Russell Avenue**
Hogan reported that WSDOT responded “No” to this request. The most recent traffic counts at this intersection indicate a 4-way stop or traffic signal is not warranted.

**Truck Route or Alternate Route Sign on SR14 West of Town**
Hogan reported that this proposal was approved by WSDOT, as long as the sign meets MUTCD standards. The requested sign would be allowed without pulling the stop sign on 1st Street. Masco stated that the “Alternate Route” sign would be favorable as trucks and other automobiles take this route. Cox indicated that he would favor the “Truck Route” sign. After discussion, the majority of Council members indicated they were in favor of installing a “Truck Route” sign west of town.

**Paint “25 Mph” signs on the pavement on 1st Street**
Hogan reported that 25 mph signs will be painted on the pavement on First Street; WSDOT will not allow them to be painted on Second Street. Weissfeld asked that the completion date be moved to earlier than the current May 1, 2016 target completion date.

**Installation of Pedestrian Activated crossing lights on Second Street**:
Installation of pedestrian flags on the West end of town at two locations would not be necessary if activated lights were installed. Anderson was not in favor of activated lights on Second Street. Weissfeld was not in favor of any activated lights due to the small town “feel” of Stevenson and would rather have pedestrian flags. Masco indicated she would be in favor of flashing lights at Russell and Second. Mayfield feels it would improve and not take away from the small town feel. Anderson indicated he did not want the idea of these possible plans to disappear but would like more information such as costs, pictures, etc. Mayfield requested numbers for effectiveness of the pedestrian flags in place currently. May and Watness both suggested in ground flashing lights as seen in Tigard and Port Townsend. Discussion tabled until further information is available.

**Add hand-held pedestrian crossing flags at the two crosswalks at the west end of town**:
Added to Public Works TODO list; target completion date April 1, 2016.

**Install blinking lights in front of EMS and Fire Hall**
Council felt that flashing lights would be unnecessary as flashing lights already exist on the emergency vehicles.

**Reconsider the one-way couplet next year.**
Hogan reported he had scheduled this item for reconsideration by Council in March 2016.

Masco suggested painting the stamped crosswalks on First Street and Russell. She indicated due to construction, visibility of the crosswalk has deteriorated.

**Fire Hall Update**
Hogan presented an update on the search for land for a new fire hall and requested Council approval of a contract amendment with Rice Fergus Miller to provide an updated preliminary design and assistance with the site selection process. Hogan also reported that he had located several new potential sites for the Fire Hall, and that he had spoken recently with Sheriff Brown and the Sheriff is still interested in the idea of a shared facility for the Stevenson Fire Department and the Skamania County Emergency Operations Center (EOC). Hogan recommended Rick Fergus Miller as the consultant to redraw the preliminary
plans and help with site selection. Rice Fergus Miller submitted a proposed contract amendment for these services with hourly rates and a not-to-exceed maximum cost of $16,000. Muth requested Council seek consultation internally with a committee before spending money on an external consultant service. Muth volunteered to be on the committee. Weissfeld indicated being in favor of a group with a tight list of deliverables. Anderson agreed with reconvening the stakeholders to advise the architect in the direction to take before bringing in a paid consultant. Hogan agreed to reconvene the stakeholders to see what we can do internally before bringing in an outside consultant.

EDC Contract Deliverables
Hogan presented a copy of the City’s current contract and deliverables with the EDC for Council consideration. Weissfeld suggested a sub-committee be formed with two council members. Anderson volunteered. Weissfeld also indicated that Pat Albaugh should attend and present to the full council in the near future. Anderson commented that EDC may need more direction on what City Council requests with recruitment. Weissfeld stated City Council needs response to community members rather than recruitment. She also stated that EDC needs to be more specific with their reports explicitly with benefits to the City. Hogan suggested adding quarterly progress reports from EDC to the Council agenda.

NEW BUSINESS:

Forestry Services Contract Approval
Hogan requested Council ratification of the attached contract with HFI Consultants to provide Forestry Management services at the hourly rates listed in their proposal, including a not-to-exceed amount of $8,000 for an initial appraisal and management plan.

WEISSFELD motioned to approve; ANDERSON seconded. Passed unanimously.

Berger ABAM Supplemental Agreement
Hogan requested Council approval of Supplemental Agreement #1 with Berger-ABAM to provide surveying and right-of-way acquisition for the Kanaka Creek Road Improvements project. This supplement increases the contract amount by $28,478 for a new maximum amount payable of $242,459.

Anderson stated his concern with Berger ABAM requesting additional costs three months in a row. Woodrich stated that every change order must be approved by Council and changes to cost are not unusual as the job progresses.

MUTH motioned to approve; MAYFIELD seconded. Passed unanimously.

Crestline Construction Change Orders
Hogan requested Council ratification of Change Orders 1, 2, and 3 as shown on attached change orders summary sheet. These 3 change orders increase the total contract amount by $10,722 for a new contract total of $1,223,463.

Council asked about an apparent discrepancy in one of the cost documents. Hogan asked that change order approval be postponed until he had a chance to look into the discrepancy and verify the requested amounts. Discussion was tabled until the next Council meeting.

INFORMATION ITEMS:

Public Works Projects
Russell provided an update on the Cascade Avenue and Quad Gates projects. Paving will take place September 28th through October 2nd. Completion is expected to be October 6th with the whole project completed on October 12th. Russell stated there is no solid date for when quad gates will be installed.

Building Permit Information
Hogan presented a summary of recent Building Permits issued for new residential or commercial /
industrial buildings for Council information. Hogan suggested he bring this data just once per quarter from now on. Council agreed.

**Sheriff’s report**

Hogan presented the monthly Sheriff’s report.

**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 in downtown Stevenson.

**Reviving Rural Downtowns** - included for council review.

**CITY ADMINISTRATOR AND STAFF REPORTS:**

None presented.

**MAYOR AND COUNCIL REPORTS:**

**VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

August 2015 Payroll checks & September 2015 A/P checks have been audited and are presented for approval. August payroll checks 9640 and 9709 thru 9732 total $98,220.50 which includes two ACH payments and one EFTPS payment. Payroll check 9713 was accidentally shredded by payee, voided, and reissued as check 9732. A/P Checks 9733 thru 9787 total $546,372.88 which includes one ACH payment. 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 August 2015.

MASCO motioned to approve the Vouchers; MUTH seconded. Unanimous approval.

**MEETING ADJOURNMENT 8:30 pm**

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Frank Cox, Mayor                                    Nick Hogan, City Administrator/Clerk

*Minutes by Sofia Urratia-Lopez*