

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**January 21, 2016**  
**6:00 p.m., City Hall**

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**Roll Call**

Frank Cox, Jenny Taylor, Mark Peterson, Paul Hendricks, Amy Weissfeld

**Staff**

Nick Hogan, Eric Hansen

**Guests**

Mary Reaper, Ben Sciacca, Pat Albaugh, Dana Hendricks

**6:00 PM** Meeting called to order by Mayor, Frank Cox

**Oath of Office.** Mayor Frank Cox administered the Oath of Office to new Stevenson City Council Members Jenny Taylor, Mark Peterson, and Paul Hendricks.

**MINUTES:** Minutes have been circulated and are ready for discussion and approval.  
**WEISSFELD** made a motion to approve December 17, 2015 minutes, 2nd by **MUTH**.  
 Unanimously approved.

**CONSENT AGENDA:**

- a) Water adjustment – Ian Low (meter No. 506950) requests a water adjustment of \$119.64 for a water leak he has since repaired.
- b) Water adjustment – Janet Campbell (meter No. 507700) requests a water adjustment of \$226.79 for a water leak she has since repaired.
- c) Water adjustment – Gary Martin (meter No. 107000) requests a water adjustment of \$124.93 for a water leak he has since repaired.
- d) Special Occasion Liquor License – Rivers for Change, Teo Park, July 20, 2016.
- e) Liquor License Application – Jugos Beverage Company, 30 Cascade Ave.
- f) Payment of Overtime – Public Works Director Eric Hansen requests payment for 11 hours of callout coverage worked in December, 2015.
- g) Marijuana License Application – Big Eyes LLC, 210 NE Lutheran Church Rd.
- h) Training Request - ) Public Works Employee Alex Olsen requests approval to attend a three day workshop, Water Plant Training, in Shelton, Washington, February 9 through 11, 2016. Approximate cost to the City will be \$681 plus use of a city vehicle.
- i) Training Request - City Building Inspector Karl Russell requests approval to attend a two day workshop, Seminar for Building Inspectors, in Seattle, Washington, March 22 through 23, 2016. Approximate cost to the City will be \$667 plus use of a city vehicle.
- j) Training Request - Broadband Advisory Committee member Scott Anderson requests approval to attend a two day workshop, “Making Rural Communities Better with Broadband” in Bend, Oregon, February 2 through 3, 2016. Approximate cost to the City will be \$538, including mileage.

**MUTH** moved to approve consent agenda a-j as presented, 2nd by **WEISSFELD**. Unanimous approval.

## **PUBLIC COMMENTS**

**REPAR** voiced her concerns about animal control. She stated over the holidays there was an unlicensed dog found outside of the City. She took the dog in over the weekend and fed it. She was very concerned about the malnourishment. **REAPER** filed a complaint against the owner and felt the dog should not have been returned to its owner. She said there should be animal control services in the area to help animals. **WEISSFELD** stated there is currently a person who was hired in White Salmon that may be able to tie their duties to animal control. **HOGAN** stated they are getting ready to post the position and he will look into it further with the White Salmon City Administrator.

**SCIACCA** congratulated the three new members to the city council. He stated he is concerned about safety in regards to the semi trucks in Stevenson. He said that although an alternate truck route sign was placed at the West end of town he feels only a small percentage of trucks are utilizing the alternate route, and he encouraged City Councilmembers to consider this issue further.

## **PRESENTATIONS FROM OUTSIDE AGENCIES**

### **Skamania County Economic Development Council – Executive Director Pat Albaugh**

1. Skamania County EDC Executive Director Pat Albaugh gave an update to City Council.
2. Stated he and Superintendent Karen Douglass are working together to get the pool open in the High School. He said they are performing mock interviews with students with 80-90 students present on a tour of three different manufacturing businesses. They are also working on a beverage project where students will create a recipe, label and bottle their beverage. The students will also come up with a marketing plan and will put it in production through LDB Beverage.
3. He said the Port is 100% occupied. There is a furniture manufacturer in the Port as well as Backwoods Brewing is moving their equipment in. He said Backwoods should be up and running within the next month.
4. He said they work with the Community Action Team in which they help determine who receives grant funding. They create lists that eventually go to MCEDD in which those get recommended to the Forest Service, EPA, USDA, and others for possible funding. He said the Port was recently able to get funded through MCEDD.
5. He stated they recently finished a grant for the County for a Phase II environmental study. He said along Rock Creek there are 6 acres of water front property for which they submitted a grant request to the State. They are looking to get that property ready and available for the market.
6. He said they are currently working with the Washington Investment Board with funding through the National Scenic Area. The EDC manages the Washington side of this effort.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS**

### **Request from Dana Hendricks, Pacific Crest Trail Association**

**D. HENDRICKS** presented a request to City Council for a letter of support for acquisitions needed to improve the Pacific Crest Trail from North Bonneville to Carson. She stated there is a pressing situation on the Pacific Crest Trail (PCT) in Skamania County. She directed Council members to read a draft letter of support. This matter is being discussed between Forest Service and Congress. **D. HENDRICKS** said the PCTA will have direction on the matter within the next week or two. The PCTA would help to steward the parcel for the public to enjoy and is a time sensitive matter. **WEISSFELD** asked that the letter of support from the City be modified to include a statement that although Stevenson City Council shares the County Commissioners' concern about any reduction in the current tax base, they believe that in this case the economic benefit of the Pacific Crest Trail outweighs the concern for potential loss of property tax revenue. **MUTH** made a motion in favor of a letter of support, 2nd by **P. HENDRICKS**. Unanimous approval.

### **Annual Appointments**

City Administrator Nick Hogan presented the annual appointments list for 2016 and requested Council nominations for filling vacant positions.

The following nominations took place:

Mayor Pro Tem – Robert Muth

Planning Commission Position #5 - Anderson, to serve remainder of vacant term

Board of Adjustments – Coward, Repar

Board of Appeals – all approved

Hendricks – Planning Commission Ex Officio member

Skamania EDC – Wessfeld, Hendricks to be alternate

SBA – Hogan, primary – Peterson as alternate

Skamania Fair Board – Hendricks, Cox as alternate

Skamania County Solid Waste – Peterson, Hansen as alternate

**MUTH** made a motion to approve annual appointments for 2016, 2nd by **PETERSON**, unanimous approval.

### **Planning Commission Vacancy**

The Planning Commission is recommending City Council appointment of Scott Anderson to fill Planning Commission vacant position #5. This position was vacated when Paul Hendricks was elected to serve on City Council. This recommendation comes after notice of the vacancy was published in the December 21<sup>st</sup> and 28<sup>th</sup> issues of the Skamania County Pioneer, and after the two interested parties were interviewed by the Planning Commission. If appointed, Mr. Anderson would serve out the remainder of the unexpired 6-year term ending December 31, 2017. (Approved in above section, Annual Appointments).

### **Timber Appraisal and Management Plan**

**HOGAN** stated the Timber Appraisal and Management Plan was recently completed by HFI Consultants for Council consideration. He said the Timber is ready to harvest and only a small amount will be hard to sell. He said the main recommendation is to use commercial thinners to thin when necessary. It is appraised at \$2.4 million dollars net. He stated there is some urgency as waiting too long will allow some of the trees to grow too large for maximum value. **HOGAN** recommended proceeding and entering into a new contract for timber harvesting. He recommends placing the money into a special fund until City Council determines what it should be spent on. **MUTH** asked if trees will be replanted. **HOGAN** said Yes, and some trees will be left in place to help reseed.

**MUTH** motioned to accept the information provided by HFI and for staff to proceed with a timber sales as recommended by **HOGAN**. 2nd by **PETERSON**. Unanimously approved.

### **Street Standards (Stevenson Engineering Standards, Volume 1, Chapter 2)**

**HANSEN** explained his recommended changes to Council.

Council asked several questions about allowing shared driveways. **HANSEN** made a recommendation of allowing just two. Council asked about approach standards. **HANSEN** explained the distance requirements for approaches. **MAY** stated one of the reasons he asked for this change is under our current standards a shared driveway automatically goes to private street standards and becomes quite expensive.. **REAPER** voiced her concern about having a long enough driveways and turnarounds for safety and emergency vehicles.

**PETERSON** made a motion to revise the City of Stevenson Engineering Standards as recommended by **HANSEN**, 2nd by **WEISSFELD** second. Unanimously approved.

**Contract Ratification** – **HOGAN** requested Council ratification of the attached contract with Invoice Cloud for On-line Bill Payment Software for the terms and fees listed in the contract including an estimated annual cost of \$3,481. He stated fees will be offset by no longer having to mail bills. He said the actual cost will be slightly more or less than the amount estimated. The Water and Sewer fund will be charged as most of the use would be for payment of water and sewer bills. The goal is to be up and running in 2-3 months. **WOODRICH** stated the 3 year contract indicates it must be canceled 90 days before the 3 year contract is up and will otherwise automatically renew.

**WEISSFELD** motion, 2nd by **HENDRICKS**, unanimously approved.

**Contract Ratification** – Nick Hogan requests Council ratification of the attached contract with Vision Municipal Services for On-line Bill Payment Software support for the terms and fees listed in the contract including a set-up charge of \$2,500 and an annual charge of \$375.

**WEISSFELD** made a motion to ratify the contract as presented, 2nd by **PETERSON**. Unanimously approved.

**Contract Approval** – Nick Hogan requests Council approval of the attached contract with Skamania County Chamber of Commerce for 2016 services and a total amount of \$170,000.

**HOGAN** stated approximately half of the contract payments are to support the Chamber of Commerce in general; the other half would be used for advertisement through the Chamber of Commerce.

**MUTH** made a motion to approve Chamber of Commerce Contract, 2nd by **WEISSFELD** second. Unanimously approved

**Contract Approval** – Nick Hogan requests Council approval of the attached contract with Skamania County for 2016 Incarceration Services and the daily rates listed in the contract including \$55.00 per day for City inmates.

**WEISSFELD** made a motion to approve attached contract with Skamania County for 2016 Incarceration Services, 2nd made by **PETERSON**. Unanimously approved

**Contract Approval** – Nick Hogan requests Council approval of the attached contract with Skamania County for 2016 Jury Management and Courtroom use for \$150 per month (\$1,800 per year).

**MUTH** made a motion to approve the contract with Skamania County for 2016 Jury Management and Courtroom use, 2nd by **HENDRICKS**. Unanimously approved.

**HOGAN** stated he is still talking to **JUDGE RAINIER** about the possibility of moving Municipal Court to District Court and he hopes to move forward with it in the next few months.

**Contract Approval** – Nick Hogan requests Council approval of the attached contract with Skamania County for 2016 Legal Services (Prosecuting Attorney) for \$16,000 per year (\$1,333.33 per month).

**MUTH** made a motion to approve the contract with Skamania County for 2016 Legal Services (Prosecuting Attorney), 2nd by **HENDRICKS**. Unanimously approved.

### **Change Order Approvals**

Public Works Director Eric Hansen will present Crestline Construction Cascade Avenue Change Orders 4 through 8 for Council review and approval.

**HANSEN** asked Council to review the information provided, and answered several questions from Council.

**MUTH** made a motion to approve change orders 4 through 8 for a total amount of in sum of \$39,137, 2nd by **PETERSON**. Unanimously approved.

**Request from Friends of the Gorge** – Peter Cornelison, Friends of the Gorge Field Representative, has submitted the attached request to Stevenson City Council to submit comments or write a letter to the Washington State Energy Facility Site Evaluation Council in opposition to the proposed Tesoro-Savage Oil Terminal. **WEISSFELD** said it would result in 4 additional trains in a day with 100 or more cars.

**WEISSFELD** made a motion for the City Administrator to write a letter as requested, 2nd by **MUTH**. Unanimous approval.

**INFORMATION ITEMS:**

**Quiet Zone**

**HOGAN** stated progress is still being made and he has notified the required agencies for approval of the Quiet Zone. The notice period is 60 days or until Comment letters are received from four entities. All but Amtrak have replied with Comment letters so far. If Amtrak does not respond with a Comment letter before then, the 60 day comment period will end February 7<sup>th</sup>, a final 21-day notice will be mailed out February 8<sup>th</sup>, and the quiet zone will be established as of February 29<sup>th</sup>.

**Sewer Plan Update**

Public Works Director Eric Hansen will brief Council on the 2016 Sewer Plan Update. **HANSEN** said they will be conducting interviews with the top two firms.

**Overnight Lodging**

Planning Director Ben Shumaker provided the attached memo and materials as an overview of the items to be reviewed next month in the Vacation Rentals public hearing.

**Transportation Needs Assessment**

City Administrator Nick Hogan presented a letter written by Port of Cascade Locks Interim Manager Paul Koch regarding the need for a comprehensive Transportation Needs Assessment in the Columbia River Gorge.

**Sheriff's report**

A copy of the Skamania County Sheriff's report for December, 2015 provided for Council review. **HOGAN** pointed out that two traffic citations were written in December.

**Municipal Court Cases Filed**

A summary of Stevenson Municipal Court cases recently filed was provided for Council's review.

**Chamber of Commerce Activities**

The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in December, 2015.

**Planning Commission Minutes**

Minutes are attached from the December 15, 2015 Planning Commission meeting.

**Gorge-ous Nights in Olympia and Salem**

Attached flyers presented for Council information and invitation in which City Council members are encouraged to attend.

**Letter of Concern from L&I Electrical Inspector** Council was asked to look at letter to City Council provided for Council's information. **HOGAN** said it would be beneficial to the City to learn from the letter, and staff would be sure to get any required permits in the future.

**Letter of Appreciation from Superintendent Karen Douglass**

Please see attached letter provided for Council's information.

**CITY ADMINISTRATOR AND STAFF REPORTS:**

**Nick Hogan, City Administrator**

Stated the Fire Hall Strike Team met and concentrated on site selection criteria. **HOGAN** stated there were initially approximately 40 pieces of site selection criteria, narrowed down to about 30. He said there are approximately 50 sites big enough for a Fire Hall which will now be ranked according to the site selection criteria.

**Eric Hansen, Public Works Director**

**HANSEN** stated there was a broken City water line that caused damage to private property that is being reviewed by our insurance company.

## **MAYOR AND COUNCIL REPORTS**

**MUTH** apologized for missing the Fire Hall Strike Meeting.

## **VOUCHER APPROVAL AND INVESTMENTS UPDATE**

December 2015 payroll checks and January 2016 A/P checks have been audited and are presented for approval. December payroll checks 10059 thru 10079 total \$76,836.54, which includes two ACH payments and one EFTPS payments. A/P Checks 10058 & 10080 thru 10145 total \$544,267.58, which includes one ACH payment. Check 10057 was voided to set up Invoice Cloud Online Bill Payment services. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. There were no investment sales or purchases in December 2015.

**MUTH** made a motion to approve vouchers as presented, 2nd by **WEISSFELD**. Unanimously approved

## **ISSUES FOR THE NEXT MEETING**

**WEISSFELD** asked about the BNSF art project. **HOGAN** stated there is not much progress on that yet, he will provide information at the next meeting. **HENDRICKS** stated the idea is great and there may be a grant available as well as opportunities to fundraise.

**HOGAN** stated BNSF was interested in awarding an investment to Stevenson, and they had asked specifically about the Park Plaza Project. **HOGAN** said he would apply to BNSF for a donation on behalf of the SBA.

## **EXECUTIVE SESSION**

City Council convened in Executive Meeting at 8:06 PM under RCW 42.30.110(1)(b) to consider the acquisition of real estate.

## **RETURN TO REGULAR SESSION**

City Council returned to regular session at 8:16 PM.

City Council directed Staff to proceed with the purchase of property as discussed in executive session.

## **ADJOURNMENT 8:17 PM**