

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 18, 2016
6:00 p.m., City Hall

1. **CALL TO ORDER:** Mayor to call the meeting to order and conduct roll call.
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. **MINUTES:** The following minutes have been circulated and are ready for discussion and approval:
 - a) January 21, 2016 City Council Meeting.
4. **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 application – Red Bluff Brewing LLC, 256 SW Second Street.
 - b) Training Request - Building Inspector / Fire Marshall Karl Russell requests approval to attend a five day workshop, Fire Inspector I Certification Training, in Seattle, Washington, March 6 through 10, 2016. Approximate cost to the City will be \$1,487 plus use of a city vehicle.
5. **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, or five minutes when speaking on behalf of a group. 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.]*
6. **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 – Overnight Lodging including Vacation Rentals - Planning Director Ben Shumaker will present proposed amendments related to overnight lodging uses and the appropriate locations for bed and breakfasts, campgrounds, hostels, hotels, and vacation rental homes within the City.
 - i) Mayor to open the public hearing.
 - ii) Zoning Text Amendment, Ordinance 2016-1092, overnight lodging uses and locations.
 - iii) Municipal Code Addition – Ordinance 2016-1091, vacation rental homes.
 - iv) Vacation Rental Fee Schedule, Resolution 2016-0285, vacation rental fee schedule.
 - v) Public Comment.
 - vi) Mayor to close the public hearing.
 - vii) City Council deliberation of Ordinances 2016-1092 & 1091 and Resolution 2016-0285. (Council may adopt as presented, modify, or postpone action to a future date).

- b) 6:45 – Animals and Locations - Planning Director Ben Shumaker will present proposed zoning and municipal code amendments related to animal uses and appropriate locations.
 - i) Mayor to open the public hearing.
 - ii) Zoning Text Amendment, Ordinance 2016-1093, farm animals, urban farm animals, pets, and kennels within the City.
 - iii) Municipal Code Additions – Ordinance 2016-1094 allowing for the temporary keeping of goats for fire and weed control.
 - iv) Public comment.
 - v) Mayor to close the public hearing.
 - vi) City Council deliberation of Ordinances 2016-1093 and 1094. (Council may adopt as presented, modify, or postpone action to a future date).

7. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) Stand Up for Teens – Susie Strom, Prevention Services Coordinator, and students Leah Mobley and Brittany Martin will present an invitation and overview of *Stand Up For Teens*, an event for local youth and healthy living.

8. OLD BUSINESS:

- a) Downtown Traffic and Pedestrian Safety – City Administrator Nick Hogan and Public Works Director Eric Hansen will brief Council on the status of the remaining action items requested by City Council.
- b) Broadband Advisory Committee – City Council invited Scott Anderson to discuss his request for formation of a Broadband Advisory Committee, including recommended responsibilities and composition of the committee.

9. NEW BUSINESS:

- a) Public Works Temporary Employee –Public Works Director Eric Hansen will present a request to Council for approval to hire a temporary employee for the summer to assist with landscape maintenance and other public works activities.
- b) Surplus Property – Eric Hansen will present Resolution 2016-286 for Council consideration to declare a sewer easement that is no longer being used as surplus property and to authorize the Mayor to convey real property.
- c) Contract Approvals:
 - i) Contract approvals, CH2M Hill – Public Works Director Eric Hansen requests Council approval of the attached contract extension with CH2M Hill (OMI) for operation and maintenance of the City wastewater plant contract renewal for 2016, for an amount of \$117,631.
 - ii) Wallis Engineering General Services – Eric Hansen requests approval of the attached contract extension for 2016 general engineering services at the hourly rates listed on attachment 2, not to exceed a total amount of \$10,000 for the year.

- iii) Berger ABAM – Eric Hansen requests approval of the attached contract with Berger ABAM for engineering services related to the Loop Road water main replacement project for a total contract amount of \$9,962.
- iv) Wallis Engineering Development Review Services – Planning Director Ben Shumaker requests approval of the attached contract for 2016 development review services at the hourly rates listed on attachment 2, not to exceed a total amount of \$15,000 for the year.
- v) Tetrattech Contract – Public Works Director Eric Hansen requests Council approval of the attached contract with Tetrattech Inc. to perform the City of Stevenson 2016 Sewer Plan update for a not-to-exceed amount of \$210,560.
- vi) EDC Contract – City Administrator Nick Hogan requests approval of the attached contract with Skamania County EDC for a 2016 annual amount of \$10,075.
- vii) Skamania County 2016 Tourism Funds Contract – Nick Hogan requests approval of the attached contract with Skamania County General Services Department for 2016 Tourism events (Fair and Timber Festival, Bluegrass Festival, and Agricultural Exposition) for a not-to-exceed amount of \$17,000.
- viii) Skamania County 2016 Tourism Funds Contract – Nick Hogan requests approval of the attached contract with Skamania County Senior Services for 2016 Tourism events (WET Bus operations) for a not-to-exceed amount of \$2,500.
- ix) Stevenson WiFi Project 2016 Tourism Funds Contract – Nick Hogan requests approval of the attached contract with Stevenson WiFi for operation and maintenance of the Stevenson WiFi system in 2016 for a not-to-exceed amount of \$8,000.
- x) Discover Your Northwest 2016 Tourism Funds Contract – Nick Hogan requests approval of the attached contract with Discover Your Northwest for operation of the Forest Service Visitor’s Center in Skamania Lodge in 2016 for a not-to-exceed amount of \$15,000.

10. INFORMATION ITEMS:

- a) Quiet Zone – City Administrator Nick Hogan will provide an update on establishing the Quiet Zone at the Russell Avenue Crossing.
- b) Stevenson Fire Hall Strike Team – Planning Director and Strike Team Facilitator Ben Shumaker will provide an update on the activities of the Stevenson Fire Hall Strike Team.
- c) Sewer Plan – Public Works Director Eric Hansen will brief Council on progress with the 2016 Sewer Plan Update.
- d) Financial Reports - City Administrator Nick Hogan will present the City’s 2015 Financial Reports for year-to-date revenues and expenditures through December 31, 2015.
- e) Building Permitting Process – Nick Hogan will brief council on recent revisions by City staff to the Building Permitting process.
- f) SELA updates – See attached updates from the Safe Energy Leadership Alliance (SELA) with regard to fossil fuel issues.
- g) Stevenson Food Bank – An update from Washington Gorge Action Program (WGAP) for the Stevenson Food bank is provided for your information.

- h) Suggestions for Successful Public Service – AWC has provided the attached document for Councilmembers, “53 Suggestions for Successful Public Service”.
- i) Sheriff’s report – A copy of the Skamania County Sheriff’s report for January, 2016, is attached for Council review.
- j) Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed is attached for Council’s review.
- k) Planning Commission Minutes – Minutes are attached from the January Planning Commission meeting.
- l) Chamber of Commerce Activities – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in January, 2016.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Nick Hogan, City Administrator
- b) Eric Hansen, Public Works Director
- c) Ben Shumaker, Planning Director

12. MAYOR AND COUNCIL REPORTS:

13. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

January 2016 payroll checks and February 2016 A/P checks have been audited and are presented for approval. January payroll checks 10147 through 10167 total \$79,158.65 which includes one EFTPS and two ACH payments. A/P Checks 10168 thru 10227 total \$117,257.77 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. There were no investment sales or purchases in January 2016.

January 2016 voucher total was reduced from the previously reported amount of \$544,267.58 to a new amount of \$483,795.85; Check 10095 (\$150,825.75) was voided and replaced by Check 10146 (\$90,354.02) to remove retainage from the disbursement.

14. 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.]*

15. EXECUTIVE SESSION – City Council will convene in executive session under RCW 42.30.110(1)(i) to discuss with the City Attorney litigation or potential litigation involving the City.

16. ADJOURNMENT