

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

Roll Call

Frank Cox, Paul Hendricks, Mark Petersen; Jennifer Taylor present via conference call. Amy Weissfeld and Robert Muth excused.

Staff

Nick Hogan, Eric Hansen, Ben Shumaker, Carla Cosentino, Attorney Ken Woodrich.

Guests

Rob Farris, Ben Sciacca, Libby Johnson, Craig Cleaver, Rick and Julie May.

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

MINUTES from March 17, 2016 were circulated and open for discussion and approval.

HENDRICKS motioned to approve March 17, 2016 minutes, 2nd by **PETERSON**. Unanimously approved.

4. CONSENT AGENDA

- a) Water adjustment – Greg Sunby (meter No. 606100) requests a water adjustment of \$112.06 for a broken hose bib which has since been repaired.
- b) Water adjustment – USPS local office (meter No. 201800) requests a water adjustment of \$59.41 for a leaking toilet which has since been repaired.
- c) Water adjustment – Big River Inc. (meter No. 200900) requests a water adjustment of \$153.37 for a leak which has since been repaired.
- d) Special Occasion Liquor License – Friends of Stevenson Library, April 13, 21, and 27, 2016. (Ratification of previous approval by Mayor Frank Cox.)
- e) Special Occasion Liquor License - Stevenson Eagles 1744 Auxiliary, May 13, 2016.
- f) Liquor License Renewal - Stevenson Eagles 1744.
- g) Liquor License Renewal - Skamania Lodge (Terrapins Lessee, LLC.)
- h) Payment of Overtime - Public Works Director Eric Hansen requests payment for 5 hours of callout coverage in March, 2016.

PETERSON moved to approve consent agenda as presented. 2nd by **HENDRICKS**. Unanimous approval.

5. Public Comments: None

6. Fire Department Update

Update was provided by Fire Chief Rob Farris.

2015 Highlights

- 1) Washington Surveying & Rating Bureau (WSRB) conducted an audit and City of Stevenson maintained a fire rating of 6 for City residents and lowered the rating for FD II residents from an 8 to a 6. The City department has identified areas for improvement and made progress toward achieving a 4 rating. Last audit by WSRB was in 1983.
- 2) Formalized a dispatch fee schedule with Skamania County Sheriffs office and advocated for a fair billing rate.
- 3) Developed a STRIKE team to work on building a new station project.
- 4) Moved a truck to the Stewart Road fire hall for faster response. This action contributed to the improved WSRB rating for FDII.

2016 Goals

- 5) Working on implementing a Washington State Firefighter I training regimen which will contribute to lowering the insurance rating and improve firefighter safety.
- 6) Implementing a pump and ladder testing program to keep equipment in good working order.
- 7) Revising member participation standards to comply with Board for Volunteer Firefighter pension requirements.
- 8) Standard Operating Procedures - continuously updating.
- 9) Developing specifications for purchase of a new fire engine. The goal is a 15 year replacement schedule with last purchase in 2001, and placed into service 2002. North Bonneville is considering selling one of their two fire trucks and has offered sale to City of Stevenson Fire Department. **FARRIS** continues to offer his expertise and assistance to the new Fire Chief in North Bonneville to maintain and improve their department.

7. OLD BUSINESS

a) Downtown Traffic and Pedestrian Safety

HOGAN presented a summary of past, current and proposed discussion and action taken regarding traffic in downtown, specifically on 1st and 2nd (SR-14) streets. This summary is informational only to bring new Council members up to speed on past discussion surrounding traffic options for downtown. See related attachments.

- 1) Traffic Ideas - Current items, *Attachment 7a(1)*
- 2) Traffic Ideas - Items completed or decided against, *Attachment 7a(2)*
- 3) SR14 Survey results June 2014, *Attachment 7a(3)*
Conducted in 2014, 80 responses. Discussion focused on one-way couplet.
Question 3: Should we consider turning 1st and 2nd streets into one-way streets? 56% of survey participants voted "No" to one-way streets. With the majority of community members surveyed not in favor of the option, City Council tabled further consideration of this option for six months until Spring 2016.
- 4) Town hall meeting minutes 2014, *Attachment 7a(4)*
Primary discussion topic was converting downtown to one way streets.
- 5) SR14 One-way couplet concept plan, *Attachment 7a(5)*

- 6) 1) SR14 Survey results 2015, *Attachment 7a(6-1.)*
 175 responses. Focused on using 1st street as a truck by-pass route.
 81% of survey participants voted in favor of using 1st street as a by-pass route.
 70% voted in favor of removing the stop sign on 1st street.
- 2) SR14 Survey results question #4, *Attachment 7a(6-2)*
- 7) Town hall meeting minutes 2015, *Attachment 7a(7)*
 Town Hall meeting focused on removing the stop sign on 1st Street.
- 8) 1st St Stop sign removal engineering analysis, *Attachment 7a(8)*
 DKS Engineering conducted a traffic analysis focused on the stop-sign on 1st and Russell Avenue. DKS concluded a 4-way stop sign (at 1st & Russell) would not typically be recommended at this intersection based on the Federal Highway Administration *Manual on Uniform Traffic Control Devices (MUTCD)* and the existing traffic & pedestrian volumes. If the stop sign were removed, additional pedestrian crossing indicators would be recommended.
- 9) 2st St stop sign removal proposed plan, *Attachment 7a(9)*
- 10) Federal Highway Administration (FHWA) stop sign info summary sheet, *Attachment 7a(10)*
- 11) Senator King letters (from City of Stevenson and OneGorge), *Attachment 7a(11)*
- 12) RTC memo 2015, SR14 Truck movements, *Attachment 7a(12)*
- 13) Sheriff Brown letter SR14, *Attachment 7a(13)*
- 14) Proposed Scope of Work from Stevenson Planning Department, *Attachment 7a(14)*
SHUMAKER presented a proposed scope of work for the Planning Commission to consider if City Council wants them to do more work on traffic in downtown. Overall goals of the scope of work would be focused on 4 areas.
 1. Public involvement
 2. ID problems in downtown traffic safety/concerns
 3. Traffic engineering
 4. Make action plan

Mayor **COX** allowed 3-minutes for public comment on this issue.

SCIACCA commented:

1. He requested alert-flags be added to new truck route signage for 30 days.
2. Reminded Council members a petition was signed by every business owner on 2nd street regarding their common concern for pedestrian safety.
3. Urged the Council to consider if the City could be found negligent in not taking faster action to provide better pedestrian safety on SR-14.
4. Reminded Council of the shortage of sheriff officers available for speed/traffic control.

JOHNSON commented, as a homeowner on 1st street, feels strongly that pedestrian safety doesn't apply to just traffic on SR-14, but to 1st street as well and strongly urged Council to focus on speed control as part of any traffic mitigation plan for the downtown area.

PETERSON commented he would like to see any work or action undertaken by Planning Commission to include discussion of the Courthouse Plaza project being considered.

HENDRICKS suggested the possibility of adding visual obstructions to each end of 1st street to visually indicate to drivers they are entering a speed reduced area.

CLEAVER, resident on 1st street, inquired about the status of painting the 25-mph signage on 1st street. **HANSEN** confirmed the item is scheduled to take place in May, when better weather arrives. Urged consideration of permanent placement of speed radar signs.

b) Trail of the Gods Wrap-Up and Next Steps

SHUMAKER presented a memo, wrapping up the federal grant amounts, costs, construction delays and lessons learned for the Trail of the Gods project, which completes the fourth phase of providing pedestrian/bicycle access from downtown Stevenson to Ash Lake Rd, near the Bridge of the Gods. Next steps include deciding where and how far to extend the path beyond city limits and how to cross SR-14. Specifically Council will need to make decisions regarding signage and public usage accommodations. He presented a June 2015 memo stating three options for the face of the existing retaining wall.

PETERSON would like staff to reach out to the Skamania Lodge and Interpretive Center to determine if there is interest in 'renting' out the retaining wall space for appropriate advertising.

c) Transferring Stevenson Municipal Court to District Court, Attachment 7(c)

HOGAN and Deputy Clerk/Court Administrator **COSENTINO** briefed Council on the proposal received from Skamania County to transfer Stevenson Municipal Court to District Court, and requested Council approval to continue with the transfer. Council directed **Hogan** to proceed with the transfer.

8. NEW BUSINESS

a) Loop Road Water Line Replacement

HANSEN reviewed Loop Road Water Line Replacement bid results with Council and requested Council approval of bid award to Green Construction.

PETERSON motioned to award the bid for Loop Road waterline replacement to Green Construction. **HENDRICKS** 2nd. Unanimously approved.

PETERSON motioned to approve the contract with Green Construction in the amount of \$160,684.00. **HENDRICKS** 2nd. Unanimously approved.

b) Stevenson Municipal Judge Contract Amendment

HOGAN requested Council approval of the attached contract amendment with Municipal Judge Brad Anderson to revise the 2016 salary amount based on Portland CPI-U.

HENDRICKS motioned to approve the contract amendment for \$1,063.00 per month, to be paid to Brad Anderson, retroactively to January 1, 2016. **PETERSON** 2nd the motion. Unanimously approved.

PETERSON motioned to approve the Interlocal Agreement with Skamania County to provide Municipal court services to the City of Stevenson, in the amount of \$20,000 per year (\$1,666.67 per month) and a one-time fee of \$6,000 for administration of prior cases. **HENDRICKS** 2nd. Unanimously approved.

Stevenson Municipal Judge Contract Termination Agreement

HOGAN presented a contract amendment for the Municipal Judge contract with Brad Anderson.

HENDRICKS motioned to approve the contract amendment with Municipal Judge Brad Anderson to terminate the existing Personal Services Contract on the date City of Stevenson's municipal court operations are transferred to Skamania County District Court. **PETERSON** 2nd. Unanimously approved.

Forestry Contract

HOGAN requested Council approval of the attached forestry services contract with Halme Forestry Inc., dba HFI Consultants, to manage and supervise all aspects of a timber harvest, log marketing, and reforestation of city-owned timber property for a total fee equal to 5% of gross log sale receipts.

PETERSON motioned to approve the contract as presented. **HENDRICKS** 2nd motion. Unanimously approved.

9. INFORMATION ITEMS

HOGAN presented information updates to the Council on the following items.

- a) Tesoro Savage Proposed Oil Terminal – update on recent letters from Gorge communities and action taken by the Port of Vancouver regarding the Tesoro-Savage proposed oil terminal.
- b) Building Permits Issued - a summary of recent Building Permits issued for new residential or commercial/industrial buildings.
- c) BOG Toll Increase – an update on the Bridge of the Gods toll increase proposed by the Port of Cascade Locks.
- d) Effective Public Engagement – information about effective public participation spectrum.
- e) Sheriff's report – Skamania County Sheriff's report for Council review.
- f) Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed is attached for Council's review.
- g) Planning Commission Minutes – Minutes from the February Planning Commission are attached for Council information. The March meeting was cancelled due to lack of quorum.
- h) Chamber of Commerce Activities – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in March, 2016.

CITY ADMINISTRATOR AND STAFF REPORTS

City Administrator Nick **HOGAN** presented information and updates for Council members.

1. There has been an annexation request received from Rick Pauly and Kim Salvesen-Pauly for property recently purchased on west side of Bone Road. **Hogan** advised Council

members there would be information about the annexation process provided in next month's Council meeting. **WOODRICH** reminded the Council members of the level of their control in the process.

2. Provided an update on expenses related to the installed Railroad Russell Avenue Crossing Quad-gates. The City was recently notified that following a joint phone conversation between Mayor **COX**, Public Works Director **Hansen**, City Administrator **HOGAN** and BNSF, BNSF agreed to write-off all expenses in excess of their estimated cost, saving the City of Stevenson nearly \$100,000.00 on the final cost of the project.

Public Works Director Eric **HANSEN**, presented information and updates for Council members.

1. Wastewater facilities plan and general sewer plan update.
2. Working with the consultant to address high-loading of wastewater system imposed by newer high-water use businesses (distillery, brewery, cidery) to look at the cost of pre-treatment over expanding the wastewater facilities and meeting with those business owners.
3. Kanaka Creek improvement project - still in the right-of-way approval process. WSDOT approval is required for parts of the plan, which might delay the project until next year.
4. Kuskie house acquisition process is on-going.

Planning Director Ben **Shumaker** presented information and updates for Council members.

1. There have not been Planning Commission meetings for last 2 months.
2. Chinidere may soon be submitting a proposal for phase 2 (22 lots) of 4 phases, which are to be completed by September of 2016. They are working with **WOODRICH** to revise that timeline.

MAYOR AND COUNCIL REPORTS

No reports

VOUCHER APPROVAL AND INVESTMENTS UPDATE

March 2016 payroll and April 2016 A/P checks have been audited and were presented for approval. March payroll checks 10316 through 10337 total \$79,630.43, which includes one EFTPS and two ACH payments. A/P checks 10338 thru 10397 total \$105,181.43 including two ACH payments.

PETERSON motioned to approve the payroll and vouchers as submitted. **HENDRICKS** 2nd. Unanimously approved.

ISSUES FOR THE NEXT MEETING

No items.

ADJOURNMENT - 7:33 PM