

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**February 16, 2017**  
**6:00 p.m., City Hall**

**Roll Call**

City Council members present: Robert Muth, Mark Peterson, Jenny Taylor, Frank Cox, Paul Hendricks.

Staff present: Nick Hogan, Ben Shumaker, Ken Woodrich

Community members present: Mary Repar, Justin Gross, Susie Strom, Ashley Johnson, Catie Wright, Pennie Reed, Hannah Garrity, Meg Fritz, Jim Santrock, Cyndi Bratz, Rob Farris.

1. Cox called the meeting to order at 6:01  
Councilmember Amy Weissfeld requests an excused absence to attend an out-of-town work retreat in Enumclaw.

**MUTH** motioned, **HENDRICKS** seconded a motion to approve an excused absence for Councilmember **WEISSFELD** at this meeting. Unanimously approved.

2. CHANGES TO THE AGENDA: There were no changes to the agenda
3. MINUTES: The minutes from January 26, 2017 were circulated for discussion and approval.

**MUTH** motioned, **PETERSON** seconded the motion to approve the minutes from the January 26, 2017, City Council meeting as presented. Unanimously approved.

4. CONSENT AGENDA:
  - a) Liquor license renewal – A&J Stores, spirits retailer.
  - b) Liquor license renewal – Skunk Brothers Spirits Inc, craft distillery.
  - c) Payment of Overtime – Public Works Director Eric Hansen requests payment for 45 hours of overtime worked in January, 2017, during the ice and snow storms.

**HENDRICKS** motioned, **PETERSON** seconded the motion to approve the consent agenda as presented.

**MUTH** asked why the Public Works Director overtime is included on the consent agenda but other public works staff overtime is not. Eric Hansen responded that overtime for Mark and Alex is reviewed and approved by Gordy, overtime for Gordy is reviewed and approved by the Public Works Director. Public Works Director overtime is presented for Council approval as he is an exempt employee and not paid for overtime other than for call outs and emergencies, as per previous council approval.

**TAYLOR** stated she would like to revisit the discussion of overtime pay for exempt employees. Hogan said he would add it to next month's agenda.

Vote on the motion to approve Consent Agenda: IN favor: 3 / OPPOSED: 1. Motion carries.

5. PUBLIC COMMENTS:

Mary Repar commented, as a result of the recent ice storms, many residents will be composting and noted, now is a good opportunity to initiate a City wide composting effort and offered to help get a program started. She also commented she believes a burn ban should be enacted in the City because she feels the smoke from yard debris burns remains bothersome to some asthmatic or other sensitive residents. **HOGAN** said he would look into the composting program.

6. PUBLIC HEARING was called to order at 6:30:

- a) 6:30 – Proposed Ordinance 2017-1103: **SHUMAKER** presented proposed ordinance 2017-1103 and the related staff report for a zoning code reformat to City Council and for a Public Hearing.

**SHUMAKER** discussed proposed ordinance 2017-1103 and the staff report and that the only policies changed were to comply with state law or to clarify existing provisions. As an example, he noted a new policy which creates a definition for a building step-back. He explained a step-back, for every 10 ft above a building max height, the building must be stepped back 15 ft. He said this definition has been unclear and the added definition attempts to clarify. There was general discussion.

**SHUMAKER** also reported changes to put code into compliance with state law changes in references to change the description of mobile/manufactured housing to now read the same as state law in referring to manufactured homes. He reported other updates included revising the definition of an Assisted Living Facility to reflect the current state definition. He noted these changes were necessary because the State preempts city in code regulations and city laws must meet state approved definitions. He commented the Planning Commission has recommended adoption of the reformatted City Zoning Code, as presented, by the City Council.

PUBLIC COMMENT

Rick May asked a question about Accessory Dwelling Units and why they were attached but not in detail. **SHUMAKER** stated he did not have a clear answer of why but noted the definition has not been changed by this reformat and that changes of this type would occur at the policy level in a future meeting.

There was no additional public comment. **COX** closed the public hearing at 6:36 PM.

**PETERSON** motioned, **HENDRICKS** seconded the motion to approve Proposed Ordinance 2017-1103. Unanimously approved.

7. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) Stand Up 4 Teens – Susie Strom, Prevention Services Coordinator for Skamania County Sheriff's Office & One Prevention Alliance, invited City Council members to attend the Stand up 4 Teens event on Friday, February 24, 2017, 9:30 am to 2:15 pm at Skamania Lodge.

Ms. Strom commented her thanks to City Council and explained Stand UP 4 Teens works with our local schools to provide drug/alcohol prevention education for grades K-12. She explained she attended the Council meeting to invite City Council members to the upcoming Stand Up 4 Teens event on 2/24. She noted Stevenson High School chapter of SU4T has 64 members, making it the largest club in school. The representatives, Ashley Johnson (co-event coordinator), Catie Wright (Event Coordinator), Pennie Reed (committee member), Hannah Garrity (committee member) and Meg Fritz (media coordinator) introduced themselves and each invited the Council members to attend their healthy life summit at Skamania Lodge.

8. OLD BUSINESS:

- a) Annual Appointments – **HOGAN** presented the annual appointments list for 2017 and requested Council nominations for filling vacant positions.

**HOGAN** commented the Annual Appointments List needs resolution for two remaining

positions: **HENDRICKS** had been nominated to serve as Ex officio to the Planning Commission and while the city attorney said the position is legal, he noted it is not advisable so **SHUMAKER** is advertising for a citizen to serve as Ex Officio. He also noted **WEISSFELD** declined to serve on the Skamania County Fair Board as nominated at the last meeting. **HOGAN** said if no other City Council members will volunteer to serve on the board, he suggested asking Monica Masco if she would like to serve. No Council members present volunteered to serve on the Fair Board so **HOGAN** said he will extend the invitation to Ms. Masco. He also reported Mary Repar had accepted the invitation to serve on the Skamania County Boundary Review Board.

**HENDRICKS** motioned, **PETERSON** seconded the motion to approve the slate of annual appointments for 2017, as discussed. Unanimously approved.

- b) Contract approval – **HOGAN** requested approval of the 2017 tourism funding contract 8b2 with Columbia Gorge Interpretive Center for a not to exceed amount of \$55,000.

**HOGAN** noted last year the Interpretive Center received an award of \$65K but this year, the Tourism Advisory Committee recommended \$55K, of which the TAC earmarked \$20K for investment in expanding their wedding venue capacity. **MUTH** asked how the \$20K will be reconciled to support their investment in the wedding venue planning or website enhancements and **HOGAN** reviewed the criteria for remittance payments. **PETERSON** asked if the \$55K was set in stone, **HOGAN** confirmed yes – that is the recommendation for the Tourism Advisory Committee.

**MUTH** motioned, **HENDRICKS** seconded the motion to approve the 2017 tourism funding contract with Columbia Gorge Interpretive Center for a not to exceed amount of \$55,000. Unanimously approved.

- c) Contract approvals – **HOGAN** requested Council approval of the Stevenson WiFi project 2017 tourism funding contract with Joe Schlick for a total not to exceed amount of \$6,500.

**MUTH** noted the contract approval was pushed to this meeting so **WEISSFELD** could explain the value of the service. He reported he, nor anyone he has spoken with, see the benefit of the City's investment in a project which isn't usable. **TAYLOR** asked where the service is supposed to be available and **HOGAN** reported he believed it was accessible in downtown, at the waterfront, and at the fairgrounds. When attempted to look on their smartphones, no City Council members were able to see or access the Stevenson wifi signal. **MUTH** commented he still doesn't support the project.

**MUTH** motioned, **HENDRICKS** seconded the motion to discontinue funding the Stevenson WiFi project 2017 tourism funding contract with Joe Schlick. Unanimously approved

**SHUMAKER** asked if the Chamber of Commerce offered to share the cost, if the Council members would reconsider the decision. **HENDRICKS** said he would reconsider but **TAYLOR** commented, in today's day and age of unlimited data plans, the service is just not necessary.

## 9. NEW BUSINESS:

- a) Sewer Plan Update – Tetra Tech presented a briefing to Council on the City of Stevenson Sewer Plan update, recent loadings, and permit compliance.

Mr. Jim Santrock and Ms. Cyndi Bratz presented an update on the status of the City of Stevenson Sewer Plant Update. They were asked by **HANSEN** to provide the City Council an

update on the results of the conference call with the Washington State Department of Ecology, regarding the City of Stevenson Sewer Treatment Plant. Jim Santrock provided hard copies of the PowerPoint presentation to the Council members and staff and submitted the presentation electronically, for public record. He commented the presentation will include a short basic vocabulary lesson, review of the information in the slides and he and Cyndi would answer any questions from the audience at the end of the presentation.

His explained the following terms to City Council:

BOD - is the measurement of how much oxygen is consumed in a sample as an indirect measurement of the loading. TSS - is the measurement of suspended solids.

Mr. Santrock explained, NPDES is a federal program which has delegated permitting of sewer treatment plans to the States which require monthly reporting to the State's Department of Ecology, called a Monthly Discharge Report. He said every plant is required to have a sewage treatment Plan which addresses the mechanical and biological activities of the plant and noted the current plant was built in 1992. Mr. Santrock also added, he was on the City's plant design team and was hired one year ago to perform this update. He summarized the status in one sentence: the City's current sewer treatment plant is nearing capacity.

He reviewed the graphs in the powerpoint presentation. He indicated the blue line represents the plant's monthly average, the green line represents the highest day of the month and the red line of the graph represents the maximum limit allowed under the plant's permit. He explained, when the blue line rises above the red line on the graph, the plant is out of compliance with the permit.

Mr. Santrock noted the BOD load numbers are over the limit of permit. He said flows are higher in the winter, possibly due to excessive rain/ground water which can leak into sewer system through cracked pipes and storm drains. He added in the last two years, BOD loads have been out of compliance with the permit limits at certain times. He stated that something has changed in the past two years to increase loads on the system.

He then went on to discuss discharge from the plant and explained the legend for the effluent discharge graph. He noted the plant had never violated permit limits in past years however, EFF concentration has over reached the permit limits in the last two years.

Cyndi Bratz discussed the scenario which happened in 2011 when loads exceeded the limit and HANSEN had proactively worked with the City's restaurants to manage their load on the sewer system. She noted his efforts were effective in reducing the load on the system and keeping limits in check.

Mr. Santrock reported sample testing of high strength discharges was conducted in Sept 2016 and noted high strength contributors are limited to a small number of commercial businesses. There was general discussion about ingredients which could contribute to overflows.

Mr. Santrock discussed the Maximum Month Flow chart - discussed color legend and discussed what a large impact water flow has and pointed out how and where the City sewer has exceeded the levels allowed under the plants permit. He went on to discuss DOE is concerned if the plant becomes overloaded, noting that BOD/TSS have exceeded permitted levels. He commented how high strength dischargers have a significant impact on the system. He said the DOE is giving the City an opportunity to make a plan to get in compliance.

Jim distributed a Compliance Schedule which indicated all of the steps and actions which need to happen from now until the plant is updated. He said his team has brainstormed some ideas to solve the problem and has developed a capital improvement plan to find long term solutions. He noted that such a plan takes time to implement but the City doesn't have a lot of time as the Department of Ecology wants a response by March 1, 2017.

He reported the representatives at the Department of Ecology acknowledged the time needed to design, fund and build an upgraded sewer treatment plant, but was firm in their direction to put a plan in place to get into compliance in the meantime. He listed some of the possible repercussions if the plant does not achieve compliance, including fines and restrictions being placed on the community. He reported the Department of Ecology has charged the City with developing a compliance schedule which the City will be held accountable to, with the fair warning not to overestimate the goals and risk falling short of meeting them. The Department of Ecology reported the last time they had to impose a compliance schedule, they imposed a moratorium on new construction in the City. Mr. Santrock reported that at the least, the City cannot accept any more high-strength dischargers without Ecology review but that moderate residential construction would probably remain acceptable. He stressed the outcome, if the Department of Ecology imposes their own compliance schedule, the timeline will be very harsh. **TAYLOR** asked if the City can require the Port to mandate their high strength waste tenants to pretreat their waste and **WOODRICH** confirmed, yes. There was general discussion about the past and how to get in compliance. **HANSEN** reported Port tenants have been warned by City staff that a requirement for pretreatment of some sort is coming. **TAYLOR** asked what pretreatment entails and **HANSEN** gave examples of installing extra tanks to oxygenate wastewater or pre-treating waste with additives to break down solids.

**TAYLOR** asked if the plant gets back into compliance, can the treatment plant upgrade be delayed. The Tetra Tech representatives stated no, we would still have a need to pretreat and to expand the sewer plant.

Mr. Santrock went on to say there is good news about the sewer plant too. He reported the City's sewer treatment plant has been operating and self-sustaining since 1992. There was general discussion about spikes shown in the slides. **TAYLOR** asked if all the City manholes in the sewer collection system have been sealed and **HANSEN** reported, almost all had been sealed. **TAYLOR** asked for sewer mains replacement timelines and Cyndi reported it will be included in the update plan coming soon. **MUTH** asked if our treatment plant was properly rated. Cyndi reported the plant was designed with a 28 day retention time, but the five day retention time currently being used is performing well and one short-term fix would be to propose to have the plant re-rated. Ms. Bratz commented the plant was designed to be forgiving and not require a lot of staff. She went on to say the tanks are capable of holding up to double the BOD but will require more solids handling and staffing. She reported more good news and said the tanks can be adapted to handle more load. Mr. Santrock went on to say, the Department of Ecology won't consider re-rating because the City doesn't have the necessary equipment in place. If a re-rating is rate is wanted, DOE is only willing to have the discussion once the plant is expanded. Ms. Bratz also noted, even doubling tanks does not solve projected increasing loads from commercial contributors.

They discussed the need to revisit the City's billing structure to consider adding a high strength user surcharge to handle high strength loads to share the cost burden of the waste management with commercial contributors. Tetra Tech will propose a rate structure as part of the sewer update plan.

HOGAN reported the City will submit the plan on March 1st and asked if members of City Council wanted to hold a special meeting or have the opportunity to review the plan before it is submitted. **MUTH** suggested City staff get the plan submitted and City Council will begin taking on the problem in smaller chunks to find long term solutions. City Council directed staff to evaluate the data and make the submittal. SHUMAKER asked what policy decisions are needed, HOGAN stated none were required at this time. Ms. Bratz commented the plan is mostly complete and she doesn't anticipate much change before it's submitted.

HANSEN confirmed this is staff's highest priority. SHUMAKER asked if residential growth added significantly to the problem and Mr. Santrock reported the DOE said the City can't accept any more high-strength waste without DOE review, but residential hook ups were not mentioned in the call with DOE. Mr. Santrock expressed some confidence the DOE will allow some latitude as long as the City is working towards a solution. HANSEN confirmed the City's testing program has identified the high strength load contributors in the system, which will be addressed as part of the proposed solution.

**WOODRICH** commented on workload for HANSEN related to this project. **TAYLOR** and **MUTH** commented they both want to see monthly updates on this issue.

- b) BRG Walnut Park Proposal - Justin Gross, owner of Big River Grill, presented a proposal to City Council for seasonal lease of a portion of Walnut Park as an outdoor serving area.

Mr. Gross discussed his desire to lease some parts of Walnut Park to provide outdoor seating for guests of his restaurant, Big River Grill. He commented he wanted to take over some of the maintenance of the park, with consent of the City, to make it suitable for outdoor seating. He provided handouts of a proposed design and discussed his general vision for the seating. **HOGAN** reminded City Council they had previously approved deferring to state law on public alcohol service. Mr. Gross went on to say he has worked at BRG for a long time and has always envisioned the area to be a possible center for downtown activity. **MUTH** asked who gives final approval and **HOGAN** stated it will ultimately come before City Council for vote. **HENDRICKS** asked if there will be any impacts to other businesses. Mr. Gross commented he wants to keep the sidewalk access for Farmers Market because it brings a lot of foot traffic to all of the businesses along the street. **TAYLOR** asked if Mr. Gross has plans to beautify the area and Mr. Gross confirmed he wants to, to a reasonable extent. **HENDRICKS** asked if BRG would be responsible for maintenance in the off-season as well and Mr. Gross indicated those details would be worked out if the City Council indicated they would be interested in pursuing a lease. He added, if the Council expresses interest in his plans, he will invest more time and effort into bringing back a more formal proposal for City Council to review. All City Council members present indicated their support for him to move forward with the next phase of planning. Ms. Repar commented it is a public park and while it is good idea she questioned using public land for private use. **WOODRICH** indicated the original dedication of the property to the City will indicate if the City can even lease the property for this use. **COX** directed **HOGAN** to follow up to confirm the original dedication of the land to make sure it's legal.

- c) Contract approvals – **HOGAN** requested Council approval of the five Tourism Funding contracts shown on Exhibit A for a total not to exceed amount of \$17,900. He reminded Council that as per previous discussion, routine annual contracts would be presented as a single exhibit to save Council time, but new or unusual contracts would be presented separately.

**MUTH** motioned, **PETERSON** seconded the motion to approve the five Tourism Funding contracts shown on Exhibit A for a total not to exceed amount of \$17,900. Unanimously approved.

- d) Contract approvals – **HOGAN** requested Council approval of the 2017 tourism funding contract with Columbia Gorge Racing Association to host a championship Regatta for a not to exceed amount of \$2,500. **HOGAN** noted the City wants to work with the CGRA to add temporary boat moorage off East Point Beach, noting underwater anchors already exist. He said the moorings will house up to approximately 10 of the racing boats.

**MUTH** motioned, **PETERSON** seconded the motion to approve the 2017 tourism funding contract with Columbia Gorge Racing Association to host a championship Regatta for a not to exceed amount of \$2,500. Unanimously approved.

- e) Contract approvals – **HOGAN** requested Council approval of the 2017 tourism funding contract with the Port of Skamania County for installation of signage at East Point beach for a not exceed amount of \$6,400. **HOGAN** presented a photo of the new signage which would be installed at the waterfront.

**HENDRICKS** motioned, **PETERSON** seconded the motion to approve the 2017 tourism funding contract with the Port of Skamania County for installation of signage at East Point beach for a not exceed amount of \$6,400. Unanimously approved.

- f) Contract approvals – **HOGAN** requested Council approval of the 2017 tourism funding contract with Walking Man Brewing to host Fools Fest 2017 for a not to exceed amount of \$3,800. **HOGAN** explained the Fools Fest will place in the Spring, when the TAC encourages shoulder season events. The event will take place in the Grain Room, upstairs at Walking Man. **HOGAN** noted that the TAC had imposed a requirement for 50% of the Tourism award to be spent on advertising and marketing, since the funds are intended to promote local tourism.

**PETERSON** motioned, **HENDRICKS** seconded the motion to approve the 2017 tourism funding contract with Walking Man Brewing to host Fools Fest 2017 for a not to exceed amount of \$3,800, with half being dedicated to advertising. **MUTH** inquired why the contract was executed with the general manager of Walking Man instead of with the business. **HOGAN** responded that preparing the contract with the general manager instead of Walking Man was his error and that he would have to correct the contract. Unanimously approved with the revision.

- g) Contract approvals – **HANSEN** requested Council approval of the contract with Berger-ABAM to provide engineering services and project administration for the Gropper Road sidewalk project for a not to exceed amount of \$69,122.

**PETERSON** motioned, **HENDRICKS** seconded the motion to approve the attached contract with Berger-ABAM to provide engineering services and project administration for the Gropper Road sidewalk project for a not to exceed amount of \$69,122.

- h) Contract approvals – **HANSEN** requested Council approval of the contract with Berger-ABAM for Environmental Services related to obtaining a Utilities exemption under the Stevenson Municipal Code for utility work in Critical Areas for a not to exceed amount of \$7,886. **HOGAN** explained this is a Memorandum of Understanding between the Public Works Department and the Planning Department. **SHUMAKER** explained it removes the need to get a permit every time work needs to be performed in critical areas.

**MUTH** motioned, **PETERSON** seconded the motion to approve the attached contract with Berger-ABAM for Environmental Services related to obtaining a Utilities exemption under the Stevenson Municipal Code for utility work in Critical Areas for a not to exceed amount of \$7,886. Unanimously approved.

- i) Contract approvals – HANSEN requested Council approval of the attached amendment #2 to the agreement with OMI for operation and maintenance of the Stevenson Wastewater Plant for a base 2017 amount of \$124,689 and a not to exceed repairs amount of \$5,000. **HANSEN** noted the contract revision reflects a 6% increase over the last contract and explained the City is paying higher power bill due to higher loadings. **MUTH** asked if there is a termination clause and if there is a step-up option to renegotiate the fee. **HOGAN** responded that the fee is renegotiated each year.

**MUTH** motioned, **HENDRICKS** seconded the motion to approve the attached amendment #2 to the agreement with OMI for operation and maintenance of the Stevenson Wastewater Plant for a base 2017 amount of \$124,689 and a not to exceed repairs amount of \$5,000. Unanimously approved.

- j) Contract approvals – HANSEN requested Council approval of the contract with Wallis Engineering to provide Engineering assistance for Public Works Projects for a not to exceed amount of \$10,000 in calendar year 2017. HANSEN explained this contract provides an on-call engineer to review public works projects.

**PETERSON** motioned, **HENDRICKS** seconded the motion to approve the attached contract with Wallis Engineering to provide Engineering assistance for Public Works Projects for a not to exceed amount of \$10,000 in calendar year 2017. Unanimously approved.

- k) Contract approvals – HANSEN requested Council approval of the attached Interlocal Agreement with Skamania County Hospital District No. 1 (EMS) for shared maintenance of the preemptive warning signs to be installed on 1<sup>st</sup> Street for EMS and the Stevenson Fire Hall. HANSEN commented the contract funds the pre-emptive warning signs for stop sign removal.

**MUTH** motioned, **PETERSON** seconded the motion to approve the attached Interlocal Agreement with Skamania County Hospital District No. 1 (EMS) for shared maintenance of the preemptive warning signs to be installed on 1<sup>st</sup> Street for EMS and the Stevenson Fire Hall. Unanimously approved.

- l) Contract approvals – **HOGAN** requested Council approval of Supplement No. 1 to extend the 2016 contract with Wallis Engineering for Development Review Engineering services through December 31, 2017, for a not to exceed amount of \$15,000 for calendar years 2016 and 2017 combined. **HOGAN** stated that the Planning Dept uses Wallis Engineering for reviews of certain applications.

**HENDRICKS** motioned, **MUTH** seconded the motion to approve attached Supplement No. 1 to extend the 2016 contract with Wallis Engineering for Development Engineering services through December 31, 2017, for a not to exceed amount of \$15,000 for calendar years 2016 and 2017. Unanimously approved.

- m) Contract Approvals - **HOGAN** requested Council approval of the attached Interlocal Contract with Houston-Galveston Area Council (H-GAC) to allow the City of Stevenson to purchase goods through the H-GAC cooperative purchasing program. Hogan stated that Fire Chief Rob Farris would like to purchase SCBA's under this new Interlocal Contract.

**MUTH** motioned, **PETERSON** seconded the motion to approve the attached Interlocal Contract with Houston-Galveston Area Council (H-GAC) to allow the City of Stevenson to purchase goods through the H-GAC cooperative purchasing program. Unanimously approved.

#### 10. INFORMATION ITEMS:

- a) EDC Luncheon – **HOGAN** invited Council members to attend the Skamania County EDC Annual Luncheon on Wednesday, February 22, 2017, 11:30 am Skamania Lodge. **COX** noted the City will pay for City Council members who want to attend, at a cost of \$20.00. **TAYLOR** commented she will be in attendance, but not as a City Council member.
- b) CGIC Annual Event – The CGIC annual auction and dinner fundraiser will be held Saturday, March 11, 2017 at the Interpretive Center.
- c) Oregon HB 2131 – Peter Cornelison, Friends of the Gorge field representative, invited Stevenson City Council members to testify before the Oregon Legislature in support of HB 2131, oil spill prevention and emergency response planning requirements, March 6, 2017. **HOGAN** reported **WEISSFELD** hopes to attend and Mr. Cornelison urges other Washington reps to attend.
- d) Surety Bonds Handbook – A Government Leader's Guide to Surety and Fidelity Bonds was distributed for Council information. **HOGAN** commented the City works with surety bonds - some states don't require surety bonds - Harrisburg PA tried to file for bankruptcy when a construction project went wrong. Washington State requires us to use surety bonds for all major construction projects.
- e) Sheriff's report – A copy of the Skamania County Sheriff's report for January 2017 was distributed for Council review.
- f) Municipal Court Cases Filed – Summaries of Stevenson Municipal Court cases filed in 2016 and 2017 were distributed for Council's review.
- g) Chamber of Commerce Activities – A report of the activities of the Skamania County Chamber of Commerce in January 2017 was distributed for Council's review.

#### 11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Nick **HOGAN**, City Administrator  
**HOGAN** reported on the pool drain, and noted the Gorge Night Out in Olympia has been rescheduled for March 23, 2017. He went on to note staff evaluations are about half done. **COX** commented he's never seen performance reviews in all his time with the City. **HOGAN** acknowledged they have not been done regularly in the past but he's trying to get them going again.
- b) Eric Hansen, Public Works Director  
**HANSEN** reported the sidewalk tree chipping program has been delayed to next week and said Columbia Tree Service is hoping to get everyone done next week. He commented CTS is charging the City \$350/day for up to four days. **TAYLOR** noted it should be communicated to residents of the City who use the service, they should not expect chipping services for free every

year. There was general discussion about the work done by Columbia Tree Service and the increased workload of City staff as a result of the storms.

c) Ben Shumaker, Planning Director

**SHUMAKER** discussed his attendance at the Rural Development Initiative (RDI) program. He explained the program focuses on rural areas embracing their limited resources. He noted at the conclusion of the event, participants will receive \$5,000 to complete a project in Stevenson. He reported the EDC and Skamania County are holding a second visioning meeting on the old Hegewald Mill site and said a recent environmental assessment found no ground contamination on the site, which will remove many barriers to the site's development. **SHUMAKER** reported the Planning Commission has started PUD program discussions and has directed staff to develop a draft PUD to begin the review process, noting the Planning Commission members want quick action to meet anticipated growth in construction. **WOODRICH** noted approval of any PUD must be from City Council. **SHUMAKER** explained the Planning Commission's priority is getting a draft to City Council sooner than later and that they will rely on community input from the Comp Plan.

12. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

January 2017 payroll & February 2017 A/P checks have been audited and are presented for approval. January payroll checks 11142 thru 11160 total \$88,288.19 which includes one EFTPS and two ACH payments. A/P Checks 11161 thru 11211 total \$114,569.76 which includes two ACH payments. 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 2017.

**TAYLOR** asked why the City is paying a portion of Julie Mayfield's unemployment. **HOGAN** explained the State recuperates unemployment claims from all employers for the last five quarters. The City of Stevenson paid a stipend to Julie Mayfield for being a councilmember, which results in the City paying a small portion of her unemployment claim.

**MUTH** motioned, **PETERSON** seconded the motion to approve the Voucher payments, as submitted. Unanimously approved.

13. MAYOR AND COUNCIL REPORTS.

**TAYLOR** asked about the recent sewer release. **HANSEN** confirmed there was a sewage release and explained an error in communication was the cause. He reported the communication issue has been addressed to insure another incident won't happen again in the future. He noted he did not know how many gallons were discharged. **TAYLOR** asked Council to address the County water well on Holstrom road and commented that the City owns the water rights. City Council members directed **HANSEN** to take next steps in the process. **TAYLOR** went on to inquire about the City's enforcement of building codes and noted several buildings around the City appear to be out of compliance. She expressed concern for the City's volunteer firefighters entering dangerous habitats. **HOGAN** gave an overview of the City's current nuisance reporting and enforcement program. **WOODRICH** commented many small towns don't have code enforcement officers, adding the process is complaint driven. **HENDRICKS** asked if Council members acting as private citizens can report nuisance problem houses and specifically noted the dangerous condition of the burnt Ash House on Russell Ave. **HOGAN** responded yes, Council members could submit nuisance complaints as can any private citizen. **TAYLOR** wants to make it a priority of the Council to keep an eye on these properties and try to manage them.

**COX** asked if there is any action on Chinidere development. **SHUMAKER** answered there has not been much progress since the last update but noted Phase Four recently went up for sale.

**TAYLOR** commented Insitu will begin operating 55 person shuttles to bring INSITU employees to work from Gresham and Vancouver and asked about how to add a stop in Stevenson. **HANSEN** reported the County controls the bus stop in Stevenson.

**HENDRICKS** commented on his involvement with pedestrian walkway and signage over the Bridge of the Gods. He explained the Port of Cascade Locks previously wouldn't commit to move forward on the project but has recently decided it is now a high priority project.

14. ISSUES FOR THE NEXT MEETING: No additional issues were noted.

15. EXECUTIVE SESSION – City Council entered Executive Session at 8:50 under:

- a) RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate.
- b) RCW 42.30.010.1(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is, or is likely to become, a party.
- c) RCW 42.30.010.1(g) to review the performance of a public employee.

16. RETURN TO REGULAR SESSION – Mayor Cox reconvened the regular Council meeting at 9:32 PM and called it to order

17. CITY COUNCIL ACTION – **MUTH** motioned, **HENDRICKS** seconded the motion to approve the Earnest Money Agreement for \$380,000 for purchase of the property as discussed in executive session, with an extended ALTA title policy and the additional cost of the extended title policy to be covered by the City. Unanimously approved.

18. ADJOURNMENT at 9:34 PM.

\_\_\_\_\_ approved; \_\_\_\_\_ approved with revisions

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Frank Cox, Mayor

Date

*Minutes by Jennifer Anderson*