

AGENDA
CITY OF STEVENSON COUNCIL MEETING
April 20, 2017
6:00 p.m., City Hall

1. **CALL TO ORDER:** Mayor to call the meeting to order and conduct roll call.
Councilmember Jenny Taylor requests an excused absence to attend an out-of-town family function.
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) February 16, 2017 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) Water adjustment – Ron Dickinson (meter No. 403200) requests a water adjustment of \$167.38 for a cracked outdoor faucet which they have since replaced.
 - b) Water adjustment – Nick Stevens (meter No. 401400) requests a water adjustment of \$134.75 for a meter gasket failure on the City’s equipment.
 - c) Water adjustment – Kevin Lucas (meter No. 702980) requests a water adjustment of \$504.40 for a leaking outdoor faucet which they have since repaired.
 - d) Water adjustment – John Henry McCaughey (meter No. 604900) requests a water adjustment of \$662.04 for outside leaks which they have since repaired.
 - e) Water adjustment – Lonnie Hamburg (meter No. 104100) requests a water adjustment of \$303.18 for a water leak which they have since repaired.
 - f) Water adjustment – Rich Watson (meter No. 104900) requests a water adjustment of \$135.34 for a broken water pipe which they have since replaced.
 - g) Special Occasion Liquor License – Pink Sistas Inc. requests a special occasion liquor license to sell beer and wine at the Skamania County Fairgrounds exhibit hall May 20, 2017.
 - h) Special Occasion Liquor License – Skamania County Chamber of Commerce and Alex Hays requests a special occasion liquor license to sell beer and wine at the Skamania County Fairgrounds covered pavilion and exhibit hall July 27 – 30, 2017.
 - i) Liquor License Renewal – Walking Man Brewing, LLC.
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. 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) 6:30 P.M. – General Sewer Plan Update - Public Hearing to review, discuss alternatives, and take public input on the draft City of Stevenson General Sewer Plan update. Presentation by Tetra Tech (contracted engineering group). This is the first of two scheduled public hearings for the General Sewer Plan update.
7. **OLD BUSINESS:**
- a) Sewer Plant Update – Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (Any items not already covered by the Tetra Tech presentation and Q&A period).
- b) Annual Appointments - Planning Commission Ex-Officio Member (filing of vacant position) – The Planning Commission has recommended Paul Spencer for their primary ex-officio member, with David Bennett serving as alternate if Paul is unavailable.
8. **NEW BUSINESS:**
- a) Appeal of Water Leak Adjustment Credit – Jim Severs and Greg Pritt (meter No. 705700) request Council approval of an appeal of their water leak adjustment amount due to the unusual winter snow levels having preventing water meters from being read for four months. They request a credit of the full amount of the leak of \$5,250.96, or the net amount of the leak (after cost of water produced) of \$4,668.07. The leak was from a broken pipe which they have since repaired.
- b) Appeal of Water Leak Adjustment Credit – Garrett Ellis & Amber Corey (meter No. 602500) request Council approval of an appeal of their water leak adjustment amount due to the unusual winter snow levels having preventing water meters from being read for four months. They request a credit of the full amount of the leak of \$2,923.56 or the net amount of the leak (after cost of water produced) of \$2,543.45. The leak was from a broken pipe which they have since repaired.
- c) CRGC Letter of Support – City Administrator Nick Hogan requests Council approval of the attached letter of support for funding of the Columbia River Gorge Commission.
- d) Contract approvals - Avista – City Administrator Nick Hogan requests Council approval of the attached Permit Agreement with Avista Corporation for installation and operation of gas pipelines and equipment in the City of Stevenson.
- e) Contract approvals - SDA – Nick Hogan requests Council approval of the attached contract with the Stevenson Downtown Association (SDA) for 2017 tourism funding in support of establishing and operating a Main Street Program for the City of Stevenson for a total contract amount of \$30,000.
- f) Contract approvals – Kanaka Creek Road Improvements – Public Works Director Eric Hansen requests Council approval of the attached Fuel Tax Grant Agreement / Grant Contract with the Transportation Improvement Board (TIB) for Kanaka Creek Road Improvements.

- g) Contract approvals – Transfer of property for Gropper Road Sidewalk –Eric Hansen requests Council approval of the attached Intergovernmental Agreement for conveyance of property from Stevenson-Carson School District to the City of Stevenson to allow construction of the new Gropper Road sidewalk.
- h) Contract approvals – Gropper Road Sidewalk Bid Authorization Form –Eric Hansen requests Council ratification of the Mayor’s approval of the attached Gropper Road Sidewalk TIB Bid Authorization Form.
- i) Contract approvals – Interagency Agreement with Department of Commerce – Planning Director Ben Shumaker requests Council ratification of the Mayor’s approval of the attached Interagency Agreement with the Washington State Department of Commerce for \$2,500 of grant funds from the Department of Commerce to assist the City with review and update of our Critical Areas Ordinances.
- j) Grant Application Approval – RTC Transportation Alternative Program Grant – Port of Skamania County Executive Director Pat Albaugh requests Council approval of being co-applicants with the Port for an RTC Transportation Alternatives Program grant for Phase III of the Stevenson Shoreline Restoration and Enhancement Project, Waterfront Trail Construction.
- k) Council Approval of Reimbursement Request Signature Authority - City Administrator Nick Hogan requests Council motion authorizing the signing of Federal reimbursement requests for the City of Stevenson as follows: WHEREAS, In order to seek timely reimbursement for proper expenditures related to Federally funded grant projects, the City of Stevenson hereby delegates to the person appointed as the Clerk-Treasurer for the City of Stevenson the authority to legally bind the City solely for the purpose of requesting Federal Grant reimbursement. This authorization shall remain in effect from the date of its adoption until revoked by further action of this agency.

9. INFORMATION ITEMS:

- a) Financial Report - City Administrator Nick Hogan will present the City’s Financial Report for year-to-date revenues and expenditures through March 31, 2017.
- b) Robert’s Rules of Order – The attached summary of Robert’s Rules of Order is attached for Council information.
- c) National Scenic Byways Program Information – Information on the National Scenic Byways program and commercial vehicle restrictions is provided for Council information as a follow-up to last month’s Council discussion.
- d) Sheriff’s report – A copy of the Skamania County Sheriff’s report for March, 2017, is attached for Council review.
- e) Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed is attached for Council’s review.
- f) Planning Commission Minutes – Minutes are attached from the March Planning Commission meeting for Council’s information.
- g) Chamber of Commerce Activities – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in March 2017.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

March 2017 payroll checks and April 2017 A/P checks have been audited and are presented for approval. March payroll checks 11284 thru 11306 total \$80,388.27 which includes one EFTPS and two ACH payments. Payroll Check 11307 replaced lost Payroll Check 11002. A/P Checks 11308 through 11364 total \$506,521.50 which includes two ACH payments and one Cashier's Check (closing company for land purchase). 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. March 2017 investment activity: one \$300,000 TVA bond was called and reinvested in a new callable bond maturing 8/23/19; one \$100,000 Riverview Community Bank CD maturity reinvested at Riverview maturing 9/11/18.

12. MAYOR AND COUNCIL REPORTS.

13. 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.]*

14. ADJOURNMENT – Mayor will adjourn the meeting.