

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

Roll Call

City Council Members present: Robert Muth, Mark Peterson, Jenny Taylor, Frank Cox, Paul Hendricks, Amy Weissfeld

Staff present: Nick Hogan, Ben Shumaker, Eric Hansen, Ken Woodrich

Community members present: Mary Repar, Robert Hopkins

Presenters: Krystyna Wolniakowski from Columbia River Gorge Commission, Kari Fagerness from Skamania County EDC, Andrey Ivanov from Flash Love

1. **Cox** called the meeting to Order at 6:00
2. CHANGES TO THE AGENDA: There were no changes to the agenda
3. MINUTES: **PETERSON** motion to approve the February 16, 2017 minutes as presented. Second by **HENDRICKS**. Unanimously approved.
4. CONSENT AGENDA:
 - a. Water adjustment - Shawn Daughton (meter no. 605800) requests a water adjustment of \$162.36 for a leaking water heater which they have since replaced.
 - b. Liquor license renewal - Fraternal Order of Eagles #1744
 - c. Liquor license renewal – Skamania Lodge
 - d. Special Occasion Liquor license application – The Skamania County Republican Party, at Maple Leaf Events, 401 Maple Way Road, Stevenson WA.
 - e. Payment of Overtime – Public Works Director Eric Hansen requests payment for 17 hours of overtime worked in February, 2017 for snow removal and water & sewer plan callouts.
 - f. Training Request – Building Inspector Karl Russel requests retroactive approval to attend a two day workshop, “20th Annual Building Officials Short Course”, in Leavenworth, Washington, March 15 and 16th, 2017. Approximate cost to the City will be \$579 plus use of a city vehicle. This training is requested in place of a workshop approved by Council on January, 2017, for a two-day workshop “2017 Annual Education Institute”.
 - g. Training Request – Public Works Director Eric Hansen requests approval to attend a three-day “Management & Supervisory Leadership Training Program” in Issaquah, Washington, May 20 to 22, 2017. Approximate cost to the City will be \$1,255 plus use of a city vehicle.

Discussion about consent items to clarify any issues/questions.

Motion **Muth**

Second **WEISSFELD**

Unanimously approved

5. PUBLIC COMMENT:

Mary Repar – Discussed the traffic/stop sign removal on Russell Ave, and the updating to the exterior area of the Grange building. Mary commented that parking spaces are being lost due to the traffic change. She requested a parking study be completed. She mentioned the amount of traffic at the Post Office and the amount of and parking that takes place there. Mary also shared a Memo regarding the issue of stop signs and their importance. She suggested a study be done.

Mary also discussed the gardening and improvements being done to the Grange.

Robert L. Hopkins – comments on speeding in other communities: North Bonneville and Carson. Requested that the City of Stevenson do something about the traffic problem. Additional comments about road safety were made. He would like a round-about at the West end of Stevenson and at the East end of Stevenson. Expressed concern about the removal of the stop signs.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

a. Columbia River Gorge Commission

Krystyna Wolniakowski– Presented the Report from Jessica Gist to Columbia River Gorge Commission titled “Gorge 2020 Management Plan Public Scoping Summary Report”. The report presented information about the National Scenic Area and issues that relate to Stevenson and Skamania County. Discussed revision to the current National Scenic Area Management Plan; some updates have been done in 2004 but the plan was written 30 years ago and she said it is time to update it. Suggested review and revision due to climate and forest change issues. Further discussion was made to describe the nature and purpose of the act. Included a handout about Public Listening Sessions. Additional handout presented providing comments from various listening sessions, agency partners, county planners, WSDOT, ODOT, and others. Gorge Commission offers a public comment form in both print and online. **WOODRICH** commented regarding what happens in the urban areas affects the rural areas in the national scenic areas. Additional discussion about utility structures being specifically described in the management plan. **WEISSFELD** brought up the topics of trains and the hazardous products transported on them. Additionally she brought up the traffic revisions and the ability to make HWY 14 a scenic by-way. She would like to forward information to Krystyna about scenic by-way status. **WEISSFELD** asked **HOGAN** to forward the information to Krystyna. **HOGAN** reported that WSDOT had stated previously trucks could not be limited by a scenic by-way status, but he would verify his recollection against Brian McNamara’s previous research and emails on the subject.

b. Skamania County Economic Development Council

Kari Fagerness – Presented an update of the activities of the Skamania County EDC. Stated City Administrator Nick Hogan had requested she make EDC presentations twice a year. Cindy Bradley is the new office manager for the EDC. Paul Hendricks and Tom Lannen are new Board members. Discussed emergency management and funding for costs due to the storms from the winter months. Met with state emergency management and other agencies, the winter storm was not eligible for FEMA funding because statewide thresholds were not met. Businesses are struggling but working on recovery.

She's been going to leadership courses and planning a community project with a budget of \$5,000. Discussed the projects on the .09 funding list. The community pool is planning to open in the spring with use of .09 dollars. Regional Transportation Counsel funding to connect trails and shoreline in Stevenson, project working with the Port. Working with One Gorge Group, March 23rd will have an activity to meet with legislators. Stevenson Downtown Assoc, goal is to work on plaza and downtown area; in process of hiring part time executive director. Annual luncheon, 111 in attendance located at the Skamania Lodge; it was very successful. Comments on Scenic Gorge Act, helping develop ideas on how the EDC affects the act and Gorge Commission. Presented at PUD Commission in January. Met with IQ Credit Union to share information about EDC programs and how they can work together for the benefit of the community. \$592K and \$360K in loan programs. She is attending a conference in March and will be attending a conference in Michigan in April.

c. Flash Love

Andrey Ivanov – Presented the purpose of Flash Love. Typical event is on a Saturday 4-5 hrs long. Provides food and funding for the event. Said they met with school officials and they are supportive. Would bring youth from the Clark County area to work with youth from Skamania County to clean up the town. Presented a video.

7. OLD BUSINESS

a. Sewer Plant Update

Eric Hansen – Provided an update on the Stevenson Wastewater System Plan and the Compliance Schedule. Timeline included in packet. Described suggested upgrades and steps taken to improve the Stevenson Wastewater System. **TAYLOR** suggested using Dirt Hugger. Dept of Ecology has not yet reviewed the email **HANSEN** sent to them about the compliance schedule. **HANSEN** says the Notice of Order would open up additional funding opportunities. Discussion was had about the need of a Notice of Order. Mark Peterson discussed that more water is treated seasonally and requesting getting estimates for replacing lines. Additionally **PETERSON** brought up the rate structure; wants funds designated for Sewer Funds and would prefer a financial expert to present a rate structure to the counsel. **HOGAN** explained a cost of service study is included in the existing plan, including getting recommended rates from a financial expert. **HENDRICKS** suggested grants. **HOGAN** stated that Planning Director Ben Shumaker is working with the EDC and others to research potential grant sources. **HOGAN** stated \$300-500K was in the sewer fund in SDC's for the water and sewer systems, however it wouldn't be the millions needed to upgrade the systems. **WEISSFELD** said that Timber Dollars would be good to use, **HENDRICKS** disagreed. After a brief discussion, a decision on whether or not to use Timber Dollars for the sewer plant was tabled for the time being. Further comments were made that the current costs are too low for new connections for water and sewer. Kari Fagerness commented on funding sources, and the importance of the current rate structure and how it applies to receiving grant money. Discussion of the Facilities Improvement Plan will be held at a Public Hearing during the next Council meeting.

b. Nuisance Complaints

Nick Hogan – Presented documents from the meeting packet. Described the process of handling a nuisance complaint. The nuisance complaint form is available in paper and online and can be submitted anonymously. **HOGAN** presented a summary of the past three years of nuisance complaints,

says 15-20 nuisances are normally reported per year. Nuisances are assigned to staff based on specific staff expertise. **WEISSFELD** suggested the two unresolved complaints from prior years be brought forward to the current year's list and updated to show they are still being worked on.

c. Traffic Calming Devices

Eric Hansen – Provided a Memo on Traffic Calming Devices. **HANSEN** described his recommendations and discussion was had about the funding and costs of each recommendation. A state grant would possibly allow \$150-200K in funding which would need to be used over a period of 3 years. Further discussion was had describing each recommendation. Discussion was had about the removal of the stop signs. Discussion ensued about calming devices throughout Stevenson. **HENDRICKS** requested striping discussion at a later meeting. **HANSEN** offered to bring it back for further Council discussion in July when we are preparing for striping of streets by Clark County.

d. Overtime Pay for Exempt Employees

Nick Hogan – Provided documentation about the current Overtime Pay Policy. Description of the history and how the current process takes place was provided. Totals of overtime pay for each employee for 2016 was provided for council review. Council discussion followed regarding overtime pay; compared paying exempt/salary employees overtime vs. comp time. **HOGAN** explained he wants to evaluate week day and weekend coverage by employees. Discussion was had regarding employees carrying the cell phone as “on call” employees, and if that pay is built into their salary or not. **TAYOR** described how some companies pay compensation for “on call” employees. Hogan stated he would look into the issue further, including meeting with our public works employees, and bring a recommendation to a future Council meeting.

e. Property Acquisition

Nick Hogan – Discussed the Fire Hall Property on Rock Creek Drive. Explained property taxes - City is exempt but certain forms will need to be completed to verify tax exempt status. Additional discussion was had about a possible extension for Closing with Columbia Gorge Title Company to obtain the extended title report. **HOGAN** reported and Klein and Associates had completed verification of the previous Meets & Bounds survey, walked the property boundaries to check for physical encroachments, and prepared an “exhibit” of the property to document the property and the previous survey. Klein Surveying’s geotechnical engineer reviewed the ESA I & II report about the property; no environmental concerns were found in association with the site that would impede the City from using the property as proposed. (See Klein & Associates ESA I and II review memo dated March 15, 2017).

Motion to reconsider council’s previous approval for the purchase of real estate for a fire hall site to change the requirement for an ALTA extended title insurance policy to an ALTA standard title insurance policy by **MUTH**. Seconded by **PETERSON**
Unanimously approved

Motion to authorize the Mayor to sign and approve final closing documents with a standard title insurance policy by **HENDRICKS**. Seconded by **PETERSON**.
Unanimously approved

8. NEW BUSINESS

a. Contract Approvals

Eric Hansen – Discussed the amendment with Tetra Tech, explaining the actions and financial changes. Clarification/discussion was had to determine what would change. **PETERSON** requested more information and more results from Tetra Tech for the current amount that was paid to them for their work on the rate structure and base rates. Additional discussion described what will be entailed in the Capital Improvement Plan and that the draft plan will be presented next month. **WOODRICH** explained that there are WAC rules related to fee structures.

Motion to approve prime amendment #1 by **MUTH**

Seconded by **WEISSFELD**

Vote: In favor 4 / Opposed 1. Motion Carries

b. Utilities/Maintenance Worker Job Description

Eric Hansen – Described updates to job description for Utilities/Maintenance Worker . Discussion of current qualifications/certifications of current employees. Hansen clarified that this job description changes does not change the salary schedule.

Motion to approve by **HENDRICKS**

Seconded by **PETERSON**

Unanimously approved

c. Support of the State-wide Tourism Marketing

Nick Hogan – Presented letter from OneGorge

d. Public Works Department Temporary Employee

Eric Hansen – Requested Council approval of posting and hiring a Public Works Department temporary employee including two changes: Increasing the hourly pay to \$16 / hour and adding a clause that this position could potentially be converted to a normal full time position in the fall pending further review by staff and Council. **HANSEN** said he requested these changes to draw a bigger applicant pool for the temporary position (we had two applicants for this position last year). **HOGAN** explained that staff was not ready to make this recommendation yet, but would like Council approval to consider it further in the fall.

Motion to approve by **PETERSON**

Seconded by **HENDRICKS**

Unanimously approved

9. INFORMATION ITEMS

a. County Well

Eric Hansen – Described discussion with Skamania County Board of Commissioners to acquire the well. Discussion was had about access easement to the well. **HANSEN** described his discussion with the Skamania County Board of Commissioners and they were in agreement for the City to acquire the well. **WOODRICH** drew up an agreement for the City to acquire the well. It will be revised and forwarded to the County shortly.

b. Skamania County Ice Storm Hotwash

Eric Hansen – Review of the Summary provided by John Carlson, Skamania County Emergency Management Coordinator.

c. Nuisance Complaint 2017-01

Nick Hogan – Informed Council that Nuisance Complaint 2017-01 had been received from Barbara Robinson about the removal of the Stop Signs. She also requested concrete barriers be reinstalled.

d. Sheriff's Report – information included in packet for review, no discussion was had.

e. Municipal Court Cases Filed – information included in packet for review, no discussion was had.

f. Planning Commission Minutes – information included in packet for review, no discussion was had.

g. Chamber of Commerce Activities - Nick Hogan asked approval to schedule the Chamber Executive Director report twice per year (instead of quarterly). No objections from Council.

10. CITY ADMINISTRATOR AND STAFF REPORTS

Eric Hansen – Provided information about grant activities. Described the benefits of LED lights in the City. Also information about a grant for engineering for the replacement of Rock Creek Bridge.

Ben Shumaker – Planning developments. Described the process currently underway to revise Stevenson Municipal Codes to include Planned Unit Developments and the information gathering from other communities. A developer would need to complete a development agreement as part of the land development application. A press release will be put in the paper regarding a public hearing. Hoping for April meeting for May adoption or May meeting for June adoption. Described the funding for updates on current project. Provided additional detail about scenic by-ways and the effect on trucks. **Weissfeld** asked about the bare concrete wall on the trail of the Gods. HOGAN responded that painting of the wall was approved by Council but waiting for drier weather to complete.

11. VOUCHER APPROVAL AND INVESTMENT UPDATES

Motion to approve by **MUTH**

Second by **PETERSON**

Unanimously approved

12. MAYOR AND COUNCIL REPORTS – No reports

13. ISSUES FOR THE NEXT MEETING – No issues for the next meeting

14. EXECUTIVE SESSION – City Council entered Executive Session at 8:32 under:

- a. 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.

15. RETURN TO REGULAR SESSION – Mayor Cox reconvened the regular Council meeting at 8:37 PM and called it to order

16. CITY COUNCIL ACTION

No action taken

17. ADJOURNMENT at 8:42 PM.