

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 20, 2017
6:00 pm City Hall

1. **CALL TO ORDER:** Mayor Cox called the meeting to order at 6:00 PM. Council members present were: Robert Muth, Mark Peterson, Paul Hendricks, and Amy Weissfeld. Staff present: Nick Hogan, Ben Shumaker, Ken Woodrich, Eric Hansen. Guests: Mary Repar, Jim Severs and Greg Pritt, Pat Albaugh, Scott Anderson, and Tetra Tech staff.

MOTION: **MUTH** moved to approve Councilmember Jenny Taylor's request for an excused absence to attend an out-of-town family function; **HENDRICKS** seconded. Unanimously approved.

WEISSFELD requested that all motions include the name(s) of councilor(s) who vote for and against each motion.

2. **CHANGES TO THE AGENDA:** Pat Albaugh, Port of Skamania Executive Director, asked that agenda item 8.H be moved to earlier in the meeting.
3. **MINUTES:** MOTION: **WEISSFELD** moved to approve the March 16, 2017 minutes as presented; **MUTH** seconded. Unanimously approved.
4. **CONSENT AGENDA:** The following items were presented for Council approval:
 - 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 – Hogan 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 broWoodrich 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.

MOTION: **MUTH** moved to approve the consent agenda; **WEISSFELD** seconded. Unanimously approved.

5. **PUBLIC COMMENTS:**

Mary Repar, as Grange Master, reported that the \$48,500 grant Skamania County received from WA State Department of Commerce for the Grange Hall improvements didn't go away, as reported to her by Larry Douglass of Skamania County. Mary said she's been working with Senator King since 2012. She believes this funding could be used to design the needed improvements to this County building so it could be used as a public space with parking and commercial kitchen or other uses. She requested that the City and other community groups support this effort. WOODRICH wondered if the tourism lodging tax funds could be connected to this project as a function of supporting the fair and tourism. Mary said the fair funding could be cut by state legislation and asked the City to contact our state Representatives to support this funding.

6. **PUBLIC HEARINGS:**

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 was held. Tetra Tech (consultants) presented its draft findings. This is the first of two scheduled public hearings for the General Sewer Plan update.

Hansen introduced the Tetra Tech team: Cyndy Bratz, Gordon Monroe, and Hunter Bennett-Daggett. Cyndy presented Tetra Tech's DRAFT initial assessment report via PowerPoint; she said they are looking for input from the City now to complete the final Plan. [See City of Stevenson website for full report]. Cindy discussed the alternative plans of action. Alternative 1A has been tabled (DOE wants different design). Alternative 1B; Alternative 2, fewer improvements but still a lot. The estimated cost, based on limited data collected and modeled, would be \$15 to \$16 million for all of it, with a 4 to 5 year project duration. Since only 2 weeks of sampling were done, the final costs could change with more accurate data. Backwoods Brewing should provide a more accurate projection of how much they might grow. The City met with the stakeholders (discharging businesses) today; the dischargers believe they are over rated for loading. Woodrich thinks a project this size would need to be bond-funded and grant-funded. Cyndy said Katie is expert in financing. Hansen explained that Alternative 1B is more labor intensive for the City. The current treatment plant was constructed in 1994. **WEISSFELD** asked if the City should plan for 30 years instead of 20. More data on service required by the City to maintain Alternative 1B is needed. Hogan explained that even if all Port tenants stopped producing, the City is still pushing the limit. **MUTH** asked about the proximity to Rock Creek for the facility expansion. Hansen said data modeling shows the flow will push to the east or rush by. Shumaker said ERU growth should be considered and monitored. Cindy did not prepare costs for pretreatment program but gave some comparisons with a current similar project at the City of Salem. Hansen explained the sampling/testing process and said potentially a half-time employee would be needed for sampling under Alternative 1. A chargeback to users was discussed; Cyndy said it's a standard procedure. Backwoods had to leave Carson since it's septic system couldn't keep up with its production. Brewery sites have same problems. Troutdale has similar situation. Tetra Tech will call three cities for rate structure and pretreatment program costs. Skamania Lodge contributed a lot of money to the 1994 plant construction, they said in the stakeholders meeting earlier today. These are issues these industries face wherever they set up business. Woodrich said it may be time for a rate study. Cyndy said they are working on preliminary groundwork for a rate study. Hogan said Tetra Tech will give us recommendations for a rate increase and pretreatment requirements.

WEISSFELD asked Hansen what the City's plan should be. Hansen explained two main themes from the earlier stakeholders meeting today: (1) the City needs to confirm the businesses anticipated growth rate. (**WEISSFELD** requested Port businesses lease durations; Hansen will find out.) LDB had pointed out in the meeting today that they put a lot of water into bottles, not all in the drain. **MUTH**

noted the City has known this was coming for the past 9 years; at some point we just need to move forward with a plan. (2) Producers need to pay for pretreatment.

There was discussion about where to site a pretreatment facility at the Waterfront. Hansen said it could be between the River Point building and Cascade Ave. Mary Repar noted beverage producers are defined as high-load dischargers; future other producers could be fermented products, etc. **WEISSFELD** said our waterfront should not smell bad and **HENDRICKS** is concerned about the visual impacts. Hansen said the facility would not cause a significant change to this site but it would need odor control facilities. Mary doesn't think the City should pay for developers down the road (re: urban growth boundaries). Mary wondered if the old Co-Ply property west of the City could be annexed. Mayor **COX** said it's possible if the property owners provide a plan. Tetra Tech's presentation concluded at 7:41 pm. **WEISSFELD** requested the City put notices in City water client billings to let them know when Tetra Tech will be back. Mayor **COX** closed the public hearing at 7:41 pm.

7. OLD BUSINESS:

a) Sewer Plant Update: Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule on items not already covered by the Tetra Tech presentation. Hansen received notice of the City's violation; no fine was imposed. He prepared and provided the compliance schedule to the Department of Ecology (DOE). **WEISSFELD** asked if there are any short term fixes the City can provide in the interim. Hansen said system users can install grease traps, etc. and that the City is looking at some process changes for businesses which wouldn't cost much to the City. Hansen said more extensive sampling of the dischargers needs to be done, which will cost another approximately \$60,000 to the City before the City can complete the Plan. **MUTH** wondered if the City will be able to re-coop some of these expenses from the dischargers. Woodrich suggested the dischargers or property owners could join in on sampling costs, since as of now for the Waterfront it's potentially a \$5 million project. Better data could reduce the real costs. Hogan said comments from the dischargers meeting held at City Hall today were that sampling points and flow measuring were not done thoroughly. LDB needs better flow meters. Hansen said the City installed the flow meters for Backwoods and Skunk Brothers but not LDB's. The Council concurred the City needs to do what it can to get better data.

b) Annual Appointments - Planning Commission Ex-Officio Member (filling of vacant position): The Planning Commission recommended Paul Spencer for their primary ex-officio member, with David Bennett serving as alternate if Paul is unavailable.

MOTION: **MUTH** moved to approve the Planning Commission Ex-Officio Member Paul Spencer; **HENDRICKS** seconded. Unanimously approved.

MOTION: **MUTH** moved to approve the Planning Commission Ex-Officio Alternate Member David Bennett; **HENDRICKS** seconded. Unanimously approved.

8. NEW BUSINESS:

a) Appeal of Water Leak Adjustment Credit: Jim Severs and Greg Pritt (meter No. 705700) requested Council approval of an appeal of their water leak adjustment amount due to the unusual winter snow levels preventing water meters from being read for four months. They requested 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 that they have since repaired. Hogan reviewed the leak adjustment rules with the Council. Woodrich noted the City can't give a "gift" of public funds so the City can't give a rebate on its cost of production.

WEISSFELD asked if they can they go to their home owners insurance; public member answered only for interior costs. Hogan assured Council that all meters have been read so these are the final amounts:

MOTION: MUTH moved to approve the Severs and Pritt rebates of \$4,668.07; **HENDRICKS** seconded. Unanimously approved.

- b) Appeal of Water Leak Adjustment Credit: Garrett Ellis and 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 requested 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.

MOTION: MUTH moved to approve the Ellis and Corey rebates of \$2,543.45; **HENDRICKS** seconded. Unanimously approved.

- c) CRGC Letter of Support: City Administrator Nick Hogan had requested Council approval of a letter of support for funding of the Columbia River Gorge Commission. This item was deleted from the agenda as per Hogan's request.
- d) Contract approvals – Avista: City Administrator Nick Hogan requested Council approval of the Permit Agreement with Avista Corporation for installation and operation of gas pipelines and equipment in the City of Stevenson. Hogan explained it was a franchise request that's been converted to a permit under the City's Right of Way procedures. **WEISSFELD** asked if there is anything else the City can do environmentally for the city? Woodrich said adding Avista service within new subdivisions would be good, but that the market usually drives that, and that it was a long process to work this out with Avista. If we get another franchise request for telecommunications we'll do that. **WEISSFELD** asked Woodrich if we're missing any real opportunities. Woodrich noted a Memorandum of Understanding (MOU) could be developed for public works habitat friendly work. Currently builders have to obtain a permit for everything they do.

MOTION: HENDRICKS moved to approve the Avista Contract; **PETERSON** seconded. Unanimously approved.

- e) Contract approvals – Stevenson Downtown Association (SDA): Nick Hogan requested Council approval of the contract with the 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. Hogan provided background: Council approved the contract a few months ago on a reimbursement basis. Scott Anderson requested it be changed to have it set up like the Chamber, billed monthly. Events are different—they're on a reimbursement basis. The SDA would bill 1/12th each month with a monthly report of what's been done. The SDA has been interviewing for an Executive Director, which is a part-time position. **HENDRICKS** revealed he is an applicant for this position so will abstain from voting. Mayor **Cox** asked if the Stevenson Business Association is going to be replaced with the SDA. Anderson explained the SDA will take over some of the deliverables of the SBA and re-allocate some of the SBA's duties, but the SBA meetings are well attended by local Stevenson businesses and government agency staff. So no—SBA is not going away. Mayor **Cox** commented that the City already provides \$80K to the Chamber, and another \$80K for events they run for the City. Anderson explained the Main Street Program encompasses much more than just the Court House Lawn Park Plaza project, it also includes issues like support to businesses to make the city attractive to new business and visitors. The Park Plaza is just one part of the picture. **WEISSFELD** asked if this, as a nationwide

program, will continue to need grant funding or City support. Anderson said grants and fundraising will likely continue to be part of its funding picture in addition to funding it generates. The program will adhere to the National Standards.

MOTION: WEISSFELD moved to approve the contract between the City and the Stevenson Downtown Association, using Lodging Tax Funds of \$30,000; **PETERSON** seconded, **HENDRICKS** abstained. Motion approved.

- f) Contract approvals – Kanaka Creek Road Improvements: Public Works Director Eric Hansen requested Council approval of the Fuel Tax Grant Agreement/Grant Contract with the Transportation Improvement Board (TIB) for Kanaka Creek Road Improvements.

MOTION: WEISSFELD moved to approve the Fuel Tax Grant Agreement/Grant Contract between the City and the Transportation Improvement Board (TIB) for Kanaka Creek Road Improvements in the amount of \$123,752; **HENDRICKS** seconded. Motion approved unanimously.

- g) Contract approvals – Transfer of property for Gropper Road Sidewalk: Eric Hansen requested Council approval of the 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.

MOTION: MUTH moved to approve the Intergovernmental Agreement for conveyance of property from Stevenson-Carson School District to the City of Stevenson; **HENDRICKS** seconded. Motion approved unanimously.

- h) Contract approvals – Gropper Road Sidewalk Bid Authorization Form: Eric Hansen requested Council ratification of the Mayor’s approval of the Gropper Road Sidewalk TIB Bid Authorization Form.

MOTION: MUTH moved to ratify Mayor’s approval of the Gropper Road Sidewalk TIB Bid Authorization Form; **HENDRICKS** seconded. Unanimously approved

- i) Contract approvals – Interagency Agreement with Department of Commerce: Planning Director Ben Shumaker requested Council ratification of the Mayor’s approval of the 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.

MOTION: HENDRICKS moved to ratify the Interagency Agreement with the Washington State Department of Commerce for \$2,500; **WEISSFELD** seconded. Motion approved unanimously.

- j) Grant Application Approval – RTC Transportation Alternative Program Grant: Port of Skamania County Executive Director Pat Albaugh requested 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.

Albaugh reported on the draft RTC TAP funding application, with the City as co-applicant, for the Stevenson Waterfront Trail Improvements project (Stevenson Landing to Leavens Point). The partnership is an asset for the application; the project doesn’t require match from the City, although the City already has previously approved Tourism Lodging Tax funds separately for the project. **WEISSFELD** asked if the City applied for this fund before; Shumaker said he’s only reviewed it in the past. **HENDRICKS** wondered if the City should just transfer the City property involved to the Port ownership but it can’t be done since the City’s outfall is on the property. **WEISSFELD** asked if mitigation for Rock Creek would be an issue; Shumaker responded it would not.

MOTION: PETERSON moved to approve the joint City/Port Regional Transportation Council (RTC) Transportation Alternatives Program (TAP) grant funding application; **WEISSFELD** seconded. Unanimously approved.

- k) Council Approval of Reimbursement Request Signature Authority: City Administrator Nick Hogan requested Council authorize the signing of Federal reimbursement requests for the City of Stevenson.

MOTION: PETERSON moved to authorize the signing of Federal reimbursement requests for the City of Stevenson with the following language: "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." **MUTH** seconded. Motion unanimously approved.

9. **Mayor Cox discussed the following information items:**

- a) Financial Report: This item deleted from the agenda per Hogan's request. Will be presented next month.
- b) Robert's Rules of Order: A summary of Robert's Rules of Order was provided for Council information.
- c) National Scenic Byways Program Information: Information on the National Scenic Byways program and commercial vehicle restrictions was provided for Council information as a follow-up to last month's Council discussion. Hogan reminded what Brian McNamara determined last time: no commercial vehicle restrictions are associated with the National Scenic Byways designation.
- d) Sheriff's Report: A copy of the Skamania County Sheriff's report for March, 2017 was provided for Council review. Mary Repar said she had asked the Sheriff why they weren't giving out more tickets and said his response was that they don't get reimbursed for them in district court. She feels this needs to be addressed when their contract is up for renewal with the City. Hogan said Item 9.e addresses the number of tickets issued; 7 tickets were issued in March 2017. **HENDRICKS** asked if the City can install speed limit signs where there aren't any now. Hansen warned of sign clutter, which causes drivers to ignore too much signage. Hansen will provide the acceptable distance between signs to **HENDRICKS** and consider adding more signage. **WEISSFELD** noted the speed limit signage painted on roads has been working well.
- e) Municipal Court Cases Filed: A summary of Stevenson Municipal Court cases recently filed was presented for Council's review.
- f) Planning Commission Minutes: Minutes were provided from the March Planning Commission meeting for Council's information.
- g) Chamber of Commerce Activities: The report was provided to Council of 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: Will work with public works employees to try to come up with a better way to provide weekday and weekend coverage.

Melissa Elliot has been brought in to clean up downtown plantings.

Hogan reported he is pursuing a Master of Public Administration degree and as part of that program is currently taking "Public Personnel Management", a 15 week long 3-credit hour college course.

Hogan asked if the Council wants an annual report from Robert Peterson of the Interpretive Center. The Council agreed this would be good.

- b) Eric Hansen, Public Works Director: you have two new city employees: Tyson Schupback will start work for the City Monday. Tyson is also a volunteer with our Fire Department. There were 31 applications, most we've ever seen. The other new employee is Brian Griffith from Carson, for the seasonal position. There were 7 applications for this position (vs only 2 last year).

- c) Ben Shumaker, Planning Director: Planning department has been very busy. They've denied the first conditional use permit for a commercial wedding venue since the property is not big enough for noise abatement, access roads, and harmony with neighborhood.

They're in the final stages of scales of justice tool and amenities: this includes undergrounding existing utilities, providing fiber to homes (not the line); providing one lot for affordable or workforce housing (bonuses for 9 more, up to 10 lots). Next meeting there will be an update on PUD issues.

Finalized review on critical and aquifer areas; will start working on wetlands; then geohazards. Has been helping Public works by working on a financing plan for \$20 million. 80% may be outside funding at best, or 12 to 20% from outside sources—won't know till more research is done.

He attended a Gorge Commission meeting on Economic Development. Keith Chamberlain said it was the first such meeting that discussed this; the City provided a letter of items for them to consider. Will keep monitoring.

- 11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:** March 2017 payroll checks and April 2017 A/P checks have been audited and were 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 included 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 were 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.

MOTION: **WEISSFELD** moved to approve the vouchers; **HENDRICKS** seconded. Unanimously approved.

12. **MAYOR AND COUNCIL REPORTS.** None

13. **ISSUES FOR THE NEXT MEETING:** None

14. **ADJOURNMENT:** The Mayor adjourned the meeting at 8:10 pm.

_____ approved; _____ approved with revisions

Frank Cox, Mayor

Minutes by Julie Mayfield