

MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 18, 2017
6:00 pm City Hall

1. **CALL TO ORDER:** Mayor Cox called the meeting to order at 6:00pm
Council members present: Paul Hendricks, Robert Muth, Mark Peterson, Jenny Taylor, Amy Weissfeld.
Staff present: Nick Hogan, Eric Hansen, Ben Shumaker, Ken Woodrich; Karl Russell, Gordy Rosander, Mark Tittle.
Guests: Cyndy Bratz of Tetra Tech, Karen Douglass (Stevenson-Carson School District) Justin Gross (Big River Grill), Philip Watness (*Pioneer*), Rick and Julie May.
2. **CHANGES TO THE AGENDA:** None.
3. **MINUTES:** MOTION: **WEISSFELD** moved to approve the April 20, 2017 minutes; **MUTH** seconded. Unanimously approved.
4. **CONSENT AGENDA:** The following items were presented for Council approval:
 - a) Water adjustment—Bonnie Johnson (meter No. 500240) requested a water adjustment of \$310.75 for a leaking under-ground pipe, which they have since replaced.
 - b) Water adjustment—Don Booth (meter No. 402400) requested a water adjustment of \$844.39 for a water main break, which has since been repaired.MOTION: **MUTH** moved to approve the consent agenda; **HENDRICKS** seconded. Unanimously approved.
5. **PUBLIC COMMENTS:** None.
6. **PUBLIC HEARINGS:**
 - a) 6:15 pm—Transportation Improvement Program: Public Works Director Eric Hansen presented the updated Six-Year Transportation Improvement Program (TIP) for Council review and Public input. This was the first of two scheduled public hearings for the annual TIP update.

Eric reviewed the list with the Council. Highlights: the first three projects are being done this year. The City didn't get grant money for the Leavens Street project this year, could be worst public access area in Stevenson. The City will double chip seal Lakeview Road this year. The City was unsuccessful in applying for Preservation funds, but was encouraged to apply next year. Rock Creek Bridge—the City had some free engineering done; there may not be a realignment requirement after all. Item 16 is being performed currently at Hidden Ridge. Item 17 stormwater and sidewalk improvements will be done in 2017. There was discussion about Item 25, a very large project. **HENDRICKS** commented he'd like to see the Russell Street project between First and Cascade Avenue completed soon as he feels it is a safety priority; he encouraged the Council to look at the sidewalks there. Hansen said some sidewalk repair can be done before the full project comes up on the schedule. Hansen reminded Council that the number on the list does not indicate priority.

There was discussion about 40-foot setbacks and new construction 60-foot setbacks. The City would attempt to gain right-of-way (ROW) land from property owners when there isn't a 60-foot ROW on City infrastructure update projects. It was commented that a lot of land is wasted with 60-foot setbacks and that it's not development friendly. **MAYOR COX** said limiting the width of

roads can make it difficult for visitors and trucks and street parking. Rick May suggested these setbacks be designed into Planned Unit Development (PUD) rules and include Covenants, Conditions, and Restrictions (CCR) so the City remains flexible. **WEISSFELD** commented she's concerned about the Kanaka Creek underpass road as it is an emergency exit for the Waterfront in case the railroad should have an emergency shutdown of Russell Street. 6:30 public hearing closed.

- b) 6:30 pm—Planned Unit Developments (PUDs): Planning Director Ben Shumaker presented the draft residential Planned Unit Development regulations that have been developed by the Planning Commission in response to the joint meeting between the Planning Commission and City Council. This was the first of two scheduled public hearings for this issue. Shumaker said the scales of justice and reducing buffers were two focus areas. He's proud of the Planning Commission to have gotten this done so quickly (six months). The process they followed was the action of planning instead of making rigid standards; this is a more active approach where the developer gives some control to the City and gets more flexibility from City. Another focus area was due diligence discovery (wetlands, buffers). He also discussed new incentives for developers and flexibility in lot sizes and reported the Planning Commission felt it's time to retire mobile homes from pre 1976. Tiny homes are being considered. 6:41 public hearing closed.

7. **PRESENTATIONS FROM OUTSIDE AGENCIES—Stevenson Community Pool**: School District Superintendent Karen Douglass updated City Council on efforts to re-open the Community Pool and requested Council consideration of 2018 pool support funding of \$20,000. She said this is just a thinking meeting for the Council on this subject at this time; she will return next month to make her formal request to allow Council time to consider the request. She said they've hired a consultant, a pool manager and lifeguards. **WEISSFELD** asked if this is the annual amount they'll ask for. Douglass said it will be less. She said they received a \$18,500 grant from WA Investment Board. She will have an update on the Consultant fee next meeting. The pool will be open all year except two weeks in September for annual maintenance. The pool is moving forward even though the recent levy was not approved.

8. **OLD BUSINESS:**

- a) Sewer Plant Update: Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule, including an overview of the two options currently under consideration. Hansen explained he needs direction from Council on which alternative to research/pursue. He reviewed some of the progress areas the City has made such as mailing a flyer to water/sewer users instructing them on how to dispense with grease and other items that end up in the sewer. He attended a Port of Cascade Locks meeting on pretreatment requirements and met with two pretreatment companies. He also contacted sludge haulers. The second public hearing on this topic will be in August. Bratz noted they looked at the numbers again after meeting with high-low dischargers who thought the numbers were too high. The biggest difference is in the level of pretreatment; she supplied informational handouts. Secondary treatment would be another change.

The current thought is that pretreatment would occur on location of dischargers, for either option. **PETERSON** said he talked to Albaugh at the Port of Skamania about this; **PETERSON** is not in favor of onsite pretreatment considering the overlay of eateries, breweries, etc. and Skamania Lodge being far from the Waterfront, it would require major piping. **WEISSFELD** said more sampling should be done but Bratz commented that gathering more info won't change what's required at the treatment plant currently. Hansen said the City will do more sampling but currently for the compliance schedule they are using past five years of flow data also. Bratz reiterated that the Department of Ecology (DOE) limits are being exceeded *currently* and in order to comply, pretreatment is needed. Each discharger will have to work individually with DOE. The

City could allow them to pay more or pretreat. Bratz will get cost estimate data to **MUTH** and **WEISSFELD**. They will do a cost study after direction from Council on which direction to go. Hogan said the City is hoping for grant funding for a large piece of the plant construction. Other parts of the funding picture will be market driven. Rick May brought up capacity issues saying we don't want to deal with this again in five years. **PETERSON** said if it's grant funded, he doesn't see the financial or aesthetic advantage of satellite treatment sites, at the Port for example, and thinks it should be a fee assessed to users. **HENDRICKS** agreed. **WEISSFELD** agreed preserving Waterfront aesthetics is very important and said she needs more information. Hansen noted a general site could include a Lab onsite that could sell testing for nearby cities also. Rick May said it's great to see the Waterfront filled up and is concerned that too many fees will drive out businesses; we need flexibility even though they are the dischargers and should be paying. **MAYOR COX** said he's in favor of users of the system paying for it. **MUTH** said we may lose them either way; but whether they leave or not, we are at capacity and have to do this anyway. Bratz said she checked with some comparable cities and found varying arrangements but Stevenson has a unique situation in that it is so small yet a very attractive place to do business. **MUTH** requested they form an ad hoc task committee to meet once every other week, consisting of **MUTH**, Hansen, Tetra Tech (via phone), **PETERSON**, Shumaker and as an Alternate **WEISSFELD**. The Council agreed to this by consensus and chose Alternative 1b as directive to staff.

- b) BRG Walnut Park Proposal: Justin Gross, owner of Big River Grill, updated Council on his request for seasonal lease of a portion of Walnut Park as an outdoor serving area and requested Council approval of financial terms of \$500/month from approximately May 15 to October 15, depending on weather. The City will provide him a list of deliverables and he'll work with the City on upkeep/maintenance and revitalizing the park. The dining area will be blocked off the entire time of lease. Hogan said the City will rely on the Liquor and Cannabis Board's requirements, even though it can be up to the City. Justin plans to have events there and place a public use table/bench on the upper side. Woodrich said it will be a license rather than lease. Justin can remove the bricks containing names of donors and transfer the names to whatever medium replaces the bricks. **WEISSFELD** asked if the monthly fee collected could be earmarked to the park's capital improvement plan. There will be only leasehold tax collected in the first year since Justin will be improving the park in lieu of making monthly payments, based on deliverables set by the City.
- c) On-Call Coverage: City Administrator Nick Hogan updated Council on efforts to develop a proposed modification to the City's on-call policies and the way backshift and weekend public works coverage is provided. Hogan reviewed the City's process compared to Bingen, White Salmon, Washougal, Skamania County, and Skamania County Public Utility District #2. All are different. He met with field crew and Hansen yesterday and will provide more options at next meeting. All agreed on this approach.
- d) Gropper Road Sidewalk Bid Award: Public Works Director Eric Hansen requested Council approval of awarding the Gropper Road Sidewalk project to Crestline Construction pending TIB (Transportation Improvement Board) approval of the bid award. Hansen said Crestline's bid was \$40K lower than engineer's estimate. Crestline is already working locally so has less mobilization expense.

MOTION: **MUTH** moved to award the Gropper Road Sidewalk project to Crestline Construction in the amount of \$226,199 pending TIB approval of the award; **TAYLOR** seconded. Unanimously approved.

9. **NEW BUSINESS:**

- a) Contract approvals—Purchase of County Well: Public Works Director Eric Hansen requested Council approval of the Intergovernmental Agreement for City purchase of the County well for the amount of \$10. He said the City has had an easement and road maintenance agreement and now has the deed. The Council agreed with purchasing the well.
- b) Contract approvals—Stevenson Community Gardens and Agri-Tourism Project: City Administrator Nick Hogan requested Council approval of a 2017 Tourism Funding Contract with Norm Haight to expand and improve the Stevenson Community Gardens and Agri-Tourism Project for a total not-to-exceed amount of \$4,500. He said Ken Daugherty, General Manager of Skamania Lodge, who is on the Tourism Advisory Committee, is very supportive since visitors will have more to see walking around town. The Council requested interpretive signage be designed and installed.

MOTION: **WEISSFELD** moved to approve the contract between the City and Norm Haight for the not-to-exceed amount of \$4,500; **PETERSON** seconded. Unanimously approved.

- c) Reschedule August Council Meeting: Hogan requested City Council reschedule the August Council meeting to avoid having it the same week as the Skamania County Fair as per previous Council request.

MOTION: **PETERSON** moved to move the August City Council meeting to August 24, 2017; **HENDRICKS** seconded. Unanimously approved.

- d) Resolution 2017-297 Surplus Equipment: Hogan presented Resolution 2017-297 for City Council consideration of Surplus Equipment and disposal.

MOTION: **PETERSON** moved to approve Resolution 2017-297; **HENDRICKS** seconded. Unanimously approved.

- e) Planning Commission Letter, Del Ray Sewer Line: Shumaker presented a letter to City Council from the Planning Commission recommending consideration of incorporating a citizen request for a sewer line extension into the City's Kanaka Creek Road improvement plans. Rick May withdrew his request following further information and discussion.

10. **MAYOR COX DISCUSSED THE FOLLOWING INFORMATION ITEMS:**

- a) Sheriff's report—Skamania County Sheriff's report for April.
- b) Municipal Court Cases Filed—A summary was presented for Council review.
- c) Planning Commission Minutes April 2017 meeting.
- d) Chamber of Commerce Activities—A report describing some of the activities conducted by Skamania County Chamber of Commerce in April 2017 was presented.

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

- a) Nick Hogan, City Administrator:

Hogan handed out a transit bus schedule from Insitu provided by Councilor **TAYLOR**.

He reviewed the latest timber pricing summary. A harvest of City timber may occur in late summer; the timber company receives bids from mills before they fall the trees.

Fire Chief Rob Farris asked that he report this Saturday 11:00 to 1:00 Emergency Services is holding a street fair.

Hogan reported on a USDA funding forum he and Shumaker attended regarding potential funding sources; he thanked Shumaker for heading up the effort to locate grant sources for the sewer plant expansion. Council requested the City work with the EDC on sourcing funding for the sewer treatment upgrades and that it be an item for the ad hoc committee also.

b) Eric Hansen, Public Works Director:

Hansen has been negotiating with Skamania County for more land for the sewer plant (property line goes through middle of oxidation ditch); the City conducted a developer walk through inspection for Hidden Ridge—they are interested in selling some lots this summer.

c) Ben Shumaker, Planning Director. He noted Insitu's transit is called Bingen Area Rapid Transit (BART). He gave an update on the Shorelines Management Plan Update. Skamania County is ahead of the City, which is good for us. DOE approves final plan. The City will work from the County's plan, which will help coordinating between jurisdictions. Shoreline substantial development permit coming to you next month (the Port's waterfront restoration fill project). He's still working on the critical areas ordinance update.

12. **VOUCHER APPROVAL AND INVESTMENTS UPDATE:** April 2017 payroll and May 2017 A/P checks have been audited and were presented for approval. April payroll checks 11365 through 11388 total \$81,578.71 which includes one EFTPS and two ACH payments. A/P Checks 11389 through 11443 total \$178,609.38 which includes two ACH payments. Check # 11323 was voided because the class was cancelled. The A/P Check Register and Fund Transaction Summary were presented for review. Detailed claims vouchers were available for review. No investment activity occurred in April.

MOTION: **MUTH** moved to approve the vouchers; **PETERSON** seconded. Unanimously approved.

13. **MAYOR AND COUNCIL REPORTS.**

PETERSON said the City needs to review the system development charges fees if we get lots sold and houses being built. Currently water hookup is \$3,000 and \$2,800 sewer.

WEISSFELD noted the Port has a new sign at East Point that the City contributed to financially. She initiated discussion about the blank concrete wall along Rock Creek where the new trail was built. She asked for the Public Art project idea to be revisited. She volunteered to talk to staff at Skamania Lodge, the schools, and the Interpretive Center for input; the Art Committee could be reconvened. She asked if the City's personnel review and staff satisfaction programs were completed. Hogan said he finished his evaluations and discussions with his direct reports; public works is working on finishing evaluations of public works staff.

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

15. **ADJOURNMENT:** The Mayor adjourned the meeting at 8:03 pm.

_____ approved; _____ approved with revisions

Frank Cox, Mayor

Date

Minutes by Julie Mayfield