

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 15, 2017
6:00 pm City Hall

1. **CALL TO ORDER:** Mayor Cox called the meeting to order at 6:00 pm
Council members present: Paul Hendricks, Robert Muth, Mark Peterson, Jenny Taylor (6:10pm); Amy Weissfeld requested an excused absence.
Staff present: Eric Hansen, Nick Hogan, Ben Shumaker, Ken Woodrich; Gordy Rosander, Mark Tittle, Tyson Schupbach
Guests: Karen Douglass (Stevenson-Carson School District), Philip Watness (*Pioneer*), Rob Peterson (Interpretive Center), Sherriff Dave Brown, Melissa Still (Bigfoot Coffee), Mary Repar, Pat Albaugh (Port of Skamania), Casey Roeder, Kari Fagerness, Joe Schlick.

MOTION: **MUTH** moved to approve Amy Weissfeld's requested absence; **HENDRICKS** seconded. Unanimously approved.
2. **CHANGES TO THE AGENDA:** None.
3. **MINUTES:** MOTION: **MUTH** moved to approve the May 18, 2017 minutes; **HENDRICKS** seconded. Unanimously approved.
4. **CONSENT AGENDA:** The following items were presented for Council approval:
 - a) Water adjustment – Humaira Falkenberg (meter No. 205250) requested a water adjustment of \$336.65 for water leak which they have since repaired.
 - b) Liquor License Renewals – Main Street Convenience Store, Jester & Judge, Clark and Lewie's.
 - c) Special Occasion Liquor License - BOTG Kitefest, July 21-23 and 28-30, 2017, East Point launch.
 - d) Special Occasion Liquor License - American Legion Auxiliary, CGIC Museum, August 12-15, 2017.
 - e) Special Occasion Liquor License - American Legion Auxiliary, CGIC Museum, September 16, 2017.
 - f) Training Request - Public Works employee Mark Tittle requested approval to attend a two-day workshop "Water Treatment Plant Operator II," in Pasco, Washington, November 10 and 11, 2017. Approximate cost to the City will be \$623 plus use of a city vehicle.
 - g) Training Request - Public Works employee Tyson Schupbach requested approval to attend a two-day workshop "Water Treatment Plant Operator I," in Pasco, Washington, November 10 and 11, 2017. Approximate cost to the City will be \$623 plus use of a city vehicle.
MOTION: **MUTH** moved to approve the June 15, 2017 Consent Agenda; **PETERSON** seconded. Unanimously approved.
5. **PUBLIC COMMENTS:** Mary Repar reported on the Stevenson Community Gardens and invited all to visit. Philip Watness reported that this garden project partnered with the Stevenson Farmers Market including the Power of Produce program, and provide activities such as cooking demonstrations, etc, Is providing tokens to children to buy products from farmers, plus education about growing your own food. July 1 is start date for the market.

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 public input and Council review. This was the second of two scheduled public hearings for the annual TIP update. He noted the Port of Skamania’s waterfront trail project is listed because it’s required for Port’s grant application. There was discussion about traffic calming measures to get visitors to the Waterfront easier. **TAYLOR** asked if the projects are ranked or ordered in any way on the list. Hansen said WSDOT says just put them on but they don’t have to be prioritized; he can move projects around as necessary. **TAYLOR** asked for the word “priority” to be eliminated and have them ranked as “most impactful to the most residents.” It was noted Prosser decided not to go forward on the City’s proposal for Lakeview Drive improvements. 6:27 pm hearing closed.

MOTION: **MUTH** moved to approve the Six-Year Transportation Improvement Program; **HENDRICKS** seconded. Unanimously approved.

- b) 6:25 pm – Planning Department Fee Increase: Planning Director **Ben Shumaker** presented Resolution 2017-0296 proposed Planning Fee Increases to become effective August 1, 2017, for public comment and Council consideration. He said it’s not been updated since 2011. It will ensure fees for Planned Unit Developments (PUDs). He reviewed the schedules of White Salmon, Washougal, North Bonneville and Skamania County and found Stevenson is well below their fees; he avoided raising fees much to avoid perception of a barrier. Fees for shortplats compared to subdivisions were made more similar. Land use fee increased from \$10 to \$25. This schedule doesn’t include building permits. **MUTH** would like to see the City’s fees be more similar to the County’s in the next fee schedule update. **PETERSON** asked if the City loses money in processing these. **Shumaker** said yes but that it’s a good use of staff time for the community benefit. 6:36 pm hearing closed. **Shumaker** will bring this back next month after incorporating **Muth’s** comments.
- c) 6:30 pm – Planned Unit Developments: **Shumaker** presented Ordinance 2017-1104, Residential Planned Unit Development (PUD) regulations, for public comment and Council consideration. He explained the Planning Commission considered four topics. They added flexibility for lot size width and depth. They recommended prohibiting new placement of mobile homes, pre 1976. He explained there was much discussion about tiny homes/small homes and much more work has to be done to address these. **Melissa Still** asked why shed sizes are limited saying people rely on sheds (firewood, sporting equipment, etc.) Shumaker said he’d explain it later in the meeting. **Mary Repar** said she attended the County’s planning commission meeting and she believes PUDs should not reward developers for doing the right thing (incentives not needed); these topics are not going away and need a placeholder for discussion. And she expressed that developers should be partners with the City in infrastructure construction, with a cost analysis, since we have a small city and small group of staff. Public hearing closed 6:44 pm

MOTION: **MUTH** moved to approve the Planned Unit Development Ordinance 2017-1104, as amended and presented by Shumaker; **PETERSON** seconded. Unanimously approved

- d) 6:45 pm – Budget Amendment: City Administrator **Nick Hogan** presented Ordinance 2017-1105 to amend the budget for the City of Stevenson to add Fund 308, Gropper Road Sidewalk, for public comment and Council consideration. He reviewed the new fund with the Council, noting the City is under budget on Kanaka Creek Road project and the budget amendment includes moving budgeted revenue “transfers-in” from fund 306 to new fund 308. **MUTH** asked where did the grant come from. **Hansen** said it was a Transportation Improvement Board (TIB) grant and he will continue to apply for this grant for other road projects, as that Board encouraged him to do. **MUTH** asked if being under budget is unfavorable for the City in applying for more

grants. Hansen said the grant is determined based on the engineer's estimate not project costs.
Hearing closed 6:47 pm.

MOTION: MUTH moved to approve the Budget Amendment Ordinance 2017-1105; **HENDRICKS** seconded. Unanimously approved

7. PRESENTATIONS FROM OUTSIDE AGENCIES

- a) Sheriff Dave Brown: Skamania County Sheriff Dave Brown updated City Council on recent activities and items related to renewal of the three-year Law Enforcement contract. He asked if there were any questions. **MUTH** asked if Brown is happy with his staffing. **Brown** said all positions are filled but two of them are in Academy so not on patrol; late September and October they will be graduated. Patrol Sergeant Garrity retired in September. He presented a handout on 2016 speeding citations. He said they are putting effort into traffic enforcement on First Street and haven't noticed much impact from the removal of the stop sign.
- b) Stevenson Community Pool: Stevenson-Carson School District Superintendent **Karen Douglass** updated the Council on efforts to re-open the Community Pool and requested Council approval of pool support funding for 2018 in the amount of \$20,000 as requested in the May Council meeting. She reminded that she gave Council a thorough update recently. She said the key to the success of the pool is participation and partnerships; there is a benefit to each partnership. **Douglass** said Timberlake Campground and Carson Hot Springs are very willing to cross promote the pool, beyond residents. Their budget is due in July. **MUTH** asked if passes can be bought online. She said not at this time. She said they have already 100 lessons scheduled and two pool parties. **Mayor Cox** asked about the pool temperature; she didn't know.

MOTION: TAYLOR moved to approve 2018 Funding of \$20,000 for the Community Pool;
PETERSON seconded. Passed unanimously.

- c) Columbia Gorge Interpretive Center: CGIC Executive Director Rob Peterson updated the Council on recent activities at the Interpretive Center and efforts to expand capacity for hosting weddings and events. **PETERSON** said they've developed a new facility rental publication and are keeping their Facebook and website pages updated. He said they are working with Rachel Bryan for events planning. He's shown the facility to three interested parties in the past few weeks; had a small wedding in the middle of day in rosary collection area recently. On June 8 a National Wildlife agency rented it. There are six events scheduled between August and October and some interest in use for conferences. He's also working with Kristy Arnett for social media updating. There is one wedding scheduled for August with 170 guests; **Mayor Cox** asked if Skamania Lodge is a partner. **PETERSON** said they are but they have lost event staff recently but are trying to be supportive.

8. OLD BUSINESS:

- a) Sewer Plant Update: Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule. He worked with the consultant and committee. Had to cancel a meeting since **MUTH's** schedule changed. Worked with Tetrattech on sampling locations. Other cities impose rate surcharges with various ranges of categories. He looked into biosolids hauling; most companies take 10 days to analyze samples. **MUTH** said the city of Bend, Oregon is anticipating class action lawsuits since they are five years behind. He said Stevenson has got to be ready with our process. **Hogan** said cites our size are hard to find for comparable practices; most our size have not yet implemented high strength discharger rate schedules. As a result, the comparable cities being used are larger than Stevenson.

- b) 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 \$10.00 (carried forward from May Council meeting).

MOTION: MUTH moved to approve the Intergovernmental Agreement for City purchase of the Skamania County well for the amount of \$10.00; **PETERSON** seconded. Passed unanimously.

- c) On-Call / Standby Pay: City Administrator **Hogan** updated Council on his investigation into on-call pay/standby pay for City field crew and requested Council approval of next steps. (Follow-up to Council's previous questions). He welcomed field crew staff that were in attendance - Gordy Rosander, Mark Tittle, and Tyson Schupback. **Hogan** reported it's not completely done yet but he's done some homework, learned a lot about it, and has talked to field crew about this several times. He had spoken with Mary Ann Duncan-Cole (past City Administrator) for perspective on the \$6,000 pay. He asked if it was "certification pay" or "standby pay", she said it's "standby pay" and always has been. We are unique in that Stevenson pays this standby pay to field crew as they get certified, but it is paid for standby pay. Hogan spent three hours reviewing 25 years of City Council minutes and presented a summary handout of past Council discussions on the matter [agenda item 8.c(1)]. Hogan noted that "stand-by pay" and "on-call pay" were used interchangeably in many of the historical documents. From these previous Council minutes, Council's intent had clearly been to pay the current \$6,000 / year as on-call pay. The salary schedule has been revised several times over the past many years, however, and does not clearly state that the current \$6,000 per year is for standby pay. Hogan said he would revise the salary schedule to more clearly show that the \$6,000 / year is for standby pay and bring it to Council for approval next month.

Hogan reported that during his meetings with field crew, two related issues surfaced that he would like to investigate further: 1) He would like to perform a salary review for field crew without including the current \$6,000 standby pay as base salary (for a better apples-apples comparison), and 2) our current method of paying on-call pay tied to certifications could probably be improved upon. Hogan said he planned to meet with field crew and hoped to bring proposed changes related to these two issues to City Council next month.

9. NEW BUSINESS:

- a) Parking Issues on Russell Avenue: **Hogan** referred Council to a letter of concern from **Melissa Still**, owner of Bigfoot Coffee Roasters LLC, regarding traffic and parking issues on SW Russell Avenue. **Still** said parking problems are good news meaning people want to be here. She's talked to other merchants—employees are parking all day long, 7am to 6pm, on the city streets, which prevents customers from parking there. She said tour buses leave cones in parking spots all day; delivery trucks on Cascade Avenue park at angles in front of Clark & Lewie's restaurant taking up several spaces.

Mayor Cox asked what she suggests. **Still** suggested time limits of 30 minutes on the east side of SW Russell and one hour on the West side, and two hours on Second Street. She said meters are possible, but workforce to maintain may be a problem. She also suggested parking coins could be given out to customers after purchase. Also, mitigate waterfront traffic with a trolley or golf carts—hosts could volunteer to do a loop between Skamania Lodge and the Waterfront; encourage parking on Waterfront. Restructuring Russell Street parking with angle parking is also a possible solution. **Hansen** handed out a diagram of angled parking on Russell, which he'd had an engineer review. There was an extensive discussion on angled parking. **Casey Roeder** said the

Chamber sends a letter once a year to Business Association members asking to have employees park away from businesses. She said it hasn't helped necessarily. **MUTH** asked about pricing of meters and said they'd be good on Russell street top down. **Hansen** said he looked into a grant for municipal parking, but didn't get any positive response from property owners as partners. He will contact property owners again. **Woodrich** said White Salmon leases lots from property owners for parking. **HENDRICKS** said he is still an advocate for a thorough, logical data driven solution for the problem and the entire city traffic flow. **Shumaker** said maybe the City could be included in Skamania County's \$300K brownfield grant as part of the Rock Cove Corridor Plan adoption. It could extend to the downtown corridor (\$60 to 80K to look at these issues in a more thorough way). **TAYLOR** said it should be put on agenda next month; she wants to think on it.

- b) Port of Skamania County Waterfront Shoreline Restoration: Planning Director Ben Shumaker briefed Council on a Shoreline Substantial Development Permit application received from the Port of Skamania County and requested Council set the date for a public hearing on this application. Shumaker said a Public Hearing could be held at the next scheduled Council meeting or earlier but not before July 6, 2017. **Albaugh** said he needs approval before the Fill project but not for demolition or stockpiling work.

MOTION: HENDRICKS moved to set the public hearing for the regular July 20, 2017 meeting, at 6:30 pm; **PETERSON** seconded. Passed unanimously.

- c) Contract approvals: **Hogan** requested Council approval of the Tourism Funds Interlocal Agreement with the Port of Skamania County for design and installation of waterfront wayfinding signage for a not-to-exceed reimbursement of \$29,582. **Hogan** presented a handout showing the signage and said the Tourism Committee really likes this plan. The Port is asking for less than originally asked and is matching with \$26K.

MOTION: PETERSON moved to approve the Tourism Funds Interlocal Agreement with the Port of Skamania County for design and installation of waterfront wayfinding signage for a not-to-exceed reimbursement of \$29,582; **HENDRICKS** seconded. Passed unanimously.

10. MAYOR COX DISCUSSED THE FOLLOWING INFORMATION ITEMS:

- a) Port Trail Letter of Support – A letter of support for the Port of Skamania County's application to the Regional Transportation Council.
- b) Sheriff's report – Skamania County Sheriff's report for May, 2017.
- c) Municipal Court Cases Filed – Cases recently filed through May 31, 2017.
- d) Planning Commission Minutes from May 8, 2017.
- e) Chamber of Commerce Activities – for May, 2017.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Nick Hogan, City Administrator
June 22, 2017, 2:00 pm pool reopening ceremony. PERS rates reassessed; raising amount staff must contribute to 7.8 percent (1.26 percentage points net difference). The City of Washougal cannot contract with Stevenson for nuisance enforcement for lack of staff (they employ a person who has a background in dealing with poverty and mental health issues). **Hogan** will review SDCs connection fees; have to hold public hearing; getting help with Tetratex on this. All staff evaluations are complete, including public works employees.

- b) Eric Hansen, Public Works Director
Trees damaged in ice storm were replaced on First Street and tomorrow on Second Street. Kanaka Creek Road project is starting, with completion by Monday for the Friday pool opening. Hidden Ridge work is being done. He met with Justin Gross from Big River Grill on Walnut Park Improvements; they are not in a hurry to get ready so not using area until end of summer likely.
- c) Ben Shumaker, Planning Director
He's been busy with four lots short-plat approval last week and Shoreline Program with the Planning Commission. A neighbor of Wee Care has reported recurring U-turn safety issues. Wee Care has an existing nonconformity or under umbrella of church that was there. **Shumaker** said this is an example of where our process failed us or will continue to fail us. Traffic studies and improvements are needed. He also reported on using a communication technique he learned in a rural leadership course he's been taking called PRES (point, reason, example, summarize). He used it in the Planning Commission meeting to solicit their ideas on what they'd like to see worked on next. The commission responded with some support to look at other residential issues—tiny homes, waterfront issues, design standards and parking and broader plan of including Rock Cove were biggest issues. **TAYLOR** asked about Chinidere. **Shumaker** said the first 27 lots were recorded; waiting for more in process; some are selling already and he approved three single-family homes construction today.

12. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

May 2017 payroll & June 2017 Accounts Payable checks have been audited and were presented for approval. May payroll checks 11444 through 11469 total \$87,110.79 which includes one EFTPS and two ACH payments. A/P Checks 11470 through 11528 total \$263,102.90 which includes three ACH payments. A/P checks 11484 and 11510 were voided and reissued to correct clerical errors. The A/P Check Register and Fund Transaction Summary were presented. No investment activity occurred in May.

MOTION: **MUTH** moved to approve the vouchers; **HENDRICKS** seconded. Passed unanimously.

13. MAYOR AND COUNCIL REPORTS.

HENDRICKS said he accepted an offer to serve as Executive Director of the Stevenson Downtown Association. Woodrich said **HENDRICKS** will have to recuse himself from voting when the SDA contract is up for renewal but other than that no conflict-of-interest exists with his City Council position. Submitting invoices on behalf of SDA to the City of Stevenson would not be a conflict of interest as the underlying contract has already been approved.

14. ISSUES FOR THE NEXT MEETING: **Rick May** requested engineering standards for public works be on the agenda for shared driveways. Council agreed to take another look.

15. EXECUTIVE SESSION – City Council convened into Executive Session at 8:09 PM under RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate. Mayor Cox invited Nick Hogan, Ken Woodrich, Pat Albaugh, Kari Fagerness, and Tourism Advisory Committee members Casey Roeder, Joe Schlick, and Ken Daugherty to join Council for the executive session.

16. RETURN TO REGULAR SESSION: **Mayor Cox** reconvened the regular Council meeting and called it to order at 8.38 PM.

17. CITY COUNCIL ACTION:

MOTION: **MUTH** moved to instruct staff to proceed with the actions discussed during executive session and authorized the award of Tourism Funds money in an amount no to exceed \$200,000 to the Port of Skamania County for the purpose of property acquisition as discussed in executive session; **HENDRICKS** seconded. Passed unanimously.

18. ADJOURNMENT: The Mayor adjourned the meeting at 8:42 pm.

_____ approved; _____ approved with revisions

Frank Cox, Mayor

Date

Minutes by Julie Mayfield