

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 20, 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 (6:10), Amy Weissfeld.
Staff present: Carla Cosentino, Eric Hansen, Ben Shumaker, Ken Woodrich; Gordy Rosander, Mark Tittle, Tyson Schupbach
Guests: Philip Watness (*Pioneer*), Pat Albaugh (Port of Skamania), Kari Fagerness (EDC), Bradlee Seehafer; Rick May, Julie May, Leana Johnson, Ms. Closer.
MUTH sat in as Mayor Pro Tem from 6:20 pm to 6:25 pm, and from 7:10 pm to adjournment (Mayor Cox felt ill).
2. **CHANGES TO THE AGENDA:** None.
3. **MINUTES:** **MOTION:** **HENDRICKS** moved to approve the May 18, 2017 minutes; **PETERSON** seconded. Approved with **WEISSFELD** abstaining since she was absent for that meeting.
4. **PUBLIC COMMENTS:** None.
5. **PUBLIC HEARING:** 6:30 Waterfront Shoreline Restoration Permit: Planning Director **Ben Shumaker** presented a Shoreline Substantial Development Permit application received from the Port of Skamania County for a waterfront shoreline restoration project for public comment and Council consideration.

Shumaker referenced staff report item 5a, the Port's proposal presented at the last meeting. The project is described briefly as filling in sections of the Columbia River from Stevenson Landing to Leavens Point that have eroded away, replanting the shoreline with habitat friendly plantings and constructing a non-motorized launch and public access areas. No future critical areas permits are needed except for Shoreline Program permits for structures. Some fill material will come from the Rock Creek Landslide of 2007. The draft permit is 13 pages and contains 14 conditions. **Shumaker** said there are a lot of regulations to comply with and the Port's done a good job trying to comply. The 14 conditions include both common conditions that are attached to every permit and specific conditions that cover areas which were not already addressed in the proposal.

PETERSON asked if any buildings are proposed within 50 feet of the high water mark. **Shumaker** said there are several designated distance regulation areas: 200 feet, 150 feet, and 50-foot marks; closer than 50 would need additional review. **PETERSON** asked if this is consistent with other regulations. **Shumaker** confirmed. **Weissfeld** asked if the 1,250 feet of reconstruction extends to East Point. **Albaugh** said yes for permitting but not for this phase of construction due to a funding shortage; they're hoping to get as close as they can—at least through Leavens Point. He said the reconstructed pathway will be wider than the original to comply with ADA. **WEISSFELD** asked about the trees, their height and how far up the bank, and for conceptual drawings. **Albaugh** said they don't know how high the trees will be or how far up the bank they will extend, and said the Port will do whatever is required by permits. **WEISSFELD** asked if it will look like the Boat Launch bank, where the required plantings have been chopped down. **Shumaker** said the Port in the past had proposed a number of trees to meet onsite mitigation requirements. The current proposal omits the trees and proposes shrub-level plants which increase visibility of the river. **WEISSFELD** recalled a past conversation with former Port Director John McSherry about whether it's worth spending the money and not really getting what we

want. **Albaugh** said the regulators say they'd never approve a fill project like this again. **WEISSFELD** asked if there will be more user-friendly pathway lighting. **Albaugh** said there will be lighting, plans not done yet. **WEISSFELD** said she hoped the project construction wouldn't disturb businesses or fish. **Albaugh** said it will take place November through January and didn't think it would impact business operations or fishing. **Rick May** expressed his opinion that creating public use space closer to East Point is more valuable, since East Point is a very dangerous launch. **Julie May** asked if the new space could be used for events. **Albaugh** said it's not being built for any specific user group. **Julie May** said they're hoping it will spread out the overall use. **Albaugh** said they're not sure what it's going to look like until it's built, and its use will change over time. **Shumaker** said it will more closely resemble Bob's Beach than the new formalized access in Hood River. 6:52 pm public hearing closed.

Shumaker noted the City missed a required publication notice date due to a change in the Pioneer's Holiday publication deadline. Notice of application is required 30 days before the first review (held at the last meeting), and 15 days before the hearing on the application; we only got 8 days instead of 15. There are no requests for information or participant requests. He asked if the Council wanted to wait till August to vote. **Albaugh** said the delay could cause them not to get material out of Rock Creek. **WEISSFELD** asked if removing the material from Rock Creek would create any new public use there. **Albaugh** said no. Council wondered if they could approve moving forward, but have more public comment period later in the project. **Woodrich** said no, unless a special meeting was held, 15 days after next Wednesday.

MOTION: PETERSON moved to approve the Waterfront Shoreline Restoration Permit as presented by the Port of Skamania County; **MUTH** seconded. All approved.

6. **PRESENTATION FROM OUTSIDE AGENCY: Skamania County Economic Development Council.** Executive Director **Kari Fagerness** updated on recent EDC activities. They've been very busy: \$725K in WA investment fund, \$114K micro loan, \$65K other micro loan. There are only two delinquent accounts. They've been working with the Rural Development Initiative on the Power of Produce program and have a booth at the Stevenson Farmers Market (community project). Shumaker is one of the 25 community participants in the RDI leadership course. The EDC started a .09 Tax advisory committee. Two projects were approved, the School District's swimming pool project and the PUD feeder line upgrade to WRBP (Wind River Business Park) recommending approval for \$200K over a two-year period. A third application has been submitted. **Fagerness** attended an Economic Gardening Seminar in Michigan; the program reaches out to second stage businesses with grants to analyze local businesses for improvements they can make; the EDC is currently working with two local businesses as a result. The businesses pay only \$750 of the \$4,000+ fee. The EDC completed the Rock Cove visioning employing consultant Maul Foster; there is forward progress for obtaining a commercial broker for the site and completing a market analysis. The Melonas family is actively working with EDC to sell their properties. The EDC has been working on work force issues and housing, and dealing with People for People and Work Source and local businesses. The EDC held a "Pub Talk" in June at Red Bluff restaurant, 54 people attended with four presenters: Kevin Waters with a business pitch for Cold Brew Coffee, Jeff Logosz with Art of Action, David Goldring & Tommy Thomas with Nobo Micro Greens, and Anna Shapiro Small Business Administration. Art of action provided the school levy signs. There is a Region-wide internship program within our five Gorge Counties; **Fagerness** attended the workshop. **Fagerness** has been meeting with Stevenson businesses to learn about them and their needs.

7. **OLD BUSINESS:**

a) **Sewer Plant Update:** Public Works Director **Eric Hansen** provided an update on the Stevenson Wastewater System and the Compliance Schedule. We've been hauling more biosolids. The Draft General Sewer Plan has been submitted to DOE; we will receive comments on August 24. Rates:

need ad hoc committee to gather before next council meeting. **PETERSON** said the committee didn't get to discuss alternatives to the treatment plan and warned that Council should think hard about taking on a project that is this expensive. **MUTH** agreed, there is a bigger conversation to be had with the consultant. **Hogan** said the small committee discussed issues, but the consultant is providing the big picture. **PETERSON** said there are lots of alternatives and price ranges to discuss. **Hansen** said they've been using the footprint we currently have as a parameter; some loaders can't actually achieve the growth they said they can. **PETERSON, MUTH** and **Hansen** will meet August 2 at 6pm. **WEISSFELD** asked that the committee provide a summary to the Council at the next meeting with the status, action, next steps, and a Gantt chart. **Hansen** said he'll bring the compliance schedule, each time.

Shumaker spoke about the rate and system development charges. At the August 24 meeting potential rate charges will be brought to Council; the draft is sobering now. A tap fee will be proposed to increase from about \$2,800 to \$4,800. A second staged increase will be proposed when construction cost estimates on the plant are prepared during design engineering. **Hogan** said there will be public hearings in August and September to make it effective sooner. **WEISSFELD** said she's still uncertain about the facts of the project; not ready to raise the costs on anyone until she knows why. **Hogan** said it would make more sense if the whole Council can attend the ad hoc committee meeting as a special meeting. All agreed on August 2, at 6pm. **Woodrich** recommended a work session requiring only skeletal minutes; the Council can make no decisions at a work session.

- b) On-Call Pay: **Hogan** presented a proposed revision to the City's method of paying on call pay to the Public Works field crew and requested Council approval of proposed revisions to the City's Personnel Policy Manual and the 2017 Salary Schedule. He referred to on-call pay/standby pay handout 7b2. Standby pay has been based on certifications; certifications were required to cover weekends, but this change would allow an employee to be on standby and receive standby pay as long as the Field Supervisor determines the employee qualified.

MOTION: **HENDRICKS** moved to approve the salary schedule as presented as handout 7.b.2; **TAYLOR** seconded; all approved.

MOTION: **HENDRICKS** moved to approve the Personnel Policy amendment presented as handout 7.b.1.; **PETERSON** seconded; all approved.

- c) Public Works Employees Salary Review: **Hogan** briefed Council on the results of a salary survey he conducted for our Public Works Employees. **Hogan** reported he met with the Public Works staff and reviewed the data of four positions comparing them to statewide averages of cities in the 1K to 2K population. End result: our current pay is at or slightly above the state's average. The City has used that average in the past. These surveys are never 100% accurate. **TAYLOR** asked if this included on-call pay. **Hogan** said no, and that he'll send her the data.

- d) Planning Department Fee Increase: Planning Director **Ben Shumaker** requested Council approval of Resolution 2017-0296, Planning Department fee increases. He presented Council meeting packet Memo 7d, prepared at Council's request last meeting. The fees are now closer to Skamania County's fees. The City's fees are slightly lower since we use a volunteer review board. Another notable change is the difference in how land division fees are charged—the intent is to equalize the cost of short plat (currently \$350) and subdivision preliminary plat (\$2,500). The proposal meets in the middle at \$1,500. **MUTH** asked if the adjusted appeal fee is enough to cover the City's fee when a hearing examiner is necessary. **Shumaker** said the appealing applicant is expected to pay ½ of the hearing examiner fee. **MUTH** thanked **Shumaker** for his work.

MOTION: **MUTH** moved to approve the staff recommended Planning Department Fee Schedule Increases, with an effective date of August 1, 2017; **PETERSON** seconded. All approved.

- e) Parking Issues Russell Avenue: **Hogan** referred to a previous letter of concern received from Melissa Still, owner of Bigfoot Coffee Roasters LLC, regarding traffic and parking issues on SW Russell Avenue (continued from the June Council meeting as Council requested). **TAYLOR** said she did some research on the history of the one-way and other parking issues for that area and felt the parking should match the parking on upper Russell. **PETERSON** said it's not safe. **TAYLOR** said it would be safe since it would be reduced to one lane and gain two parking spaces. There was discussion about diagonal back-in parking. It was noted the City of White Salmon tried this unsuccessfully, but not with a one-lane road. More discussion centered on concern about parking getting locked up by employees parking all day; people having to walk by other businesses from their parking spot is effective for business. **Shumaker** noted losing parking is not beneficial, for example at Russell and First street recently, with the stop sign removal and there are stacking issues to consider. A couplet plan: would need to make Leavens a one-way. Trucks coming up Russell from the waterfront would have to go east and turn around to go west. Philip Watness noted trucks have special needs for making turns. **Hansen** said it's been an ongoing discussion during his 13 years with the City. **HENDRICKS** reiterated his view that an overall traffic flow study is needed for the big picture instead of a piece-meal fix. **Shumaker** said the City could work with the County on a subarea plan that would include Rock Cove, combining the two areas. The Council agreed it needs to be taken on by the Planning Commission, with WSDOT input. **Hansen** will email Maui Meyer, a local property owner, and copy **WEISSFELD**. **HENDRICKS** requested a street striping schedule for discussion at next meeting. Staff will respond to Still's letter letting her know the matter is being referred to Planning Commission, for inclusion in full city-wide traffic study.

8. NEW BUSINESS:

- a) City Administrator Recruitment: **Mayor Frank Cox** briefed Council on his tentative plans and timeline for the City Administrator recruitment and requested Council input. He apologized for moving so quickly. The position has been advertised; a committee will review the applicants and he invited Council to be involved, although he reminded Council it is ultimately the Mayor's decision. **Mayor Cox** noted he wasn't involved much last time. **Woodrich** clarified that under RCW 35a.12.90 the mayor makes all appointments; however, council can require confirmation, if it chooses, via an ordinance. **Mayor Cox** acknowledged that **Hogan** had made many good improvements in his tenure. **WEISSFELD** stated she wants the ordinance; staff/council input is totally crucial, and that there can't be a positive work environment for anyone without that input, essentially setting the new employee up for failure; **MUTH** agreed. Council agreed an ordinance should be prepared and ready for the Special Meeting August 2 (**Carla Cosentino** will be the temporary City Administrator for that meeting). It was determined the special meeting will include a work session for the sewer plant upgrade as well as approval of this ordinance.
- b) Private Driveway Standards: Public Works Director **Eric Hansen** discussed a citizen-requested change to the Public Works Construction Engineering Standard 2.22.A.4, "Shared Driveways," for Council consideration. **Hansen** received input from various members of the public and he researched other similar cities. He said if Council allows three houses to access one driveway, he wants stipulations included such as min/max widths. His concern is over developers potentially making no improvements, good neighbor issues, and emergency vehicle access issues. **MUTH** suggested this issue starts with the Planning Commission; **Hansen** agreed. Rick May said allowing three home sites per driveway would prevent disruption of his wetland; he will discuss it with Planning, even though it's a road regulation. **WEISSFELD** asked for Shumaker's input, who said Planning is used to dealing with these kinds of detailed discussions, but that in the past these have gone straight to City Council, although Planning had wanted to get more involved. **Hansen** wondered if Planning has time.

Shumaker explained the vehicular access to homes standard. **Woodrich** said the May's property situation should be handled by a variance process to allow staff to adapt individual standards

because of its uniqueness. Rick May thought the policy change would create better short plats for the whole community; Rick and Julie May presented a generic scenario for short plats under an acre asking generally for the City, what's the best way to get max amount of development but still have nice lots (6,000 sf minimum lots)? Some comments about the benefits were: more flexibility; better street appeal; less porous material; decreased amount of surface roads. **Woodrich** warned of putting Council in position of an adjudicative body, regarding the May's personal property, and asked the Mays not to present the part of their presentation about their personal property site. Scott Anderson said he'd like to see it handled by the Planning Commission, similar to the process they followed for the PUDs (planned unit developments); the Council concurred.

- c) Big River Grill Rental of Walnut Park: **Hogan** requested Council approval of the revised License Agreement with Justin Gross, dba Big River Grill, for a seasonal lease of a portion of Walnut Park as an outdoor serving area.

MOTION: **WEISSFELD** moved to approve the Big River Grill 3-Year License Agreement, for \$500 per month; **TAYLOR** seconded; all approved.

Justin Gross wants to begin the lease in 2018.

- d) Gropper Road Sidewalk: Public Works Director Eric Hansen requested Council ratification of the contract with Crestline Construction for the Gropper Road Sidewalk Project for the sum of \$226,199. MOTION: **WEISSFELD** moved to ratify; **PETERSON** seconded; all agreed.

- e) Kanaka Creek Road Improvements Testing Services: **Hansen** requested Council ratification of the contract with Mayes Testing Engineers to perform testing and inspection services for the Kanaka Creek Road improvements project for the terms and hourly rates listed in the contract. He explained this is a federal requirement for independent testing; it should be about a third less than this amount. **MUTH** revealed he is currently suing Mayes Testing. MOTION: **PETERSON** moved to approve; **HENDRICKS** seconded; **MUTH** abstained.

- f) Public Utility District (PUD) Pole Attachment Agreement: **Hansen** requested Council approval of the Pole Attachment Agreement prepared by Skamania County PUD for a pole-attachment rate to be computed per RCW 54.04.045(3), currently \$19.06 per year per pole contact. **Hansen** said the City has 84 contacts for telemetry wires for the water system lines (\$1,600/year). The City may pursue a mutual franchise agreement with the PUD since they maintain/disturb City right-of-ways; **Hansen** and **Woodrich** will continue to work on this. **Woodrich** noted this charge is supposed to be non-discriminatory—we should be treated the same as Wave, etc. We don't need to defer it but staff should continue looking into a charge to PUD for other reasons.

MOTION: **HENDRICKS** moved to approve the PUD Pole Attachment Agreement for \$19.06 per contact, pending final approval by City attorney; **WEISSFELD** seconded. All approved.

- g) Law Enforcement Services Agreement: **Hogan** and Sheriff Dave Brown requested Council approval of the Interlocal Agreement with the Skamania County Sheriff's Office to provide law enforcement services for the City of Stevenson for calendar years 2018, 2019, and 2020, for the amount of \$163,360 for 2018 and amounts to be determined for 2019 and 2020 based on the Portland-Salem Consumer Price Index. **Hogan** explained the City has historically maintained three-year contracts with them, but explained the City can't continue increasing by \$10K every year so **Hogan** recommended using the CPI (it runs a year behind) as standard of increase or no increase. In addition to CPI, the City buys two radar guns. **MUTH** asserted this service has to be provided whether the City contributes financially or not. **WEISSFELD** said she's been unhappy with the service and doesn't want to increase the payment. **TAYLOR** requested that Sheriff Brown presents his request again and Council can voice concerns again; approval was postponed until next month. The proposal to move the animal kennel to the courthouse has been dropped.

9. INFORMATION ITEMS:

- a) Financial Report: **Hogan** presented the City's Financial Report for year-to-date revenues and expenditures through June 30, 2017 (see below).
- b) Sheriff's report: Skamania County Sheriff's report for June 2017 was presented for Council review. **Cosentino's** report will be brought back to this report format.
- c) Planning Commission Minutes: The 6/12/17 and 7/10/17 Planning Commission meetings minutes were presented for Council review.
- d) Chamber of Commerce Activities: The report describing some of the activities conducted by Skamania County Chamber of Commerce in June 2017 was presented.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Hogan** updated the Council on timber harvests; he thanked Council and Mayor Cox for hiring him four years ago. **MUTH** said **Hogan** has done a fantastic job with the financial reports.
- b) **Hansen** reported the Kanaka Creek schedule has changed; see schedule on wall. There were two water main repairs this week. The City's had six requests for water hookups. **HENDRICKS** requested more gravel for "pothole" road, in the Kanaka Creek underpass.
- c) **Shumaker** shared an email from a planning commission member about eligibility of property owners annexing to city for water access. He pondered how to align land use plans with utility plans, and asked for any initial guidance from Council. Outside city customers pay a 50% higher rate. This is a timely issue with the sewer and water plan updates and some policies, such as pre-annexation agreements, may be needed to help address this. These did not occur in the past and those properties with City water outside of city limits now have no motivation to annex. **MUTH** asked about inverse condemnation. **Woodrich**: if we could go back in past, have them sign waiver of protest before giving any water, it might be. Now all we have is to wait till septic systems fail, then have them agree on annexing. **Shumaker** is moving forward with shoreline work amending inventory report as DOE requires and using County's plan as framework. He revealed he was offered a job but he turned it down; wants to get sewer strategy foundation before seeking other job. Chinidere development has one of the six recent water access applications. Crestline is working on infrastructure punch list items at Hidden Ridge.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE: June 2017 payroll checks and July 2017 A/P checks have been audited and were presented for approval. June payroll checks 11444 through 11530 total \$86,721.89 which includes one EFTPS and two ACH payments. A/P Checks 11554 through 11608 total \$147,998.08 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary were provided for Council review. Detailed claims vouchers were available for review. No investment activity occurred in June. **WEISSFELD** asked for more information about the Interpretive Center wedding expansion; the voucher will be held until more information is obtained.

MOTION: **PETERSON** moved to approve the vouchers, amended to remove The \$6,274.74 from the Interpretive Center payment, for a revised total of \$141,723.34; **TAYLOR** seconded. All approved.

12. MAYOR AND COUNCIL REPORTS.

13. ISSUES FOR THE NEXT MEETING: August 2 (special meeting) and August 24 are next meetings. **Hogan** went over schedule/process for hiring his replacement.

14. ADJOURNMENT – Mayor adjourned the meeting at 8:36 pm.

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UPCOMING MEETINGS AND EVENTS:

- August 24, 2017 – Rescheduled August Council meeting (rescheduled from August 17, 2017, to avoid conflict with the County Fair). The August Council meeting will include two public hearings:
 - 1) A public hearing / presentation from Tetra Tech for the updated Sewer Plan (public hearing #2 of 2 for the sewer plan update)
 - 2) A public hearing / presentation from sewer rate consultant Katy Isaksen on proposed revisions to sewer system user charges and the rate schedule (public hearing #1 of 2 for proposed sewer system rate changes).

_____ approved; _____ approved with revisions

Frank Cox, Mayor

Date

Minutes by Julie Mayfield

