

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 16, 2017
6:00 pm City Hall

1. **CALL TO ORDER:** Mayor Cox called the meeting to order at 6:00pm
Council members: Paul Hendricks, Robert Muth, Mark Peterson, Jenny Taylor, Amy Weissfeld.
Staff: Carla Cosentino, Eric Hansen, Leana Johnson, Ben Shumaker, Ken Woodrich, Rob Farris.
Guests: Scott Anderson, Ann Birkenfield, Dave Brown, Rick May, Philip Watness.
2. **CHANGES TO THE AGENDA:** None.
3. **MINUTES:** October 19, 2017 City Council Meeting
MOTION: **MUTH** moved to approve; **HENDRICKS** seconded. Approved unanimously.
4. **CONSENT AGENDA:** Special Occasion Liquor License - # 093647 for Rock Cove Assisted Living wine tasting event on November 17, 2017 from 5:30-9 pm.
MOTION: **HENDRICKS** moved to approve; **PETERSON** seconded. Approved unanimously.
5. **PUBLIC COMMENTS:** None.
6. **PUBLIC HEARINGS:**
 - a) 6:15 pm Final Public Hearing on 2018 Proposed Budget: City Administrator **Leana Johnson** provided an update and answered questions received to date for the 2018 proposed budget.

She explained the revised graph, saying it's a conservative budget. The budget projects exceeding revenue by \$60,000 in the General Fund. **Johnson** will monitor progress throughout the year. There was a typo for the Fire Department line item: \$1,200 not \$12,000. \$100,000 is related to Port's Waterfront Improvements project, which will be presented to Council at a later meeting. The pool was added at \$20,000. The base reservoir repairs will come from the water reserves (\$20K) since the project is not eligible for a loan. **Farris** said he was attending to answer questions the Council has about the Fire Department budget. He's in favor of adding a new Command Vehicle in the general fund. The Fire Department has been coming in under budget for the past several years. **TAYLOR** said it would be nice to reward the Fire Department for their good budgeting. **Farris** said they don't have the space for a new fire truck now—they need new fire hall and offered the new truck fund to the new fire hall project. **Johnson** said they may be able to transfer the new truck funds into the building funding package. **Farris** said he prefers a savings plan for new equipment/replacement equipment rather than conducting a timber sale every time something is needed, as was done in the past. **TAYLOR** asked why department budgeting hasn't been done. **Johnson** said that's just the way budgeting has been done in the past, but she prefers a savings plan and department budgeting as well. **Farris** explained how the City has always taken on full cost of 50/50 fire district expenses, and said this system can remain if the City prefers. **Johnson** said they can pull it out of the budget and separate Fire District 2 from the City. **Farris** said it needs to be considered that the Fire Department budget is elevated in light of the way it works with Fire District 2. **WEISSFELD** asked why the command vehicle is needed instead of using that money for the new fire hall. **Farris** said the need for this vehicle comes up during fires—personal vehicles get used and it's inefficient. The new vehicle is needed for scene safety assistance, training transportation, etc. The County has some regional items such as a hazmat

trailer, flammable liquids trailer, etc.—this vehicle could be another asset to tow those trailers. **WEISSFELD** asked further about the need for it, since it hasn't been really needed in past 15 years. **Farris** said there's always a need for it. **TAYLOR** said it should be put off till next year since they were not expecting it and don't want to dip into reserves this year. **Farris** said the County has committed to \$25,000 for a command vehicle. He said the Fire Department rolls \$50,000 to \$60,000 each year from previous year typically into this category and that he feels it would be an immediate help to the Fire Department. **WEISSFELD** reminded that building the new fire hall has been a stated priority, not five years down the road. **TAYLOR** asked Farris how he wants to see the money spent. He reiterated that the command vehicle is the most immediate helpful project, and it could be purchased used from a local entity's surplus.

Ann Birkenfield said Fire District 2 and the City should set up a cumulative restricted reserve fund since future Council members may not be as frugal as the current ones. It was noted a Command Vehicle is necessary since volunteers respond to fires with their own vehicles, which is not the best scenario for insurance liability reasons.

MUTH asked if the City is funding the traffic study noted on page 7 of the budget, at \$100,000. **Shumaker** said it's part of the citywide transportation plan study and that the City has never had a plan. **TAYLOR** said this could be discussed at the Council retreat; strategize the workload. **HENDRICKS** noted he is very interested in getting this done in 2018 and working on issues related to private shared driveways also. **TAYLOR** asked what can be done to get the projects complete without dipping into reserves. **Johnson** said the reserves will remain untouched as the cash beginning balance is very high. She said USDA may require the City to put that money into the sewer fund so she's trying to allocate that money for uses currently planned. **TAYLOR** commented on the snow reserve fund not being spent. **WEISSFELD** asked if the City is getting marijuana tax funds. **Johnson** said it's coming from the state, on a per capita basis. **Woodrich** noted the AWC (Association of Washington Cities) should be thanked for that. **Johnson** concluded by asking the Council to let her know if changes are wanted since the budget will be adopted at the December meeting. It was concluded to leave the Command Vehicle in the budget. Public hearing closed 6:46 pm.

- b) 6:30 pm Public Hearing on 2017 Proposed Budget Amendments: opened at 6:54 pm.

Johnson presented Ordinance 2017-1114. The Public Hearing was closed at 6:58 pm.

MOTION: **MUTH** moved to postpone approving Ordinance 2017-1114; **PETERSON** seconded. Approved unanimously.

7. OLD BUSINESS:

- a) Ordinance 2017-1109 Increasing Water and Sewer Connection Charges: This ordinance reflects the changes to the water and sewer system development charges discussed at the October 19, 2017 public hearing. Sewer new rate: \$5,607. Water new rate: \$7,709. **Woodrich** said he had a technical correction to the ordinance language according to the RCW: the ordinance should state "City of Stevenson does hereby ordain..." **PETERSON** reminded the amounts will be revisited when the final numbers for the wastewater treatment plant come in.

MOTION: **MUTH** moved to approve Ordinance 2017-1109; **TAYLOR** seconded. Approved unanimously.

- b) Ordinance 2017-1110 Extending Senior Citizen Discount: This ordinance extends the current senior citizen discount to both water and sewer base fees. A customer must be age 60 and considered "low income"; **HENDRICKS** asked how many people this will affect. **Shumaker** said

currently three customers are receiving the discount. He didn't find out by the census how many are eligible. He said they use Senior Services for income verification—it also ties them into other services.

MOTION: **HENDRICKS** moved to approve Ordinance 2017-1110; **PETERSON** seconded. Approved unanimously.

- c) Ordinance 2017-1111 Establishing Water Charges: This ordinance reflects the changes to the water utility rates as discussed at the October 19, 2017 public hearing. The Disconnect Fee is now equal to five months of base fee. The monthly base rate is changing from \$19.50 to \$24.38.

MOTION: **MUTH** moved to approve Ordinance 2017-1111; **PETERSON** seconded. Approved unanimously.

- d) Ordinance 2017-1112 Establishing Sewer Charges: This ordinance reflects the changes to the sewer utility rates as discussed at the October 19, 2017 public hearing. The Rate Committee held two meetings and couldn't get member consensus via email. It is not as high as initially projected based on the rate study. **WEISSFELD** asked if there was any feedback from the committee. **Johnson** said the businesses don't want to adopt it yet, but that the City can't keep putting it off. It will be a 60 to 80% increase for them in first two years. **Farris** asked what the rate increase does to immediately increase the City's capacity? **Johnson** responded that infiltration and inflow inspections will be increased and issues fixed to get the BOD (biological oxygen demand) calculation down. DOE (WA State Dept. of Ecology) feels the plant is not adequately staffed; it will fund that. **Cosentino** added that catching up from no rate increases in many years is also an immediate benefit. For some businesses it will be a \$12 to \$28K increase per year. **WEISSFELD** reiterated that the City still really doesn't know where the BOD increase is coming from. **Hansen** added the City is out of time and will begin receiving fines or be shut down for being out of compliance if action is delayed.

MOTION: **PETERSON** moved to approve Ordinance 2017-1112; **MUTH** seconded. Approved unanimously.

Rick May asked if old piping is contributing to the BOD overload. **Hansen** said perhaps somewhat, depends on time of the year, high rain month could be a 50% contributor.

- e) Ordinance 2017-1113 Establishing a Limited Sewer Moratorium: This ordinance was recommended by the Department of Ecology. It is a way for the City to steer its own ship rather than DOE. **MUTH** is concerned about new businesses that want to tie into the City system. **Woodrich** warned about a gap period before the ordinance is adopted. Current ordinance is unenforceable based on current language. **PETERSON** said new businesses need to be informed of what they need to do as part of starting a business in Stevenson. **WEISSFELD** said this is important to send this message to businesses. **Hansen** noted a new brewery could come in if they are willing to do all the pre-treatment, while the moratorium is in place. **Cosentino**: what if a restaurant wanted to come in to an existing building? **Hansen** said it's existing so allowed. **PETERSON**: since it's existing as approved, can we add more regulations? This will be considered at next meeting. The language allows a new business to prove to **Hansen** that its operations will not impact the plant as a high-strength user. **Woodrich** stated the cited RCW 35.63.200 needs to be changed to reference RCW 35A.63.220.

MOTION: **WEISSFELD** moved to approve Ordinance 2017-1113, with changes to the referenced RCW; **HENDRICKS** seconded. Approved unanimously.

- f) Law Enforcement Services Agreement: Renewal of the three-year Interlocal Agreement was tabled at the July meeting. Council approval was requested for the presented 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. **Sheriff Dave Brown** reported activity in the City has been steady, with the same issues day in and out. They have no detective now. **WEISSFELD** asked if he thinks citizens feel adequately served. **Brown** said he doesn't hear positive or negative feedback; he said there are a lot of drugs in the city and the county. He has not noted any issues since the removal of the First Street/Russell Street intersection stop signs, except for the in-street signage getting destroyed. He thinks also that visitors don't understand the one-way up Russell. **WEISSFELD** asked if there is anything else to be done about traffic. **Brown** said they have been moving the speed rate reader board around town. He said the reality of enforcement is that it's not a constant. **WEISSFELD** said if traffic is our main problem rather than something else worse, then it's a good thing. **Brown** had reported at previous meetings that all patrol staff are well aware of Council's concerns and talked about constantly. **MUTH** and **WEISSFELD** thanked him.

MOTION: **MUTH** moved to approve 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 contract; \$163,360 annual increase with CPI; **HENDRICKS** seconded. Approved unanimously.

- g) Sewer Plant Update: Public Works Director **Eric Hansen** provided an update on the Stevenson Wastewater System and the Compliance Schedule. **Hansen** wants to include the committee in the planning. He met with Wallace Engineering. **TAYLOR** wants Bob Wallace's input on TetraTech's plan. **Hansen** said Wallace transferred ownership of his company to his daughter. The City is still hauling additional solids weekly at \$1,100. **Johnson** said the City is submitting a Plan to Maintain Adequate Capacity as well. Most treatment will be done within the gate, but there is still some pre-treatment that businesses have to do. DOE is saying pre-treatment at some level will be required by the businesses. **WEISSFELD** wants to keep control of how it looks on the Waterfront. **Hansen** told DOE about limited pre-treatment now and ramping it up at later date; DOE liked that.

8. NEW BUSINESS:

- a) Paving of Hollström Road: **Hansen** discussed a requested variance by JP Hollström, property owner, to paving Hollström Road. A Memorandum of Understanding (MOU) was signed by the City and Hollström in the past; **Hansen** can't sign off on permit the current permit since the road has not been paved as agreed. The Fire Department access safety is biggest reason to require paving in **Farris's** opinion. Maintained gravel roads are approved, with approved turnarounds. The City is a sporadic user of the private Hollström road to access its well site. **Rick May** said if there are more developments there, then paving could be required. **MUTH** said the City can't keep "kicking the ball down the road." **WEISSFELD** stated that both property/home owners don't want to pave it. No action by Council.
- b) Murraysmith Contract Amendment #1: **Hansen** presented a request by Murraysmith for a contract amendment in the amount of \$11,968 for an increased scope of work related to the Water System Plan as outlined in the amendment. The Water Manager has been extremely busy this summer **Hansen** reported.

MOTION: **WEISSFELD** moved to approve Murraysmith Contract Amendment #1 in the amount of \$11,968; **HENDRICKS** seconded. Approved unanimously.

- c) TetraTech Contract Amendment #2: **Hansen** presented a request by TetraTech for a contract amendment in the amount of \$21,381 for an increased scope of work as outlined in the amendment. Regular rates charged; some hours provided free of charge.

MOTION: **HENDRICKS** moved to approve TetraTech Contract Amendment #2 in the amount of \$21,381; **TAYLOR** seconded. **PETERSON** opposed. The motion passed.

- d) Hoptoberfest Invoice: **Johnson** requested approval of the Tourism Funding invoice in the amount of \$4,000 for Hoptoberfest as the event was not held due to the Eagle Creek fire. There was a benefit concert held the following weekend that drew out-of-town patrons and overnight stays. They raised \$7,000 for the Fire Department; **WEISSFELD** asked if it's legal to reimburse for expenses since the main event was cancelled due to the fires. **Johnson** said it is legal.

MOTION: **WEISSFELD** moved to approve; **TAYLOR** seconded. Approved unanimously.

Farris said he received \$2,500 from Walking Man Brewing and Hawk-Merlin Studio; **Farris** was involved in the decision to cancel the event. Wind River Search and Rescue got a check also.

- e) Tourism Funding Awards: **Johnson** presented the Tourism Advisory Committee's (TAC) 2018 funding recommendations for Council consideration. She said there were \$448,000 in requests, but this is over the recommended amount to be awarded. There was discussion about private events (Hoptoberfest and Stevenson Waterfront Music Festival) asking for funding. The TAC recommended that Stevenson Downtown Association takes over this type of events in the future. There was a comment on Walnut Park improvements benefitting one business specifically. **WEISSFELD** said the park will be completely overhauled, as a trial for the larger courthouse lawn project. A benefit is tourists seeing other tourists at sidewalk dining. **Farris** asked that the Jay Johnson metal art dance step footprints in the concrete patio be preserved. (Jay Johnson was a former fire chief, deceased). **Hansen** said they'll be preserved. Big River Grill will lease the park for \$500/month.

MOTION: **HENDRICKS** moved to approve the Tourism Funding Requests as recommended by the Advisory Committee in the amount of \$396,617; **WEISSFELD** seconded. Approved unanimously.

- f) Letter Opposing Longer and Heavier Trucks: The non-profit Coalition Against Bigger Trucks requested that the City sign a letter opposing longer and heavier semi-trucks on our roads.

MOTION: **PETERSON** moved to approve; **HENDRICKS** seconded. Approved unanimously.

- g) Discuss 2018 Legislative Priorities: The Association of Washington Cities published its priorities for the 2018 legislative session. Many cities have projects that need legislative support and a well-crafted consistent agenda will help convey this point. There are links to samples from other cities on the AWC website's Advocacy page. **WEISSFELD** said she had asked last month for this to be on the agenda at this meeting. She said the transportation study will be hugely helpful and it's an opportunity to participate in something other cities will be dealing with. **Johnson** wants to keep it to one page and add the treatment plant and fire hall as well.

9. INFORMATION ITEMS:

- a) Financial Report: **Johnson** presented the City's Financial Report for year-to-date revenues and expenditures through October 31, 2017. Overall, the City is still looking pretty good; revenue is at par, expenses under budget. The timber harvest fund will arrive in 2018. **Cosentino** said a jury

trial on a domestic violence cause escalated court costs, so those expenses will be showing up, plus the increased jail costs for a homeless person.

- b) Sheriff's Report: The Skamania County Sheriff's report for October 2017 was presented for Council review.
- c) Planning Commission Minutes: October 9, 2017 Minutes were presented.
- d) Chamber of Commerce Activities: Activities conducted by Skamania County Chamber of Commerce in October 2017 were presented.
- e) Municipal Court Cases Filed: A summary of Stevenson Municipal Court cases recently filed was presented.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Leana Johnson**, City Administrator: She will meet with staff on Monday to discuss HRA VEBA account; energy audit contract forthcoming; accessory dwelling unit—inquiries on impact to water bills—charged as an additional connection. December 1, 2017 is the City's Open House as part of Christmas in the Gorge, from 8 am to 5pm.
- b) **Eric Hansen**, Public Works Director: L&I visited Waste Water treatment plant: the City was cited for three infractions with fines; most all remedied. Need accident prevention program; working on one from another city. Scheduling compliance consultation with L&I. **Farris** warned that consultation delays an audit for two years but that it may increase L&I's inspection level, which could cost more money than just paying the fines. He said he has hired an independent consultant in the past instead of requesting an L&I compliance consultation. **TAYLOR** wants to see Safety as a priority—sacrifices should be made for safety. "Pothole Road" and Ash Alley have been repaired (twice a year). **Farris** asked if there is a capacity assessment on bridges/roads. **Hansen** said the County conducts one.
- c) **Ben Shumaker**, Planning Director: Pre-annexation meeting today; it will come to Council soon, less complicated. Planning Commission will look at marijuana buffers in December. Port is rebidding its water project, needs to use Small Works process for less expensive and quicker turnaround of reduced size project. **WEISSFELD** disagrees with limiting the scope of work the Port is doing at the Waterfront; **Woodrich** said the Port does not have the money for the previous plan. Fifteen dwelling unit permits have been issued this year, it's a new record. Planning Commission still deep in the Shoreline Management update, almost completed zoning map. Critical areas ordinance almost ready for them.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

October 2017 payroll and November 2017 A/P checks have been audited and were presented for approval. October payroll checks 11868 thru 11897 total \$89,319.20, which include one EFTPS and two ACH payments. Checks 11868, 11870, 11887, 11890 and 11895 were voided due to a clerical error. A/P Checks 11898 thru 11964 total \$500,348.97, which include two ACH payments. The A/P Check Register and Fund Transaction Summary were presented for review. Detailed claims vouchers were available for review. No investment activity in October. MOTION: **MUTH** approved; **WEISSFELD** seconded; approved unanimously.

12. MAYOR AND COUNCIL REPORTS:

MUTH needs to be excused for next meeting. February 8, 2018 for retreat. **WEISSFELD** would like to see a new Arts Council convened, composed of artists. Wants to advertise for it.

13. ISSUES FOR THE NEXT MEETING. See above.

14. **ADJOURNMENT** 8:22 pm.

_____ approved; _____ approved with revisions

Frank Cox, Mayor

Date

Minutes by Julie Mayfield

DRAFT