

MINUTES
CITY OF STEVENSON COUNCIL MEETING
December 21, 2017
6:00 pm City Hall

1. **CALL TO ORDER:** Mayor Cox called the meeting to order at 6:00pm
Council members: Paul Hendricks, Jenny Taylor, Amy Weissfeld.
Council Members Excused Absence: Robert Muth, Mark Peterson
MOTION: **HENDRICKS** moved to approve Council absences; **WEISSFELD** seconded. Approved unanimously.
Staff: Carla Cosentino, Eric Hansen, Leana Johnson, Ben Shumaker, Ken Woodrich.
Guests: Scott Anderson, Kari Fagerness; Lisa Steel with DES and Pat Stephens with Apollo Solutions.
2. **CHANGES TO THE AGENDA:** None.
3. **MINUTES:** November 9, 2017 Special Meeting and November 16, 2017 Regular Meeting.
MOTION: **HENDRICKS** moved to approve; **WEISSFELD** seconded. Approved unanimously.
4. **CONSENT AGENDA:**
 - a) Water adjustment: Farley Dudley (meter No. 402040) requests a water adjustment of \$157.85 for a water leak which they have since repaired.
 - b) Liquor License Renewal: Big River Grill #077952.MOTION: **HENDRICKS** moved to approve; **PETERSON** seconded. Approved unanimously.
5. **PUBLIC COMMENTS:** None.
6. **PUBLIC HEARING 6:15 pm:** Sewer Moratorium Findings of Fact Resolution 2017-303.
City Administrator Leana Johnson presented Resolution 2017-303 regarding findings of fact regarding the Sewer Moratorium Ordinance 2017-1113 for public comment and Council consideration, as a follow-up from last meeting. There was no comment from the public; closed 6:19 pm.
MOTION: **HENRICKS** moved to approve Resolution 2017-303; **TAYLOR** seconded. Passed unanimously.
7. **PRESENTATION:**
Skamania County Economic Development Council (EDC) Executive Director Kari Fagerness presented a handout of recent EDC activities and commented on many of the activities.
8. **OLD BUSINESS:**
 - a) Ordinance 2017-1114 Adopting 2017 Budget Amendments: This ordinance was initially presented to Council at the November 16, 2017 meeting and revised the budget based on contractual obligations made throughout the year.
MOTION: **HENDRICKS** moved to approve Ordinance 2017-1114; **TAYLOR** seconded. Approved unanimously.

- b) Ordinance 2017-1115 Adopting 2018 Budget: This ordinance reflects the 2018 budget as presented to Council on November 16, 2017 with minor changes outlined in the staff memo.

MOTION: **HENDRICKS** moved to approve Ordinance 2017-1115; **WEISSFELD** seconded. Approved unanimously.

- c) Sewer Plant Update: Public Works Director **Eric Hansen** provided an update on the Stevenson Wastewater System and the Compliance Schedule. He said DOE (Dept. of Ecology) approved the Facility Plan. He will likely hear from DOE in January if the loan application has been approved. **Johnson** said she will submit the draft plan to the BOD Committee (biological oxygen demand) for their review and then it must be submitted to DOE by end of year. **WEISSFELD** reiterated that the treatment facility should not hinder any development on the Waterfront. The City has not received any fines yet from the L&I (Labor & Industries) inspection; **Hansen** believes L&I is not pleased with the performance of the City's contractor however.

9. **NEW BUSINESS:**

- a) Tourism Funding Contracts: **Johnson** requested approval of the Tourism Funding contracts as detailed in the staff memo for a total of \$344,617.

MOTION: **WEISSFELD** moved to approve the contracts totaling \$344,617; **TAYLOR** seconded. Approved unanimously.

- b) Port of Skamania County Contract Amendments: **Johnson** requested Council approval of contract amendments as detailed in the staff memo with the Port of Skamania County for tourism funding related to the Waterfront Wayfinding Signage and Leavens Point projects. **Fagerness** reported Nutter Corporation was awarded the contract for the Waterfront Improvements project and work will begin in January; **Woodrich** said the project must be completed in 2018 since permits will expire.

MOTION: **HENDRICKS** moved to approve the Tourism Funds grant to the Port of Skamania County in the amount of \$29,582 for the Wayfinding Signage and \$100,000 for the Leavens Point project; **WEISSFELD** seconded. Approved unanimously.

- c) Washington State Department of Enterprise Services (DES) Energy Program Interagency Agreement: **Johnson** requested Council approval for the Agreement with DES for the Energy Program. **Lisa Steel** with DES and **Pat Stephens** with Apollo Solutions presented a handout and extensively described the process. **Steel** explained that if cities use this program, they don't have to get bids for services since DES has already done the bidding process. This saves time and money. She said the City is not being asked to commit funds at this time. **WEISSFELD** asked if staff has time to work with this program. **Johnson** said yes, and that she has worked with it in the past at the City of White Salmon. **HENDRICKS** asked if solar projects are covered. **Steel** said DES can work on any energy project.

MOTION: **HENDRICKS** moved to approve the agreement; **TAYLOR** seconded. Approved unanimously.

- d) Shoreline Management Program (SMP): Planning Director **Ben Shumaker** provided an update on the status of the SMP including an introduction to the initial staff draft of the SMP currently being discussed with the Advisory Committee. He reminded that this is the first real update since 1974 and explained it is really a "suite" of documents. He characterized four programs. He explained the term "No Net Loss" as meaning no loss of ecological function, yet not returning it to the Lewis and Clark era. He said he will be presenting a much larger document at next meeting and then it

will be presented for public comment in the next month or so. **WEISSFELD** asked how it will affect the Port's project at the Waterfront. **Shumaker** said it won't affect currently permitted projects; future projects will be less encumbered since the buffer will reduce to 33 feet from 50 in the commercial area, and the City will be able to approve certain aspects on its own without the state weighing in. What usually takes four to five months should only take one to two months when the plan is in place. **WEISSFELD** asked for the City and Port to work together on the regulations for Slaughterhouse Point; **Shumaker** reminded that area is outside of City Limits.

- e) Skamania County Interlocal Agreements: **Johnson** requested approval of the 2018 contracts with Skamania County for Incarceration and Prosecuting Attorney Services. **WEISSFELD** asked if **Cosentino** is satisfied with the agreements; she replied she is.
MOTION: **WEISSFELD** moved to approve the Skamania County contract for Incarceration services at \$60/day, \$25/booking, and \$10/work crew day; **TAYLOR** seconded. Approved unanimously.
MOTION: **WEISSFELD** moved to approve the Skamania County contract for Prosecuting Attorney services at \$1,333.33/month; **HENDRICKS** seconded. Approved unanimously.
- f) WAVE Broadband Franchise: City Attorney **Ken Woodrich** presented the franchise agreement with WAVE Broadband for Council discussion. He explained the City has three free channels and that WAVE is asking to reduce it to one channel, but offering a \$25,000 grant to help develop the channel. **Mayor Cox** requested that one of the channels be updated, since he sees content on it that is very outdated. There was extensive discussion about whether these channels are even relevant anymore and if anyone even knows they exist. It was suggested the schools could use them or the City could broadcast the meetings. The consensus was to retain the three channels and have **Woodrich** report that the City is researching what uses it may have for the channels. The Council requested that Karen Douglass should be told about the channels and asked for a plan of use if the schools are interested.
- g) Wallis Engineering Contract: **Johnson** requested Council approval for a contract with Wallis Engineering to review and offer an opinion on the Wastewater Facility Plan in the amount of \$5,664. MOTION: **HENDRICKS** moved to approve; **TAYLOR** seconded. Approved unanimously.
- h) Stevenson-Carson School District Pool Support Contract: **Johnson** requested Council approval of the 2018 contract with the Stevenson-Carson School District for pool support in the amount of \$20,000, and deliverables as outlined in the contract. MOTION: **TAYLOR** moved to approve; **HENDRICKS** seconded. Approved unanimously.
- i) Resolution 2017-302 Declaring Unclaimed Property: This resolution reported one unclaimed check from 2015 in the amount of \$13.85 to the Washington State Department of Revenue. MOTION: **HENDRICKS** moved to approve; **WEISSFELD** seconded. Approved unanimously.
- j) Annual Appointments: **Johnson** presented the annual appointments list for 2018 and requested Council nominations for filling vacant positions. It was decided to postpone this to next meeting when all Council members are present. **Shumaker** reported he spoke to members of the Public Art Committee and he added local woodworking artist **Laura Buchan** to the committee. He noted the Planning Commission and Board of Adjustments still have vacancies.
- k) Discuss Hidden Ridge Final Plat: **Hansen** requested acceptance of a bond in the amount of 200% the cost of the work in lieu of finishing specific items in the final punch list in order to sign-off on the final plat for the Hidden Ridge subdivision. It was decided to postpone this item.

- l) OMI WWTP Management Contract Amendment #3: **Hansen** requested approval of the contract amendment #3 with Operations Management International, Inc (OMI) for 2018 services in the amount of \$129,950. MOTION: **HENDRICKS** moved to approve; **TAYLOR** seconded. Approved unanimously.

10. INFORMATION ITEMS:

- a) Financial Report: **Johnson** presented the City's Financial Report for year-to-date revenues and expenditures through November 30, 2017. She said the City will sell some investments to make the ending cash position positive.
- b) Building Permits Issued: **Johnson** presented a summary of recent Building Permits issued for new residential or commercial/industrial buildings. She said there was one more building permit this year than last year; 2005 and 2006 were historic peak years for single-family new homes, but that 2017 was the next highest.
- c) Sheriff's report: the Skamania County Sheriff's report for November was presented for Council review.
- d) Municipal Court Cases Filed: A summary of Stevenson Municipal Court cases recently filed was presented for Council's review.
- e) Planning Commission Minutes: Minutes were presented from the 11/13/17 Planning Commission meeting.
- f) Chamber of Commerce Activities: A summary of some activities conducted in November 2017 was presented.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Leana Johnson**, City Administrator: **Johnson** presented a plaque thanking **Mayor Frank Cox** for his 20 years of service since this was his last meeting as Mayor. She reported the City has acquired stun guns for meter readers in light of unfriendly dog attacks; staff will be using videos for training. **WEISSFELD** said staff should watch the videos together and document the training. **Johnson** said the City's insurance company said the public needs to be informed about the stun guns use. **TAYLOR** said the City needs to follow-up with dog owners when there is an incident. **TAYLOR** asked about automation of the meter reading; **Hansen** explained the various levels of options he has researched and costs (\$120,000 or less). **Johnson** said she talked with staff about the VEBA health insurance contributions program she's been researching. Also, she applied for a grant for the Command Vehicle.

She asked for topics Council would like to discuss at the Council Retreat: **WEISSFELD** wants to discuss the new Fire Hall, Traffic and Transportation Plan, Legislative Priorities and Citizen Communication; **TAYLOR** wants to discuss Community Cleanup and Nuisance Houses; **HENDRICKS** wants to discuss the Stevenson sign from the East.

- b) **Eric Hansen**, Public Works Director: He reported a house on Baker Road burned completely. He discussed LED street light replacements to be made in 2018, working with the PUD. **HENDRICKS** requested that the City consider "night sky friendly" lighting when possible. **Hansen** reported the lights have downward facing lighting for the most part but he will look into it. He has been coordinating with DOT for snow removal procedures such as more de-icing and reader boards when I-84 gets shut down and traffic reroutes through Stevenson.

- c) **Ben Shumaker**, Planning Director: He's been working on the Critical Areas Ordinance update in addition to the SMP. He's also been looking into the Transportation Planning and said the LED lighting project could be included. He's been talking with staff from the Pacific Crest Trail (PCT) association as they are interested in conducting a demonstration project for the Waterfront Trail.

12. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

November 2017 payroll, December 2017 Firemen's and December 2017 A/P checks have been audited and were presented for approval. November payroll checks 11967 thru 11991 total \$88,399.93, which includes one EFTPS and two ACH payments, Firemen's checks 11993 thru 12021 for \$7,493.52. A/P Checks 11966, 11992 and 12022 thru 12088 total \$561,411.89, which includes three 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 November. MOTION: **WEISSFELD** approved; **TAYLOR** seconded; approved unanimously.

13. MAYOR AND COUNCIL REPORTS:

TAYLOR needs to be excused for next meeting.

14. ISSUES FOR THE NEXT MEETING. See above.

15. ADJOURNMENT 8:01 pm.

_____ approved; _____ approved with revisions

Scott Anderson, Mayor

Date

Minutes by Julie Mayfield

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UPCOMING MEETINGS AND EVENTS:

- January 18, 2017 – Regular Council Meeting.