

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**January 18, 2018**  
**6:00 p.m., City Hall**

1. **CALL TO ORDER/PRESENTATION OF THE FLAG:** Mayor Anderson called the meeting to order at 6:02 p.m., lead the group in reciting the pledge of allegiance and conducted roll call.  
Council Members Present: Amy Weissfeld, Mark Peterson, Robert Muth, Paul Hendricks  
Council Members Absent: Jenny Taylor  
Staff: Ben Shumaker, Ken Woodrich, Leana Johnson, Eric Hansen  
Guests: Mary Repar, Karen Douglass, Richard Mahar, Matthew Knudsen

MOTION: PETERSON requests unanimous consent of Taylor's absence. No objections. Excused absence unanimously.

2. **OATH OF OFFICE:** Mayor Scott Anderson provided the Oath of Office to re-elected Stevenson City Council Members Amy Weissfeld and Robert Muth.
3. **CHANGES TO THE AGENDA:** None
4. **MINUTES:** The following minutes have been circulated and are ready for discussion and approval:
  - a. December 21, 2017 City Council Meeting

MOTION: HENDRICKS requested unanimous consent to approve December minutes. MUTH abstained since not present at the December meeting. No objections. Minutes approved.

5. **CONSENT AGENDA:**
  - a. Water adjustment – Brian Bair (meter No. 602100) requests a water adjustment of \$381.37 for a water leak under their driveway which they have since repaired.
  - b. Liquor License Renewal – Backwoods Brewing #420109
  - c. Resolution 2018-304 – Removing Frank Cox and adding Scott Anderson as an authorized signer on the City's Umpqua checking account.
  - d. Wallis Engineering General Services Contract Approval – Public Works Director Eric Hansen requests approval of the attached contract for 2018 general engineering services not to exceed a total amount of \$10,000 for the year, which matches the 2017 agreement. Some hourly rates have increased slightly.
  - e. Wallis Engineering Development Engineering Services Amendment #2 Approval – Public Works Director Eric Hansen requests approval of the attached amendment, extending the contract to review pre-applications, and provide preliminary and final review of development applications to the end of 2018. The original limit of \$15,000 for the contract remains unchanged, with \$2,020 spent since 2016.

MOTION: HENDRICKS requested unanimous consent for items a-e. No objections. Approved unanimously.

6. **PUBLIC COMMENTS:**

Mary Repar commented on her concern about the PUD updating their strategic plan without public participation. She asked the PUD to post information on the website and asked the Council to view this plan so we can figure out if our PUD can support our city's future planning. Staff stated conversations are taking place even if not specific to the strategic plan. Woodrich explained that there is no requirement for the PUD to have a strategic plan and it is used as more of an internal

device than specific planning. It is not like a communication plan, where you have required public hearings, but it is an open public meeting and reasonable to attend and ask about. Repar also mentioned the broadband initiative and the need to reach out to larger corporations. Anderson explained that it is not entirely up to the PUD to bring that to the city. Repar objects to supporting the Cascade Locks bridge project. She said that they keep raising rates but they need to give back to this community. She also sees a lack of coordination for economic development in our community. County and city should be cooperating more frequently. Anderson agrees on coordinating efforts. Economic development would come through the EDC and the city is setting up meetings and communicating with various programs.

**7. PUBLIC HEARINGS:**

- a. 6:15 -Final General Sewer Plan Update – This hearing is to discuss the environmental impacts and take public input on the final General Sewer Plan Update. City Administrator Leana Johnson presented Ordinance 2018-1116 for public comment and Council consideration. Opened at 6:18 p.m. The Plan was sent to DOE for approval and then back to the Council for final approval. All previous public hearings held regarding the plan failed to talk about environmental impacts of the proposed upgrades to the existing structure, which is what this hearing is about. Shumaker explained that there is no change and no impact to groundwater but there are improvements. Public hearing closed at 6:23 p.m.

MOTION: MUTH motioned to approve Ordinance 2018-2226. HENDRICKS seconded. Approved unanimously.

**8. OLD BUSINESS:**

- a. Sewer Plant Update – Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule. Hansen provided a loading update and explained there was an increase in influent BOD numbers and we were below our permitted requirements for effluent BOD. Previous month is close, with November having a lower BOD and TSS. He explained that the increase could have happened due to flow (rain) and additional rain in December is what we could attribute to the increase. Rain will wash down anything that's been depositing in the dry months. BOD will likely increase with more people in town over the holidays. Rain water and increase BOD do appear to ebb and flow together but there is a gap between the two that isn't yet accounted for. The plant is handling the load well. PETERSON explained that they are inspecting houses to determine if gutters are going where they are supposed to. Hansen stated that there are currently 50 houses on the list to be inspected so the \$10 fee can be waived if it is determined that they are not connected to stormwater. He explained that inspections could take several months. The first step is to ask homeowners directly for information on where the water spouts come out and if they don't know, they have the option of doing a dye test. When they get to downtown area, they may do smoke testing. DEQ signed off that the plan has been approved. MUTH asked for this information to be put on the website. Hansen discussed option for new deraggers for brass pumps. He explained that crews are currently going in four to five times a week when they get clogged up with debris and they have to shut everything down, tear it apart, and put back together, which takes 45-60 mins each time. The new deragger would have a sensor which would recognize possible clogging, slow it down, stop it and run it in reverse to backflush. A quote for this new tech will be available soon. Repar asked if you can find out what goes to your sewer plant and asked if this could be an educational opportunity. Johnson explained that they are talking with staff about semi-annual newsletter for updates similar to consumer confidence report. WEISSFELD asked if

there was an increase in customers paying bills online and Johnson clarified that people who come in to pay are being directed to the online system, especially when they want to pay with credit card. WEISSFELD asked if it could be considered for this information to go out by mailers or e-mail. Johnson explained that currently there are ads running in the newspaper.

**9. NEW BUSINESS:**

- a. Discuss Draft Sewer and Pretreatment Ordinance – City Administrator Leana Johnson presented the draft of the revised pretreatment ordinance for discussion. City received an administrative order from DOE to update the ordinance to include a more robust pretreatment section. The ordinance is currently with DOE for review. The initial draft submitted addresses change that the city is the only entity to issue permits but now it's written more open. Instead of permit agreements we would get into industrial contracts. This is a benefit to city, allowing flexibility to work one-on-one with industrial use and puts burden on DOE to do the analysis. WEISSFELD asked if DOE could then approve something the city doesn't want to approve? Johnson explained that there is no way to change this for now. Additional approval can be granted to larger cities who have additional staffing but Stevenson is too small for this authority. Johnson explained that the deadline to approve this is April and needs to be run through community and get all users familiar with it as they will eventually have to comply. This process will require pretreatment for some industrial users. This has been sent to the BOD committee and the city hasn't received a response.
- b. Letter of Support for Port of Cascade Locks FLAP Project– City Administrator Leana Johnson requested approving a letter of support for the Port of Cascade Locks FLAP project. It will create a better connection for the Pacific Crest Trail from Oregon to Washington, improving conditions for walking, biking, and riding horses across the bridge, improving the approach to the bridge and other infrastructure and traffic arrangements so it is friendly to anyone wanting to use the PCT. This includes crossing SR 14. Questions came up around whether pedestrians will be charged for crossing the bridge. Shumaker explained that the preliminary designs to improve cars passing added an auto tolling booth, which would eliminate sending pedestrians to it. It is assumed that they aren't tolling pedestrians but could be possible. WEISSFELD requested adding a request to not toll pedestrians, current or future, to the letter.

MOTION: WEISSFELD requested unanimous consent to approve and send letter of support, with additional written request to remove tolling for pedestrians. No objections. Approved unanimously.

- c. Planning Commission Vacancy – The Planning Commission is recommending City Council appointment of Matthew Knudsen to fill Planning Commission vacant position #5. This position was vacated when Scott Anderson was elected as Mayor and the term for the position ended. This recommendation comes after notice of the vacancy was published in the Skamania County Pioneer. WEISSFELD shared excitement for new, young people on the commission and also surprise that Rick May was not selected because he has been to so many City Council and Commission Meetings. She shared hope that he applies for upcoming vacancy and hope that the council and commission are not discouraging people from attending meetings. Knudsen was in attendance and spoke about background in operational management and getting projects completed from start to finish. He moved to Stevenson last year.

MOTION: MUTH motioned to approve appointment Matthew Knudsen to Planning Commission. PETERSON seconded. Approved unanimously.

- d. Annual Appointments – City Administrator Leana Johnson presented the annual appointments list for 2018 and requested Council nominations for filling vacant positions. Johnson talked with North Bonneville about positions that are being tag-teamed - Ben Shumaker will be on the Clean Air Agency and the North Bonneville representative will cover the Disabilities Board. Economic Development Council position change from Hendricks to Weissfeld. Johnson to ask Jenny Taylor if she can sit on the Fair Board. Johnson to update WRIA list to include all representatives (city, county, PUD, Yakima Nation). Johnson to update Shoreline Advisory Committee with active members. Shumaker willing to recruit additional people to Shoreline Advisory if necessary, and will consider finding someone from the Port. HENDRICKS offered to get involved on Shoreline Advisory if another member is needed. Johnson will provide an updated list to council.
- e. Resolution 2018-305 – A Resolution authorizing the establishment of the Health Reimbursement Arrangement/Voluntary Employees’ Beneficiary Association (“HRA VEBA”) plans. VEBA is similar to a flexible spending account but different in that it can be used after retirement. It is pre-tax and has some restrictions with what can be put into it. Medical in lieu payment will go to this plan as well as sick leave and vacation buyout. Staff are interested and have agreed to contribute \$30/month with the city contributing \$20/month. The annual cost impact to the city is \$1,912.00. As years go on, and cost of living adjusts, this can change how much goes into salary and how much goes into VEBA over time.

MOTION: MUTH motioned to approve the establishment of the HRA VEBA plans. HENDRICKS seconded. Approved unanimously.

- f. Approve Contract with Brightside Engagement LLC – City Administrator Leana Johnson requested approval for services with Brightside Engagement LLC in the amount of \$1,080 to facilitate the February 8<sup>th</sup> council retreat. Brightside would begin work ahead of retreat date and conduct pre-meeting survey. Discussed arose amongst council on the advantages and disadvantages of paying an outside facilitator. MUTH stated that it will help the council stay on task. WEISSFELD stated that this is the council’s first retreat and is unsure they need a facilitator, especially considering the amount of money required. MUTH and Shumaker explained that an outside person would allow for Leana to focus on her position and not serve in this additional role. Johnson stated that the previous retreats she has attended had facilitators but they were volunteers from the community who had experience with the role. WEISSFELD asked that the city identify someone in community to volunteer rather than spend the money on an outside company who may not know group and the perspectives.

MOTION: MUTH motioned to approve contract with Brightside at amount of \$1,000. HENDRICKS second. 2-2, with PETERSON and WEISSFELD opposed. Motion failed.

- g. Approve Use of Force on Dangerous Animal Policy – City Administrator Leana Johnson requested approval of the new policy regarding Use of Force on Dangerous Animals due to safety concerns. New policy would allow city employees to carry and use “zap stick” and pepper spray. The PUD has a similar stun gun and suggested the zap sticks to the city. The purpose is to address issues with meter readers getting attacked by dogs while on the job. As a part of the new policy adoption, Johnson would send out letters to pet owners who have issues with this in the past. The zap sticks costs \$80-90 each. Community concern (Repar provided letter to Council) about effect on animals and city liability, as well as language used in the policy, such as “subjects” rather than specifying animals. It is common in the industry to use zap sticks and, at this time,

the effectiveness of other products has not been looked into. It was agreed that there is a responsibility of the Council to set working conditions for city employees and a responsibility of the Mayor to make sure employees have a safe working environment.

**MOTION:** MUTH requested tabling this discussion until next month after review, editing and revision of the policy language and after addressing additional information, such as possible alternatives, provided from the PUD and additional agencies. WEISSFELD second. ANDERSON would like to see manufacturer information on zap stick to confirm it is not lethal force. He agreed that additional options and more information are needed. JOHNSON would like to consider providing additional information to the community regarding animal care. Unanimously in favor of tabling policy.

- h. Approve Contract with Vivid Learning Systems – City Administrator Leana Johnson requested approval of online safety training services with Vivid Learning Systems in the amount of \$3,000 per year for 3 years. Vivid provides online training videos as well as tracks individual documentation of who is trained on what and who attends different trainings. It would take the place of current safety meetings which go topic by topic in a bi-monthly newsletter. Most of the videos apply to Public Works. The city was previously fined \$1,600 from L&I for being deficient and this system would help cover those areas of concern, such as providing a file on each employee and a log of trainings completed. Council questioned whether improvements can be made in other, cheaper ways and whether the content is worth the \$9,000 asking price. Idea was posed whether the city can share the cost of the system with another business/city entity, such as the PUD. The system allows for a maximum of 40 online users, which is a number the city would not reach on its own. Hansen will look into the cost sharing with the PUD.

**MOTION:** MUTH motion to table the issue. PETERSON seconded. Unanimously passed.

#### **10. INFORMATION ITEMS:**

- a. Gorgeous Night Out in Olympia – Please see attached flyer presented for council information and invitation. This will be the 3rd year the council has participated in this event. They will be booking rooms for a price break and looking into renting a van/large vehicle for carpooling. Currently getting donations for baskets.
- b. Financial Report - City Administrator Leana Johnson presented the City's Financial Report for year-to-date revenues and expenditures through December 31, 2017. Johnson will provide a more thorough analysis of where we ended and where we predicted to end at the next council meeting. There was an anticipated difference for the timber harvest fund as the city didn't get what we thought we would get but it is still unsure, since initially the budget estimated on the entire project and only half of the project is currently completed. The city can review the final report and the next, last section of the timber harvest at the next meeting.
- c. Building Permits Issued - Leana Johnson presented a summary of recent Building Permits issued for new residential or commercial/industrial buildings. The residential house building permits ended with 14 single family permits issued, 4 remodels and 1 addition. Overall, the city is still growing. There was council discussion around having system development fees to avoid a financial bind. Johnson explained that the ordinance was approved and went into effect January 1st of this year. System development charges will be added to the waste water treatment discussion at the council retreat.

- d. Sheriff's report – A copy of the Skamania County Sheriff's report for December 2017 is attached for Council review. There is a drop off in traffic related incidences between 2016 and 2017. Johnson to look into it.
- e. Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed is attached for Council's review.
- f. Planning Commission Minutes – Minutes are attached from the 12/11/17 Planning Commission meeting.
- g. Chamber of Commerce Activities – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in December 2017.

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

- a. Leana Johnson, City Administrator-Met with Apollo, part of the environmental energies grant (free energy audit) and provided them a list of buildings to look at and projects to look at. They are doing surveys this month and will get back with a project list. White Salmon is looking for Planning help with subdivisions and updating standards. We are waiting on documentation outlining the scope of work to see what they're asking for. The city may be open to this but more is still to come. Addressed the welcome sign on east end of town. Is asking to have it painted it to see if it can pop a little more and consider placement of a lamp. It's been determined that it is not a good place for solar. Also looking into traffic beads on white paint so it reflects when traffic lights hit it. The chamber sign has now been fixed. Received records grant notification, which is due in February and will facilitate a clean-up of city records. Met with Bob Wallace on treatment plant and sewer plan. Will report back by next council meeting. Received good information from him and some questions for further clarification. The following agenda items have been identified for the upcoming retreat: fire hall planning, traffic/transportation planning, clean up/nuisance, legislation priorities, communication, parks plan, broadband, homelessness, affordable housing, annexations, paperless agenda, readdressing city, water treatment plant, other treatment plant discussion. HENDRICKS considered adding the issue of renaming Cascade Ave to Whiskey Row.
- b. Eric Hansen, Public Works Director-Will be advertising for summer help starting next month. New hire passed CDL test and working on additional certificates. Previously, wind was grabbing speeding sign and turning it when entering town but has since been fixed.
- c. Ben Shumaker, Planning Director- We will know next week if the city will receive the sewer loan and grant funding. We have until July to work out a contract and legislative funding. More information to come next week. The DOE staff will review and they put it out to legislators to put out with cap budget. 50% grant, 50% loan - \$900,000 dollars in grant. RTP - No new report. Encouraged those who are interest to stop by. They will be talking about upcoming transportation projects and they put together a plan update about every year. It's a good meeting to attend. Meeting minutes from Planning Commission meeting in December are available. There was a request from a landowner to modify the buffers for marijuana from child-based areas. The commission recommended not to change and the private owner will likely be coming to the city council in February to see if they are more sympathetic to change. The commission determined it was not zoning code so it doesn't need to go through commission. PSA - Old Bridge of the Gods tickets of 75 cents will no longer be accepted after sometime next

month. They can be taken into the Port office and they will exchange them if you can't use in time. Shoreline plan is moving forward. After the commission's February meeting it is likely they will be ready for a public release draft. By then, it is likely the council will hear more from public about the plan.

**12. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

December 2017 payroll & January 2018 A/P checks have been audited and are presented for approval. December payroll checks 12091 thru 12114 total \$96,623.52 which includes one EFTPS and two ACH payments. A/P Checks 12115 thru 12186 total 158768.05 which includes two ACH payments. No investment activity in December 2017.

MOTION: MUTH motioned to approve vouchers. HENDRICKS seconded. Approved unanimously.

**13. MAYOR AND COUNCIL REPORTS:**

WEISSFELD explained that the Port project identified an issue with engineering. Permitting is a problem and things could be questionable again. The bottom line seems to be that we don't really know right now where we stand. They have until April to get the work done. The contractor indicated he could get the first plan done, which is the jetty to leavens point, and that it should go quick. The issue is with the rest of the project, up to point where they launch kite boards, but no further information on the issue is available right now. Shumaker explained that they were permitted for the dredging of Rock Creek by mitigating what was to be spilled into Columbia River. Now, they need to do all or none of the project. The question of money and where it is coming from may come to the council. The port and the county are trying to get on the same page but we are not sure how far they've gotten at this point. The dredging is a county project and port is the lead for the project.

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

**15. ADJOURNMENT** – WEISSFELD motioned for adjournment. MAYOR ANDERSON adjourned the meeting at 8:20 p.m.

\_\_\_\_\_ approved; \_\_\_\_\_ approved with revisions

\_\_\_\_\_  
Scott Anderson, Mayor

\_\_\_\_\_  
Date

*Minutes by Claire Baylor*