

**CITY OF STEVENSON COUNCIL RETREAT MINUTES**  
**February 8, 2018**  
**12:00 p.m.-5:00pm, Riverside Lodge**

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1. **CALL TO ORDER: Mayor Anderson** called the meeting to order at 12:10pm and conducted roll call.  
Council Members: Paul Hendricks, Jenny Taylor, Amy Weissfeld, Robert Muth, Mark Peterson  
Staff: Leana Johnson, Ben Shumaker, Eric Hansen, Karl Russell  
Guests: Somer Meade (Facilitator), Sandy Carlson, Karen Douglass
  
2. **RETREAT OVERVIEW & INTRODUCTION: Leanna Johnson** reviewed the results from the pre-retreat survey and requested feedback on the agenda and the meeting norms. **Somer Meade** took the group through the goals of the retreat and facilitator responsibilities and then lead the group through a brief ice breaker activity.
  
3. **FINANCIAL OVERVIEW: Johnson** provided a handout for the group with financial summaries requested by **Mayor Anderson**. **Johnson** provided a visual breakdown of revenue and expense breakdown for the General Fund based on a three-year average. **Johnson** also provided an overview of the City’s Reserved Balances and Street Fund. The Council directed Staff to move forward with creating additional funds by ordinance for reserves.
  
4. **ECONOMIC DEVELOPMENT:** The group reviewed the City’s mission and four guiding principles in the Comprehensive Plan for Stevenson.
  - a) **Mayor Anderson** introduced the topic of Broadband and the group discussed relevant definitions and local comparisons for Broadband availability. The group reviewed a planning template from the State of Oregon’s Broadband Strategic Planning Project and **Mayor Anderson** suggested the formation of a Broadband Advisory Committee that would convene monthly and include positions from multiple stakeholder groups. The committee would create a broadband plan for the city. The Council was in favor of forming such a committee and recommended it be added to the list of priorities for 2018 and 2019.
  - b) **Ben Shumaker** reviewed the status of available affordable housing in the City and the group discussed the differences between “affordable” housing and “workforce” housing. The various barriers for establishing workforce housing was discussed and the Council was in agreement that workforce housing should also be included in the priorities for 2018.
  
5. **MAYOR AND COUNCIL MEMBER PRIORITIES FOR 2018 AND 2019: Johnson** led the group through a brainstorming activity wherein all Councilors and Staff present listed their priorities for the City for 2018 and 2019. The group then went through a ranking process and identified the following priorities in order of importance:

i. Fire Hall (47)	ii. Russell Ave. (45)
iii. Broadband (33)	iv. Workforce Housing (26)
v. Downtown Traffic/Parking (24)	vi. Parks-Dog Park, Kids Park / Aesthetic Improvements (20)
vii. Communication Plan	viii. Utility Pricing (18)
ix. First St. Sidewalk (15)	x. Safe Routes to School (14)
xi. Deliberate Growth Strategy (12)	xii. Surplus Property (Real Estate) Listing (2)

6. **LEGISLATIVE PRIORITIES:** **Johnson** briefly introduced the types of priorities the Council could consider and then **Meade** compiled a list as they brainstormed possible activities that would require legislative action or support in 2018 and 2019. That list included:

Fire Hall Funding	Wastewater Treatment Plant – Funding, support, regulations
Traffic Tax Trial	Federal Lands Access Program – Bridge of the Gods support
Broadband	AWC Legislative Priorities as applicable to Stevenson

7. **WASTEWATER:** **Johnson, PETERSON, and Eric Hansen** reviewed the status of the Wastewater project and the plans for implementation as well as the suggested fees (of \$5,400-\$9,400) for connection which will be revisited following completion of the engineering process. **Johnson** provided two GANTT charts with proposed timelines for completion. **PETERSON** recommended the Council hold off on moving forward with the discussion and public hearing pending a three-month study by a special committee to look at funding options and establish long term goals and processes. Council agreed that this was an appropriate step and **PETERSON** agreed to organize volunteers for this committee. The Council asked that the new committee make a recommendation on annexation policies and directed staff to review ordinances for design standards. **Johnson and Hansen** asked the Council for direction regarding Treatment Plant Operations and whether the City should contract with an outside agency for managing the wastewater plant or hire a full-time employee for a City Operated Treatment Plant. After discussing the pros and cons, the Council directed staff to move forward with planning for an in-house hire.
8. **FUTURE PLANNING EFFORTS:** **Johnson** provided updates on the current efforts towards projects that are either in process or are on the radar for the near future. These projects included the new Fire Hall which **Johnson** provided a GANTT chart for, an upcoming Traffic/Transportation Study that will start later this year, and the considerations for readdressing streets in Stevenson for the sake of consistency and public safety as well as current requests for the renaming of streets in Stevenson. The group discussed the needs for the current parks in the City and debated whether or not the City should sign up with the County to have access to the Reverse 911 system. This lead to the recommendation that Staff develop a general communication plan that include regular methods of contact to City residents for emergency and non-emergency needs, social media, and publications. **WEISSFELD** and **MUTH** agreed to participate on a committee for the Communication Plan. The Council directed Staff to move forward with the contract for Reverse 911 with the County and briefly discussed the guidelines/process for using. Also discussed were policies regarding annexations and the necessity for Water Resource Inventories. The group concluded with a discussion on the legalities of Nuisance Enforcement as it relates to foreclosed properties and the City Ordinance.
9. **ADJOURNMENT:** **Mayor Anderson** adjourned the meeting at 5:00pm.

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

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Scott Anderson, Mayor

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Date

*Minutes by Somer Meade*