

MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 15, 2018
6:00 p.m., City Hall

3.a

1. **CALL TO ORDER/PRESENTATION OF THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m., lead the group in reciting the pledge of allegiance and conducted roll call.
Council Members Present: Amy Weissfeld, Mark Peterson, Robert Muth, Jenny Taylor
Council Members Absent: Paul Hendricks
Staff: Ben Shumaker, Ken Woodrich, Leana Johnson, Eric Hansen
Guests: Mary Repar, Albert Mickadeit, Jeff Streich, Terese Stacy

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

2. **CHANGES TO THE AGENDA:** None
3. **MINUTES:** The following minutes have been circulated and are ready for discussion and approval:
 - a. January 18, 2018 City Council Meeting
 - b. February 8, 2018 City Council Retreat

MOTION: MUTH requested unanimous consent to approve January and February minutes. WEISSFELD second. No objections. Both minutes approved.

4. **CONSENT AGENDA:** The following items are presented for Council approval.
 - a. Liquor License Renewal - A & J Select Marker (#358984)
 - b. Liquor License Renewal – Skunk Brothers Spirits (#412799)
 - c. Training Request - Mayor Scott Anderson requests approval to attend a Mayors Exchange in Olympia with Governor Jay Inslee on February 21st. Approximate cost to the City will be \$348
 - d. Training Request – Building Inspector/Water Manager Karl Russell requests approval to attend a 2-day course in Airway Heights, WA to prepare for the Wastewater exam March 27-28, 2018. Approximate cost to the city will be \$611 plus the use of a city vehicle.
 - e. Surplus Resolution 2018-306 – Public Works Director Eric Hansen requests approval to surplus equipment that is no longer of use to the city.

MOTION: MUTH requested unanimous consent for items a-e. WEISSFELD second. No objections. Approved unanimously.

5. **PUBLIC COMMENTS:**

Albert Mickadeit addressed the Council to discuss establishing a Whiskey Row Waterfront District. Stevenson previously had Whiskey Flats long ago but it burned down and they are wanting to reestablish. Currently, the three distilleries and a restaurant in the Cascade Avenue/1st Street area are interested. Mickadeit explained that this has a marketing and destination pull to it as well as historical and current relevance. Those businesses that are already interested have been running radio ads as a group and would like to put up new signs designating this area officially. TAYLOR asked whether signs would require Port approval and it was explained that, at their recent meeting, this idea was received positively but not officially. ANDERSON asked about the process for new signs and City Planner Ben Shumaker explained that there was wayfinding established in 2012 and it could be decided that it is time to revise now. He also explained that it is written into the program for the Waterfront District but it is not believed that new signs have been installed yet but there was

discussion on replacing some signs on 1st and 2nd. Waterfront signs have been billed but not yet built and will likely be placed in front of the pier and possibly at Bob's Beach. There was concern shared that the city has spent a significant amount of money on signs in the past three years and may not be interested in spending more on signs. There will likely be stronger consensus with new signs if the group plans to raise the money themselves and is willing to keep with the theme that the city has already established. For now, the group is not asking for a street name change or address change rather a rebranding. As next steps, Mickadeit will talk with the Downtown Business Association, talk with city employees and develop further, approach Pat and Jeff about signs and designs, approach the other businesses in the area about involvement, and come back to the Council with more information gathered.

Mary Repar brought up a recent book club read on the Cascadia Fault Line and highlighted the building codes. To her knowledge, the only place safe from earthquakes is Stevenson High School Library, which is earthquake approved. She asked questions for the Council to consider, such as are our government buildings safe and do they need updating? She also highlighted that the Gorge Commission continues to hold their management planning process meetings and urged the Council to have input into this plan update, as Stevenson is not separate from the National Scenic Area but a part of it and see this work affecting us all.

Jeff Streich addressed the Council about waiving the new sewer/water connection fees on his property to the 2017 fees, which was prior to the increase established in 2018. He explained his plan to create more community areas in Stevenson with small affordable homes. Due to closing in late December, later than anticipated, he missed the 2017 fees by a week. MUTH asked if a variance can be granted. City Attorney Ken Woodrich said no, the auditor would not allow it. He further explained that the State of Washington Constitution states no municipality will gift public funds. When the rate is set, that is an acted revenue source that the city locks in for a service/connection and accepting any sum of money less than what Council approved would be considered a gift of funds. MUTH further clarified that legally, we can't do this. Woodrich went on to explain that a lower amount can't be accepted but paying a smaller amount over time could be, if the Council is interested in creating such a process.

Terese Stacy asked the Council to consider a proposal to reduce the marijuana buffer zone within city limits. She would like to see it reduced from 1000 to 100 feet but asked to reduce it to at least 400 feet. Stacy is a property owner who would like to lease to this type of business, which would bring in more retail and employee more people. Anderson explained that this was originally brought to the Planning Commission but they were reluctant to release for one location and it was decided that it is not a zoning decision but a land use decision on the business regulation end of issues. WEISSFELD asked what other properties could be affected if the buffer is changed and are any businesses opposed? MUTH asked for a proposal from Stacy which would likely lead to a public hearing. TAYLOR explained that this was adopted by the state initially and has since been reduced based on new state laws around marijuana. The Council agreed to entertain the proposal and will move forward with a public hearing after initial proposal is presented.

6. FIRE DEPT UPDATE:

Fire Chief Rob Farris provided and described the Fire Department's summary of 2017 report (attached). He highlighted calls for service, training information, member information, the 2017

projects completed as well as 2018 projected projects. He also highlighted significant events in 2017 that affected the department's work.

7. OLD BUSINESS:

- a. Approve Council Appointments – City Administrator Leana Johnson presented the revised 2018 annual appointments list based on the discussion from the January 18th council meeting. Additional changes were discussed, with Weissfeld joining the Art Committee and Johnson will be replaced on the Fair Board by Hansen.

MOTION: WEISSFELD moved to approve Council appointments as drafted with changes discussed. MUTH seconded. No objections. Approved unanimously.

- b. Discuss Training Options for Dangerous Animals – City Administrator Leana Johnson requested council discussion about training options for dangerous animal protection. Specific training for dog bite safety has been identified as our insurance doesn't provide any training. It will cost \$300 which is more budget friendly than other options. There was talk with the PUD about sharing a training database program but their representative is currently out on leave and staff hasn't heard back yet. The \$300 lower cost option could be covered in the city's current budget and doesn't need approval because it will not include payment over multiple years.
- c. Approve Use of Force on Dangerous Animal Policy – City Administrator Leana Johnson requested approval of the new policy as revised regarding Use of Force on Dangerous Animals due to safety concerns. This discussion and approval was tabled until we can revise it. City Attorney Ken Woodrich explained that this is not an ordinance just policy.
- d. Sewer Plant Update – Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule. ANDERSON saw this as an overlap with new business regarding Wallace Engineering and asked to wait and include it as a part of that discussion.

8. NEW BUSINESS:

- a. Discuss General Sewer Plan Review Report from Wallace Engineering – City Administrator Leana Johnson presented the General Sewer Plan Review report from Robert Wallace for discussion. It was explained that some things listed in the maintenance update and improvement options are already being done and are already included in the current plan. ANDERSON stated that overall it is a good plan. Johnson confirmed that phase 1 might not achieve all its goals and we have to show the performance not the just design the performance, as city wants to prevent the issue that we are currently facing. The output is still good and the plant is still performing. Hansen explained that once we have a proven track record, and make the updates, then we can ask for re-rating. Representatives from the Department of Ecology will be coming down to Stevenson on the 22nd and we will clarify with them what odds we run at receiving the grant for funding. PETERSON addressed the mention of pretreatment in the letter and wanted to know where we stood in agreement of pretreatment at the plant not the waterfront. WEISSFELD reported that 100% at the plant was not agreed on but an 80-20 model was discussed. Johnson reported one suggestion was for the businesses to have a two-day holding tank so as to not create a shock to the plant and provides minimal pretreatment. Businesses recognize the need to contribute to pretreatment but also considering ways to make this more affordable. Shumaker reported that

the grant committee considered this concern and put together a recommendation to explore and apply for grant funding. At this time, there are four options: individual, shared on waterfront, shared at plant, and expand plant, and the grant would answer all possible questions such as costs, planning, and responsible parties. The plan would be to develop a preferred alternative and preliminary report for the next funding cycle, which is up to 3 million dollars for the city and industries to share. For now, we will start with the current design on collection and move forward with some phases and this may affect the timeline in regards to the treatment plan. This funding will require a 25% match but more information is still needed to determine who is responsible for paying that. There was agreement on Council that more definition is needed as well as more clarity from DOE. A map was included on the back of the grant sourcing subcommittee report of the document which explained overall improvements developed or planned. Hansen reported that four companies were reached out to for pipe inspection and curing in place and only two returned bids. The area listed as slide prone will first need a Geotech survey completed prior to fixing any I&I issues and the current DOE loan will help pay for that survey. The plan is to first work on areas that don't require Geotech, in yellow.

- b. Approve Port of Skamania Shoreline Enhancement Contract Amendment– City Administrator Leana Johnson requested Council approval of the contract amendment with the Port of Skamania County for an additional \$11,400 to improve East/Kite Point for a total cost of \$111,400 for the shoreline project. The plan is to remove rocks and put more rock down to maintain silt. This was run by the TAC and they approved unanimously. The rock has already been delivered as it was time sensitive due to permitting.

MOTION: WEISSFELD motioned to approve contract amendment. TAYLOR seconded. PETERSON abstained. No objects. Approved.

- c. Discuss AWC Center for Quality Communities Scholarship –The City is soliciting applications for the Association of Washington Cities scholarship opportunity, which are due Friday, March 2nd. There have been no applications received to date. The deadline for returning applications to the city is March 2, and then on to the committee by March 9. One finalist from the city goes up against other finalist in other cities. Stevenson participated in this previously but has yet to have someone from the city win.
- d. Approve Waiving Downspout Connection Fees – At the time of the January utility billing, only 25% of sewer customers had requested an inspection of their downspouts to remove the \$10 fee. Staff requested waiving the downspout connection fee until at least half of the sewer customers have requested an inspection. Currently, 100 homes have called in but many are not taking the initiative to call. There was question of whether people will call until they have been billed. It is important that people know and recognize what the costs are for, as there is some challenge in thinking it's a downspout feed and not a sewer fee.

MOTION: PETERSON motion to waive downspout fees for January. WEISSFELD seconded. No objections. Approved unanimously.

- e. Approve Ordinance 2018-1117 – City Administrator Leana Johnson requested approval of ordinance 2018-1117 Extending the current WAVE franchise until April 19, 2018. This would be a two-month extension to finish. The city has had meetings with the franchise representatives and

identified areas that the city has issues with and want to explore further before bringing a contract to the Council.

MOTION: MUTH motioned to approve ordinance. Weissfeld seconded. No objections. Approved unanimously.

- f. Discuss SMART Cities -This discussion is an agenda item left over from the February 8th council retreat. SMART Cities using digitizing and technology to get work done. From using software to submit plans and building permits online to making water meters smart readers. It can create easier and quicker connections between employees and customers. The challenge is that it comes with cost and staff time. The plan would be to develop software to make sure that it works for our city's processes and then following up with training. One recent quote for permitting software asked for included everything available and the annual price is cost prohibited. They are also looking into another system through financial software and cost information is still to come. WEISSFELD spoke out about this not being the right time for this undertaking, funding-wise. Johnson stated that there will be a cost benefit analysis.

9. INFORMATION ITEMS:

- a. Sheriff's report – A copy of the Skamania County Sheriff's report for January is attached for Council review.
- b. Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed is attached for Council's review.
- c. Planning Commission Minutes – Minutes are attached from the 1/08/18 Planning Commission meeting.
- d. Chamber of Commerce Activities – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in January, 2018.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a. Leana Johnson, City Administrator - Payroll approvals were brought to sign tonight. Gorgeous Night Out is confirmed for February 21, regardless of weather. Johnson noted the long spreadsheet on the back of the colored document which outlines the properties the city has. Further explained that the Kuskie House, originally purchased for relocation of the Rock Creek Bridge for right away, but the city is likely to save money if we put the bridge back in the same spot, even though it'll mean a detour for about nine months. If that is the decision, which is still to be determined, then the property will not be used for that purpose and will then look into other options, such as turning it into a park and/or storm water treatment.
- b. Eric Hansen, Public Works Director - Hanson explained that he engaged in the close out interview and walked through the pre-audit for the Kanaka project. There is some documentation still needed but we have everything they wanted so it is currently being put together for final packet. The final is due in April. Hansen also mentioned the application for summer work closes tomorrow and they currently have 5 applications in. Also, there was a crew working to repair the water line on Tuesday. It was found late morning and they had to take in out for two hours to repair it.
- c. Ben Shumaker, Planning Director - Shumaker addressed the draft Shoreline Master Plan and the documents have been approved by the Planning Commission to go to public comment period for

a full program. The plan is to get the information to the Council at next meeting so they are aware of questions that will likely be coming in. Currently, everything is available on the website. The public comment period will be open for two months. The restoration plan is a large piece of this, as there will be some reduction in function. Overall, it needs no net loss so identifying areas that things can be improved is an important part to address. The restoration plans could help be paid for to reduce ecological fundings of shoreline areas. Additionally, we are working on a FEMA grant for a fire truck replacement and more information will be available in April but may not find out until September or October. We are hoping for approval on the interlocal agreement for GIS services for 3-year period 7,500 with 1000 going to updated critical area maps and shoreline map as regulatory to SMP.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

January 2018 payroll & December 2017 2nd 13th Month & February 2018 A/P checks have been audited and were presented for approval. January payroll checks 12188 thru 12209 total \$86,784.70 which includes one EFTPS and two ACH payments. A/P Checks 12187 & 12187 thru 12264 total 131,915.66 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in February 2018.

MOTION: MUTH motioned to approve vouchers. WEISSFELD seconded. No objections. Approved unanimously.

12. MAYOR AND COUNCIL REPORTS.

Anderson reported that the Stevenson Downtown Association hired Marie Perez as their new executive director and is looking forward to getting projects underway. The Main Street Housing Tax Credit program is a new undertaking that they will oversee and can allow businesses to donate 75% to the association and they get state business and occupation tax credit. It keeps the money local. Businesses signed up so far have helped raise \$35,000.

13. ISSUES FOR THE NEXT MEETING: None

14. ADJOURNMENT – Mayor adjourned the meeting at 7:55 p.m. (1 hrs 57 mins)

_____ approved; _____ approved with revisions

Scott Anderson, Mayor

Date

Minutes by Claire Baylor