

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

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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, Paul Hendricks  
Council Members Absent: None  
Staff: Ben Shumaker, Ken Woodrich, Leana Johnson, Eric Hansen  
Guests: Mary Repar, Rick May, Ann Lueders
  
2. **CHANGES TO THE AGENDA:**  
Request came from staff to move item 6b up to after 5a, as the sewer plan update (5b) was likely to be a lengthy discussion. No objections.
  
3. **CONSENT AGENDA:** The following items are presented for Council approval.
  - a) Minutes - February 15, 2018 City Council Meeting
  - b) Special Occasion Liquor license application – Columbia Gorge Orchestra Association at the Hegewald Center Auditorium, on April 15th from 12:30-5:30pm.
  - c) Training Request - Building Inspector/Water Manager Karl Russell requests approval to attend a 3-day Backflow Assembly Refresher course and a day of testing in Spokane Valley, WA on May 7- 10, 2018. Approximate cost to the city will be \$1064 plus the use of a city vehicle.

MOTION: MUTH moved to approve consent for items as presented. PETERSON seconded.  
No objections. Approved unanimously.
  
4. **PUBLIC COMMENTS:**  
Mary Repar invited all to two upcoming Public Library events: the 1st annual Community Resilience Program, held on Tuesday at 6:30 p.m., and the Plant and Seed Swap, held on April 7th from 10:00 a.m.-2:00 p.m. She also addressed the review of the Open Public Meetings Act at the recent Planning Commission meeting and thanked the Commission and Ben Shumaker for the discussion.
  
5. **OLD BUSINESS:**
  - a) Approve Use of Force on Dangerous Animal Policy – City Administrator Leana Johnson asked that this approval of the new policy as revised regarding Use of Force on Dangerous Animals due to safety concerns be tabled for the time being. The policy that was included in this month’s packet was the version from last month and not the revised version. She informed the Council that there is a new policy that will be in next month’s packet. Repar made comment to no prohibitions against use on humans and questioned who determined which animals need to be seen by a vet. MUTH made notes on the same issues and notes were given to Johnson for review.

d) Sewer Plant Update – Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule. On February 26th, Hansen met with a representative for an alternative process for waste management to discuss retrofitting the existing plant and possibly saving several million dollars. Staff and Councilmember MUTH took a tour of the La Center plant, which utilizes the membrane bioreactor (MBR) process that was discussed. The Department of Ecology (DOE) recommends the city does its homework before proceeding with changing to the MBR technology. Johnson is waiting on a cost estimate from the engineer and will then pass the information on to the right sizing committee to discuss further. Hansen reported that DOE is not concerned with the size of the proposed plant and wants the city to stay on the current compliance schedule for funding and requesting the operations and maintenance audit by writing a memo based on the current plan. Johnson is currently working with DOE to try and stretch the existing timeline. Tetra Tech willing to complete additional work, at no additional cost, focused on facility plant. In addition, DOE has requested that the city hire a full-time level 3 operator. They are also willing to revisit the discussion of a second aeration ditch but it's a longer phrased approached with some gambling on grants and having to secure the level 3 operator. Hansen is working out the requirements now as DOE is requesting information on how the plant is currently operating/performing at this time. Johnson explained that this could lead to potential savings of \$4 million. HENDRICKS asked if a level 3 operator is an advanced position. Hansen clarified yes, and that the city currently has 3 level 1s and Hansen is level 2. Shumaker gave history to the back and forth communication between the city and DOE, explaining that they first came down for pretreatment and gave the impression that they were not requiring anything. Then they participated in a debrief and explained that it can be a requirement to pretreat. Two days later, Tetra Tech called DOE and they gave different impressions to them. Shumaker is skeptical what could still be behind what DOE is currently saying about not having a second aeration ditch. This gives way to ongoing questions from staff and the community regarding who will have to pretreat, and whether that will include city industries and businesses. PETERSON confirmed the same comments and frustrations are being raised by businesses, such as what the city is doing or not doing and what businesses will be responsible for. There continued to be questions around previous graphs which shows "spikes", still unexplained, in influent BOD over many years. PETERSON states that if we're charging someone something, we should have good evidence why and we don't have that information. Johnson explained the current plan is to run a month-long test to get more and better information. Questioning then arose around how best to run this test by considering where to start and which industries to include. Woodrich asked if there is a way to look back retroactively and analyze the data, possibly through hiring an expert to do so. Hansen explained that some spikes are due to high rain events and the BOD influent spikes match closely. Anderson asked if we have a trend, why has it not been addressed? This year, the city has budgeted more money to repair lines and seals on bigger problem areas. TAYLOR asked why we don't fix them all. Hansen explained that previously, the city completed cheapest fixes that could be afforded without having the money to go into the lines and seal unless they were shallow. He explained further that, typically, you bring in people to insert cameras, identify sections that need to be fix, and fix those sections. Further, some of the highest loadings are in the summer, when we don't have a lot of inflow. PETERSON mentioned someone who

previously worked with the DOE who is willing to help analyze the data and determine the problem. He stated that we need to find someone who has a focus in sewer plant design and field experience. Anderson reminded the Council of the timeline with the DOE and Johnson confirmed that they expect a contract in 2019 for the project grant. Johnson stated that the current progress moving forward is to meet with the Center for Sustainable Infrastructure and DOE to create a value planning process and roll in what they're doing with the current loan application, which is pending. Working with this third party allows for a financially and environmentally sustainable project. HENDRICKS suggests that we will never have perfect data and we need to make decisions based on what we have, not what we want. May adds that knowing why guides us into the future. TAYLOR stated that we need more data. Anderson confirms that, in meeting with DOE, the biggest issue that came up was the data and questions around the three numbers adding up to more than what's going into the plant. If we're going to ask people to pay then we need their trust in the data. Repair asked how much pipe is left to assess after last year and what the cost would be. Hansen to put together some numbers but stated that this won't answer the questions about summer influent and will require additional testing beyond just pipe fixing. Johnson restates that the challenge is with DOE standing firm on the 2019 deadline. WEISSFELD stated that we have already submitted the building plan so can we continue grant funding and, at the same time, scope lines and hire a consultant. WEISSFELD suggested we look at the data from the beginning of the plant's creation and create a new chart to see if it can be determined why the spikes are happening and their trends. TAYLOR stated that, considering the community, it will give us a story to tell them. Hansen mentioned a meter the city purchased for sampling at Backwoods and considering additional places, such as Walking Man, Skamania Lodge, Rock Creek and Fairgrounds. Month long testing will provide a better picture. In addition, Anderson suggested that we set agreed upon goals/standards on both sides of the table, determine consensus and move forward. PETERSON would like to see two council members involved in the hiring of a consultant before getting a bid. He further suggested that data be gathered at different points, health of lines should be examined, and every house in the city should be examined. HENDRICKS stated that it makes sense to scope the lines that we most likely to have problems and next year we can scope everything. PETERSON and TAYLOR agreed that everyone should be scoped now. Hansen explained that scoping is more precise than flow but is also more expensive. Anderson asked if we can go by neighborhoods of a certain age. Agreed to move forward with 3 things: 1. Which lines to scope, 2. Month-long sampling, 3. Continue downspouts investigating. Johnson highlighted that the water budget for 2017 was over so the city is starting 2018 with less money than expected. Hansen stated that agreed upon protocols are necessary before sampling can start again. WEISSFELD stated that this should be discussed with the consultant to be hired. Hansen to get a contract for one company vetted and recommending to set agreed upon protocols for sampling and analyzing chart and history data. MUTH to make phone calls to find an engineer. PETERSON and MUTH to be on committee to move forward on consultant bids. Staff will come back with the cost to scope lines and downspout work will continue.

## **6. NEW BUSINESS:**

- a) Approve Resolution 2018-308 Authorizing CERB Application – The City is applying for a \$50,000 planning only grant to determine the feasibility of wastewater pretreatment options for industrial customers. This resolution will authorize its submittal. Shumaker acknowledged that these efforts are part of the city’s effort in trying to do things that lead to better footing with the community. This will cost out pretreatment options of centralized pretreatment, treatment at the plant and individual treatment. WEISSFELD asked for the staff recommendation. Johnson stated that it can dovetail with what’s being done with the Center for Sustainable Infrastructure. Based on previous discussion, there are multiple hypotheses on the spikes in influent and this is one way to determine the issue. The city portion would be \$12,000 and it could fund a study up to \$62,000. It’s a good value that gets the industries back on board.

MOTION: HENDRICKS moved to approve resolution 2018-308 authorizing CERB application approximate amount of \$50,000. WEISSFELD seconded. No objections. Unanimous approval.

- b) Discuss Proposal to Reduce Marijuana License Buffer Zone – Terese Stacy requests the City reduce the buffer zone from 1,000 feet to 400 feet measured as the shortest straight line between the property line of the potential location to the property line of any elementary and secondary school and public playground. A copy of her request as well as information presented to the Planning Commission was presented to council. Anderson clarified that the state has given cities the opportunity to decrease this buffer. Concern was addressed around decreasing the buffer to 400 and having to re-address the buffer if another business wants to decrease it further in the future. HENDRICKS stated that if the Council chooses to decrease it down to the minimum of 100 feet then it wouldn’t be brought back to the Council in the future. HENDRICKS saw no reason not to decrease the buffer to 100 feet. PETERSON and WEISSFELD agreed. Shumaker clarified that the 1000 feet buffer currently in effect for schools and playground cannot be changed and is not a part of this discussion. MUTH mentioned concern about the image it creates as you come into town on the east side. WEISSFELD responded that every other city has the same. MUTH was not necessarily in favor. TAYLOR agreed. Community members were split, between concern that allowing this is encouraging acceptance, concern that alcohol and tobacco are already a part of our community and that the stigma will fade with the medical aspects increasing. HENDRICKS addressed the argument that such businesses bring in more crime but reported that the statistics do not identify an increase. Johnson clarified that the Council is voting on whether to move the proposal forward to a public hearing at the next Council meeting. She explained further that if the Council is adamantly opposed to it and if a public hearing is not likely to change their mind then do not move it forward. This doesn’t require a public hearing but council will take public comment. Shumaker addressed that the current map provided in the packet shows businesses and properties affected in the 1000 buffer and will update map to show 100 buffer. PETERSON, WEISSFELD and HENDRICK were in favor of move forward with soliciting public comment at the next council meeting with MUTH and TAYLOR against.

- c) Resolution Regarding Region IV Homeland Security Mutual Aid Agreement – The state recently adopted a revision to RCW 38.56.10 making the need for the agreement no longer necessary. This dissolves mutual aid agreement between counties as well as towns and incorporations within.

MOTION: PETERSON to approve resolution 2018-307 regarding the Region IV Homeland Security Mutual Aid Agreement. TAYLOR seconded. No objections. Unanimously approved.

- d) Approve Interlocal Agreement with Skamania County for Mapping Services – This agreement will allow the County to provide GIS services to update the city's maps not to exceed a total cost of \$7,500. The current request for updates was presented and included in the budget. Shumaker explained that the agreement authorizes engaging the county over the next three years. It includes a first request to update the critical areas map and make changes to show current based on best science available. The county has approved the interlocal. The total cost authorizes Shumaker to engage the county and he does not anticipate needing more money in the next three years.

MOTION: WEISSFELD to approve interlocal agreement for mapping services in the amount of \$7,500. TAYLOR seconded. No objections. Unanimously approved.

- e) Discuss Summer Intern for Broadband Project – The City applied for a summer intern through WCMA and UW Evans School. Johnson explained that after the last council meeting, an e-mail was received asking whether the staff has interest in working with an intern and staff said yes with Shumaker managing the intern. The intern will focus on the broadband project. There have been recent changes to retirement dates so funds were freed up allowing for intern. The job was being advertised as of yesterday. The intern is provided a \$2,500 stipend through the ICMA to relocate to Stevenson. It gives the intern experience in rural areas and moves the broadband project ahead. The scope is the deliverable work products presented to council.

- f) Discuss Personnel Policy Changes – The current personnel policy needs to be revised in light of changes to state law and decisions by council, such as allowing payment in lieu of medical benefits. Johnson explained that the document presented has tracked changes and also included comments. Future policy updates will be approved by council resolution. The staff will make safety programs available to the Council at the next meeting. Appendices will be altered to match formatting. The cell phone policy will be updated and a social media policy will be added. Additional stipend for cell phone use is being looked into, as cell phones and phone cameras are being relied on more in the fields.

- g) Approve Wastewater Treatment Plant Operator Job Descriptions – Staff has developed three job descriptions for varying levels of staff at the treatment plant. The city will advertise for all 3 levels and will see what comes in, although the city is only hiring 1

position. Job descriptions were reviewed from similar cities as well as current certifications on employees who currently hold positions for the city. The salary level aligns with other city employees. The job descriptions will post as soon as they are approved. There will be additional language around getting certificates in a time manner, within timeframes described, and discipline/termination was also added if they do not meet timelines. An appendix to the personnel policy will be added that states the city will pay for training and certificates if they stay with the job for a certain amount of time.

MOTION: HENDRICKS moved to approved job position descriptions and salary ranges as presented. PETERSON seconded. No objections. Unanimous approval.

- h) Discuss Vision Permitting Software Package – The City received a quote for adding a permitting module to the current financial software package through Vision Municipal Solutions. Staff explained that it is not easy to pinpoint the time savings but there are numerous benefits, such as billing in a timely manner, notifications of reviews/expiration, improvement in communication and overall presentation of professional appearance to public. It would start as an internal design and tool with customer portal in beta which is not included within the current proposal. TAYLOR questioned if there is a \$10,000 benefit. Johnson stated that there are not much costs savings in staff time now but will streamline process through front end work for back end benefits. The city handles approximately 125-150 permits in a year, which is 3-4 a week and \$1,000 a year. The goal would be to combine the database into other databases and create portal for all databases to be accessed in the field. It begins the process of archival and stores on the city servers without a cloud component. WEISSFELD stated that it is hard to justify a “nice to have” based on our current list of “have to have’s”. TAYLOR stated that our system works well right now because the staff is familiar with the current system but a new person could come on and they don’t have to learn two different systems. HENDRICKS stated that someday this will happen but not right now.

7. **INFORMATION ITEMS:**

- a) FLAP Proposal-The final proposal submitted for the Federal Lands Access Program by the Port of Cascade Locks was presented. The final project selection will be in August 2018. The city previously provided a letter of proposal and approved signing on and now the Council is being provided the final. If all goes well, this will lead to the next application for phase two, which will likely be construction but that depends on how phase one goes. TAYLOR asked if automated tolling will be included. Johnson stated that it is likely a separate project. This proposal is addressing an additional lane on side of bridge and configures the toll house road and traffic pattern which will make it more conducive with auto tolling. Johnson explained that this new proposal is just information at this point. The total cost of project is proposed at over \$15-25 million and includes a new bridge deck. The city hasn’t heard back on whether the fees will be lifted for pedestrians. There was a preliminary yes but no final confirmation.

- b) Timber Sale – A final report regarding the timber sale and the last section to be harvested was presented. The bid for the final logging contract will be published in the next month or so. The report is on track with the initial estimate of \$2.4 million. The last 58 acres will be flagged soon and will then go to bid to be logged in the summer months.
- c) 2018 AWC Board of Directors Recruitment – A flyer with information regarding the current AWC Board of Directors recruitment was presented.
- d) 2018 Sidewalk Analysis – A report on the recent sidewalk trip hazard removal project was presented for council review. Precision concrete cutting trimmed down what they could with the dollar amount provided. They came in for the first time two years ago and have been brought in again to concentrate on 1st and 2nd Streets, which is all they could do currently.
- e) Sheriff's report – A copy of the Skamania County Sheriff's report for February was presented for Council review.
- f) Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed was presented for Council's review.
- g) Chamber of Commerce Activities – Activities conducted by Skamania County Chamber of Commerce in February were presented.
- h) Planning Commission Minutes – Minutes from the 2/12/18 Planning Commission meeting were presented.

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

- a) **Leana Johnson**, City Administrator reported that the water system plan is moving forward. The Department of Health has commented and responded. It is likely to come up at the next meeting for approval. She also reported on looking into options for upgrading the alert system currently in use through landlines and adding cell phones. Currently looking for someone to come out and check our existing systems costs to include services and maintenance. Additionally, The city is currently testing the Base reservoir to determine that the structure is sound before moving forward with reroofing. The estimate is less than expected and testing is also coming in under budget. Johnson also reported on CDBG requirements for low/moderate income to be identified before applying for funding. There is an emergency operations center in the proposed new fire hall building so the income for the county has to qualify and it doesn't. The city proposed a project for 1-2 years to update Russell Avenue at the STP meeting. Next week we will see if other agencies have other projects, but likely not, so we'll try to move forward with design this year and construction next year. This project would include water line, undergrounding of utilities and sidewalks. The traffic study will go out soon and will include patterns which could lead to changes on Russell. Parks Planning are working on a draft. Johnson also reported that the city-wide clean-up day is April 21 and mentioned that the SDA will manage it this year. Please let the city know if there are projects to address. Nonresidents can participate. Further, nuisances on Iman Cemetery Road should result in cleanup soon. In addition, the communication blog is up on the city website and posting the blog to Facebook cuts down on managing all comments on various social sites. MRSC hasn't been looked at for blog but newsletter on

social media and it is all public record with a retention schedule and created list of criteria. Johnson confirmed that she is familiar with social media/public record limitations and is following the guidelines.

- b) **Eric Hansen**, Public Works Director, reported that the Fairboard meeting changed the rule on the public outreach booth. It is now not required to be staffed at all times. Once the PUD ordinance for LED light rates is approved, the city will go for the LED streetlights grant through TIB. In addition, the new temporary city employee, Brayden Hegwald, starts March 23.
  
- c) **Ben Shumaker**, Planning Director, reported that the Port project is looking different and suggest all go take a look. It's getting close to finishing for now. The project brought in composted bark chips as topsoil. There is a volunteer effort tomorrow and Saturday if anyone wants to get involved. Further, the Planning Commission meeting Monday reviewed the Critical Areas Ordinance and the work is due June 30 of this year. Without it, it makes the city ineligible for grants at the state level. So far, the Commission has covered wetlands, flooded areas, aquifer and recharges. There was vigorous discussion on exemptions and permitting. The SMP is currently in public comment period. So far, only two questions have come up for property owners outside city limits. The Commission had an opportunity to recommend road diet based on joint meeting discussion but would prefer to wait until after the transportation piece is completed. Based on the review of the Open Public Meetings training and public records, some Commissioners would prefer city e-mail addresses and the details are currently being worked out for them before moving forward. Woodrich recommends this move. In addition, Shumaker reported that Whiskey Row is working with the Port to modify a sign the Port has yet to commission. That sign is paid for by city TAC funding. They are also looking at erecting a kiosk to explain the historical component. They haven't produced anything yet that they want further Council approval on.

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

February 2018 payroll & March 2018 A/P checks have been audited and are presented for approval. February payroll checks 12267 thru 12291 total \$86,862.04 which includes one EFTPS and two ACH payments. A/P Checks 12265 & 12266 & 12292 thru 12344 total \$185,892.24 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your 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. TAYLOR seconded. No objections. Approved unanimously.

**10. MAYOR AND COUNCIL REPORTS.**

Mayor Anderson reported that the state has \$2.5 million for the mainstreet program which is available for local mainstreet associations. If businesses donate, it comes back as tax credit next

year. It has made nice traction and the EDC and the Port called WKO, who made commitments, along with other local businesses, to keep \$133,000 in Stevenson. In addition, Anderson attended a mayor convention in Olympia where he spoke with the mayor of Shelton who said they were in \$50 million in debt, with DOE required improvements to their wastewater plant, and he was able to get it 105% funded.

MUTH reported that the current general manager at the Lodge is leaving and will replace the previous manager at Salishan.

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

12. **ADJOURNMENT** – Mayor adjourned the meeting at 8:50 p.m. (2 hrs 50 mins)

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

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Scott Anderson, Mayor

Date

*Minutes by Claire Baylor*