

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 18, 2021**  
**6:00 PM, via Zoom and YouTube**

Items with an asterisk (\*) were added or modified after the initial draft publication of the Agenda.

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**1. CALL TO ORDER:** Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call. In attendance were Mayor Scott Anderson; Councilmembers Robert Muth, Annie McHale, Amy Weissfeld, Dave Cox, Paul Hendricks, City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell and City Attorney Ken Woodrich. Public attendees were Tanis Morris, Patricia Doblle, Pam Johnson, Rob Farris, Davy Ray, Eric Casto and others not identified.

**2. CHANGES TO THE AGENDA:**

- a) **\* 3/17 changes include:** Addition of comments received on the road vacations (item 5b and c), addition of Shoreline Substantial Development Permit approval request (item 7e), update on the report from the Port of Skamania (item 8g), addition of Voucher information (item 10.)
- b) **\*\* 3/18 changes included:** Additional comment received on the road vacations (item 5b and c.)

**3. CONSENT AGENDA:** The following items were presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item is removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Water Adjustment**-Tami Baker (meter No. 403900) requested a water adjustment of \$357.90 for a water leak which they have since repaired.
- b) **Liquor License Renewals**-Fraternal Order of Eagles Aerie and the Stevenson Farmers' Market.
- c) **Water Adjustment**-Eldon Stubbs (meter No. 104600) requested a water adjustment of \$26.79 for a water leak which they have since repaired.
- d) **Minutes** of February 18, 2021 Council Meeting.

**MOTION** to approve consent agenda items a-d made by **Councilmember Hendricks** seconded by **Councilmember Muth**.

- Voting aye: Councilmember Weissfeld, Muth, Hendricks, McHale and Cox

**4. PUBLIC COMMENTS:**

>Tanis Morris phoned in and offered comments on the proposed parking amendments. She asked if changes to overnight parking were being considered. Community Development Director Shumaker reported the issue was still under consideration, and the proposed amendments were not the end of the parking discussion.

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** A brief update was provided. City Administrator Kinley announced effective March 22, 2021 all counties will move into phase 3,

allowing increased in-person capacity. It was determined to meet in person beginning April 2021, as City Hall has the ability to accommodate the council, staff and public. Remote phone-in options will be provided.

## **5. PUBLIC HEARINGS:**

- a) **Downtown Parking Requirement Changes-Community Development Director Ben Shumaker** presented background information and explained the discussion points contained in the staff memo and the second reading of ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for public comment and council consideration.

**Mayor Anderson opened the public hearing at 6:09.**

**Community Development Director Shumaker** pointed to a letter in the staff memo documents with comments from Dr. Clifton that arrived after the last Planning Commission meeting.

He highlighted the four discussion points before the Council: Elimination of dance halls; redundant language regarding off-site/off-street parking distances; suggested model of parking regulations (less stringent or not); and a potential adoption of an interim zoning allowance regarding Covid related outdoor seating exemptions. He shared information on a recent public survey in which a large number of respondents indicated parking requirements for outdoor seating should be the same as indoor seating. He noted the amendments as proposed were not in response to the rehabilitation of the old Colonial House hotel-that renovation is taking place under current parking regulations.

>City Administrator Kinley read a letter from Brian McNamara in which he wrote about affordable housing, subsidized housing and current housing costs in the Stevenson area, and the need to address parking and infrastructure to meet demand.

>Tanis Morris shared her experiences with her recent rentals, how high demand puts upward pressure on rental costs, and the need to balance workforce housing with property owners wanting to maximize profits.

**The public hearing was closed at 6:23.**

Following a series of questions to Shumaker pertaining to change of use and public emergency declarations, Councilmembers agreed the parking issue was complex and more time was needed to process all the information. They requested the topic be revisited another time. No motion was considered for proposed ordinance 2021-1172.

**Mayor Anderson** called for a short meeting break.

Meeting resumed. **Councilmember Cox** asked about using personal computers during city meetings. He was advised any private use would be subject to public records request. Attorney Woodrich suggested the city provide I-pads or Chromebooks for Councilmembers to use for city matters.

- b) **\*\*Public Hearing Regarding Vacation of Iman Cemetery Road-City Administrator Leana Kinley** presented and provided details on the staff report regarding the vacation of a section of city road and easement known as "Iman Cemetery Road" for public comment and council consideration\*. She noted the petition was on page 49 of the meeting packet and page 52 was the beginning of the staff memo. No ordinance is required but a decision from Council is needed. She pointed to written public comments contained in the packet.

**Mayor Anderson opened the public hearing at 7:06.**

No comments received.

**The public hearing was closed at 7:07.**

- c) **Public Hearing Regarding Vacation of No Name Road-City Administrator Leana Kinley** presented and explained the staff report (linked under the Iman Cemetery Rd. agenda item) regarding the vacation of a section of city road and easement known as "No Name Road" for public comment and council consideration\*.

**Mayor Anderson opened the public hearing at 7:07.**

>Eric Casto, Skamania County Cemetery District Public Relations Officer spoke against vacating the section of Iman Cemetery Road. He asked the city to enforce established property boundaries as determined in the deed and plot lines. Several large services are expected for the summer and the Cemetery District would like the matter resolved. Additional use of the cemetery is also anticipated as the only other cemetery in the city is nearing capacity. He pointed to a document from the family dedicating the land that spoke to 'public use forever'. Neighbors have complained of parking problems by funeral attendees. He asked for city enforcement of the two 50' easements. The district has no intent to limit access to the cemetery. Eric stated they have suggested to neighbors they erect fencing to prevent any trespassing onto private property.

**City Administrator Leana Kinley** acknowledged the documentation of a four-foot walking easement from what is being called No Name Road that provides access to Rock Creek. She pointed to a map on page 160 of the meeting packet where the easement is also described.

>Pat Doblle, owner of lot 11, north of No Name Road provided comments. She stated she had been in communication with NW Pipeline, and the walking easements were created for the pipeline. She declared the easements in question do not allow ingress or egress from any public road and should probably have been disassociated from the property. She apologized for not forwarding the information to the City.

>Pam Johnson spoke next to clarify inaccurate written comments of Dec. 10<sup>th</sup>, 2020. She provided her historical perspective of access to Rock Creek from the Iman Cemetery and alleged a number of items were encroaching on the legal right-of-way from neighboring properties. She noted one encroachment had a 'no trespassing' sign posted and questioned if that was legal. She asked for the original fifty-foot ROW to be restored. She advised landowners should do their due diligence and research property before buying. She suggested the section of Iman Cemetery Road now being called No Name Road could possibly be changed to Iman Cemetery Extension, as No Name Road was not a recognized name.

>Lisa Nelson, office manager with the Skamania County Cemetery District, provided information on documents from County Commissioner meetings held in 1982 that show the legal description of the easement as public access. **City Administrator Kinley** observed the information was on pages 164-165 of the meeting packet.

>Pam Johnson provided further comments regarding an existing garage built on the public ROW and noted vegetation encroachment as well.

**Community Development Director Shumaker** then introduced comments from the Planning Commission in which they recommended not supporting any vacation at this time, but requested the city acknowledge the issue and the burden placed on adjoining landowners and in the short term accept responsibility for maintenance and upkeep of the ROW/easements. Developing intermediate alternate access plans to facilitate the vacation of the ROW was suggested by the Planning Commission as well.

>Davy Ray, Stevenson Planning Commissioner, remarked that he echoed the comments from Shumaker. He was also in agreement with Pam Johnson as he could not find any legal descriptions of No Name Road.

**The public hearing was closed at 7:26.**

\*Council deliberated on both the No Name Road Vacation and the Iman Cemetery Road Vacation after the No Name Road public hearing. An additional comment from Eric Casto with the Cemetery District stated that the Cemetery District board had previously voted to request the City be responsible for maintenance support was considered. **Karl Russell, Stevenson Public Works Director** and **Rob Farris, Stevenson Fire Chief (District 2)** also provided comments via a staff memo.

**Chief Farris** also spoke in agreement with Karl Russell's comments regarding vacation and emergency vehicle access.

Attorney Woodrich advised fences within the ROW could not be grandfathered in, and any fences require a use permit.

It was determined not to grant the road vacation requests and find proactive solutions, in coordination with the neighboring property owners, regarding maintenance of the city-owned property and other possible improvements, such as signage, which takes into account all the issues raised by all the property owners.

- d) **Proposed 2021 Budget Amendments -City Administrator Leana Kinley** presented and explained details of proposed changes to the 2021 budget based on revised estimates due to changes in beginning cash balances, approved contracts, and projected projects for public comment and council consideration.

She stated no approval was needed that night and pointed to information in the packet on page 170 describing many of the changes. A number of big contracts were approved at the February 2021 Council meeting. Another big-ticket item included the stormwater project. Page 184 provides information on the large projects. She noted funds are improved from recent fiscal projections.

**Mayor Anderson opened the public hearing at 8:02.**

>**Rob Farris, Fire Chief** asked about the two figures referring to the fire reserve on page 172. **City Administrator Kinley** explained one was beginning and one was ending cash.

**The public hearing was closed at 8:04.**

**MOTION** to approve ordinance 2021-1173 amending the 2021 budget made by **Councilmember Muth**, seconded by **Councilmember Cox**.

- Voting aye: Councilmembers Muth, Cox, McHale, Hendricks, Weissfeld

- e) **USDA RD Application Authorization-City Administrator Leana Kinley** presented and provided background information for resolution 2021-376 authorizing the city to apply for USDA Rural Development funds for the Wastewater project for public comment and council consideration. Due to an error in the initial public notice, this is a continuation of the February 18, 2021 public hearing.

**Mayor Anderson opened the public hearing at 8:05.**

No comments were received.

**The public hearing was closed at 8:05.**

**MOTION** to approve resolution 2021-376 agreeing to apply for financial assistance with USDA Rural Development made by **Councilmember Hendricks** seconded by **Councilmember McHale**.

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

## 6. SITUATION UPDATES:

- a) **COVID-19 Update-Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. City Hall is open and partitions in place. He is looking forward to Phase 3. Local restaurants can seat up to 50% of their capacity. If you plan to attend the next City Council meeting

in person, please let Administrator Kinley know in order to ensure compliance with distancing safeguards.

- b) **Sewer Plant Update-Public Works Director Karl Russell** provided an update on the Stevenson Wastewater System and the Compliance Schedule. BOD is down to normal levels. The final design of the WWTP will be completed by June 2021. Equipment bids are set to go out in August 2021. Rock Creek Lift Station bid tender was delayed due to Shoreline permitting but will go out in early April 2021. Repairs to alleviate flooding at the catch basin at Rock Creek have been added to the lift station project. Funding agencies have approved to do both the Stormwater and Wastewater project at the same time, with the stormwater project 100% city funded.

## 7. COUNCIL BUSINESS:

- a) **Approve Resolution 2021-377 Adopting a Conflict of Interest Management Process-City Administrator Leana Kinley** presented and provided details regarding resolution 2021-377 adopting a process to manage conflicts of interest for council consideration. This process will meet policy requirements outlined in the letter of conditions required for USDA RD funding for the city's wastewater system upgrades project. RCW 42.23 covers remainder.

**MOTION** to approve resolution 2021-377 adopting a conflict of interest management process as presented made by **Councilmember Cox** seconded by **Councilmember Muth**

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

- b) **Approve Agreement with Municode - City Administrator Leana Kinley** presented and explained the staff memo, quote package and contract with Municode for website redesign, hosting and support services for council discussion and approval.

**MOTION** to approve the contract with Municode for website redesign, hosting and support services for the design, development and implementation cost of \$4,800 and an annual cost of \$2,700, which includes the email subscriptions/notifications option, and pay for the services as outlined in option B, 4-Year Interest Free Payment Schedule made by **Councilmember Weissfeld** seconded by **Councilmember Hendricks**.

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

- c) **Review 2020 Annual Financial Report-City Administrator Leana Kinley** presented the 2020 Annual Financial report for council review and discussion. She noted it was a new process to have the Council review it as part of the fiduciary duty of council. She explained it was presented as a high level of financial operations within the city and described details on the items included. Reserves, assets, debt loads, trust fund loans, liability coverage, audit requirements, payment terms and more were reviewed.

She advised Councilmembers the debt load will increase substantially over the next few years due to the Wastewater Treatment Plant work. Aging infrastructure is costly. She noted Stevenson would receive approximately \$300K to use to offset revenue loss via the CARES Act. Several other reimbursements from grants were outstanding. The report is due by May 30<sup>th</sup>, 2021.

- d) **Discuss Council Retreat Agenda** -City Administrator Leana Kinley presented a draft agenda for the March 27<sup>th</sup>, 2021 council retreat for council review and discussion.

Councilmembers offered ideas on topics they wanted to include. **Mayor Anderson** spoke about the need to be stewards of city infrastructure. Traffic and roads, use of proclamations and anti-bias training were all suggested. Training through the Association of Washington Cities or the Bend, Oregon Chamber of Commerce was considered. Attorney Woodrich reminded Councilmembers typically no action is taken at workshops.

- e) **\*Approve SHOR2021-01 -Rock Creek Pump Station Shoreline Substantial Development Permit**  
**Community Development Director Shumaker** presented and explained the staff memo and application for a Shoreline Substantial Development Permit for the Rock Creek Pump Station project for council's review and consideration. He provided background information on the procedures the permit had already undergone, noting the city had voluntarily agreed to comply with the new Shoreline Management Plan even though the Department of Ecology had not yet officially approved it. The Planning Commission approved the application at the March 15<sup>th</sup>, 2021 special Planning meeting.

He detailed three actions the Council had as options:

- Do nothing, which would allow the Planning Commission decision to stand; or
- Officially adopt the Planning Commission's recommendation; or
- Vacate the entire approval and perform its own review.

**MOTION** to approve **SHOR2021-01 -Rock Creek Pump Station Shoreline Substantial Development Permit** as presented made by **Councilmember Muth** seconded by **Councilmember Cox**.

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

**8. INFORMATION ITEMS: The following items and reports were presented for council review:**

- a) **Skamania County Chamber of Commerce** activities conducted in February, 2021.
- b) **Financial Report** -City Administrator Leana Kinley presented the Treasurer's Report and year-to-date revenues and expenses through February 2021.
- c) **Planning Commission Minutes** from the 02/08/2021 Planning Commission meeting.
- d) **The Skamania County Sheriff's** report for activity within Stevenson city limits for February, 2021
- e) **The Stevenson Fire Department's** activity report for February, 2021.
- f) **Project Status Updates**-City Administrator Leana Kinley and city staff presented updates on city projects in process.
- g) **\*Port of Skamania Update**-Executive Director Pat Albaugh emailed Council an update on Port projects.

**Councilmember Weissfeld** requested Pat Albaugh, Executive Director of the Port present information in person to the City Council, citing the funds the city provided to support several Port projects.

## 9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director** provided an update on activities within Public Works. He has met with Bartlett regarding the tree inventory. A kick-off meeting with city staff will be held soon. Bartlett is looking to get a list of business and residents on Rock Creek Drive as well as First and Second Street.

First Street overlook design plans are slated for late next week. At 99% it then goes to WASDOT for review, following that it will undergo another review by the city. Once design is 100%, bids could possibly go out in June or July of 2021. Traffic disruptions were briefly discussed. A corrosion control report is due soon regarding water treatment if needed. He anticipates getting back on the Hegewald well project soon.

- b) **Ben Shumaker, Community Development Director** reported the city has requested a summer intern from Washington State University to help conduct a parking inventory for downtown. He anticipates the information learned would help to make informed decisions regarding parking in the future. Testing materials for the water seepage on Rock Creek Drive are set to be used Monday of next week. Underwood Conservation District will be helping to conduct the tests. **Councilmember Cox** asked about city and county involvement in the water issue and was informed the city had chosen to fund the testing to get answers about what is going on, but the county was being kept informed.

The Planning Commission is exploring possible changes to residential zoning. They have requested text amendments to the R2 family residential district. They may expand the boundaries closer to the schools where more people can be accommodated. **Shumaker** advised the City Council may see draft zoning changes come before them in April or May of 2021.

- c) **Leana Kinley, City Administrator** informed Council to expect increased truck traffic through Stevenson due to the new weight restrictions on the Hood River/White Salmon bridge. Logging, cement, gravel and loaded fruit trucks will be among those impacted. The Dalles bridge will be undergoing repairs later in 2021 and that will potentially affect traffic as well.

Responses to the RFP for a traffic study are due Friday, March 19<sup>th</sup>, 2021.

The water meter project is finished and final paperwork is being processed. Delays are occurring because some agencies still require 'wet' signatures.

The water treatment plant roof is completed.

**Community Development Director Shumaker** notified Council the error on Google Maps regarding Chinidere was not submitted for correction as construction there is set to commence.



**Kinley** advised the Council there would be no construction on the Rock Creek Cascade Interceptor project during weekends. There may be other projects on Vancouver Avenue and First Street. The PUD will also be performing some construction along Rock Creek Drive this summer.

In response to an earlier Council query about trees and landscaping at the WWTP, she noted seeding and restoration is planned but nothing beyond that.

**10. VOUCHER APPROVAL:**

- a) \*February 2021 payroll & March 2021 AP checks were audited and presented for approval. February payroll checks 15002 thru 15007 total \$103,506.88 included EFT payments. March 2021 AP checks 15008 thru 15058 total \$155,824.31 included EFT payments and checks. The AP check register with fund transaction summary was attached for review.

**MOTION** to approve the vouchers as presented made by **Councilmember McHale** seconded by **Councilmember Hendricks**.

- Voting aye: Cox, McHale, Hendricks, Muth, Weissfeld.

**11. MAYOR AND COUNCIL REPORTS:** None provided.

**12. ISSUES FOR THE NEXT MEETING:**

**Councilmember Weissfeld** asked about a broadband wire down on the trail behind Ash Lake. **PW Director Karl Russell** related the city has contacted Wave but additional pressure needs to be applied to have them complete repairs.

**Councilmember Weissfeld** asked about public art opportunities near the First Street overlook. She wanted to be sure space was being made available for future projects and was assured it was in the project discussions.

She then asked about the planned road construction on Rock Creek and its potential impact on the Dog Mountain Shuttle. **PW Director Russell** alerted her to an email showing where the issue has been talked about at both the city and county level.

**Councilmember Cox** has met with **Fire Chief Farris** and will be meeting with **City Administrator Kinley** and **Community Development Director Shumaker** to learn more background details on the firehall project. Tom Delzio is part of the conversation as well.

**13. ADJOURNMENT-**

**Mayor Anderson** adjourned the meeting at 9:16 p.m.

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Scott Anderson, Mayor

Date