

AGENDA
CITY OF STEVENSON COUNCIL MEETING
October 21, 2021
6:00 PM, City Hall

*****Those attending in-person will be required to wear facemasks regardless of vaccination status and practice distancing.*****

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link
<https://us02web.zoom.us/j/88975507011> or via YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.
Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

- a) * 10/19 changes include:
- Revised Payment Plan Policy Resolution, addition of last three paragraphs to the second page of the policy (item 9b)
 - Addition of Shell Engineering and Consulting Contract (item 9d)
 - Addition of Hearing Examiner Services (item 9e)
 - Addition of Insta-Pipe Small Works Contract (item 9f)
 - Addition of Voucher information (item 12)

3. CONSENT AGENDA: The following items are 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 should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Water Adjustment** - Peggy Lowry (meter no. 300100) requests a water adjustment of \$88.28 for a water leak which they have since repaired.
- b) **Liquor License Renewal** - Red Bluff Brewing
- c) **Minutes** of September 16, 2021 Council Meeting.
- MOTION: To approve consent agenda items a-e.

4. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion.]*

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Veterans' Flags** - Mathew Joy of the Veteran Advisory Board will present information regarding a program through the American Legion to install banners throughout the county representing the service history of local residents.

6. PUBLIC HEARINGS:

- a) **Noise Ordinance - Second Reading** - City Administrator Leana Kinley presents the attached staff memo and ordinance 2021-1176 amending SMC 8.08 regarding noise control for public comment and council consideration.

MOTION: To approve ordinance 2021-1176 amending SMC 8.08 regarding noise control [as presented/with changes as discussed].

- b) **Proposed 2022 Budget Hearing** - City Administrator Leana Kinley presents the 2022 proposed budget for public comment and council discussion.

7. SITUATION UPDATES:

- a) **COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- b) **Sewer Plant Update (1)** - City Administrator Leana Kinley will present the update from Public Works Director Karl Russell on the Stevenson Wastewater System and the Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) **Discuss American Recovery Plan Act Fund Distribution** - Kelly McKee-O'Malley, Executive Director for the Stevenson Downtown Association, will be present to provide more information and answer questions as a follow-up to the July 15th discussion on the topic. City Administrator Leana Kinley will also present information on how the funds can be used to provide utility relief to residents.

9. COUNCIL BUSINESS:

- a) **Water Adjustment** - Matthew White (account no. 25169) requests a water adjustment of \$773.04. Please see attached staff memo for further information.

MOTION: To approve the water adjustment in the amount of \$773.04 for Matthew White.

- b) ***Approve Resolution 2021-383 Adopting a Payment Plan Policy** - City Administrator Leana Kinley presents resolution 2021-383 adopting a payment plan and setting a

service fee as required by the state constitution for council discussion and consideration.

MOTION: To approve resolution 2021-383 adopting a payment plan [as presented/with changes as discussed].

- c) **Utility Rate Restructuring Discussion** - City Administrator Leana Kinley presents the attached staff memo regarding restructuring utility rates for council discussion.
- d) ***Approve Insta-Pipe Contract** - City Administrator Leana Kinley presents the attached small works contract with Insta-Pipe for sewer lining and repair services for the amount of \$95,985.15. This amount is budgeted, the repairs are an extension of work completed in 2020, and they are part the city's overall maintenance plan to reduce infiltration and inflow throughout the city's sewer collection system.

MOTION: To approve the contract with Insta-Pipe for sewer repairs for an amount not to exceed \$95,985.15.

- e) ***Approve Contract for Hearing Examiner Services** - City Administrator Leana Kinley presents the contract with Joe Turner, P.C., Municipal Hearings Official, for hearing examiner services. This agreement is the same as the 2015 agreement and is needed for an appeal in process. Costs are split 50/50 with the appellant.

MOTION: To approve the contract with Joe Turner, P.C., Municipal Hearings Official, for hearing examiner services as presented.

- f) ***Approve Shell Engineering and Consulting Contract** - City Administrator Leana Kinley presents the contract with Shell Engineering and Consulting, LLC for on call services as needed billed at time and materials basis for an amount not to exceed 20,000. This is to help with Public Works Director duties on an interim basis until a new Public Works Director is hired.

MOTION: To approve the contract with Shell Engineering and Consulting LLC as presented not to exceed \$20,000.

10. INFORMATION ITEMS:

- a) **BPA Transmission Line Maintenance** - Information regarding regular maintenance along the BPA North Bonneville-Midway No. 1 Transmission Line is attached.
- b) **Financial Report** - City Administrator Leana Kinley presents the Quarterly Report, Treasurer's Report and year-to-date revenues and expenses through September 2021.
- c) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for September, 2021 is presented for council review.
- d) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in September 2021.

- e) **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- f) **Planning Commission Minutes** - Minutes from the 8/9/21 and 9/13/21 Planning Commission meetings are presented.
- g) **Housing Programs Report** - The September report on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- h) **Mid-Columbia Economic Development Updates** - Information on the 2021 Columbia Gorge Annual Economic Symposium and the 2021 Annual Report are enclosed for council information.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Karl Russell, Public Works Director
- c) Leana Kinley, City Administrator

12. VOUCHER APPROVAL:

- a) *September 2021 payroll & October 2021 AP checks have been audited and are presented for approval. September payroll checks 15445 thru 15449 total \$101,890.88 which includes EFT payments. October 2021 AP checks 15433 thru 15444, and 15451 thru 15512 total \$209,743.63 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

13. MAYOR AND COUNCIL REPORTS:

14. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

15. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- October 18, 2021 at 4pm Tourism Applications Due
- October 26, 2021 at 5:30pm Skamania EDC Pub Talk at Backwoods Brewing
- October 31, 2021 Halloween
- November 2, 2021 Election Day
- November 7, 2021 Daylight Savings Time Ends
- November 8, 2021 6pm Special Council Meeting-2021 Budget
- November 11, 2021 Veterans Day, City Offices Closed
- November 18, 2021 6pm Regular Council Meeting including Public Hearings for:
 - 2022 Property Tax Levy
 - 2022 Proposed Budget-Final Hearing
 - 2022 Sewer Rates