

AGENDA
CITY OF STEVENSON COUNCIL MEETING
November 19, 2020
6:00 PM, Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 810 1227 6994, Zoom link <https://us02web.zoom.us/j/81012276994> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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) * 11/18 changes include:
 - Addition of Leak Adjustment to Consent Agenda (item 3g)
 - Addition of Public Comments received (item 4a)
 - Addition of resolution 2020-373 regarding the Metro Park District ballot measure (item 8j)
 - Addition of Vouchers for approval (item 11a)

- b) ** 11/19 changes include:
 - Addition of Public Comments received (item 4a)
 - Addition of Fire Department report (item 9b)

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) **Approve Contract with Washington Gorge Action Programs** for Coronavirus Relief Funds in the amount of \$10,000.

- b) **Approve Contract with Skamania County Chamber of Commerce** for Coronavirus Relief Funds in the amount of \$10,000.

- c) **Approve Interlocal Agreement with Stevenson-Carson School District** for Coronavirus Relief Funds in the amount of \$10,000.

- d) **Approve Contract with Stevenson Downtown Association** for Coronavirus Relief Funds in the amount of \$7,000.

- e) **Christmas Eve Office Closure Request** - City Administrator Leana Kinley presents a request from City staff to close City Hall and the Public Works department Thursday, December 24th prior to the December 25th holiday. Staff taking the day off would use vacation time, comp time, personal time or leave without pay.
- f) **Ratify Contract with Invision II, LLC** - City Administrator Leana Kinley presents the small works contract with Invision to install a half-door near the entrance of City Hall to help comply with COVID-19 distancing measures as mentioned at the previous council meetings. The amount of the contract is \$4,454.47 including tax and will be reimbursed through the CARES Act funds. Per the city's purchasing policy, Resolution 227, the Mayor has the authority to approve contracts under \$35,000 "...provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda."
- g) ***Water Adjustment** - Scott Anderson (meter no. 605300) requests a water adjustment of \$286.09 for a water leak which they have since repaired.
- h) **Minutes** of October 15, 2020 city council meeting and November 12, 2020 special meeting.

MOTION: To approve consent agenda items a-h.

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.]*

- a) ****COVID-19 Virtual Meeting Protocol for Public Comment:** When submitting public comments, please specifically state the comments are to be included in the meeting packet and include your name regardless of the manner you are using. Public comments may be provided in one of three ways:

- In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet.

- By telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:30 PM the day of the meeting.*

- By virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 4:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the Clerk at leana@ci.stevenson.wa.us or by phone at 509-427-5970 no later than 4:30 on the meeting date.

5. PUBLIC HEARINGS: *[Advertised public hearings have priority over other agenda items. The Mayor may reschedule other agenda items to meet the advertised times for public hearings.]*

- a) **2021 Sewer Rates** - City Administrator Leana Kinley will present ordinance 2020-1168 for public comment and council consideration. The rates proposed include a 12.5% increase to the base fees for 2021 as discussed during the 2021 budget process and included in the 2021 budget.

MOTION: To approve ordinance 2020-1168 revising the sewer rates. Or no motion and the item will move to a second reading at the December council meeting.

- b) **Public Hearing 2021 Proposed Property Tax Levy** - City Administrator Leana Kinley presents resolution 2020-369 and ordinance 2020-1167 for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2021.

MOTION: To approve resolution 2020-369 authorizing an increase in property taxes for fiscal year 2021.

MOTION: To approve ordinance 2020-1167 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2021.

- c) **Final Hearing 2021 Proposed Budget** - City Administrator Leana Kinley presents a revised 2021 budget, ordinance 2020-1169 and associated documents based on items discussed at the October 15, 2020 public hearing and the November 12, 2020 special meeting.

MOTION: To approve ordinance 2020-1169 adopting the 2021 budget as presented/with changes as discussed. Or no motion and the ordinance will move to a second reading at the December meeting.

- d) **Building Permit Fees** - City Administrator Leana Kinley presents resolution 2020-372 revising the building permit fee schedule to better align with Skamania County, which is now providing building inspection services for the city, for public comment and council consideration.

MOTION: To approve resolution 2020-372 revising the building permit fees.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Chamber of Commerce** - Executive Director Angie Waiss will provide an update on recent events and activities.

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** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

8. NEW BUSINESS:

- a) **Discuss December Regular Meeting** - There are a couple council members that may not be able to make the December 17th council meeting. The road vacations on the agenda need to have a public hearing after December 9th and no later than January 18th. The next regular council meeting is scheduled for January 21, 2021.
- b) **Approve Resolution 2020-368 Setting a Date for a Public Hearing on a Road Vacation** - City Administrator Leana Kinley requests approval of Resolution 2020-368 setting the date of December 17, 2020 for a public hearing regarding the vacation of a section of city road and easement known as "No Name Road." Their petition, associated maps and resolution are included in the council packet.

MOTION: To approve Resolution 2020-368 fixing a public hearing date for the No Name Road vacation.

- c) **Approve Resolution 2020-371 Setting a Date for a Public Hearing on a Road Vacation** - City Administrator Leana Kinley requests approval of Resolution 2020-371 setting the date of December 17, 2020 for a public hearing regarding the vacation of a section of city road and easement between tax lots 03073643080000 and 03073643050000 off Impala Drive known as the Zettler-Powers road vacation. Their petition, associated maps and resolution are included in the council packet.

MOTION: To approve Resolution 2020-371 fixing a public hearing date for the Zettler-Powers road vacation.

- d) **Approve 2021-2022 Interlocal Agreement for Law Enforcement** - City Administrator Leana Kinley presents the Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2021-2022. The contract contains a 0.8% increase over last year. A list of services provided is also included for council information.

MOTION: To approve the interlocal agreement with Skamania County for law enforcement services as outlined in the agreement.

- e) **Approve Shorelines Grant Contract with DOE** - Community Development Director Ben Shumaker presents the agreement between the City and the State Department of Ecology for the City's Shoreline Master Program periodic review in the amount of

\$11,200. Most of the work is expected to be done in-house with minor outside expenses incurred if needed.

MOITON: To approve the shoreline master program agreement between the State of Washington Department of Ecology and the City of Stevenson in the amount of \$11,200

- f) **Approve 2021 Tourism Funding Awards** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2021 funding recommendations for council consideration.

MOTION: To approve the 2021 tourism funding awards as presented for a total amount of \$351,100.

- g) **Approve Waiving Back-billing of Water Usage Charges for the Skamania County Sheriff's Office** - City Administrator Leana Kinley presents the attached memo explaining the billing error which resulted in the missed billing of irrigation water used on the courthouse lawn since the software conversion. The total amount to be waived is \$6,057.52.

MOTION: To waive the back-billing of water usage for the Skamania County Sheriff's Office in the amount of \$6,057.52.

- h) **Discuss a Change to the Type of Minutes Recorded for City Council Meetings** - City Administrator Leana Kinley presents a memo regarding a proposed change in meeting minutes from the current detailed minutes to action or summary minutes. Staff requests a motion or direction to incorporate a change into the council rules of procedure.

- i) **Approve 2021 Salary Schedule** - City Administrator Leana Kinley presents resolution 2020-370 adopting the salary schedule for 2021 for council review and consideration. As discussed in previous meetings, the schedule represents a 0.8% overall increase and impacts the budget by about \$7,000 overall.

MOTION: To approve resolution 2020-370 adopting the 2021 salary schedule.

- j) ***Approve Resolution 2020-373 Correcting a Scrivener's Error on the Metro Park District Resolution** - City Administrator Leana Kinley presents resolution 2020-373 authorizing a ballot proposition for creation of a metropolitan park district. This resolution corrects a scrivener's error in the last whereas clause to clearly state commissioners are to be elected by the registered voters of the district, adds a whereas clause to explain the error, and adds "...governed as provided in RCW 35.61.050(2)..." to the body of the resolution. A copy of the original approved resolution is enclosed for reference.

MOTION: To approve resolution 2020-373 authorizing a ballot proposition for creation of a metropolitan park district, correcting a scrivener's error.

9. INFORMATION ITEMS:

- a) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through October 2020.
- b) ****Fire Department Report** - The Stevenson Fire Department's report for October, 2020 is presented for council review.
- c) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in October, 2020.
- d) **Planning Commission Minutes** - Minutes from the 10/12/20 Planning Commission meeting are presented.
- e) **Sheriff's Report** - The Skamania County Sheriff's report for October, 2020 is presented for council review.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) *October 2020 payroll & November 2020 AP checks have been audited and are presented for approval. October payroll checks 14710 thru 14716 total \$89,777.68 which includes EFT payments. November AP checks 14717 thru 14778 total \$266,209.60 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.

12. MAYOR AND COUNCIL REPORTS:

13. 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.]*

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- November 26th, Thanksgiving Holiday, City Closed
- November 27th, City Closed
- December Council Meeting Public Hearings-
 - No Name Road Vacation
 - Zettler-Powers Road Vacation
 - Zoning Code Changes in the R3 District