

AGENDA
CITY OF STEVENSON COUNCIL MEETING
October 12, 2022
6:00 PM, City Hall and 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 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. 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. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. 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) * 10/11 changes include:

-Addition of Bridge of the Gods graphic for Port of Cascade Locks presentation (item 5a)

-Addition of initial budget documents (item 6b)

-Addition of staff report for the sewer update (item 7a)

-Addition of comments received to Downtown Plan adoption and revised resolution to include Planning Commission recommendation (item 8a)

-Addition of Planning Commission recommendations on annexation proposal (item 8b)

-Addition of Planning Commission minutes (item 10g)

-Addition of vouchers (item 12a)

4. 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 2023 EDC Contract** - City Administrator Leana Kinley presents the contract with Skamania County Economic Development Council for 2023 services in the amount of \$26,485.
- b) **Separation Agreement** - City Administrator Leana Kinley requests approval of the attached separation agreement with Mark Tittle which includes payment of all benefits due him according to city policy and a severance amount of three months salary.
- c) **Minutes** of September 15, 2022 Regular Council Meeting.

MOTION: To approve consent agenda items a-c.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) ***Port of Cascade Locks** - Port of Cascade Locks Government Affairs Director, Mark Johnson, will present an update on the Bridge of the Gods seismic strengthening needs and funding requests to Washington State.

6. PUBLIC HEARINGS:

- a) **Second Reading Capital Improvement Program and Comprehensive Plan Update** - Community Development Director Ben Shumaker presents the second reading of the Capital Improvement Program and Comprehensive Plan Update for public comment and council discussion.

MOTION: To approve ordinance 2022-1187 revising the comprehensive plan and adopting the capital improvement program as presented.

- b) ***Initial 2023 Budget** - City Administrator Leana Kinley presents the preliminary 2023 budget for review and discussion.

7. SITUATION UPDATES:

- a) ***Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) ***Adopt the Stevenson Downtown Plan for SUCCESS!** - Community Development Director Ben Shumaker presents the revised Stevenson Downtown Plan for SUCCESS! as discussed at the September 15th meeting for council consideration.

MOTION: To approve resolution 2022-401 adopting the Stevenson Downtown Plan for SUCCESS! as presented.

- b) ***Annexation Request 2022-01** - City Administrator Leana Kinley presents the staff memos regarding annexation request 2022-01 and the result of outreach as directed at the August 29th special meeting for council discussion.

MOTION: See staff memo for motion options.

9. COUNCIL BUSINESS:

- a) **Approve Emergency Declaration** - City Administrator Leana Kinley presents resolution 2022-400 declaring a local emergency for construction due to supplier breach of contract for council consideration. Included in the resolution is approval of the contract with Environmental Dynamics International for Fine Bubble Diffusers in the amount of \$128,450.

MOTION: To approve resolution 2022-400 declaring a local emergency for construction due to supplier breach and approval of the contract with Environmental Dynamics International for Fine Bubble Diffusers in the amount of \$128,450.

- b) **Approve FCS Group Contract** - City Administrator Leana Kinley presents the attached contract with FCS Group for utility rate review and restructuring the amount of \$56,765. This is part of the city's strategic goal to analyze the financial health of the city and incorporate tools to impact housing affordability.

MOTION: To approve the contract with FCS Group for utility rate review and restructuring for an amount not to exceed \$56,765.

- c) **Approve Warming Shelter Project** - City Administrator Leana Kinley presents the request from Leslie Naramore, Executive Director for Washington Gorge Action Programs, for \$15,000 to help fund the 2022-2023 winter warming shelter project for council discussion and consideration.

MOTION: To approve funding for the 2022-2023 winter warming shelter project in the amount of \$15,000.

- d) **Approve HRA VEBA Plan Amendment** - City Administrator Leana Kinley presents resolution 2022-399 amending the Health Reimbursement Arrangement/Voluntary Employee Beneficiary Association plans making adjustments to vacation buy-outs as agreed to by a majority of city staff.

MOTION: To approve resolution 2022-399 amending the HRA VEBA plans as presented.

- e) **Approve Geotechnical Resources, Inc. On-Call Contract** - City Administrator Leana Kinley presents the three-year contract with Geotechnical Resources, Inc. (GRI) for on-call design, permitting and construction support services for geotechnical-related projects for a cost not to exceed \$20,000. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to our procurement policy.

MOTION: To approve the contract with Geotechnical Resources, Inc. (GRI) for on-call design, permitting and construction support services for geotechnical-related projects for a cost not to exceed \$20,000.

- f) **Approve Grayling Engineering On-Call Contract** - City Administrator Leana Kinley presents the three-year contract with Grayling Engineering for on-call water design and system planning services for a cost not to exceed \$100,000 per budget year. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to our procurement policy.

MOTION: To approve the contract with Grayling Engineering for on-call water design and system planning services for a cost not to exceed \$100,000 per budget year.

- g) **Discuss HEALing SCARS Program** - City Administrator Leana Kinley presents the draft program HEALing SCARS for discussion. This program helps two-fold, it offers people the ability to mitigate environmental impacts from projects by funding the program, and it helps property owners pay to connect to city sewer.

10. INFORMATION ITEMS:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.
- b) **Washington State Tax Structure Work Group Update** - The Joint Executive Summary of Community Engagement and Survey Reports for the Washington State Tax Structure Work Group is enclosed for information. This information will be used to develop policy recommendations and legislation for the 2023 Legislative Session.
- c) **Mid-Columbia Economic Development District's 2022 Annual Report**
- d) **Washington Gorge Action Programs 2021 Annual Report**

- e) **Financial Report** - The Treasurer's Report, year-to-date revenues and expenses through the prior month, and third quarter report are presented for council review.
- f) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- g) ***Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

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

12. VOUCHER APPROVAL:

- a) *September 2022 payroll and October 2022 AP checks have been audited and are presented for approval. September payroll checks 16317 thru 16322 total \$116,324.92 which includes EFT payments. October 2022 AP checks 16316 and 16323 thru 16377 total \$380,053.81, which includes EFT payments. 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:

- Tuesday, November 1st, 6pm Special City Council Meeting-2023 Budget
- Tuesday, November 8th, Election Day
- Friday, November 11th Veterans' Day, City Hall Closed
- Monday, November 14th, 6pm, Planning Commission Meeting
- Thursday, November 17th, 6pm, Regular City Council Meeting
 - Final 2023 Budget Hearing
 - 2023 Property Tax Public Hearing