

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 17, 2022
6:00 PM, City Hall and Remote

*****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) * 2/15 changes include:

- Addition of Covenant for the Wastewater Collection System Improvement Project (item 8d)
- Addition of Fire Department Strategic Plan Agreements (item 8f)
- Addition of Interlocal Agreement with Stevenson Community Pool District (item 8g)
- Addition of SR Zoning Code Amendment - Initial Presentation (item 8h)
- Addition of Fire Department Report (item 9e)
- Addition of Vouchers (item 11a)

b) ** 2/16 changes include:

- Revision of Interlocal Agreement with Stevenson Community Pool District (item 8g)
- Addition of Red Cross Proclamation (item 8i)
- Addition of Stevenson Downtown Association Report (item 9f)

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 Resolution 2022-391 Banking Authorization** - City Administrator Leana Kinley presents resolution 2022-391 updating the banking authorization by removing former councilmember Robert Muth and adding councilmember Dave Cox for council consideration.

- b) **Approve Contract Amendment with Exigy LLC** - The attached contract amendment with Exigy LLC extends the contract through December 31st for a public workshop on diversity, equity and inclusion due to the recent rise in COVID cases, as discussed at the January 20th council meeting.
- c) **Skamania County Prosecuting Attorney Agreement** - City Administrator Leana Kinley presents the 2022 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2021 contract.
- d) **Water Adjustment** - Windermere Property Management (meter No. 106900) requests a water adjustment of \$1,000.00 for a leak with they have since repaired.
- e) **Water Adjustment** - Gary Dunphy (meter No. 809400) requests a water adjustment of \$209.65 for a leak which they have since repaired.
- f) **Liquor License Renewal** - A&J Select Market
- g) **Minutes** of January 20, 2022 Council Meeting.

MOTION: To approve consent agenda items a-g.

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. PUBLIC HEARINGS:

- a) **Shoreline Management Program Amendments** - Community Development Director Ben Shumaker presents the required and recommended changes to the Shoreline Management Program as submitted by Ecology for public comment and council discussion. Additional documents can be found on Ecology's website at <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/State-approved-Shoreline-Master-Programs/Stevenson> and the documents regarding the city's initial approval can be found in the December 20, 2018 council meeting packet on the city's website ci.stevenson.wa.us.

6. SITUATION UPDATES:

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

7. UNFINISHED BUSINESS:

- a) **Discuss TextMyGov Proposal** - City Administrator Leana Kinley presents the proposal from TextMyGov for communication services with an initial set-up fee of \$1,200 and annual cost of \$3,000 for council discussion and consideration.

MOTION: To approve the proposal from TextMyGov for communication services as presented for an initial fee of \$1,200 and an annual cost of \$3,000.

8. COUNCIL BUSINESS:

- a) **Approve Resolution 2022-393 Revising Purchasing Policy** - City Administrator Leana Kinley presents a staff memo and resolution 2022-393 revising the purchasing policy for council review and consideration.

MOTION: To approve resolution 2022-393 revising the purchasing policy and repealing resolution 227 in its entirety.

- b) **Approve Contract Extension with WSP** - City Administrator Leana Kinley presents the contract extension with WSP for the design phase of the First Street project. There is a path forward on the project separate from the right of way turn-back agreement requiring design changes and updated cost estimates. The City will need to reapply for the grant to complete the construction phase.

MOTION: To approve the contract extension with WSP as presented.

- c) **Approve WW Collection System Phase 1 Project Change Orders** - City Administrator Leana Kinley presents construction change orders 1 and 2 for the 2021 Wastewater Collection System Improvements Project. Change order 1 removes contractual language regarding commencement start date due to the change in contract date stemming from supply chain issues. Change order 2 is related to moving the lift station to allow building access, revising access hatch frames, and modifying the bridge crossing for an overall reduction in the amount of \$7,621.93. The total revised contract amount will be \$1,932,275.86.

MOTION: To approve the 2021 wastewater collection system improvement project change orders 1 and 2 in the combined amount of a \$7,621.93 reduction for a revised total contract amount of \$1,932,275.86.

- d) ***Approve Covenant of Purpose Use and Ownership** - City Administrator Leana Kinley presents a 20 year covenant of purpose, use and ownership with the Economic Development Administration for the 2021 Wastewater Collection System Improvement project.

MOTION: To approve the 20 year covenant of purpose, use and ownership with the Economic Development Administration for the 2021 Wastewater Collection System Improvement project.

- e) **Approve WWTP Improvements Phase I Major Equipment Procurement Revised Contracts(1)** - City Administrator Leana Kinley presents two contracts with changes outside of what was already approved at the January 5th special council meeting. APSCO updated their delivery date and has additional language in the contract. Another

contractor has been found non-responsive as the proposed delivery date is not acceptable. The alternate bidder on the item, Lakeside, will be awarded the project. The initial memo on the bid is included for reference as well as a copy of their contract modification requests, which are acceptable to City staff, consultants and attorney. A third contract with Aquarius is expected ahead of the council meeting.

MOTION: To approve and authorize the Mayor to sign the revised equipment procurement contracts for the wastewater treatment plant phase 1 as follows:

-Section 43 25 00 Submersible Screw Centrifugal Pumps with APSCO/Trillium in the amount of \$85,522.42, a delivery date of 294 days rather than 154 days, and additional contract language on page 10;

-Section 46 23 00 Grit Removal Equipment with Lakeside in the amount of \$161,485.38, a delivery date of 180 days rather than 154 days, with revised indemnification language and the final two payments will be paid within 270 days of the delivery date;

-Section 46 51 33 Fine Bubble Diffusers-Paragraph 1.05.B New Aeration Basin and Alternate 1: Section 46.51.33 Fine Bubble Diffusers - Paragraph 1.05.C Oxidation Ditch with Aquarius in the amount of \$90,037.20

- f) ***Approve Fire Department Strategic Plan Agreements** - City Administrator Leana Kinley presents the staff memo, the Participating Agency Endorsement and Authorization for NPPGov, and the Personal Services Contract with Emergency Services Consulting International (ESCI) for consultant services to conduct a Strategic Plan for the Stevenson Fire Department and Skamania County Fire District 2 for council review and consideration.

MOTION: To authorize City Administrator Leana Kinley to sign the Participating Agency Endorsement and Authorization for participation in National Purchasing Partners (NPPGov) Intergovernmental Cooperative Purchasing Agreement on behalf of the City of Stevenson.

MOTION: To approve the Personal Services Contract with ESCI in the amount not to exceed \$16,350.

- g) ****Approve Interlocal Agreement with Stevenson Community Pool District** - City Administrator Leana Kinley presents the revised interlocal agreement with the Stevenson Community Pool District for a 2-year \$40,000 loan at 2% interest to help facilitate opening the pool as mentioned at the January 20, 2022 council meeting for council review and consideration.

MOTION: To approve the interlocal agreement with the Stevenson Community Pool District for a two-year \$40,000 loan at 2% interest.

- h) ***Initial Presentation of SR Zoning Code Amendments** - Community Development Director Ben Shumaker presents the staff memo regarding requested zoning code amendments in the SR district for setback caveats and a draft ordinance for council review. the Planning Commission held a public hearing on Monday February 14th on the matter and their recommendations for council approval are incorporated into the draft ordinance.
- i) **** Approve Proclamation Recognizing March 2022 as Red Cross Month** - Mayor Scott Anderson presents proclamation 2022-01 recognizing March, 2022 as Red Cross Month for council consideration.

MOTION: To approve proclamation 2022-01 recognizing March 2022 as Red Cross Month.

9. INFORMATION ITEMS:

- a) **Housing Programs Report** - The January report on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- b) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in January 2022.
- c) **Financial Report** - City Administrator Leana Kinley presents the initial Treasurer's Report and year-to-date revenues and expenses through January 2022. The beginning balances have not been entered as 2021 is not closed out.
- d) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for January, 2022 is presented for council review.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for January 2022 is presented for council review.
- f) ****Stevenson Downtown Association Activities** - The report presented describes some of the activities conducted by Stevenson Downtown Association in 2021.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Leana Kinley, City Administrator

11. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting.

- a) ***January 2022 payroll and February 2022 AP checks** have been audited and are presented for approval. January payroll checks 15753 thru 15758 total \$78,541.32 which

includes EFT payments. February 2022 AP checks 15759 thru 15822 total \$259,043.50. 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:

- February 21st, President's Day - City Offices Closed
- March 14th, 6pm Planning Commission Meeting
- March 17th, 6pm City Council Meeting