

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**December 19, 2019**  
**6:00 PM, City Hall**

Items with an asterisk (\*) have been added or modified after the initial 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.

Paul Hendricks requests and excused absence.

MOTION: To excuse Paul Hendricks.

**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].*

**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) **Liquor License Renewal** - Skamania Lodge and Big River Grill
- b) **Water Adjustment** - Gail Collins (meter No. 700200) requests a water adjustment of \$196.76 for a broken toilet which he has since repaired.
- c) **Skamania County Incarceration Services Agreement** - City Administrator Leana Kinley requests approval of the 2020 contract with Skamania County for Incarceration services. There are no changes from the 2019 contract. (p. 6)
- d) **Skamania County Prosecuting Attorney Agreement** - City Administrator Leana Kinley requests approval of the 2020 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2019 contract. (p. 12)
- e) **Contract for Immediate WWTP Improvements** - Public Works Director Karl Russell requests the approval of the contract with Stellar J Corporation for immediate improvements at the wastewater treatment plant in the amount of \$25,848. It is less than the not to exceed amount of \$63,000 approved at the November 21st council meeting. (p. 17)
- f) **Tourism Funding Contracts** - City Administrator Leana Kinley requests approval of the Tourism Funding contracts as detailed in the staff memo for a total of \$558,250. (p. 20)
- g) **Wastewater Treatment Plant Operation Transition and Support Services** - Public Works Director Karl Russell requests council approval of the two contracts with Ronald Moeller

Operations Services, LLC for services supporting city operation of the wastewater treatment plant. These services were discussed at the November 21st council meeting and are presented as two separate contracts and scopes of work. The first contract is for support during the transition of operations from Jacobs to the City for an amount not to exceed \$16,980 and a period of performance retroactive to November 15, 2019. The second contract is for operations support in 2020 for an amount not to exceed \$29,284. At the end of the operations support contract the city, contractor and Department of Ecology will evaluate the need for continued support. (p. 131 & 134)

- h) **2020 Salary Scale** - City Administrator Leana Kinley requests council approval of Resolution 2019-351 adopting the salary scale for 2020 as discussed at the September 19, 2019 council meeting and included in the 2020 budget. The Facilities Maintenance Worker position is the same scale as the Temporary Assistant II (summer public works position made full time) and a revised job description will be presented at the January meeting. (p. 137)
- i) **Wallis Engineering Contract for General Engineering Services** - City Administrator Leana Kinley requests approval of the contract with Wallis Engineering for General Engineering Services on an as-needed basis in the amount not to exceed \$10,000. (p. 139)
- j) **Wallis Engineering Contract for Development Engineering Services** - City Administrator Leana Kinley requests the approval of the attached agreement with Wallis Engineering for Development Engineering Services on an as needed basis in 2020 for an amount not to exceed \$15,000. (p. 143)
- k) **Separation Agreement** - City Administrator Leana Kinley requests approval of the attached separation agreement with Eric Hansen which includes payment of all benefits due him according to city policy and a severance amount of \$30,000. (p. 147)
- l) **Minutes** of October 8th, November 14th and 20th special council meetings and November 21st, 2019 regular council meeting. (p. 149, 152, 155, & 157)

MOTION: To approve consent agenda items a-l as presented.

**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:** *[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) **6:05 pm - Sewer and Water Rate Changes** - City Administrator Leana Kinley will present ordinance 2019-1153 and 2019-1154 for public comment and council consideration. The rates proposed include an annual 5% water rate increase outlined in the adopted Water System Plan, and a 37% sewer rate increase as outlined in the revised General Sewer

Facilities Plan. These rate increases were also discussed during the 2020 budget process and included in the 2020 budget. (p. 166)

MOTION: To approve Ordinance 2019-1153 revising the water rates and ordinance 2019-1154 revising the sewer rates.

## 6. COUNCIL ACTION ITEMS:

- a) **2019 Budget Amendment #1** - City Administrator Leana Kinley requests council approval of the Ordinance 2019-1151 revising the 2019 budget as presented at the November 21st council meeting. (p. 173)

MOTION: To approve Ordinance 2019-1151 revising the 2019 budget.

- b) **2020 Budget Adoption** - City Administrator Leana Kinley presents ordinance 2019-1152 adopting the 2020 as presented at the November 21st council meeting, with a minor change removing the Loop Road Project, for council approval. (p. 218)

MOTION: To approve ordinance 2019-1152 adopting the 2020 budget.

- c) **Approve Changes to Development Standards** - City Administrator Leana Kinley presents changes to the development standards as outlined in the attached staff memo. (p. 259)

MOTION: To approve Ordinance 2019-1148 revising the city standards regarding driveways and amendment procedures.

- d) **Approve First Street Project Local Agency Agreement and Project Prospectus** - Community Development Director Ben Shumaker requests council approval of the Local Agency Agreement in the amount of \$187,800 for preliminary engineering and the Project Prospectus in the amount of \$804,900. The 2020 budget includes the \$187,800 project cost for initial project work. Construction is anticipated in 2021. (p. 268)

MOTION: To approve the Local Agency Agreement in the amount of \$187,800 and the Project Prospectus in the amount of \$804,900 for the First Street project.

- e) **\*Approve Contract Amendment for Wastewater Design Services** - City Administrator Leana Kinley presents a contract amendment with Wallis Engineering for services related to the wastewater treatment plant and collection system design and analysis. (p. 278)

MOTION: To approve the contract amendment with Wallis Engineering for services related to the design of the wastewater treatment plant and collection system for an additional amount of \$1,009,488 and a revised total contract amount of \$1,419,488.

- f) **\*Approve Amendment for Russell Ave Engineering Services** - Public Works Director Karl Russell presents the Supplemental Agreement Number 4 for engineering services

related to the Russell project for council review and consideration. These costs include bidding and construction services through the end of the project. (p. 293)

MOTION: To approve supplemental agreement number 4 with Wallis Engineering for the Russell Street project in the amount of \$75,744.24 for a total revised contract amount of \$305,729.23.

#### **7. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

- a) November 2019 payroll & December 2019 A/P checks have been audited and are presented for approval. November payroll checks 14011 thru 14018 total \$87,225.05 which includes one EFTPS and five ACH payments. A/P Checks 14046 thru 14104 total \$175,349.63 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. November investment activity include: \$500,000 callable bond purchased at a discount yielded earnings of \$9,618.50. \$500,000 callable bond purchased at a slight premium of \$168. (p. 301)

MOTION: To approve the vouchers as presented.

#### **8. DISCUSSION ITEMS:**

- a) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.
- b) **Discuss Air Quality Burn Bans** - Council will discuss burn bans during periods of low air quality.

#### **9. INFORMATION ITEMS:**

- a) **Building Permit Report** - 11SFRs total, 3 finalized since last council meeting. 2 Lodge treehouses, foundations poured. 4 cabins, 60% complete. 1 triplex framed. 2 duplexes on Vancouver-first permit with County process, framed. 93 total building permits for 2019. Talks of development surrounding bottom of Monda Road as well as portions of Upper Monda still in the works. Short plat in the works for Holstrom Rd/Ryan Allen areas. Short plat in the works for Carter Lane.
- b) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in November, 2019. (p. 304)
- c) **Financial Report** - City Administrator Leana Kinley presents the City's Treasurers' Report for November, 2019. Year to date revenues and expenses through 12/19/19 are included in the 2019 budget proposal. (p. 306)
- d) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for November, 2019 is attached for council review. (p. 313)

**10. CITY ADMINISTRATOR AND STAFF REPORTS:**

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

**11. MAYOR AND COUNCIL REPORTS:**

**12. 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.]*

**13. ADJOURNMENT** - Mayor will adjourn the meeting.

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*UPCOMING MEETINGS AND EVENTS:*

- December 24 & 25, 2019 (Wednesday and Thursday) - Christmas Eve and Christmas Day, City offices closed.
- January 1, 2020 (Wednesday) - New Year's Day, City offices closed.
- January 16, 2020 (Thursday) - Regular Council Meeting.