

AGENDA
CITY OF STEVENSON COUNCIL MEETING
August 20, 2020
6:00 PM, Remote

Call-In Number 669-900-6833, or 253-215-8782 Meeting ID: 890 8356 1833 and on YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

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.

a) ***Excused Absences** - Robert Muth requests an excused absence.

MOTION: To excuse Robert Muth.

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) *****Changes as of 1pm on 8/20 include:**

- Removal of the Hollstrom Road agreement from the agenda (was item 7g),
- Addition of public comments from Mary Repar for the Rock Creek Cove public hearing (item 5a)
- Addition of public comments from Brian McNamara for the public hearing on ordinance 2020-1157 (item 5b)

****Changes on 8/19 include:**

- Updated staff report for the Rock Creek Cove public hearing (item 5a)
- Addition of the incident report for the downtown incident update (item 7a)
- Identification of Foster Garvey as the recommended bond counsel for a final cost of not to exceed \$10,000 plus associated letter of engagement (item 7e)
- Addition of voucher information (item 10)

***The final agenda published 8/18 changes include:**

- Addition of an excused absence request for councilmember Robert Muth (item 1a)
- Addition of a water adjustment to the Consent Agenda (item 3d)
- Inclusion of a staff memo to the back-billing waiver request (item 7c)
- Addition of approving social media records retention solution (item 7h)
- Addition of discussion of unmanned aircraft regulations (item 7i)
- Addition of the Fire department report (item 8e)
- Addition of the Sheriff's department report (item 8f)

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 Use Waiver** - The meter for the Port of Skamania was turned on during the swap-out project after the customer had it shut off to demolish the house. This caused water to flow until they discovered the usage in July. The total amount of usage to be waived is \$156.01, which is total usage billed rather than the calculated amount per our water leak policy due to the nature of the water usage.
- b) **Water Adjustment** - The MacKinnon Family Trust (meter No. 802300) requests a water adjustment of \$183.95 for a water leak in their irrigation which they have since repaired.
- c) **Liquor License Renewal** - El Rio Texicantina
- d) ****Water Adjustment** - The meter for Christy Harrah was not installed properly, which left a small leak after the meter. The customer recently discovered the issue because there was a large volume of water in the meter box. The total amount of usage to be waived is \$44.10, which is the difference between the average usage for the customer over the past five years, and the recent meter read. This is outside of the calculation in our leak policy due to the nature of the water usage.
- e) **Minutes** of the July 16, 2020 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. 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, 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) *****6:05 PM Rock Creek Cove Plat Alteration** - Community Development Director Ben Shumaker presents a staff memo and information regarding the alteration of a plat which involves a public dedication for public comment, council review and consideration.

MOTION: To approve the Rock Creek Cove Plat Alteration [as presented/with changes as discussed].

- b) *****6:15 - Second Reading Ordinance 2020-1157 Regarding Changes to Zoning** - Community Development Director Ben Shumaker presents a staff report and ordinance 2020-1157 amending the Stevenson zoning code (SMC Title 17); modifying where single-family detached dwellings and townhomes are allowed; clarifying use categories within SMC 17.13.010; and incorporating zoning interpretations conducted under SMC 17.12.020 for council review and discussion.

MOTION: To approve Ordinance 2020-1157 amending the Stevenson zoning code title 17 [as presented/with changes as discussed].

6. UNFINISHED BUSINESS:

- 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.
- c) **Follow-up From Council Strategic Retreat** - City Administrator Leana Kinley presents a revised draft of the 2021-2022 goals from the discussion at the July 11, 2020 council retreat for council review and discussion.

7. NEW BUSINESS:

- a) ****Downtown Incident Update** - Sheriff Dave Brown will be present to update council on the incident which occurred on Friday, August 7th.
- b) **Appoint Brian Riffel to Board of Adjustment** - Community Development Director recommends appointing Brian Riffel to the Stevenson Board of Adjustment to fill the remainder of a 3-year term ending on 12/31/21.

MOTION: To appoint Brian Riffel to the Stevenson Board of Adjustment.

- c) ***Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley will present information regarding additional meters to be billed as discovered during the recent meter project for council review and consideration.

MOTION: To approve waiving the back-billing in relation to incorrect meter sizes and unbilled meters for the customers listed in the memo.

- d) **Utility Connection Extension Request** - City Administrator Leana Kinley presents a request for a 6-month extension to connect to water and sewer for Rhianna Hurff and Stephen Muilenburg. SMC 13.10.070(C) and 13.10.080(C) require connections be made within six months or the permit is void and the connection fee is forfeit, and ..."one six-month extension may be granted by the city council due to circumstances judged to be beyond the applicant's control."

MOTION: To approve a six-month extension request for water and wastewater utility connection for Rhianna Hurff and Stephen Muilenburg.

- e) ***Approve Engagement Letter for Bond Counsel** - City Administrator Leana Kinley presents an agreement for bond counsel for a USDA Loan as part of the match funding for an EDA grant for wastewater collection system infrastructure. These costs are rolled into the USDA loan total.

MOTION: To approve the agreement with Foster Garvey to serve as bond counsel in the amount not to exceed \$10,000.

- f) **2021 Budget Calendar** - City Administrator Leana Kinley presents the calendar for adopting the 2021 budget by year end for council review and discussion.

- g) **Discuss Transparency Solutions** - City Administrator Leana Kinley will present options for increased transparency and communication for council discussion and consideration.

- h) ***Approve Social Media Records Retention Solution** - City Administrator Leana Kinley presents information from ArchiveSocial regarding their solution for retaining records related to the city's Facebook page for council consideration.

MOTION: To approve contracting with ArchiveSocial for their Economy plan at \$199/month billed annually.

- i) ***Discuss Unmanned Aircraft Regulations** - City Administrator Leana Kinley presents information regarding regulating unmanned aircraft use within city limits brought about by a request from a concerned citizen. Staff requests direction on a way forward.

8. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in July, 2020.
- b) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through July 2020.
- c) **Planning Commission Minutes** - Minutes from the 7/13/20 and 7/20/20 Planning Commission meetings are presented.
- d) **Affordable Housing Tax Implementation** - City Administrator Leana Kinley presents the confirmation from the Department of Revenue on collection of the sales tax credit for affordable housing approved by council in June for council information.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for July, 2020 is presented for council review.
- f) ***Sheriff's Report** - The Skamania County Sheriff's report for July, 2020 is presented for council review.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

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

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) ****July 2020 payroll & August 2020 AP checks** have been audited and are presented for approval. July payroll checks 14538 thru 14544 total \$110,429.32 which includes EFT payments. August AP checks 14524 thru 14537 and 14545 thru 14596 total \$330,917.46 and includes ACH payments. The AP check register with fund transaction summary is attached for your review.

MOTION: To approve the vouchers as presented.

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:

- September 7, 2020 (Monday) Labor Day, City Offices Closed
- September 17, 2020 (Thursday) City Council Meeting