

AGENDA
CITY OF STEVENSON COUNCIL MEETING
March 21, 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.

Amy Weissfeld requests an excused absence for other prior arranged absence.

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** - A&J Stores, Inc. and Skunk Brothers Spirits Inc.
- b) ***Special Occasion Liquor License Application** - Stevenson Business Association at the Skamania Fairgrounds on June 21st from 6-10pm and June 22nd from 2-10pm.
- c) **Minutes** of February 21, 2019 City Council Meeting and March 5, 2019 Special City Council Meeting. (p. 5)

MOTION: To approve consent agenda items a-c.

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) **6:15 - Findings of Fact Supporting the Revised Single-Family Residential Construction in C1 Zone Moratorium** - City Administrator Leana Kinley presents Resolution 2019-332 regarding the Findings of Fact to support the revised moratorium of Single-Family Residential construction in the C1 zone with Ordinance 2019-1139. (p. 22)

MOTION: To approve Resolution 2019-332 adopting the findings of fact supporting the revised moratorium on new Single-Family Residences in the C1 zone.

6. FIRE DEPT UPDATE:

- a) **Fire Hall Project Update** - Mackenzie will be present to review and discuss the Fire Hall project. Included in the packet are low and high cost estimates as well as a value engineered list of cost-cutting measures that can be taken to get the overall project cost down. (p. 24)
- b) ***Amendment to Interlocal Agreement for Dispatch Services** - City Administrator Leana Kinley presents the attached Amendment #1 to the Interlocal Agreement for Dispatch Services modifying the calculation to reduce the amount allocated by any state allocations, grants or non-county funding received, extends the contract to the end of 2020 and allows additional 2-year extensions with written notice. (p. 30)

MOTION: To approve Amendment #1 to the Interlocal Agreement for Dispatch Services with Skamania County.

7. OLD BUSINESS:

- a) ***Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 39)

8. NEW BUSINESS:

- a) **Rick and Julie May Property Donation** - The Mays have approached the city about donating a piece of land for development of a city park and affordable housing. Before moving forward with boundary line adjustments in preparation of the transfer, they would like affirmation by Council that the conditions they have placed on the transfer will be met and that the city intends to move forward with accepting the donation. A memo has been prepared and attached with more detailed information about the project. (p. 41)

MOTION: To approve authorizing the Mayor to sign the Letter of Intent as drafted... or with changes as discussed.

- b) ***Downtown Plan** - After a solicitation and review of qualifications from firms for the creation of a Downtown Plan for the City, Community Development Director Ben Shumaker will make a recommendation for contracting with Crandall Arambula. (p. 47)

MOTION: To approve the contract with Crandall Arambula for the development of the city's Downtown Plan in the amount not to exceed \$119,615.

- c) ***Russell Ave Project Update** - Public Works Director Eric Hansen will provide an update on the Russell Ave project including a revised timeline that will reduce impact to businesses and reduce construction costs. A contract amendment with Wallis Engineering will be presented at the April council meeting. (p. 57)

- d) **Downtown Landscaping Discussion** - Public Works Director Eric Hansen issued a Request for Proposals for landscaping and maintaining select downtown flower beds. This discussion will be around the applications received and the process to move forward.
- e) **Update to City's Fats, Oils and Grease Program** - Public Works Director Eric Hansen presents Ordinance 2019-1140 regarding an update to the sewer and pretreatment code and establishing a preferred pumper program. Attached is a copy of the Grease Removal Device inspection criteria and a copy of ordinance 1140. (p. 58)

MOTION: To approve Ordinance 2019-1140 amending the sewer and pretreatment code and repealing portions of Ordinance 1119.

- f) **Wastewater System Design Engineer** - After a solicitation and review of qualifications from engineering firms for the design of the city's wastewater treatment facility and collection system improvements, City Administrator Leana Kinley recommends contracting with Wallis Engineering. If confirmed by council, staff will work with Wallis to create contract documents for presentation at the April 18th council meeting.

MOTION: To approve moving forward with contracting with Wallis Engineering for the design of the city's wastewater treatment facility and collection system improvements.

- g) **WCIA Pre-Membership and Membership Agreements** - In an evaluation of insurance alternatives, Washington Cities Insurance Authority (WCIA) was the best choice for cost, coverage and services provided. City Administrator Leana Kinley presents two WCIA Interlocal Agreements for council approval. These agreements state our formal application to WCIA as a Full Member and our intent to cooperate and comply with their application process. It also binds the city to WCIA as a Full Member on December 1, 2019 pending approval by the full membership of WCIA. (p. 62)

MOTION: To approve the Interlocal Agreement creating pre-membership conditions between WCIA and City of Stevenson and the Appendix 147-19 to Interlocal Agreement creating the WCIA.

- h) **Fairgrounds Exhibit Hall Reroof Contract** - City Administrator Leana Kinley presents the attached interlocal agreement with Skamania County for \$10,000 of lodging funds to be used to replace the roof of the Exhibit Hall. (p. 67)

MOTION: To approve the interlocal agreement with Skamania County for the replacement of the Exhibit Hall roof in the amount of \$10,000.

9. INFORMATION ITEMS:

- a) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for February 2019 is attached for council review. (p. 73)

- b) ***Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed are presented for Council's review. (p. 78)
- c) **Planning Commission Minutes** - Minutes are attached from the 1/14/19 Planning Commission meeting. (p. 79)
- d) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in February 2019. (p. 83)
- e) **Fire Department Report** - The attached report describes some of the activities conducted by the Fire Department in February, 2019. The Fire Chief requests a meeting or workshop to be held at the Fire Station as outlined in the report. (p. 85)

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

The voucher report and investments update will be provided to council ahead of the meeting.

- a) *February 2019 payroll & March 2019 A/P checks have been audited and are presented for approval. February payroll checks 13263 thru 1271 total \$125,410.96 which includes one EFTPS and six ACH payments. A/P Checks 13271 thru 13331 total \$156,838.71 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. No investment activity in February 2019. (p. 86)

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:

- March 27 High School Job and Career Fair
- April 1, 5-8pm - AWC Small City Connector at Hegewald Center