

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 18, 2021**  
**6:00 PM, 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 896 0429 9822, Zoom link  
<https://us02web.zoom.us/j/89604299822> or via YouTube at  
<https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjvA/>

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

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**1. CALL TO ORDER:** Mayor to call the meeting to order 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) \* 3/17 changes include:
  - Addition of comments received on the road vacations (item 5b and c)
  - Addition of Shoreline Substantial Development Permit approval request (item 7e)
  - Update on the report from the Port of Skamania (item 8g)
  - Addition of Voucher information (item 10)
  
- b) \*\* 3/18 changes include:
  - Additional comment received on the road vacations (item 5b and c)

**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 Adjustment** - Tami Baker (meter No. 403900) requests a water adjustment of \$357.90 for a water leak which they have since repaired.
- b) **Liquor License Renewals** - Fraternal Order of Eagles Aerie and the Stevenson Farmers' Market
- c) **Water Adjustment** - Eldon Stubbs (meter No. 104600) requests a water adjustment of \$26.79 for a water leak which they have since repaired.
- d) **Minutes** of February 18, 2021 Council Meeting.

MOTION: To approve consent agenda items a-d.

**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.]*

- 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. If sent via email to city council, please also clearly state the comments are to be included in the council packet for the meeting and if you would like them to be read into the meeting minutes.

-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](mailto:leana@ci.stevenson.wa.us) or by phone at 509-427-5970 no later than 4:30 on the meeting date.

## 5. PUBLIC HEARINGS:

- a) **Downtown Parking Requirement Changes** - Community Development Director Ben Shumaker presents the staff memo and the second reading of ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for public comment and council consideration.

MOTION: To approve ordinance 2021-1172 regarding downtown parking requirements [as presented/with changes as discussed].

- b) **\*\*Public Hearing Regarding Vacation of Iman Cemetery Road** - City Administrator Leana Kinley presents the staff report regarding the vacation of a section of city road and easement known as "Iman Cemetery Road" for public comment and council consideration. Council will deliberate on both the No Name Rd. Vacation and the Iman Cemetery Rd. Vacation after the No Name Rd. public hearing.
- c) **Public Hearing Regarding Vacation of No Name Road** - City Administrator Leana Kinley presents the staff report (linked under the Iman Cemetery Rd. agenda item) regarding the vacation of a section of city road and easement known as "No Name Road" for public comment and council consideration.

After this hearing, council will deliberate on both the No Name Rd. Vacation and the Iman Cemetery Rd. Vacation.

- d) **Proposed 2021 Budget Amendments** - City Administrator Leana Kinley presents proposed changes to the 2021 budget based on revised estimates due to changes in beginning cash balances, approved contracts, and projected projects for public comment and council consideration.

MOTION: To approve ordinance 2021-1173 amending the 2021 budget. OR If no motion, the ordinance will move to the April 15th meeting for a second reading.

- e) **USDA RD Application Authorization** - City Administrator Leana Kinley presents resolution 2021-376 authorizing the city to apply for USDA Rural Development funds for the Wastewater project for public comment and council consideration. Due to an error in the initial public notice, this is a continuation of the February 18, 2021 public hearing.

MOTION: To approve resolution 2021-376 agreeing to apply for financial assistance with USDA Rural Development.

## 6. SITUATION UPDATES:

- 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.

## 7. COUNCIL BUSINESS:

- a) **Approve Resolution 2021-377 Adopting a Conflict of Interest Management Process** - City Administrator Leana Kinley presents resolution 2021-377 adopting a process to manage conflicts of interest for council consideration. This process will meet requirements outlined in the letter of conditions required for USDA RD funding for the city's wastewater system upgrades project.

MOTION: To approve resolution 2021-377 adopting a conflict of interest management process [as presented/with changes as discussed].

- b) **Approve Agreement with Municode** - City Administrator Leana Kinley presents the staff memo, quote package and contract with Municode for website redesign, hosting and support services for council discussion and approval.

MOTION: To approve the contract with Municode for website redesign, hosting and support services for the design, development and implementation cost of \$4,800 and an annual cost of \$2,700, which includes the email subscriptions/notifications option, and pay for the services as outlined in option B, 4-Year Interest Free Payment Schedule.

- c) **Review 2020 Annual Financial Report** - City Administrator Leana Kinley presents the 2020 Annual Financial report for council review and discussion.

- d) **Discuss Council Retreat Agenda** - City Administrator Leana Kinley presents a draft agenda for the March 27th council retreat for council review and discussion.
- e) **\*Approve SHOR2021-01 - Rock Creek Pump Station Shoreline Substantial Development Permit** - Community Development Director Ben Shumaker presents the staff memo and application for a Shoreline Substantial Development Permit for the Rock Creek Pump Station project for council's review and consideration.

MOTION: To approve SHOR2021-01 - Rock Creek Pump Station Shoreline Substantial Development Permit with conditions as presented.

#### 8. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in February, 2021.
- b) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through February 2021.
- c) **Planning Commission Minutes** - Minutes from the 2/8/21 Planning Commission meeting are presented.
- d) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for February, 2021 is presented for council review.
- e) **Fire Department Report** - The Stevenson Fire Department's report for February, 2021 is presented for council review.
- f) **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects in process.
- g) **\*Port of Skamania Update** - Executive Director Pat Albaugh will email council an update on Port projects.

#### 9. CITY ADMINISTRATOR AND STAFF REPORTS:

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

#### 10. VOUCHER APPROVAL:

- a) \*February 2021 payroll & March 2021 AP checks have been audited and are presented for approval. February payroll checks 15002 thru 15007 total \$103,506.88 which includes EFT payments. March 2021 AP checks 15008 thru 15058 total \$155,824.31 and

includes EFT payments and checks. The AP check register with fund transaction summary is attached for 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:*

- March 27, 2021 (Saturday) - 1-4pm Council Retreat, location to be determined
- April 12, 2021 (Monday) - 6pm Regular Planning Commission Meeting
- April 15, 2021 (Thursday) - 6pm Regular City Council Meeting
- May 1, 2021 (Saturday) - 9am-Noon Spruce-Up Stevenson