

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**July 18, 2019**  
**6:00 PM, City Hall**

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

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**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].*

**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) **Minutes** of June 20, 2019 City Council Meeting and June 26, 2019 Special City Council Meeting. (p. 6)

MOTION: To approve Consent Agenda item a 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. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Stevenson Community Pool** - Pool Manager Meaghan Young will update City Council on recent Pool activities.
- b) **Stevenson Downtown Association** - Executive Director Marie Perez will update City Council on recent SDA activities.

**6. UNFINISHED BUSINESS:**

- a) **Discuss Dissolution of the SBA** - The Stevenson Business Association (SBA), which is run by the Skamania Chamber of Commerce, is looking into dissolving. There is lack of participation from businesses at meetings and events and confusion over the role of the Stevenson Downtown Association (SDA) with the SBA. There are discussions between the SBA, SDA and Chamber of Commerce over how to ensure the current activities will be managed going forward. Attached is the current contract with the Chamber which outlines the tasks performed by them on behalf of the SBA. (p. 23)

- b) **Discuss Letter Supporting Title 23 Waiver** - OneGorge, on behalf of the Port of Cascade Locks, requests signatures on a letter to Congressman Walden asking for a waiver from Title 23 requirements regarding the use of toll revenues on projects that receive federal funding. A draft of the letter is attached for council consideration and representatives from the Port of Cascade Locks will be present. (p. 36)

MOTION: To authorize the Mayor to sign on the OneGorge letter of support for the Title 23 waiver [as presented/with amendments as discussed].

- c) **ROW Use Appeal Stevenson Farmers' Market** - City Administrator Leana Kinley presents an appeal from the Stevenson Farmers' Market regarding the decision of the Public Works Director to require the signs be removed five days after the event each week according to SMC 17.35.145(B)(10). Council requested a plan from the Farmers' Market to share the space and accommodate other signs throughout the season before making a decision.

MOTION: To approve/deny the appeal from the Stevenson Farmers' Market.

- d) **Approve No Parking on Lotz Road** - Public Works Director Eric Hansen presents ordinance 2019-1145 regarding parking prohibitions along Lotz Road for council discussion and consideration. There have been multiple accidents along this road due to the narrow width and parking within the right of way. (p. 37)

MOTION: To approve Ordinance 2019-1145 regarding parking prohibitions along Lotz Road.

- e) **Discuss Fire Hall** - Council will discuss the Fire Hall Project, the recent withdrawal of Skamania County from the project (letter attached) and get updates on the progress of the committees. (p. 40)

- f) **Discuss I-1639** - Council sent a letter to the Skamania County Commissioners regarding I-1639 after the May 16th council meeting. On May 21st the Commissioners approved the attached resolution. (p. 41)

- g) **Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 44)

## 7. NEW BUSINESS:

- a) **Approve North Bonneville PDA Sign** - City Administrator Leana Kinley presents the attached sign permit from the North Bonneville PDA for council review and approval. A condition of their shop relocating to Stevenson was council approval of signage. Their previous sign was challenged as looking too similar to the Forest Service logos, requiring their sign change. (p. 46)

MOTION: To approve the North Bonneville PDA sign permit.

- b) **Port of Skamania Shoreline Permit 2017-01 Extension** - Community Development Director Ben Shumaker requests approval of a one-year extension to the Port of Skamania's Shoreline Permit 2017-01. (p. 49)

MOTION: To approve a one-year extension of Shoreline Permit 2017-01 as drafted in Attachment 1 to the staff memo.

- c) **Set Date for August Council Meeting** - The policy has been to change the council meeting in August to avoid conflict with Fair events. In order to better balance out council agendas and allow additional time to process accounts payable, staff recommends August 22nd.

MOTION: To set the date of August 22nd for the August regular city council meeting.

- d) **Discuss Council Retreat** - The council retreat in October, 2018 resulted in a list of 25 SMART goals to work on over the next 5 years. In preparation of the 2020 budget, staff would like to review the goals for guidance on priorities wither at a council meeting or at a special meeting. Attached is an update on the goals to date. (p. 53)

- e) **Resolution 2019-343 Revising the Personnel Policy** - City Administrator Leana Kinley presents resolution 2019-343 revising the personnel policy for council review and consideration. A memo explaining the changes is attached. (p. 58)

MOTION: To approve resolution 2019-343 revising the personnel policy.

- f) **Approve Credit Card Vendor Change** - City Administrator Leana Kinley presents the attached memo regarding a change in credit card vendor from Invoice Cloud to Xpress Bill Pay. (p. 177)

MOTION: To approve the contract with Xpress Bill Pay for credit card services for an initial fee of \$2,500 and monthly charges as outlined in the attached quote # 2019061202JS with the city paying the merchant fees without a transaction fee.

- g) **Loop Road Project** - City Administrator Leana Kinley presents the attached memo regarding the Loop Road project for council review and discussion. (p. 192)

- h) **Discuss Use of Timber Funds** - City Administrator Leana Kinley requests a discussion regarding council's intended use of the Timber Funds. There is a balance of \$1.3M which may be used entirely for the Fire Hall, used as short term loans (not to exceed 5-years), or have other restrictions placed on the funds.

## 8. INFORMATION ITEMS:

- a) **\*Financial Report** - City Administrator Leana Kinley will present the city's financial report for year to date revenues and expenditures through June 30, 2019. The detailed

reports are preliminary while staff works through the software conversion from Vision MS to BIAS. (p. 194)

- b) **Sheriff's Report** - A copy of the Skamania County Sheriff's Report for June, 2019 is attached for council review as well as a copy of their latest newsletter. (p. 223)
- c) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed is attached for Council's review. (p. 234)
- d) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in June, 2019. (p. 235)
- e) **Transportation Improvement Program** - The final TIP has been submitted to the state and is attached. (p. 237)
- f) **Building Permits** - Stevenson: 23 active Single-Family Residences (SFRs), 9 started in 2019; 4 cabins (vacation lodging); and 1 triplex (not started). LDB tasting room finalized and open. 61 building permits total for 2019. North Bonneville: 2 SFRs and 1 duplex.
- g) **\*Fire Department Report** - The attached report describes some of the activities conducted by the Fire Department in June, 2019. (p. 242)

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

- a) Eric Hansen, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) \*Leana Kinley, City Administrator (p. 243)

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

- a) June 2019 payroll & July 2019 A/P checks have been audited and are presented for approval. June payroll checks 13598 thru 13605 total \$119,565.26 which includes one EFTPS and five ACH payments. A/P Checks 13607 thru 13734 total \$301,083.82 which includes two ACH payments. The A/P Check Register is attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in June 2019. (p. 248)

#### **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:*

-July 25-28, GorgeGrass

-Aug 14-17, Skamania County Fair