

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 16, 2023
6:00 PM, City Hall and 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 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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.

2. 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. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. 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) * 2/14 changes include:
- Added Karen Ashley Water Leak Adjustment Request (item 5e)
 - Added Liquor License Renewals for A&J and Hotel Stevenson (item 5f)
 - Revised Minutes to clarify the storm water issue will be discussed at the May council meeting (item 5g)
 - Added staff report to Sewer Update (item 7a)
 - Added Year End update report to 2023 Budget Amendment (item 8i)
 - Added Attorney Services Contract (item 8j)
 - Added Type D Right of Way Request (item 8k)
 - Added Housing Programs Report (item 9d)
 - Removed Ben Shumaker from staff reports (formerly item 10a)
 - Addition of Vouchers (item 11a)

4. SHERIFF'S OFFICE REPORT:

- a) **Sheriff's Report** - The Skamania County Sheriff's reports for activity within Stevenson city limits for the prior two months are presented for council review. A member of the Sheriff's Office will be present for any questions.

5. 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** - Backwoods Brewing Company
- b) **Water Adjustment** - Mike Rankin (meter No. 203850) requests a water adjustment of \$385.76 for a water leak which they have since repaired.
- c) **Water Adjustment** - Sharon Madsen's estate (meter No. 703700) requests a water adjustment of \$616.22 for a water leak which they have since repaired.
- d) **Water Adjustment** - Wilder and Pines Riverside Cabins (meter No. 509070) requests a water adjustment of \$1,000 for a water leak which they have since repaired.
- e) ***Water Adjustment** - Karen Ashley (meter No. 504500) requests a water adjustment of \$75.54 for a water leak which they have since repaired.
- f) ***Liquor License Renewals** - A&J Stores, Inc. and Hotel Stevenson LLC
- g) ***Minutes** of January 19th regular council meeting and February 9th council workshop.

MOTION: To approve consent agenda items a-g.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Downtown Association Presentation** - Kelly O'Malley-McKee, Executive Director for the Stevenson Downtown Association, will provide an update on the association.

7. SITUATION UPDATES:

- a) ***Sewer Plant Update** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

8. COUNCIL BUSINESS:

- a) **Fireworks Discussion** - City Administrator Leana Kinley presents information from the January 21, 2021 public hearing on the matter, which included results from an online survey, public comments regarding fireworks use inside city limits, and a copy of the minutes from the meeting for further discussion. A memo from Rob Farris, Fire Chief, is also included.

- b) **Skamania County Incarceration Services Agreement** - City Administrator Leana Kinley presents the 2022-23 contract with Skamania County for Incarceration services for council approval. A contract for last year seems to have been missed and this contract will close that gap. There are no changes from previous contracts.

MOTION: To approve the 2022-23 contract with Skamania County for Incarceration services.

- c) **Skamania County Building Inspector Agreement Addendum #1** - City Administrator Leana Kinley presents the attached addendum #1 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to include Fire Marshall services for council discussion and consideration.

MOTION: To approve addendum #1 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County.

- d) **Approve Revised FireMed Radio Agreement** - City Administrator Leana Kinley presents the attached draft of the Fire/Med frequency radio users interlocal agreement on behalf of Fire Chief Rob Farris for council consideration. A copy of the tracked changes and a clean version of the contract are attached.

MOTION: Approve the interlocal agreement between Skamania County and Skamania County Emergency Services Agencies.

- e) **Water Adjustment** - Laura Graves requests an adjustment of \$433.30 for the sewer portion of a water leak which they have since repaired. The account was established less than six-months ago, which makes it ineligible for a leak adjustment according to the current policy. A copy of her request and the policy are attached for council consideration.

MOTION: To approve the sewer portion of the utility bill due to a water leak at 304 SW Second St. be adjusted in the amount of \$433.30.

- f) **Approve Revised Transportation Improvement Board (TIB) Contract** - City Administrator Leana Kinley presents a revised TIB contract for the Loop Rd. project to include design funding, an additional \$63,507, for council consideration. The project is included in the 2023 budget and the change will have no increase on the ending cash balance for the project as both revenues and expenses will be increased.

MOTION: To approve the revised agreement 6-W-974(006)-1 with the State of Washington Transportation Improvement Board in the amount of \$523,929 to rebuild, resurface and add sidewalks along Loop Road from Columbia Ave east to the city limits.

- g) **Approve Contracts for Asset Management System** - City Administrator Leana Kinley presents on behalf of Public Works Director Carolyn Sourek the contract with Cityworks

for asset management software (AMS) with a term of three years at \$14,000 for the first year and \$16,000 per year for the last two and a proposal from Centricity in the amount of \$39,500 for implementation support for council consideration.

MOTION: To approve the three-year contract with Cityworks for asset management software in the amount of \$14,000 for the first year and \$16,000 for the last two years.

MOTION: To approve the proposal from Centricity for AMS implementation support in the amount of \$39,500.

h) Strategic Plan Q1 2023 Update - City Administrator Leana Kinley presents the attached update to the Strategic Plan established in 2022.

i) *Proposed 2023 Budget Amendments - City Administrator Leana Kinley presents proposed changes to the 2023 budget based on revised estimates due to changes in beginning cash balances, updating project costs for the Columbia Realignment project, updating project revenues based on revised funding estimates for the wastewater upgrades fund, and rolling-over the expenses for the preliminary design and engineering on the Park Plaza project. The ordinance needs to be passed and cannot wait for a second reading as it is holding up the state funding contract for the direct appropriation for the park plaza project.

MOTION: To approve ordinance 2023-1193 amending the 2023 budget.

j) *Approve Contract for City Attorney - City Administrator Leana Kinley will present a contract with Robert Muth for city attorney services for council consideration.

MOTION: To approve the contract with Robert Muth for city attorney services as presented.

k) *Approve Type D Right of Way Permit for 725 NW Angel Heights Rd - City Administrator Leana Kinley will present the staff report and permit on behalf of Public Works Director Carolyn Sourek for the request for a Type D long-term use of the city right of way for a retaining wall at 725 NW Angel Heights Road for council consideration.

MOTION: To approve City of Stevenson Type D Right of Way Permit for 725 NW Angel Heights Rd. to build a retaining wall within City ROW, conditional upon the installation of a protective concrete collar around the sewer cleanout, and removable at parcel owner's expense if issues with any city infrastructure is observed.

9. INFORMATION ITEMS:

a) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

- b) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) **Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.
- d) ***Housing Programs Report** - The report for the prior months on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Leana Kinley, City Administrator

11. VOUCHER APPROVAL:

- a) *January 2023 payroll, December 2022 13th month payroll, and February 2023 AP checks have been audited and are presented for approval. January payroll checks 16650 thru 16652 total \$112,488.06 which includes EFT payments. December 2022 13th month payroll EFT payments total \$4,435.75. February 2023 AP checks 16649 and 16653 thru 16711 total \$1,314,560.48, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

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:

- Monday, February 13, 2023 6pm Planning Commission Meeting
- Thursday, February 16, 2023 5:30pm-6pm City Vacuum Truck Show and Tell
- Monday, February 20, 2023 City Hall Closed in Observance of Presidents' Day
- Wednesday, March 8, 2023 6pm Council Workshop
- Monday, March 13, 2023 6pm Planning Commission Meeting
- Thursday, March 16, 2023 6pm Regular City Council Meeting