

AGENDA
CITY OF STEVENSON COUNCIL MEETING
December 15, 2022
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/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.
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) * 12/14 changes include:

- Addition of Liquor License Renewals (items 4b-d)
- Added presentation slides for MCHC Presentation (item 5a)
- Addition of One Prevention Alliance lease renewal (item 9f)
- Addition of Pool District Loan Forgiveness Request (item 9g)
- Addition of HEALing SCARS program discussion (item 9h)
- Addition of Housing Programs Report (item 10c)
- Addition of Planning Commission Minutes (item 10d)
- Addition of Planning Commission Communication (item 10e)
- Addition of Contracts Approved over \$10,000 (item 10f)
- Addition of Vouchers (item 12a)

4. 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) **Approve WAGAP Contract** - City Administrator Leana Kinley presents the contract with Washington Gorge Action Programs for 2023-2024 services in the amount of \$10,000. There are no changes from the previous two-year contract.
- b) ***Liquor License Renewal** - Skamania Lodge
- c) ***Liquor License Renewal** - Big River Grill
- d) ***Liquor and Cannabis License Renewal** - High-5 Cannabis
- e) **Minutes** of November 17th regular council meeting and November 29th special joint meeting with Skamania County Commissioners.

MOTION: To approve consent agenda items a-e.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) ***Mid-Columbia Houseless Collaborative** - Leslie Naramore and Kenny LaPoint will present the attached Mid-Columbia Houseless Collaborative 5-Year Strategic Plan. It is also available online at midcolumbiahouselesscollaborative.org.

6. PUBLIC HEARINGS:

- a) **Proposed 2022 Budget Amendment #2** - City Administrator Leana Kinley presents proposed changes to the 2022 budget based on revised estimates due to changes in programming, approved contracts, and projected expenses for public comment and council consideration. These amendments need to be approved by the end of the year and cannot wait for a second reading.

MOTION: To approve ordinance 2022-1184 amending the 2022 budget.

- b) **2023 Sewer Rates** - City Administrator Leana Kinley presents the staff memo and ordinance 2022-1190 for public comment and council consideration. The rates proposed include a 15% increase to all fees for 2023 as discussed during the 2023 budget process and included in the 2023 budget.

MOTION: To approve ordinance 2022-1190 revising the sewer rates.

7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) **Approve Park Plaza Contract** - City Administrator Leana Kinley presents the Park Plaza Interlocal Agreement with Skamania County for consideration. It is on the Dec. 13th

BOCC agenda for approval. If there are any changes made, the packet will be updated with the revised contract.

MOTION: To approve the memorandum of interlocal agreement for operation and maintenance of Skamania County Courthouse Plaza with Skamania County as presented.

- b) **2023 Proposed Budget Ordinance - First Reading** - City Administrator Leana Kinley presents the 2023 proposed budget and ordinance 2022-1191 based on items discussed at the October 12 and November 17, 2022 public hearings and the November 1, 2022 special meeting. Major changes include revising the Sheriff's contract amount, adding TIB grants received to the street fund, updating Tourism fund for approved grant awards, and updating the Equipment Services fund for revised vehicle costs. The 2023 budget needs to be approved by the end of 2022.

MOTION: To approve ordinance 2022-1191 adopting the 2023 budget as presented.

9. COUNCIL BUSINESS:

- a) **Strategic Plan Q4 2022 Update** - City Administrator Leana Kinley presents the attached update to the Strategic Plan established over the summer.
- b) **Approve 2023 Salary Schedule** - City Administrator Leana Kinley presents resolution 2022-404 adopting the salary schedule for 2023 and 2024 for council review and consideration. As discussed in previous meetings, the schedule represents a Cost of Living Adjustment of 5% for 2023 and 2024 rather than implementing an 8% COLA based on the CPI as done in the past. There is also an adjustment of salaries based on an analysis of similar positions in similar sized agencies ranging from 2%-13%. These updates are included in the 2023 proposed budget.

MOTION: To approve resolution 2022-404 adopting the 2023-24 salary schedule.

- c) **Approve Personnel Policy Update** - City Administrator Leana Kinley presents resolution 2022-405 revising the personnel policy for council consideration. The changes update the job descriptions for the Deputy Clerk Treasurer II and Deputy Clerk Treasurer I, adds the position of Planning and Public Works Assistant, and adds certification pay for a Professional Engineer.

MOTION: To approve resolution 2022-405 revising the personnel policy.

- d) **Approve 2023 Interlocal Agreement Extension for Law Enforcement** - City Administrator Leana Kinley recommends extending the Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for one year as allowed in section 3 of the contract. This will allow Sheriff Elect Summer Scheyer time to get up to speed on the contract. Upon approval, a letter will be drafted and sent to the Skamania County Commissioners for their consent.

MOTION: To approve the one-year extension under section 3.0 of the interlocal agreement with Skamania County for law enforcement services.

- e) **Approve Waiving Back-Billing** - City Administrator Leana Kinley presents a customer request to waive the back-billing for a second unit for council review and consideration.

MOTION: To approve waiving the back-billing for Svetlana Heinz for a total amount of \$XXX.

- f) ***Approve Lease Agreement for One Prevention Alliance** - City Administrator Leana Kinley presents the agreement between the City and Educational Services District 112 on behalf of One Prevention Alliance to renew the two-year lease of 500 square feet of the basement of city hall for their operations and storage for council consideration.

MOTION: To approve the two-year lease agreement with Educational Services District 112 as presented.

- g) ***Pool District Loan Forgiveness Request** - City Administrator Leana Kinley presents a request from the Stevenson Community Pool District to forgive \$25,000 of the \$40,000 loan provided in 2022. These funds were set aside initially for Pool support from prior years, before the District was established, and were intended as a grant rather than a loan. The District requested it be a loan and the change was made. An email is attached explaining the reason behind their request.

MOTION: To forgive \$25,000 of the \$40,000 principal loan provided to the Stevenson Community Pool District.

- h) ***HEALing SCARS Program Discussion** - Community Development Director Ben Shumaker presents the staff memo requesting direction on the Helping Adjacent Landowners Sewer Connection and Replumbing Stipend program.

10. INFORMATION ITEMS:

- a) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- c) ***Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- d) ***Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior months.

- e) ***Planning Commission Communication Regarding Snow Management** - A memo from the Planning Commission is enclosed regarding a strategic priority recommendation for snow plowing and snow shoveling.
- f) ***Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Leana Kinley, City Administrator

12. VOUCHER APPROVAL:

- a) ***November 2022 payroll and December 2022 AP checks** have been audited and are presented for approval. November payroll checks 16468 thru 16471 total \$102,431.90 which includes EFT payments. December 2022 AP checks 16467, 16472 thru 16553 total \$1,440,637.17, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

13. MAYOR AND COUNCIL REPORTS:

14. 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.]*

15. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- December 26, 2022, City Offices Closed in Observance of Christmas Day
- January 2, 2023, City Offices Closed in Observance of New Years Day
- January 9, 2023, 6 pm Planning Commission Meeting
- January 12, 2023, 6 pm City Council Workshop
- January 16, 2023 City Hall Closed in Observance of Martin Luther King Jr. Day
- January 19, 2023, 6 pm Regular City Council Meeting