

AGENDA
CITY OF STEVENSON COUNCIL MEETING
November 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.

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) **City Hall Closure Request** - City Administrator Leana Kinley presents a request form City staff to close City Hall and the Public Works department Tuesday, December 24 prior to the December 25 holiday. Staff taking the day off would use vacation time, comp time or leave without pay. (p. 6)

b) **Approve Skamania County EDC Contract** - City Administrator Leana Kinley presents the contract with the Skamania County Economic Development Council for 2020 services in the amount of \$10,530 for council approval. (p. 7)

c) **Approve Contract with Ken Woodrich** - City Administrator Leana Kinley presents the revised contract with Ken Woodrich for City Attorney Services. The contract changes in section 1(b)(3) allows him to miss one meeting per calendar year for personal reasons, up to two per year. (p. 13)

d) **Minutes** of September 19, 2019 and October 17, 2019 council meetings. (p. 19 & 35)

MOTION: To approve consent agenda items a-d with the EDC contract services in the amount of \$10,530.

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 - 2020 Proposed Property Tax Levy Hearing** - City Administrator Lana Kinley will present Resolution 2019-350 and Ordinance 2019-1150 for public comment and council consideration. (p. 46 & 47)

MOTION: To approve Resolution 2019-350 authorizing an increase in property taxes for fiscal year 2020.

MOTION: To approve Ordinance 2019-1150 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2020.

- b) **6:30 - 2019 Proposed Budget Amendments** - City Administrator Leana Kinley presents proposed changes to the 2019 budget based on revised estimates and contracts approved throughout the year for public comment and council review. The first report lists changes only and the second report is the proposed budget with year to date totals included. (p. 48 & 53)
- c) ***6:45 - 2020 Proposed Budget** - City Administrator Leana Kinley presents a revised 2020 budget and associated documents based on items discussed at the November 14, 2019 special meeting. (p. 91, 96, 97, 98, 100 & 136)

6. UNFINISHED BUSINESS:

- a) ***Approve Resolution Regarding a Ballot Proposition for Creation of a Metropolitan Park District** - City Administrator Leana Kinley will present resolutions for council discussion and consideration. (p. 154, 156, 158 & 161)

MOTION to approve resolution option [a/b/c] as Resolution 2019-347 regarding a ballot proposition for creation of a metropolitan park district.

- b) ***Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System. (p. 164)

7. COUNCIL BUSINESS:

- a) **Approve BIAS Software Contracts** - City Administrator Leana Kinley presents two contracts for council review and approval. The first contract is for up to 20 hours of accounting support through the next four months to assist with payroll and train new staff, not to exceed \$2,800 plus tax. The second contract is the 2020 subscription for the financial software. Since the city is partnering with the county for building permit services, staff is researching the software used by the county to take the place of the BIAS Building Permit module. The recommendation is to move forward without the Building Permit module at this time. (p. 168 & 170)

MOTION: To approve the contract with BIAS for accounting support not to exceed \$2,800 plus tax.

MOTION: To approve the 2020 subscription contract with BIAS without the Building Permits module for a total cost of \$12,476.02.

- b) **Approve Interlocal Agreement with Washington State Patrol** - City Administrator Leana Kinley presents the attached interagency agreement between Washington State Patrol and the Stevenson Fire Department to allow for reimbursement of allowable costs while the department's assets are mobilized as outlined in the agreement. (p. 172)

MOTION: To approve the interagency agreement between the State of Washington Washington State Patrol and the Stevenson Fire Department.

- c) **Open Public Meetings and Public Records Act Training** - Elected officials have to complete training on the Open Public Meetings Act (OPMA) and Public Records Act (PRA) within 90 days of taking office and have to retake the training every four years (RCW 42.30.205). The training can be taken through in-person courses such as the Elected Officials Essentials on December 7th from 8:30-2:30 in Vancouver through AWC, or online. The link to the OPMA training is <https://wacities.org/data-resources/open-public-meetings-act-elearning> and the link to the PRA training is <https://wacities.org/data-resources/public-records-act-elearning>. After training is completed, please submit certifications or confirmation of completion to City Administrator Leana Kinley.
- d) **Tourism Funding Awards** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2020 funding recommendations attached for Council consideration. (p. 174)
- e) ***Approve Title VI Non-Discrimination Agreement** - City Administrator Leana Kinley will present an updated Title VI Non-Discrimination Agreement, changing the responsible party from Mary Ann Duncan-Cole to Leana Kinley and Karl Russell, for council review and consideration. This agreement is required to receive funds from the Washington State Department of Transportation. (p. 175)

MOTION to approve the updated Title VI Non-Discrimination Agreement with the Washington State Department of Transportation.

8. INFORMATION ITEMS:

- a) **Building Permits Issued** - Stevenson has 16 SFRs total in process, 2 were finalized since the last meeting. There are 2 tree houses for the Lodge, 4 cabins, 1 triplex and 2 duplexes on Vancouver (the first permit with the new county process). There are a total of 89 permits for 2019. There are talks of development surrounding the bottom of Monda Road area, as well as portions of upper Monda. There are short plats in the works for Holstrom Road/Ryan Allen area and Carter Lane. The County Building Inspector suffered a detached retina and will be recovering until after the Thanksgiving

Holiday. Karl will be performing county inspections and also plan reviews for the city until his return.

- b) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in October, 2019. (p. 190)
- c) **Fire Department Report** - A copy of the Fire Department report for October, 2019 is attached for council review. (p. 192)
- d) **Sheriff's Report** - A copy of the Skamania County Sheriff's Report for October 2019 is attached for council review. (p. 193)
- e) **Burn Permit** - A copy of the current burn permit with contact information for checking air quality before burning is attached. Burning during periods of poor air quality is not allowed per SMC 8.25.030(A)(3)(a). Contact Southwest Washington Clean Air Agency at 800-633-0709 or the sheriff's office to report an illegal burn. (p. 199)
- f) **Mayor and Councilmember Handbook** - The link to the Mayor and Councilmember Handbook on the Association of Washington cities website is <https://wacities.org/docs/default-source/resources/mayorcouncilmemberhandbook.pdf?sfvrsn=4>. It outlines roles, responsibilities, resources and advice for elected officials.
- g) **Financial Report** - The October 2019 Treasurer's Report is attached for council review. (p. 200)

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) *Leana Kinley, City Administrator (p. 207)

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) October 2019 payroll & November 2019 A/P checks have been audited and are presented for approval. October payroll checks 13934 and 13939 thru 13943 total \$101,572.64 which includes twenty-nine EFT payments. A/P Checks 13935 thru 14010 total \$722,650.63 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. There was no investment activity for October. (p. 208)

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. EXECUTIVE SESSION - City Council will convene in Executive Session under:

- a) RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is, or is likely to become, a party.

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Nov. 28 Thanksgiving, City Offices Closed
- Nov. 29 City Offices Closed
- Dec. 6 City Hall Holiday Open House 9-4:30 pm
- Dec. 6-8 Christmas in the Gorge
- Dec, 19 Chamber Open House