

AGENDA
CITY OF STEVENSON COUNCIL MEETING
December 16, 2021
6:00 PM, City Hall

*****Those attending in-person will be required to wear facemasks regardless of vaccination status and practice distancing.*****

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/UC4k9bA0IEvsF6PSoDwjJvA/>

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. 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) * 12/15 changes include:

- Addition of Tourism Funding Contracts (item 3a)
- Addition of Liquor License Renewals (item 3c-e)
- Addition of minutes (item 3f)
- Addition of sewer plant update staff memo (item 7a)
- Addition of downtown parking presentation (item 7b)
- Removal of Shoreline Management Program (formerly item 9e)
- Addition of contract with Wallis Engineering for Rock Creek Stormwater Improvements (item 9e)
- Addition of Housing Programs Report (item 10e)
- Addition of Planning Commission Minutes (revised item 10f)
- Addition of voucher information (item 12)

b) ** 12/16 changes include:

- Addition Resolution 2021-388 Authorizing Signing the DOE Loan Agreement (item 9f)

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) ***Approve 2022 Tourism Funding Award Contracts** - City Administrator Leana Kinley presents the contracts for Tourism funding approved at the November 18th council meeting for council approval for a total amount of \$393,500.
- b) **Special Occasion Liquor License Application** - Blanchet House of Hospitality at Skamania Lodge on February 25th from 5pm-10pm.
- c) ***Liquor License Renewal** - Skamania Lodge
- d) ***Liquor License Renewal** - High-5 Cannabis
- e) ***Liquor License Renewal** - Big River Grill
- f) ***Minutes** of November 18, 2021 Council Meeting.

MOTION: To approve consent agenda items a-f.

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) **Gorge Pass** - Emily Reed, Network Director for the Columbia Gorge Tourism Alliance, will present information regarding the new coordinated transit system that links the region together with the new Gorge Pass.

6. PUBLIC HEARINGS:

- a) **2022 Sewer Rates-Second Reading (1)** - City Administrator Leana Kinley presents the staff memo and ordinance 2021-1178 for public comment and council consideration. The rates proposed include a 12.5% increase to all fees for 2022 as discussed during the 2022 budget process and included in the 2022 budget.

MOTION: To approve ordinance 2021-1178 revising the sewer rates as presented.

- b) **2022 Proposed Budget - Second Reading** - City Administrator Leana Kinley presents the 2022 proposed budget and ordinance 2021-1179 based on items discussed at the October 21, 2021 public hearing and the November 8, 2021 special meeting.

MOTION: To approve ordinance 2021-1179 adopting the 2022 budget as presented.

7. SITUATION UPDATES:

- a) ***Sewer Plant Update (1)** - City Administrator Leana Kinley presents the update on the Stevenson Wastewater System and the Compliance Schedule.

- b) ***Downtown Parking** - Community Development Director Ben Shumaker will present an existing conditions report on parking in downtown Stevenson.

8. UNFINISHED BUSINESS:

- a) **Discuss Park Plaza Contract** - City Administrator Leana Kinley will update council on the December 15th meeting of the subcommittee on the revised draft of the Park Plaza Interlocal Agreement with Skamania County.

9. COUNCIL BUSINESS:

- a) **Approve 2022 Salary Schedule** - City Administrator Leana Kinley presents resolution 2021-386 adopting the salary schedule for 2022 for council review and consideration. As discussed in previous meetings, the schedule represents a 5.1% overall increase and is included in the 2022 proposed budget.

MOTION: To approve resolution 2021-386 adopting the 2022 salary schedule.

- b) **Approve Personnel Policy Update** - City Administrator Leana Kinley presents resolution 2021-387 revising the personnel policy for council consideration. The changes update the job descriptions for public works employees to make a weekly on-call rotation possible on an emergency basis, updates the residency requirement from 12 miles to a 30-minute response time, consistent with the on-call requirement, and removes the residency and volunteer fire fighter requirements for taking home a vehicle.

MOTION: To approve resolution 2021-387 revising the personnel policy.

- c) **Approve Contract with Ken Woodrich** - City Administrator Leana Kinley presents the contract with Kenneth B. Woodrich, PC for city attorney services for council consideration. The fees have not changed since 2012 and the increase is a reflection of inflation and added experience. The hourly rates are increasing \$40 per hour and the retainer is increasing \$240 per month.

MOTION: To approve the contract with Kenneth B. Woodrich, PC for city attorney services as presented.

- d) **Approve Contract for IT Services** - City Administrator Leana Kinley presents the contract with Radcomp Technologies for IT services in the 2022 monthly amount of \$2,151.97 and a one-time cost of \$725. The City published a Request for Proposals and Radcomp Technologies was the most advantageous proposal for the City.

MOTION: To approve the contract with Radcomp Technologies for IT services at the 2022 monthly amount of \$2,151.97 and a one-time cost of \$725 as presented.

- e) ***Approve Contract with Wallis Engineering**- City Administrator Leana Kinley presents the contract amendment with Wallis Engineering for the Rock Creek Stormwater

Improvements for council review and consideration. The amendment extends the contract one year due to the delay in construction and includes an updated rate schedule for 2022.

MOTION: To approve the contract amendment with Wallis Engineering for Rock Creek Stormwater Improvement services as presented.

- f) ****Approve Resolution 2021-388 Authorizing Signing the DOE Loan Agreement (1)** - City Administrator Leana Kinley requests council approval of resolution 2021-388 which authorizes the Mayor and City Administrator to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$9,936,000 at 1.5% interest. The original resolution 2021-381 only authorized the Mayor to sign the agreement when both the Mayor and City Administrator are signers on the agreement. A copy of the final agreement is included in the packet.

MOTION: To approve Resolution 2021-388 authorizing the Mayor and City Administrator to sign the State Revolving Fund loan agreement with the Washington state Department of Ecology in the amount of \$9,936,000 at 1.5% interest.

10. INFORMATION ITEMS:

- a) **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- b) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in October 2021.
- c) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through November 2021.
- d) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for November, 2021 is presented for council review.
- e) ***Housing Programs Report** - The November report on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- f) ***Planning Commission Minutes** - Minutes from the 10/11/21 Planning Commission meeting are presented.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

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

12. VOUCHER APPROVAL:

- a) *November 2021 payroll & December 2021 AP checks have been audited and are presented for approval. November payroll checks 15580 thru 15583 total \$96,074.31 which includes EFT payments. Fire payroll checks 15584 thru 15606 total \$9,328.97 which includes EFT payments. December 2021 AP checks 15607 thru 15670 total \$252,221.74 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.

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.

=====

UPCOMING MEETINGS AND EVENTS:

- December 24, 2021, City Offices Closed in Observance of Christmas Day
- December 31, 2021, City Offices Closed in Observance of New Years Day
- January 10, 2022 Planning Commission Meeting
- January 17, 2022 City Hall Closed in Observance of Martin Luther King Jr. Day
- January 20, 2022, Regular City Council Meeting
- Shoreline Management Program Public Hearing