

AGENDA
CITY OF STEVENSON COUNCIL MEETING
March 19, 2020
6:00 PM, City Hall
Conference call-in number 857-770-1439 PIN: 885 067 322#

Staff will be sanitizing City Hall prior to the meeting and requiring everyone wash their hands as they arrive. Attendance at City Hall is limited to ensure adequate social distancing is met.

Please submit any comments in writing ahead of the meeting to facilitate a remote meeting. Contact City Hall at 509-427-5970 or email leana@ci.stevenson.wa.us to submit comments or if you have questions or issues with attending remotely (connection challenges, etc.).

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) Tourism Funding Contracts** - City Administrator Leana Kinley requests approval of the Tourism Funding contracts as detailed in the staff memo for a total of \$558,250. (p. 7)
- b) Liquor License Renewal**- Stevenson Farmers' Market and Stevenson Eagles 1744.

MOTION: To approve consent agenda items a & b.

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.]*

- a) *Public Comments Received Prior to the Meeting**-The City requested comments be sent in prior to the meeting to easier facilitate those who may be calling-in. Comments received prior to the meeting and printing of the council packet are attached. (p. 9)

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) 6:10 - Chinidere Development Agreement** - If the parties are able to meet prior to the council meeting, Community Development Director Ben Shumaker will present a

revision to the Chinidere Development Agreement for council review and consideration. (p. 19)

- b) ***6:15 - Second Reading Ordinance 2020-1157 Regarding Changes to Zoning -** Community Development Director Ben Shumaker presents last month's staff report and ordinance 2020-1157 amending the Stevenson zoning code (SMC Title 17); modifying where single-family detached dwellings and townhomes are allowed; clarifying use categories within SMC 17.13.010; and incorporating zoning interpretations conducted under SMC 17.12.020 for council review and discussion.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Port of Cascade Locks** - A representative from the Port of Cascade Locks will be present to provide council with an update on the BreezeBy implementation and other projects at the Port.

7. URGENT ITEMS:

- a) ***COVID-19 Response Update** - Staff will provide an update on the city's response to COVID-19. Current information can be found on the city's website ci.stevenson.wa.us. (p. 28)
- b) ***Approve Resolution 2020-360 Ratifying Emergency Proclamation** - City Administrator Leana Kinley will present a resolution prior to the meeting ratifying Emergency Proclamation 2020-01 and providing temporary procedures to respond to the COVID-19 epidemic. (p. 33)

MOTION: To approve resolution 2020-360 ratifying emergency proclamation and providing temporary procedures to respond to the COVID-19 epidemic as presented/with changes as discussed.

8. UNFINISHED BUSINESS:

- a) **Second Reading Ordinance 2020-1156 Revising SMC 13.04.060** - City Administrator Leana Kinley presents ordinance 2020-1156 allowing the city to enter into contracts with lessees, in addition to property owners as currently allowed, to regulate sewer discharge for council review and approval. (p. 39)

MOTION: To approve ordinance 2020-1156 relating to and providing for the ability to contract with owner or non-owner sewer customers for regulating sewer discharge [as presented/with changes as discussed.]

- b) **Second Reading Ordinance 2020-1155 Regarding Changes to the Engineering Standards** - City Administrator Leana Kinley presents ordinance 2020-1155 requiring updates to the Engineering Standards be adopted by ordinance and referred to the

Planning Commission on a case-by-case basis, as discussed at the December 19, 2019 council meeting, for council review and approval. (p. 42)

MOTION: To approve Ordinance 2020-1155 regarding changes to the Engineering Standards [as presented/with changes as discussed].

- c) **Approve Interlocal Agreement for Building Inspection Services** - City Administrator Leana Kinley presents the attached agreement with Skamania County for Building Inspection Services for council discussion and consideration. (p. 45)

MOTION: To approve the interlocal agreement with Skamania County for Building Inspection services [as presented/with changes as discussed.]

- d) **Sewer Plant Update** - An update on the Stevenson Wastewater System and the Compliance Schedule is provided in the attached memo. (p. 48)
- e) **Downtown Plan Update** - Community Development Director Ben Shumaker will provide an update on the Downtown Plan and Implementation Schedule.

9. NEW BUSINESS:

- a) **Approve Contract for Hegewald Well Treatment Improvements** - Public Works Director Karl Russell presents the attached memo and contract with Grayling Engineering for adding treatment to the Hegewald Well for council review and approval. (p. 50)

MOTION: To approve the contract with Grayling Engineering for Hegewald Well Treatment Improvements not to exceed \$19,600.

- b) **Approve Fuel Tax Grant Agreement** - Public Works Director Karl Russell presents the attached grant agreement with the Washington State Transportation Improvement Board in the amount of \$112,927 for matching funds on the Russell Avenue project. (p. 62)

MOTION: To approve the Fuel Tax Grant Agreement in the amount of \$112,927.

- c) **Approve Contract with Department of Commerce for Energy Grant** - City Administrator Leana Kinley presents the attached scope of work and draft contract for council review and consideration. It will provide a \$314,633 grant towards energy upgrades at City Hall and installation of smart water meters throughout the city. Commerce has been delayed in issuing contracts. The request to authorize the Mayor to sign the final contract is to prevent the need for a special meeting and allow the project to move forward. (p. 68)

MOTION: To authorize the Mayor to sign the final contract with Department of Commerce in the amount of \$314,633 for the Stevenson Water Meter Replacement & Lighting Upgrades project.

- d) **Approve Water Meter Loan Agreement** - City Administrator Leana Kinley presents the attached agreement with Opus Bank for the matching funds related to the water meter and energy efficiency project in the amount of \$321,000. An estimate of the total cost, rates and payment schedule is also attached. (p. 94)

MOTION: To approve the loan agreement with Opus Bank in the amount of \$321,000.

- e) **Approve Resolution 2020-358 Regarding Opus Bank** - City Administrator Leana Kinley presents the attached resolution authorizing the city to open an account for loan proceeds related to the water meter project with Opus Bank. (p. 126)

MOTION: To approve resolution 2020-358 regarding banking with Opus Bank.

- f) **Approve Resolution 2020-357 Regarding Planning Fees** - Community Development Director Ben Shumaker presents the attached memo and resolution regarding the Planning Department application fees and miscellaneous charges. (p. 127)

MOTION: To approve resolution 2020-357 regarding planning department application fees and misc. charges.

- g) **Approve Resolution 2020-359 Amending the Public Records Policy** - City Administrator Leana Kinley presents the attached resolution for council review and consideration. The policy was last revised in 2009 and the updates incorporate changes in law and removes all fees. (p. 132)

MOTION: To approve resolution 2020-359 amending the Public Records Policy.

- h) ***Minutes** of the February 20, 2020 regular council meeting, revised. (p. 148)

MOTION: To approve the minutes of February 20,2020 as presented/with changes as discussed.

10. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in February 2020. (p. 159)
- b) **Financial Report** - City Administrator Leana Kinley presents the City's Treasurers' Report and year to date revenues and expenses for February 2020. (p. 161)
- c) **Planning Commission Minutes** - Minutes are attached from the 2/10/20 Planning Commission meeting. (p. 183)
- d) **Building Permits Issued** - A copy of recent building permits issued and other activity is attached for council review. Pending inspections from the City include 1 triplex (70%

complete), 4 cabins, and 6 single-family residences at various stages of completion. (p. 187)

- e) **Fire Department Report** - A copy of the Stevenson Fire Department's report for February, 2020 is attached for council review. (p. 195)
- f) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for February 2020 is attached for council review. (p. 196)

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) Leana Kinley, City Administrator (p. 202)

12. VOUCHER APPROVAL AND INVESTMENTS UPDATE: Will be provided prior to the meeting.

- a) February 2020 payroll & March 2020 A/P checks have been audited and are presented for approval. February payroll checks 14244 thru 14252 total \$95,850.10 which includes EFT payments. A/P Checks 14253 thru 14296 total \$156,138.93 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. (p. 213)

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. 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.

16. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

-April 16, 2020 (Thursday) - Council Meeting at 6pm

- April 25, 2020 (Saturday) - Stevenson Community Clean-up Day 8-12pm
- May 5, 2020 (Tuesday) - Stevenson Waterfront Discovery Day from 4-8pm
- May 7, 2020 (Thursday) - Health Fair at the Fairgrounds/Hegewald Center from 4-7pm
- May 16, 2020 (Saturday) - Columbia Gorge Interpretive Center 25th Anniversary
- June 26 & 27, 2020 (Friday and Saturday) - Gorge Blues and Brews
- August 1, 2020 (Saturday) - Dash and Splash at the Stevenson Community Pool