

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 20, 2020
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.

- a) **Plaque Presentations** - Mayor Anderson will present plaques of appreciation to Jenny Taylor for her four years of service as a Councilmember and to Karen Ashley for her twelve years of service as a Planning Commissioner.
- b) **Oaths of Office** - Mayor Anderson will give the oaths of office to councilmembers Paul Hendricks, Annie McHale, and Matthew Knudsen.

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) **Liquor License Renewals** - Backwoods Brewing Company, A&J Select Market, Skunk Brothers Spirits
- b) **Water Adjustment** - Rodick Bennett (meter no. 613000) requests a water adjustment of \$941.53 for a leak on an outside faucet which has since been repaired.
- c) **Water Adjustment** - Amy Collins (meter no. 106600) requests a water adjustment of \$675.88 for a leak on the waterline to the house which they have since repaired.
- d) **Water Adjustment** - Robert & Meghan Perry (meter no. 1403900) requests a water adjustment of \$297.85 for a leak on the waterline to the house which they have since repaired.
- e) ***Liquor License Application** - Heathman's Kitchen located at 340 SW 2nd for beer and wine.
- f) **Minutes** of December 19, 2019 City Council Meeting, January 21, 2020 Special Joint Meeting with Skamania County Fire District 2, and February 4, 2020 Special Council Meeting. (p. 7, 15 & 17)

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. 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) **6:05 USDA RD Application Authorization** - City Administrator Leana Kinley presents Resolution 2020-354 authorizing the city to apply for USDA Rural Development funds for the wastewater project for public comment and council consideration. (p. 18)

MOTION: To approve Resolution 2020-354 authorizing the city to apply for USDA Rural Development funds for the wastewater project as presented.

- b) **6:10 - Chinidere Development Agreement** - Community Development Director Ben Shumaker presents the attached staff report regarding the revision to the Chinidere Development Agreement. (p. 19)

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Downtown Plan** - Representatives from Crandall Arambula will present the downtown plan and answer questions from council.

7. UNFINISHED BUSINESS:

- a) **First 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. (p. 31)

MOTION: To move ordinance 2020-1155 regarding changes to the Engineering Standards for a second reading on March 19, 2020 [as presented/with changes as discussed]. OR To waive a second reading and approve Ordinance 2020-1155 regarding changes to the Engineering Standards [as presented/with changes as discussed].

- b) **Sewer Plant Update** - An update on the Stevenson Wastewater System and the Compliance Schedule is provided in the attached memo. (p. 34)

8. NEW BUSINESS:

- a) **Approve City Council Rules of Procedure** - City Administrator Leana Kinley presents the attached resolution 2020-352 amending city council rules of procedure by resolution for council discussion and consideration. The revision of the 2009 adopted rules of procedure is based on discussion at the December 19, 2019 council meeting and other changes that have taken place. (p. 39)

MOTION: To approve resolution 2020-352 amending city council rules of procedure.

- b) First Reading Ordinance 2020-1157 Regarding Changes to Zoning** - Community Development Director Ben Shumaker presents the attached 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 discussion. (p. 74)

MOTION: To move ordinance 2020-1157 amending the Stevenson zoning code for a second reading on March 19, 2020 [as presented/with changes as discussed]. OR To waive a second reading and approve ordinance 2020-1157 amending the Stevenson zoning code [as presented/with changes as discussed].

- c) First 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. (p. 83)

MOTION: To move ordinance 2020-1156 relating to and providing for the ability to contract with owner or non-owner sewer customers for regulating sewer discharge for a second reading on March 19, 2020 [as presented/with changes as discussed.] OR To waive a second hearing and 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.]

- d) 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. 86)

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

- e) Discuss Park Plaza Agreement** - City Administrator Leana Kinley presents the attached draft agreement with Skamania County regarding the operation and maintenance of the Skamania County Courthouse Plaza as it relates to the Park Plaza project for council discussion. (p. 89)

- f) Approve Finance Letter of Intent** - City Administrator Leana Kinley presents the attached letter of intent from Opus Bank regarding a \$350,000 loan at 2.83% interest for 10 years and \$1,000 documentation costs to finance the matching funds needed for the energy grant. The project will replace all meters throughout the city with radio read meters and modify the lighting in City Hall. (p. 101)

MOTION: To approve the letter of intent from Opus Bank for an approximately \$350,000 loan at 2.83% for 10 years for the water meter and energy conservation project.

- g) Approve Russell Avenue Construction Agreement** - Public Works Director Karl Russell presents the Russell Avenue construction agreement with NW Construction General Contracting, Inc. of Battle Ground, WA in the amount of \$712,957.65 for council approval. (p. 104)

MOTION: To approve the Russell Avenue construction agreement with NW Construction General Contracting, Inc. in the amount of \$712,957.65.

- h) Approve Personnel Policy Update** - City Administrator Leana Kinley presents the attached staff memo and resolution 2020-353 revising the personnel policy for council consideration. (p. 106)

MOTION: To approve resolution 2020-353 revising the personnel policy.

- i) Approve Resolution Regarding a Ballot Proposition for Creation of a Metropolitan Park District** - City Administrator Leana Kinley presents the attached staff memo and resolution for 2020-356 regarding the ballot proposition for the creation of a Metropolitan Park District with revised boundaries for council discussion and consideration. (p. 240)

MOTION: To approve resolution 2020-356 regarding a ballot proposition for creation of a metropolitan park district.

- j) Approve Community Pool Support Agreement** - City Administrator Leana Kinley requests approval of the Interlocal Agreement with Stevenson-Carson School District in the amount of \$40,000, as approved in the 2020 budget, for support of the community pool. (p. 245)

MOTION: To approve the Community Pool Support Agreement with the Stevenson-Carson School District.

- *Approve Funding and Agreement Amendment with Department of Enterprise Services** - City Administrator Leana Kinley presents the attached memo, funding approval letter and interagency agreement amendment with the Department of Enterprise Services for council review and consideration. (p. 249)

MOTION: To approve the additional funding for the contract documents outlined in the letter from the Department of Enterprise Services in the amount of \$600,272 for the energy project.

MOTION: To approve the Interagency Agreement Amendment No. 1 with Department of Enterprise Services.

- l) ***Approve Waiving Fees for Warming Shelter** - City Administrator Leana Kinley presents a request from the county to waive the fees related to converting a county building into a warming shelter. The request is for the \$25 application for improvement and the utility reconnect fee of 5 months base water fees.

MOTION: To approve waiving the \$25 application for improvement and the utility reconnect fee of 5 months base water fees for the county to establish a warming shelter.

- m) **Discuss Date for Council Retreat** - Council will discuss availability and agenda items for a retreat in the spring.
- n) **Approve Committee Assignments** - City Administrator Leana Kinley presents a draft list of appointments for committee representation for council review and consideration. (p. 300)

MOTION: To approve the committee appointments [as presented/with changes as discussed].

- o) **Discuss Fee Update** - City Administrator Leana Kinley will present a draft resolution for discussion updating the city's fee schedule to allow charging for electronic records per RCW 42.56.070(7) and RCW 42.56.120. (p. 304)

9. INFORMATION ITEMS:

- a) **Financial Report** - City Administrator Leana Kinley presents preliminary year-end summary report for revenues and expenses through 2019 and January 2020. (p. 306, 313, 322, & 337)
- b) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in December 2019 and January 2020. (p. 355 & 357)
- c) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for December 2019, January 2020 and the December newsletter are attached for council review. (p. 359, 364 & 368)
- d) **Building Permits Issued** - A copy of recent building permits issued and other activity is attached for council review. (p. 372 & 373)
- e) **Planning Commission Minutes** - Minutes are attached from the 10/14/19, 11/11/19, 12/4/19, 12/9/19, and 1/13/20 Planning Commission meetings. (p. 375, 376, 382, 386, & 389)
- f) **Fire Department Report** - A copy of the Stevenson Fire Department's report for January, 2020 is attached for Council review. (p. 392)

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) Leana Kinley, City Administrator (p. 393)

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) December 2019 & January 2020 payroll & December 2019, January 2020, & February 2020 A/P checks have been audited and are presented for approval. December payroll checks 14019 thru 14113 total \$137,827.20 which includes thirty-three EFT payments. January payroll checks 14188 thru 14195 total \$88,061.51 which includes nineteen EFT payments. December 2019 A/P Checks 14114 thru 14158 total \$241,875.14 which includes one EFT payment. January 2020 A/P Checks 14159 thru 14187 total \$86,881.14 which includes one EFT payment. December 2019 A/P Checks 14196 thru 14243 total \$131,936.87 which includes one EFT payment. 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. January 2020 investment activity: \$300,000 Callable Bond matured (FFCB @ 2.38 %), \$303,458.56 Noncallable Treasury Bond purchased @ 1.5%. (p. 395, 397, & 399)

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:

-March 25, 11:30-1:30, Annual Skamania EDC Luncheon, Skamania Lodge