

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 15, 2018**  
**6:00 PM, City Hall**

---

**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) **Minutes** of October 18, 2018 city council meeting and October 19 and 20, 2018 council retreat. (p. 5)
- b) **Approve Resolution 2018-320 Declaring Unclaimed Property** - City Administrator Lana Kinley requests approval of attached Resolution 2018-320 declaring unclaimed property and authorizing the reissuance of checks to the appropriate payees. (p. 16)
- c) **City Hall Closure Request** - City Administrator Leana Kinley will present a request from City staff to close City Hall and the Public Works department Monday December 24 prior to the December 25 holiday. Staff taking the day off would use vacation time, comp time or leave without pay. (p. 17)
- d) **Water Adjustment** - The Stevenson Carson School District (Irrigation meter No. 205920) requests a water adjustment of \$874.02 for a leak that they have since repaired.
- e) **Water Adjustment** - Glenn Kusta (meter No. 401100) requests a water adjustment of \$96.37 for a water leak which they have since repaired.

**4. CITY COUNCIL INTERVIEWS:**

- a) **Interview Council Applicants** - Council review and interview applicants for the open position #5. After the interviews, council will deliberate in executive session. After coming out of the executive session, council will vote on the candidates. (p. 18)

**5. 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.]*

**6. 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 - Shipping Container Moratorium** - Community Development Director Ben Shumaker presents Resolution 2018-321 and Ordinance 2018-1127 for public comment and council consideration. Resolution 2018-321 is regarding the Findings of Fact to support Ordinance 2018-1127 extending the shipping container moratorium. (p. 22)
- b) **6:25 - Wastewater Moratorium** - City Administrator Leana Kinley will present Resolution 2018-323 and Ordinance 2018-1128 for public comment and council consideration. Resolution 2018-323 is regarding adoption of the Findings of Fact to support Ordinance 2018-1128 extending a wastewater moratorium on commercial sewer connections. (p. 27)
- c) **6:35 - Shoreline Management Program** - Community Development Director Ben Shumaker will present the Shoreline Management Program for public comment. (p. 34)
- d) **6:45 - 2019 Proposed Property Tax Levy Hearing** - City Administrator Leana Kinley will present Resolution 2018-324 and Ordinance 2018-1129 for public comment and council consideration. (p. 360)
- e) **6:55 - Final Public Hearing on 2019 Proposed Budget** - City Administrator Leana Kinley will answer questions regarding the 2019 proposed budget. The Tourism Fund budget proposal has been updated based on the committee recommendation to council. (p. 362)

**7. OLD BUSINESS:**

- a) **Approve Contract for Geotech Needs Assessment** - City Administrator Leana Kinley requests council approval of the attached proposal by GN Northern, Inc. for Geotechnical Engineering Services in the amount not to exceed \$6,800. (p. 415)
- b) **Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and Compliance Schedule. (p. 418)

**8. NEW BUSINESS:**

- a) **Tourism Funding Awards** - City Administrator Leana Kinley will present the Tourism Advisory Committee's 2019 funding recommendations for Council consideration. (p. 420)
- b) **Discuss Strategic Retreat Goals** - City Administrator Leana Kinley presents an updated version of the goals from the strategic retreat. Staff has worked together to make the goals Specific, Measurable, Attainable, Realistic and Time-bound where possible. (p. 421)

- c) **Discuss Energy Services Proposal** - City Administrator Leana Kinley presents information regarding the investment grade audit and project proposals for upgrading the lighting at City Hall and installing radio read "smart" meters for council review and discussion. (p. 425)
- d) **Approve Letter of Intent to Withdraw** - City Administrator Leana Kinley presents the attached memo and information regarding changing liability insurance coverage from CIAW to AWC RMSA for council consideration. (p. 436)
- e) **Broadcasting License Request** - Janet Campbell and Jon Bennett request the City of Stevenson apply for a Low Power FM Broadcasting license to create a local Stevenson radio station with a broadcast radius of 5.6 kilometers. Additional information is included in their request attached. (p. 451)
- f) **Food Bank Donation Request** - Patti Nichols, Stevenson Food Bank Coordinator, requests council increase the annual city donation amount from \$6,000 to \$10,000. Information regarding the need for the increase is in the attached letter. (p. 452)
- g) **Approve CDBG General Purpose Grant Contract** - City Administrator Leana Kinley requests approval of the contract with the Department of Commerce for the Housing Rehabilitation with Columbia Cascade Housing Corporation project. They are addressing the typo on the signature line on the first page and will send a revised contract as soon as it is corrected. (p. 453)

## 9. INFORMATION ITEMS:

- a) **Financial Report** - City Administrator Leana Kinley will present the Financial Report for October, 2018. (p. 485)
- b) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed is attached for Council's review. (p. 515)
- c) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for October, 2018 is attached for council review. (p. 516)
- d) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in October, 2018. (p. 526)
- e) **Fire Department Report** - A summary of recent fire department activities is attached for Council's review. (p. 529)

## 10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director

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

**11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

- a) October 2018 payroll & November 2018 A/P checks have been audited and are presented for approval. October payroll checks 12916 thru 12931 total \$91,548.03 which includes eleven direct deposits, one EFTPS and three ACH payments. A/P Checks 12846 thru 12915 total \$266,459.42 which includes three 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.

There were no investments for October. (p. 533)

**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. EXECUTIVE SESSION** - City Council will convene in Executive Session under RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate.

**15. RETURN TO REGULAR SESSION** - Mayor will reconvene the regular Council meeting and call it order.

**16. CITY COUNCIL ACTION** - City Council will consider action based on the discussions held in Executive Session.

**17. ADJOURNMENT** - Mayor will adjourn the meeting.

=====

*UPCOMING MEETINGS AND EVENTS:*

- Nov. 22-23 - City Offices Closed
- Nov. 30 - Dec. 2 - Christmas in the Gorge
- Dec. 20, 2018 Regular Council Meeting