

**AGENDA**  
**CITY OF STEVENSON JOINT COUNCIL MEETING WITH**  
**SKAMANIA COUNTY COMMISSIONERS**  
**October 08, 2019**  
**5:30 PM, Skamania County Courthouse Annex**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:**

Identification of Roles:

- i) Facilitator: Casey Roeder
- ii) Decision Makers: Skamania County Commissioners, Stevenson City Councilmembers
- iii) Advisers: County Staff, City Staff, Stevenson Downtown Association (SDA)
- iv) Recommender: Mayor
- v) Execution Partners: County Staff, City Staff, SDA

**2. COURTHOUSE PARK PLAZA RENOVATION PROJECT:** Reason for the meeting is to take action:

- a) Brief review of project benefits, history on process to date, key upcoming dates
- b) Determine an outline for an interlocal agreement between Skamania County and the City of Stevenson on the Park Plaza Project to include:

- i) Cost Sharing: Proposed Model A

<u>Partner</u>	<u>Development</u>	<u>Staff Resources</u>	<u>Ops &amp; Management</u>
SDA	80%	Fundraising, Coordination	
City	20%	TBD	70% (O&M via LTAC)
County		Engineering (reimbursed)	30% (in-kind land lease)

- ii) Property Ownership and/or Lease Terms

- (1) Transfer vs Lease
      - (2) Lease terms including:
        - a) Duration (30-40-50 year)
        - b) Area (boundary around courthouse vs entire)
        - c) Insurance obligations
        - d) Decommission or renovation responsibility

- iii) Project Operation and Management:

- (1) If events are held in Plaza and space is rented, who will be responsible for managing the process, setting and collecting fees, etc.
      - (2) If profits are generated from plaza, how will revenue be handled
      - (3) Insurance and liability implications and obligations

- iv) Key Decision Points and Responsible Parties

- (1) Property Control: Transfer vs. Lease
      - (2) Lease terms

- (3) Insurance obligations and liability implications
- (4) Project development authority
- (5) Project operations and management authority
- (6) Who completes what documentation, including:
  - a) Interlocal Agreement
  - b) Grant applications
  - c) NEPA/Permits
- iv) Communication Plan
  - (1) Intra-Partners (frequency, key points, etc)
  - (2) Public (eg: newspapers, events, social media)
- v) Project Budget
- vi) Project Timeline

### **3. PROPOSED NEXT STEPS**

- i) Agency staff research and make recommendations on elected's preferred options
- ii) Reconvene to review interlocal proposals and draft agreement
- iii) Sign interlocal agreement

### **4. ADJOURNMENT**