

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 18, 2020
6:00 PM, Remote

Call-In Number 669-900-6833, or 253-215-8782 Meeting ID: 878 6178 9868
and on YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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.

- a) **Update on Use of Technology for City Meetings** - The Mayor will provide an update on city hall technology.
- This meeting will be recorded.
 - Please mute when not talking (*6 if you are on the phone).
 - Please raise your hand to speak (*9 if you are on the phone).
 - Those participating as a guest (not council or staff), please also turn off your video. This will allow speakers to filter to front pages.

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) **Approve Stevenson Downtown Association Tourism Funding Contract Amendment** - City Administrator Leana Kinley requests approval of a contract extension of the 2019 contract for soft costs related to the development of the Park Plaza.
- b) **Approve Amendment to Chamber of Commerce Tourism Contract** - City Administrator Leana Kinley requests approval of the amendment to the Chamber of Commerce Tourism Contract to include \$10,000 for distribution of COVID-19 related supplies. The City will fund this activity through the CARES Act contract received by the Department of Commerce.
- c) **Liquor License Renewal** - LDB Beverage/Jester and Judge, Main Street Convenience
- d) **Approve Liquor License Alteration Request** - Walking Man, LLC
- e) ***Approve Liquor License Alteration and Right of Way Request** - El Rio Texicantina
- f) **Minutes** of May 21, 2020 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.]

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** When submitting public comments, include your name regardless of the manner you are using. Public comments may be provided in one of three ways:

- In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet.

- By telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:30 PM the day of the meeting.*

- By virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 4:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the Clerk at leana@ci.stevenson.wa.us or by phone at 509-427-5970 no later than 4:30 on the meeting date.

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) ***6:15 - Rock Cove Hospitality Center Shoreline Substantial Development Permit** - City Administrator Leana Kinley will present a staff memo and Planning Commission recommendation regarding the applicant's permit. Associated documents will also be included.

MOTION: To approve the Shoreline Substantial Development Permit for Rock Cove Hospitality Center with conditions as presented/with changes as discussed.

- b) **6:30 - New Single Family Residences in C1 Moratorium** - City Administrator Leana Kinley presents resolution 2019-364 regarding adoption of the Findings of Fact to support ordinance 2020-1158 establishing a moratorium on construction of new single-family residences in the C1 zone for public comment and council consideration.

MOTION: To approve resolution 2020-364 adopting the Findings of Fact to support ordinance 2020-1158.

6. UNFINISHED BUSINESS:

- a) **COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic. More information will be provided prior to the council meeting.

- b) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

7. NEW BUSINESS:

- a) **Approve Ecology Loan Amendment 2** - City Administrator Leana Kinley requests council authorize the Mayor to sign amendment 2 to the current Ecology loan for design of the wastewater system upgrades. The amendment extends the contract through June 30, 2021 and has been approved by Ecology. If the documents arrive in time for the council meeting, they will be added to the packet.

MOTION: To authorize the Mayor to sign Ecology loan WQC2019-StevPW-0044 amendment 2.

- b) **Approve License Agreement Amendment with Big River Grill** - City Administrator Leana Kinley presents the amendment with Big River Grill and the use of Walnut Park for council review and consideration. The amendment allows for modified payments related to the ability to allow dine-in service in conjunction with the Safe Start plan.

MOTION: To approve the amendment to the license agreement with Big River Grill.

- c) **Approve Social Media Use Policy** - City Administrator Leana Kinley presents resolution 2020-363 adopting a social media policy for council review and consideration. To communicate with the public, the city established a Facebook page and allows comments on posts. This policy discusses how the page, and any future pages or platforms used, will be managed and retained.

MOTION: To approve resolution 2020-363 adopting a social media policy.

- d) **Approve Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response (WARN)** - Public Works Director Karl Russell presents the WARN agreement for council review and consideration. This is a mutual aid agreement for water and wastewater activities during emergencies.

MOTION: To approve the mutual aid and assistance agreement for Washington State for intrastate water/wastewater agency response network.

- e) ***Approve Russell Avenue Project Change Orders** - Public Works Director Karl Russell presents construction change orders 1 and 2 for the Russell Avenue project and Wallis Engineering Amendment 5. Change order 1 is for additional work necessary to adjust the awning support for North Bank Books due to the new sidewalk in the amount of \$1,468.80. Change order 2 is related to removing base material and adding a cement treated base in the amount of \$7,000. The total revised contract amount will be \$721,426.45. Wallis contract amendment 5 in the amount of \$9,974.63 for a total revised contract amount of \$315,703.86 is for the subgrade soil analysis.

MOTION: To approve the Russell Avenue project change orders 1 and 2 in the combined amount of \$8,468.80 for a revised total contract amount of \$721,426.45 and Wallis

Engineering Supplement Agreement number 5 in the amount of \$9,974.63 for a total revised contract amount of \$315,703.86.

- f) **Set Date for Council Retreat** - The council retreat, initially scheduled for March 28th, was cancelled due to COVID-19. Part of the goal of the retreat is to review the adopted Strategic Plan (enclosed) for developing the 2021 budget. Street grant applications are due mid-August and the 2021 budget calendar is presented for timeline information.

MOTION: Set date of _____ at _____ for a council retreat.

- g) **Transportation Improvement Program** - Public Works Director Karl Russell presents the updated six-year Transportation Improvement Program (TIP) for council review. There will be a Public Hearing on July 16, 2020 for additional public input.

- h) ***Approve Affordable Housing Sales Tax Credit** - City Administrator Leana Kinley presents draft ordinance 2020-1159 authorizing the maximum capacity of a local sales and use tax to fund investment in affordable and supportive housing in accordance with substitute house bill 1406 (chapter 338, laws of 2019), and adding chapter 3.10 Sales and Use Tax for Affordable Housing for council review and consideration.

MOTION: To approve ordinance 2020-1159 authorizing the maximum capacity of a local sales and use tax to fund investment in affordable and supportive housing in accordance with substitute house bill 1406 (chapter 338, laws of 2019), and adding chapter 3.10 Sales and Use Tax for Affordable Housing as presented/with changes as discussed.

- i) **Approve Amendment to Walking Man Tourism Funding Contract** - City Administrator Leana Kinley presents a staff memo and contract amendment to allow Walking Man to change their event from Fools Fest in April to a 20th Anniversary event in the fall.

MOTION: To approve the amendment to the Walking Man agreement regarding Fools Fest.

- j) ***Discuss Proposed Revisions to the Columbia River Gorge Management Plan** - City Administrator Leana Kinley presents information regarding changes to the CRG Management Plan currently open for comment until June 30. A draft resolution is included for council review regarding the draft Urban Area Boundary revisions. A letter of support from OneGorge is also presented regarding process definition for expanding Urban Areas.

- k) ***Discuss Park Plaza Agreement** - City Administrator Leana Kinley presents the revised 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.

8. INFORMATION ITEMS:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for May, 2020 is presented for council review.
- b) **Planning Commission Minutes** - Minutes from the 4/13/20 Planning Commission meeting are presented.
- c) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through May 2020.
- d) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in May, 2020.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for May, 2020 is presented for council review.
- f) ***Fireworks Enforcement Notice** - A letter from Sheriff Brown regarding enforcement of the city code on fireworks is presented for council information.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director
- b) *Leana Kinley, City Administrator

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE: Council can review vouchers at City Hall prior to the meeting.

- a) *May 2020 payroll & June 2020 AP checks have been audited and are presented for approval. May payroll checks 14424 thru 14427 total \$93,819.51 which includes EFT payments. June AP checks 14428 thru 14473 total \$663248.31 and includes ACH payments and checks . The AP check register with fund transaction summary is attached for your review.

MOTION: To approve the vouchers as presented.

11. MAYOR AND COUNCIL REPORTS:

12. 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.]*

13. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- July 3, 2020-Independence Day (observed)-City Offices Closed
- July 4, 2020-Independence Day-Drive-In Fireworks Show at Skamania County Fairgrounds
- July 16, 2020 Regular City Council Meeting