

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**January 20, 2022**  
**6:00 PM, City Hall and Remote**

**\*\*\*Those attending in-person will be required to wear facemasks regardless of vaccination status and practice distancing.\*\*\***

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or  
301-715-8592, Meeting ID 889 7550 7011, Zoom link  
<https://us02web.zoom.us/j/88975507011> or via YouTube at  
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.  
Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.

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**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].*

- a) \* 1/19 changes include:
  - Addition of Liquor License Renewals (item 3a)
  - Added staff memo to ARPA funding discussion (item 8b)
  - Removal of Purchasing Policy (formerly item 9h)
  - Addition of TextMyGov Proposal (item 9h)
  
- b) \*\* 1/20 changes include:
  - Addition of documents to Park Plaza presentation (item 5a)
  - Updated scope of work to Ron Moeller contract (item 9d)
  - Addition of Vouchers (item 12a)

**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 Renewal** - Backwoods Brewing
  
- b) **Minutes** of December 16, 2021 Council Meeting and January 5, 2022 Special Council Meeting.

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.]*

**5. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **\*\*Park Plaza** - Kelly O'Malley-McKee, Stevenson Downtown Association Executive Director, will present an update on the Park Plaza project and a proposal for the city to take the lead on the project. Council will discuss and decide by consensus on taking over the management of the Park Plaza project.

**6. PUBLIC HEARINGS:**

- a) **Latecomers Agreement for Main D Sewer Mainline Extension along East Loop Road and Frank Johns Road (1)** - City Administrator Leana Kinley presents the latecomers agreement reimbursement area and assessment calculation for the Main D sewer mainline extension along East Loop Road and Frank Johns Road for public comment, council discussion and consideration.

MOTION: To approve the Main D Extension latecomers agreement reimbursement area and assessment calculation [as presented/with changes as discussed].

**7. SITUATION UPDATES:**

- a) **Sewer Plant Update (1)** - City Administrator Leana Kinley will present an update on the Stevenson Wastewater System and the Compliance Schedule.

**8. UNFINISHED BUSINESS:**

- a) **Discuss Park Plaza Contract** - City Administrator Leana Kinley will present a revised draft of the Park Plaza Interlocal Agreement with Skamania County for council review and discussion.
- b) **\*Discuss American Recovery Plan Act Fund Distribution** - City Administrator Leana Kinley presents a matrix on projects available for funding and outreach plan on how to obligate the ARPA funding ahead of the deadline.

**9. COUNCIL BUSINESS:**

- a) **Approve Ecology Design Phase Loan Agreement Amendment 3** - City Administrator Leana Kinley requests council authorize the Mayor to sign amendment 3 to the Ecology loan for design of the wastewater system upgrades. The amendment closes out the contract and finalizes the payment schedule.

MOTION: To authorize the Mayor to sign Ecology loan WQC2019-StevPW-0044 amendment 3.

- b) **Approve Personnel Policy Update** - City Administrator Leana Kinley presents resolution 2022-390 revising the personnel policy for council consideration. The changes incorporate an annual evaluation of employees' driving records as required by the city's insurance agency.

MOTION: To approve resolution 2022-390 revising the personnel policy.

- c) **Approve Lancaster Mobley Contract Amendment #1 (5)** - City Administrator Leana Kinley presents the contract amendment #1 with Lancaster Mobley to extend the contract until December 31, 2022 for the city-wide transportation study for council review and consideration.

MOTION: To approve the contract amendment #1 with Lancaster Mobley as presented.

- d) **\*\*Approve Contract with Ronald Moeller Operations Services, LLC for Wastewater Treatment Plant Support Services (1)** - City Administrator Leana Kinley presents the agreement with Ronald Moeller Operations Services, LLC for ongoing support for management of the wastewater treatment plant due to staff vacancies in the amount not to exceed \$5,000 for council consideration. Mr. Moeller has been instrumental in the city's transition from contracted services in 2020 and continues to be a great resource for assistance. Staff will evaluate needs after filling the open WWTP position to determine if additional services will be needed.

MOTION: To approve the agreement with Ronald Moeller Operations Services, LLC for wastewater treatment plant support services for an amount not to exceed \$5,000.

- e) **Approve Committee Appointments** - Mayor Scott Anderson presents the attached 2022 draft committee and board appointments for council discussion and approval.

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

- f) **Discuss Rock Creek Run-off Testing** - Councilmember Dave Cox requested further discussion of this matter. A copy of the report initially presented at the July 2021 council meeting is included.

- g) **Discuss Diversity, Equity and Inclusion Workshop** - The initial council workshop on Diversity, Equity and Inclusion was canceled last fall due to increasing cases of COVID. The agreement with the consultants was extended through March 31, 2022. Council will discuss possible dates for the workshop to confirm with the consultants.

- h) **\*Discuss TextMyGov Proposal** - City Administrator Leana Kinley presents the proposal from TextMyGov for communication services with an initial set-up fee of \$1,200 and annual cost of \$3,000 for council discussion and consideration.

MOTION: To approve the proposal from TextMyGov for communication services as presented for an initial fee of \$1,200 and an annual cost of \$3,000.

**10. INFORMATION ITEMS:**

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for December, 2021 is presented for council review.
- b) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in December 2021.
- c) **Fire Department Report** - The Stevenson Fire Department's summary report for 2021 calls is presented for council review.
- d) **Financial Report** - City Administrator Leana Kinley presents the initial Treasurer's Report and year-to-date revenues and expenses through December 2021. The final reports will be presented and approved by council as part of the Annual Financial Report submittal process.

**11. CITY ADMINISTRATOR AND STAFF REPORTS:**

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

**12. VOUCHER APPROVAL:**

- a) \*\*December 2021 payroll, final December 2021 and January 2022 AP checks have been audited and are presented for approval. December payroll checks 15584 thru 15606 and 15672 thru 15676 and 15698 total \$114,852.66 which includes EFT payments. Fire payroll checks 15584 thru 15606 total \$9,328.97 which includes EFT payments. Final December 2021 AP checks 15671, 15677 thru 15697, 15699 thru 15727 and 15752 total \$343,251.68 and includes EFT payments and checks. January 2022 AP checks 15728 thru 15751 total \$119,208.65. The AP check register with fund transaction summary is attached for review.

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. ADJOURNMENT** - Mayor will adjourn the meeting.

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**UPCOMING MEETINGS AND EVENTS:**

- January 28th, 6-9pm Chamber of Commerce Banquet
- February 14th, 6pm Planning Commission Meeting
- February 17th, 6pm City Council Meeting