

AGENDA
CITY OF STEVENSON COUNCIL MEETING
September 17, 2020
6:00 PM, Remote

Call-In Number 669-900-6833, or 253-215-8782 Webinar ID: 813 3294 8037, Zoom link
<https://us02web.zoom.us/j/81332948037> 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: Mayor to call the meeting to order 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) * 9/16 changes include:

- Addition of Ordinance 2020-1164 Revising Engineering Standards (item 9c)
- Addition of Asset Management Tool staff memo and information (item 9d)
- Addition of agenda item 9h Planning Commission Appointment
- Addition of the Planning Commission Minutes (item 10d)
- Addition of the Fire Department report (item 10e)
- Addition of City Administrator's report (item 11c)
- Addition of Vouchers detail (item 12)

b) **9/17 changes include:

- Revised 2020 budget detail attachment to correct typo (item 5a)
- Addition of public comments received requesting inclusion in the packet (item 4a)
- Addition of 2021 initial proposed budget (item 9f)

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** - North Bonneville PDA-420 Evergreen

b) **Minutes** of August 20, 2020 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.]*

- 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 pm - 2020 Proposed Budget Amendments** - City Administrator Leana Kinley will present proposed changes to the 2020 budget based on revised estimates due to COVID, actual costs incurred and approved contracts for public comment and council review and consideration.

MOTION: To approve Ordinance 2020-1163 amending the 2020 budget. OR If no motion, the ordinance will move to the October 15th meeting for a second reading.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Public Works** - Public Works Director/County Engineer Tim Elsea will update council on building inspection services as per the interlocal agreement.

7. SITUATION UPDATES:

- a) **COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- b) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) **First Reading Ordinance Regulating Unmanned Aircraft** - City Administrator Leana Kinley presents ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as discussed at the August 20th council meeting for council consideration.

MOTION: To approve ordinance 2020-1162 regulating the use of unmanned aircraft. (If there is no motion, the ordinance will move to a second reading at the October 15th council meeting.)

9. NEW BUSINESS:

- a) **First Reading Business License Code Update** - City Administrator Leana Kinley presents ordinance 2020-1160 revising the business license code to allow for the Business Licensing Service office within the Washington State Department of Revenue to process city licenses for council consideration.

MOTION: To approve ordinance 2020-1160 revising SMC 5.04 relating to and providing for license upon certain businesses, occupations, pursuits and privileges, providing penalties for the violation thereof. (If there is no motion, the ordinance will move to a second reading at the October 15th council meeting.)

- b) **First Reading Vacation Rental Homes Code Update** - City Administrator Leana Kinley presents ordinance 2020-1161 revising the vacation rental homes code to allow for the Business Licensing Service office within the Washington State Department of Revenue to process city licenses for council consideration.

MOTION: To approve ordinance 2020-1161 revising SMC 5.20 regarding licensing procedures and operational standards for vacation rental homes. (If there is no motion, the ordinance will move to a second reading at the October 15th council meeting.)

- c) ***First Reading Ordinance Revising Water Engineering Standards** - Public Works Director Karl Russell presents ordinance 2020-1164 revising the water engineering standards to allow deduct submeters for commercial customers for the purposes of sewer billing.

MOTION: To send ordinance 2020-1164 to the Planning Commission for review. OR To approve ordinance 2020-1164. OR No motion and the item will be placed on the October 15th agenda for a second reading.

- d) ***Discuss Asset Management Tools** - City Administrator Leana Kinley presents a memo regarding asset management tools for council to discuss and consider.

- e) **Approve Cost Allocation Policy** - City Administrator Leana Kinley presents resolution 2020-365 revising the financial policy to include a cost allocation policy as discussed at the June 18, 2020 council meeting.

MOTION: To approve resolution 2020-365 revising the financial policy.

- f) ****Preliminary 2021 Budget** - City Administrator Leana Kinley presents the preliminary 2021 budget for council review and discussion.

- g) **Discuss Anti-Racism Training** - Following-up from the conversation at the August 20, 2020 council meeting, this discussion will be about anti-racism training for council and staff.
- h) ***Planning Commission Appointment** - The Planning Commission is recommending City Council appoint Davy Ray to fill position #2, which was vacated by the resignation of Shawn Van Pelt.

MOTION: To appoint Davy Ray to Planning Commission position #2.

10. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in August, 2020.
- b) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through August 2020.
- c) **Sheriff's Report** - The Skamania County Sheriff's report for August, 2020 is presented for council review.
- d) ***Planning Commission Minutes** - Minutes from the 8/10/20 Planning Commission meeting is presented.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for August, 2020 is presented for council review.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Karl Russell, Public Works Director
- c) *Leana Kinley, City Administrator

12. VOUCHER APPROVAL:

- a) *August 2020 payroll & September 2020 AP checks have been audited and are presented for approval. August payroll checks 14597 thru 14602 total \$93,823.74 which includes EFT payments. September AP checks 14603 thru 14648 total \$235,602.52 and includes ACH payments and checks . 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:

-Thursday, October 15th, Regular Council Meeting Including Public Hearings for:
 Wastewater Moratorium Extension
 2021 Proposed Budget