

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**May 16, 2019**  
**6:00 PM, City Hall**

**Items with an asterisk (\*) have been added or modified after the initial 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].*

**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) **Special Occasion Liquor License Applications** - Skamania County Fair Board at the Fairgrounds July 25-27th for Gorgegrass and the Stevenson Volunteer Firefighters Association at the Port of Skamania June 1st from 5-9pm for Fire Fest.
- b) **\*Special Occasion Liquor License Application** - American Legion Auxiliary at the Skamania Fairgrounds on August 14-17th for the beer garden at the county fair.
- c) **Liquor License Renewals** - The Kellogg Group, LLC (Clark and Lewie's), Dudley, LLC (Big T's Grill)
- d) **Minutes** of April 18, 2019 City Council Meeting. (p. 5)

MOTION: To approve Consent Agenda items a-d.

**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. 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 - Single Family Residences in C1 Moratorium** - City Administrator Leana Kinley presents Resolution 2019-333 regarding adoption of the Findings of Fact to support Ordinance 2019-1143 and Ordinance 2019-1143 extending a moratorium on construction of new single-family residences in the C1 zone for public comment and council consideration. (p. 14)

MOTION: To approve Resolution 2019-333 adopting the Findings of Fact to support Ordinance 2019-1143.

MOTION: To approve Ordinance 2019-1143 extending a moratorium on construction of new single-family residences in the C1 zone.

- b) **6:30 - Detached Accessory Dwelling Units (ADUs) and Utility Fees** - City Community Development Director Ben Shumaker presents to council Ordinance 2019-1141 for council consideration regarding allowing detached ADUs in residential zones for consideration. Staff also presents the attached memo regarding how water and sewer utilities associated with ADUs should be applied. (p. 19)

MOTION: To approve ordinance 2019-1141 amending the Stevenson zoning code (SMC title 17) to allow detached accessory dwelling units; clarifying the use categories within SMC 17.13.020 and SMC 17.13.050; and repealing portions of ordinances 1073, 2017-1103 and 2017-1104.

- c) **6:45 - Transportation Improvement Program** - Public Works Director Eric Hansen will present the updated Six-Year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update. (p. 46)

## 6. OLD BUSINESS:

- a) **Discuss Copier Lease** - The lease for the small copier expires in June. City Administrator Leana Kinley will present options from multiple vendors to replace both city copiers through either a lease or outright purchase. (p. 54)

MOTION: To approve the contract with \_\_\_\_ for the purchase of two copiers in the amount of \_\_\_\_\_ and for the service contract at the rates listed.

- b) **Discuss Scheduling Joint Meeting with Fire Department** - Staff suggests scheduling a special joint meeting with the Fire Department to further discuss the Fire Hall project. Direction on agenda items and goals of the meeting from council will be discussed.

- c) **Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

## 7. NEW BUSINESS:

- a) **Letter to Commissioners Regarding I-1639** - City Administrator Leana Kinley presents the attached draft letter to the Skamania County Commissioners regarding the enforcement of I-1639 for council consideration. (p. 88)

MOTION: To approve the letter to the Skamania County Commissioners (as drafted/with changes as discussed).

- b) **Discuss Financial Software System** - City Administrator Leana Kinley presents the attached memo regarding a change to the city's financial software from Vision Municipal Solutions to BIAS Software for council discussion. (p. 89)

MOTION: To approve the contract with BIAS for financial software services in the amount of \_\_\_\_\_ for 2019.

- c) **Approve Contract Amendment with Wallis Engineering** - Public Works Director Eric Hansen requests approval of the attached contract amendment in the amount of \$22,676.34 for a total revised contract amount of \$224,224.17 for additional Right of Way acquisition and public outreach for the Russell Avenue Improvement project. (p. 99)

MOTION: To approve the contract amendment with Wallis Engineering in the amount of \$22,676.34 for a total revised contract amount of \$224,224.17.

- d) **Amending Metropolitan Park District Resolution** - City Administrator Leana Kinley requests an amendment to correct to form of Resolution 2019-328. A copy of the redlined version is attached. (p. 107)

MOTION: To amend resolution 2019-328 as presented to correct to form.

## 8. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in April. (p. 108)
- b) **Planning Commission Minutes** - Minutes are attached from the 4/8/19 Planning Commission meeting. (110)
- c) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for April is attached for council review. (p. 114)
- d) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed is attached for council's review. (p. 119)
- e) **\*Fire Department Report** - The attached report describes some of the activities conducted by the Fire Department in April. (p. 120)

## 9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director

b) Ben Shumaker, Community Development Director

c) Leana Kinley, City Administrator

**10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:** Will be provided at the council meeting.

a) \*March 2019 payroll & April 2019 A/P checks have been audited and are presented for approval. March payroll checks 13333 thru 13340 total \$99,614.01 which includes one EFTPS and five ACH payments. A/P Checks 13341 thru 13410 total \$125,087.36 which includes two 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. No investment activity in March 2019.

April 2019 payroll & May 2019 A/P checks have been audited and are presented for approval. April payroll checks 13411 thru 13419 total \$99,430.77 which includes one EFTPS and five ACH payments. A/P Checks 13469 thru 13526 total \$167,545.41 which includes two 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. No investment activity in April 2019. (p. 121)

**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. EXECUTIVE SESSION** - City Council will convene in Executive Session under:

a) a) RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate.

b) \*b) RCW 42.30.110 (g) to review the performance of a public employee.

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

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**UPCOMING MEETINGS AND EVENTS:**

-EMS Street Fair May 18, 11-2 pm.

-Memorial Day-City Offices Closed, May 27th

-Firefighters Fest, Port of Skamania, June 1st, 5-9 pm