

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 18, 2021
6:00 PM, Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or
301-715-8592, Meeting ID 821 1586 5012, Zoom link
<https://us02web.zoom.us/j/82115865012> or via 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) * 2/16 changes include:
 - Addition of Red Cross Month proclamation (item 8i)
 - Addition of Voucher information (item 11)

- b) ** 2/17 changes include:
 - Updated Contract with Wallis Engineering (item 8d)
 - Addition of Rock Creek Stormwater Line Engineering Contract (item 8j)
 - Addition of Tree Inventory and Management Plan Contract (item 8k)
 - Addition of Fire Department Report (item 9f)

- c) *** 2/18 changes include:
 - Removed Hollstrom Road Agreement Amendment (was item 8c)
 - Updated Contract with Wallis Engineering (item 8c)
 - Updated Tree Inventory and Management Plan with Contract (item 8j)

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** - A&J Select Market and Skunk Brothers Spirits

- b) **Minutes** of January 21, 2021.

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. If sent via email to city council, please also clearly state the comments are to be included in the council packet for the meeting and if you would like them to be read into the meeting minutes.

-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:

- a) **USDA RD Application Authorization** - City Administrator Leana Kinley presents Resolution 2021-376 authorizing the City to apply for USDA Rural Development funds for the wastewater project for public comment and council consideration.

MOTION: To approve resolution 2021-376 agreeing to apply for financial assistance with USDA Rural Development.

6. 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.

7. UNFINISHED BUSINESS:

- a) **Rock Creek Access** - City Administrator Leana Kinley presents the staff memo regarding Rock Creek access and the road vacation petitions for No Name Road and Iman Cemetery Rd for council discussion and direction.

MOTION: To approve resolution 2021-374 setting a date for a public hearing on the vacation of a section of Iman Cemetery Rd.

8. COUNCIL BUSINESS:

- a) **Set Council Retreat Date** - Council will discuss availability and agenda items for a retreat.
- b) **First Reading Ord 2021-1172 Regarding Parking Requirements** - Community Development Director Ben Shumaker presents the staff memo and ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for council discussion. There was public testimony taken at the February 8th Planning Commission meeting and there is a public hearing scheduled for March 18th, 2021 on the ordinance.
- c) *****Approve Agreement with Wallis Engineering** - City Administrator Leana Kinley presents the contract with Wallis Engineering for design and construction engineering services related to the wastewater projects in the amount of \$610,086. The contract form is a requirement of the funding agencies and is still in review. The latest version has been uploaded for council review.

MOTION: To approve the contract with Wallis Engineering for wastewater design and construction engineering services in the amount not to exceed \$610,086.

- d) **First Reading Ordinance 2021-1171 Authorizing Interim Financing** - City Administrator Leana Kinley presents ordinance 2021-1171 authorizing interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing are included.

MOTION: To approve ordinance 2021-1171 authorizing a bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project.

- e) **Approve Contract Amendment with Grayling Engineering** - Public Works Director Karl Russell presents the attached contract amendment with Grayling Engineering for to extend the contract for Hegewald Well treatment improvements through 2021.

MOTION: To approve the contract amendment with Grayling Engineering for Hegewald Well treatment improvements through 2021.

- f) **Approve Contract with Professional Quality Roofing** - Public Works Director presents the contract with Professional Quality Roofing for re-roofing the water treatment plant as outlined for council consideration.

MOTION: To approve the contract with Professional Quality Roofing in the amount of \$36,000 plus tax.

- g) **Discuss Security Cameras** - City Administrator Leana Kinley presents a staff memo regarding security cameras for city property for council discussion and consideration.

MOTION: To approve the contract for security camera services with Monarch in the amount of \$16,922.44.

- h) *** Approve Proclamation Recognizing March 2021 as Red Cross Month** - Mayor Scott Anderson presents proclamation 2021-01 recognizing March, 2021 as Red Cross Month for council consideration.

MOTION: To approve proclamation 2021-01 recognizing March 2021 as Red Cross Month.

- i) ****Approve Wallis Engineering Contract for Rock Creek Stormwater Improvements** - Public Works Director Karl Russell presents the attached contract with Wallis Engineering for design, permitting, bidding and construction phase services for necessary improvements to the Rock Creek stormwater line in the amount of \$64,252 for council consideration. The line is co-located in the site for the Rock Creek Pump Station improvements going out to bid this spring and will continue to cause stormwater back-up onto Rock Creek if a long-term solution isn't implemented.

MOTION: To approve the contract with Wallis Engineering for Rock Creek stormwater improvement services in the amount not to exceed \$64,252.

- j) ***** Approve Contract with Bartlett Consulting for a Tree Inventory and Maintenance Plan** - Community Development Director Ben Shumaker presents the attached contract with Bartlett Consulting for tree inventory and maintenance plan in the amount of \$38,500 for council consideration. This project is covered in part by a \$20,000 grant received from DNR.

MOTION: To approve the contract with Bartlett Consulting for a tree inventory and maintenance plan in the amount not to exceed \$38,500.

9. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in January, 2021.
- b) **Planning Commission Minutes** - Minutes from the 1/11/21 Planning Commission meeting is presented.
- c) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for January, 2021 is presented for council review.
- d) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through January 2021.

- e) **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on the projects they are managing.
- f) ****Fire Department Report** - The Stevenson Fire Department's report for January, 2021 is presented for council review.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL:

- a) *January 2021 payroll & February 2021 AP checks have been audited and are presented for approval. January payroll checks 14948 thru 14954 total \$97,862.83 which includes EFT payments. February 2021 AP checks 14947 and 14955 thru 15001 total \$112,896.29 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

12. MAYOR AND COUNCIL REPORTS:

13. 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.]*

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- March 8 - Planning Commission Regular Meeting
- March 14 - Daylight Savings Time Starts
- March 15 - Planning Commission Special Meeting
- March 18 - Regular Council Meeting
 - Parking Ordinance Public Hearing
 - 2021 Budget Amendments Public Hearing
 - Continuation of USDA RD Application Public Hearing
 - Iman Cemetery Rd Public Hearing (if Res. 2020-374 is approved)