

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

1. **CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:01 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell and Paul Hendricks. Staff attending: City Administrator Leana Kinley, Community Development Director Ben Shumaker. Others attending included City Attorney Ken Woodrich.

Public attendees: Mary Repar, Bob Hamlin, Sadie Pettinger, Tim Elsea, Rob Farris, Richard Anderson and others unidentified.

2. **CHANGES TO THE AGENDA:**

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 were presented for Council approval:

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 made by **Councilmember Hendricks**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

4. **PUBLIC COMMENTS:**

>Paul Spencer provided an update on the pool. An April 1 opening is planned. A Pool Manager is being hired. He proposed to the Council the \$40,000 the city has budgeted to support the pool be converted to a loan, with repayment made to the City by the end of 2023. It would involve changes to contracts and development of an interlocal agreement. The issue will be discussed further at the March 2022 Council meeting. **Councilmember Cox** shared his appreciation for the work Paul and others have done regarding the pool.

>Mary Repar provided comments regarding snow removal in Stevenson following the January 2022 storm.

Mayor Anderson responded by pointing out the intense rate of snowfall and staff shortages. He noted the priority was keeping the roads clear.

Mayor Anderson advised new council members on the agenda and motions. He encouraged them to reach out to city staff with any questions between meetings to help them understand issues discussed at council meetings.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Park Plaza** - Kelly O'Malley-McKee, Stevenson Downtown Association Executive Director presented 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.

Mayor Anderson provided a recap on the project history, including funds received and other key accomplishments. Kelly O'Malley-McKee then explained the State Department of Commerce has requirements regarding the management of public funds the SDA cannot meet, so the city has been approached to take over the project. It was recommended to reduce the details of the project in order to expedite release of funds already awarded by the state. She stated the SDA would continue to fully support the project and remain a critical partner.

City Administrator Kinley also noted that to continue using lodging tax funds on the project the city must own or manage the property as per the last audit finding. Having the city assume management would likely help attain future grant funding.

Skamania County Commissioner Bob Hamlin provided updates on legal issues that need to be worked out. Sadie Pettinger, Assistant County Engineer, added further details on the results of archaeological studies performed, potential mitigation issues surrounding registering the courthouse with the National Register of Historic Places, and developing a Memorandum of Understanding with the various agencies involved.

Skamania County Public Works Director Tim Elsea highlighted the work the city and the SDA has done towards the project.

Councilmember Hendricks noted it seemed the city assuming management was essentially a formality. He asked about staff time investments the city would have to make for the project.

Mayor Anderson stated he was unsure of the time the staff would have to dedicate currently, but in the future, there will be more time needing to be devoted to the project.

Councilmember Johnson asked questions regarding the reason behind the city being the government entity charged with the project management. He noted past discussions had involved sources of funding. County Commissioner Hamlin explained the county does not have the financial resources for the project but supports the project as it will benefit the city. All Councilmembers agreed via a show of 'thumbs up' (consensus) to continue with the city taking on the project management. **City Administrator Kinley** noted a formal vote will be needed once MOA/MOU documents are in place.

>Mary Repar provided comments, stating she believes the county should not give up the property and should put some funding into the project. She stated she thought it was irresponsible for the city to agree to maintaining the project without really knowing the full costs, and urged the city to do a cost/benefit analysis. She pointed out the courthouse lawn is a public gathering space.

Mayor Anderson responded, noting the upcoming parks plan will address the maintenance issue.

6. PUBLIC HEARINGS:

a) **Latecomer's Agreement for Main D Sewer Mainline Extension along East Loop Road and Frank Johns Road** - **City Administrator Leana Kinley** presented and explained the latecomer's 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.

The area, known as Main D, runs along Loop Road and the Kanaka Creek drainage. The intent is to connect areas that are not currently served by sewers and to recoup some of the cost of extending the line. Any property owner that extends utilities (water, sewer, roads) can enter into a latecomer agreement. She reported notices had been sent to all property owners affected by the proposed agreement regarding the public hearing.

City Attorney Woodrich noted the charge to property owners only accrues when they connect to that line. New construction, failure of an existing septic system, or sub-division of the property were all examples of possible situations where the costs would incur. There is a 20 year window for connections, after that no charge will be incurred. **City Administrator Kinley** explained the formula she was using to determine calculations was developed by the City of Tacoma. Half the costs are borne by the city, which are then rolled into system development fees. The other half is determined by combining an allocation of property frontage abutting the street and the area of the property. These costs would be over and above any system development fees.

The public hearing opened at 6:46

>Richard Anderson, a local business owner asked about the Plaza project. He was advised the current discussion pertained to the Main D Sewer Extension.

>**Councilmember McCaskell** noted she was in a unique situation as a public commenter and city council member. She asked how the 50% figure for costs was arrived at for property owners. It was explained that 25% was determined by property frontage, and the remaining 25% was based on the square footage of the property.

No further comments were received.

The public hearing closed at 6:54

Councilmember Hendricks asked if there would be additional costs to property owners in addition to system development fees. **City Administrator Kinley** was unsure, stating the cost of bringing a sewer line to the property is on the owner, based on the distance.

Attorney Woodrich pointed out there is no agreement to be signed, but there is a right to appeal.

City Administrator Kinley also highlighted the public hearing was an opportunity for resident's input.

MOTION to approve the Main D Extension latecomers agreement reimbursement area and assessment calculation as presented was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

7. SITUATION UPDATES:

a) Sewer Plant Update - City Administrator Leana Kinley presented an update on the Stevenson Wastewater System and the Compliance Schedule.

She advised interviews were being scheduled for the WWTP operator position, noting there are options available to fill gaps in staff coverage as no applicants had a Level II certification. The city remains in contact with the Department of Ecology.

The recent heavy rainfall overwhelmed the Kanaka/Rock Creek lift stations on January 6th and the overflow valve was opened for approximately 3 hours. DOE was notified, and all reporting is being maintained. There are issues with a pump at the fairgrounds lift station as well. Troubleshooting has been challenging due to staff shortages.

She reported the first invoice and payment request has been received for work at the Rock Creek lift station, Cascade Interceptor and Rock Creek storm-water project. Bids for the Main D Extension work are due as of February 9th, 2022. They are being submitted electronically.

She is waiting to hear if the \$2.5M direct federal appropriation will be released in mid-February before going out to bid on the WWTP project.

Public works is waiting for Insta-Pipe to finish the project on School Street.

Limited staff did the best they could during the storm. Former employees and local contractors helped with snow plowing.

8. UNFINISHED BUSINESS:

a) Discuss Park Plaza Contract - City Administrator Leana Kinley presented a revised draft of the Park Plaza Interlocal Agreement with Skamania County for council review and discussion.

She was unable to get an updated version of the agreement in time for the meeting. Discussions are still taking place with the county commissioners.

b) Discuss American Recovery Plan Act Fund Distribution - City Administrator Leana Kinley presented and provided details on a matrix on projects available for funding and outreach plan on how to obligate the ARPA funding ahead of the deadline.

She shared background information for the new city council members on the specifics of the ARPA funds as they pertain to economic development. Options for projects were included in the packet. Public input will be sought to help in decision making at a later date.

Ben Shumaker, Community Development Director, provided a brief explanation on the reasons behind the water and sewer projects. He noted the priorities over the next ten years are to make sewer extensions essentially equivalent to the water line extensions. Many of the water system projects are for maintenance.

9. COUNCIL BUSINESS:

a) Approve Ecology Design Phase Loan Agreement Amendment 3 - City Administrator Leana Kinley requested 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. She noted a typo that was corrected. She reported the city spent less than anticipated.

MOTION to authorize the Mayor to sign Ecology loan WQC2019-StevPW-0044 amendment 3 was made by **Councilmember McCaskell**, seconded by **Councilmember Cox**.
Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

b) Approve Personnel Policy Update - City Administrator Leana Kinley presented and explained resolution 2022-390 revising the personnel policy for council consideration. The policy provides clear and concise guidance on how to evaluate and rank employee driving records and provides input on potential discipline measures regarding adverse driving. No incidents have occurred, it is required by **the insurance company. If not adopted it could lead to loss of liability insurance.**

MOTION to approve resolution 2022-390 revising the personnel policy was made by **Councilmember McCaskell**, seconded by **Councilmember Hendricks**.
Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

c) Approve Lancaster Mobley Contract Amendment #1 - City Administrator Leana Kinley presented and explained 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.

Much of the identified work will take place along SR 14. A meeting is planned soon to discuss the findings. A community engagement plan is also being developed to gain public input on project priorities. The Washington Department of Transportation and the Regional Transportation Council will also receive the list of identified potential transportation projects.

MOTION to approve the contract amendment #1 with Lancaster Mobley as presented was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.
Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

d) Approve Contract with Ronald Moeller Operations Services, LLC for Wastewater Treatment Plant Support Services - City Administrator Leana Kinley presented and explained 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. She reported Mr. Moeller has been instrumental in the city's transition from contracted services in 2020 and continues to be a great resource for assistance during the current staffing transition. **Councilmember Hendricks** noted the performance of the plant went from 'night to day' with the consultant's input and advice and expressed appreciation for his work.

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 was made by **Councilmember Johnson**, seconded by **Councilmember Cox**. **Roll call vote:**
Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

e) Approve Committee Appointments - Mayor Scott Anderson presented the attached 2022 draft committee and board appointments for council discussion and approval. Nearly all positions are currently filled with the exception of the Boundary Review Board. There is a question regarding the Board of Appeals, and a new lodging representative is needed on the Tourism Advisory Committee.

MOTION to approve committee appointments for 2022 as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.
Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

f) Discuss Rock Creek Run-off Testing - Councilmember Dave Cox requested further discussion of this matter. Background information and a copy of the testing results report initially presented at the July 2021 council meeting was included in the packet. Results from the initial samples taken in April 2021 indicated no detectable or actionable levels of contaminants, and the orange color was determined to be caused by iron-fixing bacteria, a naturally occurring organism.

Councilmember Cox suggested new water samples should be taken during a period of high water flow closer to the area of the former county landfill and requested Skamania County be the lead agency involved. He expressed concern there may be contaminants moving downstream. Following a thorough discussion, council members authorized the mayor to send a letter to the county commissioners regarding the concerns.

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. It was decided to extend the agreement through the end of 2022 to allow for any additional delays. **City Administrator Kinley** reminded council members it will be considered an open public meeting and it will be recorded.

h) Discuss TextMyGov Proposal - City Administrator Leana Kinley presented and explained 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. She provided examples of possible scenarios the program could be used for regarding rapid and/or targeted communications to and from residents and property owners.

City Attorney Woodrich questioned how messages could be searched for or retained for any public records requests that may occur.

Councilmember Cox advised Reverse 9-1-1 is a copyrighted phrase and could not be used. He suggested checking with Skamania County regarding usage of Region 4 emergency communications.

Further discussion took place, with concerns raised over cost effectiveness and public acceptance and usage. **Rob Farris, Stevenson Fire Chief**, provided comments on HyperReach, another emergency communications tool the county uses. He cautioned about marketing confusion and pointed out possible issues with synchronization of messages from different agencies.

It was agreed to table the issue until further information could be obtained. No motion was made.

10. INFORMATION ITEMS: The following items and reports were presented for Council review:

- a) **Skamania County Sheriff's Report** for activity within Stevenson city limits for December, 2021.
- b) **Skamania County Chamber of Commerce** Activities in December 2021.
- c) **The Stevenson Fire Department's** summary report for 2021 service calls.
- d) **Financial Report - City Administrator Leana Kinley** presented 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 process.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director

He is still waiting to get the Shoreline Management Program with possible amendments and recommendations from the Department of Ecology.

Columbia Street relocation is moving forward, the grant agreement is in place with DOE. Outreach and site investigation will take place in January through March 2022.

A further grant award for \$72K is intended to be used for a public access and trails plan for shoreline areas adjacent to Rock Creek, Rock Cove, and the Columbia River. This plan can be wrapped into the future Parks plan/Courthouse Plaza, and aligned with planning requirements.

Development is slow right now, he expects more activity in Feb/March.

b) Leana Kinley, City Administrator

She met with Skamania County regarding the contract with the county building inspectors. She will be having Alan Peters come to a future meeting to provide information.

75 total permits were processed by the county for the city. Included in that 75 were 22 new single-family residences.

She noted the Chinidere development is moving into phases 2 & 3, with 40 new lots reportedly all sold.

At the next City Council meeting the procurement policy will be on the agenda. There are updates to be made due to changes in dollar value limitations. Once that is completed, she is expecting to do a contract for consultants to do a strategic plan for the fire department.

She expects all interviews for open city positions to done by next Friday.

Mayor Anderson explained the voucher process, and informed the new council members they could come to city hall and review the register prior to the meeting. He also noted that three signatures were required for the vouchers.

12. VOUCHER APPROVAL:

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

MOTION to approve vouchers as presented was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

Voting aye: **Councilmembers Hendricks, Cox, Johnson, McCaskell**.

13. MAYOR AND COUNCIL REPORTS:

Councilmember Cox thanked the Council for supporting his request to contact Skamania County regarding additional water sampling along Rock Creek Drive.

14. ISSUES FOR THE NEXT MEETING:

Mayor Anderson invited council members to include any issues they would like to have addressed at the next council meeting. City Attorney Woodrich advised this was not the only time the option was available; council members have the authority to add items until the agenda is published. Contact the Mayor or City Administrator to request additions to the next agenda.

ADJOURNMENT – Mayor Anderson adjourned the meeting at 8:14 p.m.

Scott Anderson, Mayor

Date