



Leana Kinley <leana@ci.stevenson.wa.us>

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## Mail at City Hall

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Leana Kinley <leana@ci.stevenson.wa.us>  
To: Pat Rice <pat.rice@ci.stevenson.wa.us>

Thu, Mar 14, 2024 at 8:00 AM

Pat,

I'm not sure where you got that. In any case, he was here before the agreement with OPA for the space. We also downsized and got rid of the older desks we no longer used and were in deteriorating condition, which is why we have no free desks.

Attached are copies of the current agreements.

Thanks,

**Leana Kinley, EMPA, CMC**

City Administrator  
7121 E. Loop Rd/PO Box 371  
Stevenson, WA 98648-0371  
(509) 427-5970 x204

On Mon, Mar 11, 2024 at 9:06 AM Pat Rice <pat.rice@ci.stevenson.wa.us> wrote:

Leana, you are misinformed, as I was at the meeting where Ben talked about the intern being relegated to the basement, but he was fine with it. We do not need to discuss this further.

I would like to review the contracts you have with these two non-profits (One Prevention Alliance and Three Squares). Please email them to me when you have a chance.

Also, please let me know if the city has any other currently active contracts with any other outside person, business, or entity related to the rental of space, either indoors or outdoors. If so, I need a copy of those contracts too.

Thanks, Pat Rice

On Mon, Mar 11, 2024 at 8:58 AM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

Pat,

The interns have all used space in the upstairs of City Hall. Before the reconfiguration there was a desk in the council chambers space.

Thanks,

**Leana Kinley, EMPA, CMC**

City Administrator  
7121 E. Loop Rd/PO Box 371  
Stevenson, WA 98648-0371  
(509) 427-5970 x204

On Mon, Mar 11, 2024 at 8:53 AM Pat Rice <pat.rice@ci.stevenson.wa.us> wrote:

Leana, yes I have seen the basement (*I recently reviewed photos of the basement on one of the non-profits Facebook pages*). I am quite used to dark, dreary places. I think it will work fine for me. And I do know that the basement was quite suitable for the intern that Ben had working with him on the parking issues a summer or two back. Did that intern's use of the space go before the City Council?

Pat

On Mon, Mar 11, 2024 at 8:42 AM Leana Kinley <[leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)> wrote:

Pat,

Have you been to the basement?

Both agencies require written authorization to sublease their space according to their contracts. If you are able to get their approval for using the space, it would go before council for approval.

Thanks,

***Leana Kinley, EMPA, CMC***

City Administrator  
7121 E. Loop Rd/PO Box 371  
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(509) 427-5970 x204

On Wed, Mar 6, 2024 at 4:53 PM Pat Rice <[pat.rice@ci.stevenson.wa.us](mailto:pat.rice@ci.stevenson.wa.us)> wrote:

Thanks Leana. I will check with these nonprofits and see if they'd let me use their space at times. Pat

On Wed, Mar 6, 2024 at 4:49 PM Leana Kinley <[leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)> wrote:

Pat,

The office space and equipment in the basement is property of One Prevention Alliance, and the tables and food items are for Three Squares, and we lease the space to both non-profits. The remaining area is the kitchen and filing cabinets/shelving for the city's records. There is no open desk available.

Thanks,

***Leana Kinley, EMPA, CMC***

City Administrator  
[7121 E. Loop Rd/PO Box 371](mailto:leana@ci.stevenson.wa.us)  
Stevenson, WA 98648-0371  
(509) 427-5970 x204

On Wed, Mar 6, 2024 at 4:26 PM Pat Rice <[pat.rice@ci.stevenson.wa.us](mailto:pat.rice@ci.stevenson.wa.us)> wrote:

Nothing in the basement either?

On Wed, Mar 6, 2024 at 3:57 PM Leana Kinley <[leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)> wrote:

Pat,

There is no open desk space at City Hall. If it is a need I can add it to the agenda for council discussion to determine the level of equipment to be provided and how to schedule its use between all elected officials. If you want to hold meetings here, you can coordinate with staff regarding availability of the council chambers.

Tracy did not have desk space she used within City Hall, her office hours were held remotely through Google Meet.

Thanks,

***Leana Kinley, EMPA, CMC***

City Administrator  
[7121 E. Loop Rd/PO Box 371](mailto:leana@ci.stevenson.wa.us)  
Stevenson, WA 98648-0371  
(509) 427-5970 x204

On Tue, Mar 5, 2024 at 1:19 PM Kaitlyn Conrath <[kaitlyn@ci.stevenson.wa.us](mailto:kaitlyn@ci.stevenson.wa.us)> wrote:

----- Forwarded message -----

From: **Pat Rice** <[pat.rice@ci.stevenson.wa.us](mailto:pat.rice@ci.stevenson.wa.us)>  
Date: Tue, Mar 5, 2024 at 12:38 PM  
Subject: Re: Mail at City Hall  
To: Kaitlyn Conrath <[kaitlyn@ci.stevenson.wa.us](mailto:kaitlyn@ci.stevenson.wa.us)>

Thanks Kaitlyn for letting me know. Is there anything in my mailbox now that needs to be picked up.

Hey, is there an extra desk area around there I could use once in a while to meet with citizens or a place to work while I am working on city matters? I know Tracy Gratto had desk space she was using, so maybe that area would work.

Thanks for letting me know. Pat

On Tue, Mar 5, 2024 at 11:55 AM Kaitlyn Conrath <[kaitlyn@ci.stevenson.wa.us](mailto:kaitlyn@ci.stevenson.wa.us)> wrote:  
Good Afternoon,

Just as a reminder, each city council member has a mail "box" at city hall. You are welcome to pick it up anytime.

Please let me know if you have any questions.

Thanks!

Sincerely,

Kaitlyn Conrath

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**Kaitlyn Conrath** | **Utilities Clerk**



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7121 E. Loop Road | PO Box 371  
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**Kaitlyn Conrath** | **Utilities Clerk**



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### 3 attachments

-  **2018 Shepherd of the Hills Lutheran Church City Hall Space Lease.pdf**  
2259K
-  **2023-24 Stevenson\_ESD 112 Lease-Signed.pdf**  
1082K
-  **2023 Stevenson Downtown Association (SDA) Lease.pdf**  
617K