

MINUTES
CITY OF STEVENSON COUNCIL MEETING
September 17, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. He asked City Administrator Leana Kinley to review with participants how the public can comment via remote options. Councilmember Muth had notified Council he would arrive later.

Attending: Mayor Scott Anderson; Councilmembers Paul Hendricks, Matthew Knudsen, Annie McHale, Robert Muth (arrived at 6:15), Amy Weissfeld.

City Staff: City Administrator Leana Kinley, Public Works Director Karl Russell, Community Development Director Ben Shumaker, Fire Chief Rob Farris

City Attorney: Ken Woodrich

Guests: Skamania County Public Works Director Tim Elsea

2. CHANGES TO THE AGENDA:

a)* 9/16 changes included: 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 included: 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 were presented for Council approval:

a) **Liquor License Renewal**-North Bonneville PDA-420 Evergreen

b) **Minutes** of August 20, 2020 Council Meeting as presented.

MOTION to approve consent agenda items a-b made by **Councilmember Hendricks** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmember Hendricks, Knudsen, Weissfeld, McHale**
- Voting nay: None

4. PUBLIC COMMENTS:

Written comments were submitted by Sofia Lopez. No further comments were provided.

It was reported Governor Inslee's orders regarding Covid-19 protocols on meeting size would be in force until October 1, 2020. The 10-person limit would be exceeded just through council and staff attendance, so the City continues to meet via a remote format to provide for full public participation.

6. PRESENTATIONS FROM OUTSIDE AGENCIES: (Agenda order changed with council consensus)

a) Skamania County Public Works-Public Works Director/County Engineer Tim Elsea updated the Council on building inspection services as per the Interlocal agreement with the City of Stevenson. He provided a detailed description of the history of the building inspection services and gave a breakdown of the number of commercial and residential permits processed. He noted the County building inspection division is self-funded through revenues collected, allowing a reserve to be generated. Succession planning is underway. He gave kudos to the City's communication methods, and praised the LEAN training brought in by **City Administrator Kinley**.

An assistant building official (FTE) will be hired to work alongside BI Marlon Morat before he retires. Plans to eventually increase staffing to 2.5 FTE are in place due to the anticipated increase in inspection services. He does not expect a rate increase.

Councilmember McHale confirmed the transition plans for the building inspectors. No complaints have been received from the public when they go between the City and County. Elsea allowed using comment cards for feedback was a good idea. Having all complaints go to both City and County officials was agreed to be a good way to catch problems early. The City has a link on its website for complaints residents can use. He is in agreement with working to align City and County zoning codes within the City's Urban Growth Area (UGA) so when any annexation takes place within the City UGA the development is in accordance with City zoning regulations and planning guidelines.

5. PUBLIC HEARINGS

a) 6:15 pm -2020 Proposed Budget Amendments

Mayor Anderson opened the public hearing at 6:25 p.m.

City Administrator Kinley shared details on the budget amendment for 2020 and explained many of the changes. A full list of changes is on page 27 of the meeting packet. Staff changes, street light repair and replacement (with insurance reimbursements yet to be received), a required asset reserve for WWTP due to loan conditions, COVID-19 expenses, engineering costs for street projects, lower interest on bank funds, etc. all contributed to increases and decreases in budget items.

Councilmember McHale asked for an explanation regarding budgeted and proposed items. Budget items were initially approved in December 2019 for the 2020 budget year. Proposed items are the changes and adjustments presented but not adopted.

Mayor Anderson opened public comment at 6:27 p.m.

>>Off topic: Sofia Lopez spoke regarding the meeting access, noting some people could not access the meeting via phone. The webinar ID was apparently not functioning. She asked if the chat function could be enabled and was informed comments received via

chat would be considered a public record. As they would be difficult to retain it is not enabled.

Mayor Anderson noted someone had joined by phone so the process appeared to be working.

Councilmember Weissfeld asked about questions submitted through YouTube and was told YouTube was only for viewing. **Kinley** noted there was no option for a passcode, just the webinar ID. She will look into it further. **Mayor Anderson** confirmed the log-in information was at the top of the agenda.

>>Hope reported having trouble logging in through ZOOM. She used the two phone #'s, but the second one appeared to be invalid. The first phone number used asked for a passcode. Then the webinar ID was reported invalid, but eventually worked.

Mayor Anderson asked for any comments on the budget proposal before the Council.

Mayor Anderson closed public comment at 6:31.

Councilmember McHale asked for clarification on the 350% disparity in funds noted on the first line on page 2 regarding the budget changes. **City Administrator Kinley** explained it referred to the unreserved ending cash balance and was an accumulation of all the changes.

Councilmember Knudsen asked **Kinley** if anything was higher than anticipated, and would there be a need for increases. In response she indicated where adjustments were made and provided examples of decreases and increases in budget items.

Councilmember Knudsen then asked about buffering any line items for the upcoming budget year, and Kinley related she would be budgeting revenue very conservatively. Unknowns always occur and she pointed to the WWTP as an example. This was the first year the City operated the plant, and cost savings have been achieved. Snow removal costs are indefinite, as are potential water main breaks.

Councilmember Hendricks asked about the \$40k allocated for the pool. **Kinley** observed there was no stipulation in the contract regarding changes to payments even if the pool closed and the outstanding payment is still due.

Councilmember Weissfeld asked **Kinley** to highlight anything surprising or troubling. She stated an initial challenge was the dwindling cash balances in general fund, but that cost allocation is helping. When she gets into 2021 budget projections she will know more. She will be working on a rate tool for sewer to determine what revenues will need to be.

MOTION to approve Ordinance 2020-1163 amending the 2020 City of Stevenson budget made by **Councilmember Hendricks** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmember Hendricks, Muth, Weissfeld, McHale**
- Voting nay: **Councilmember Knudsen**

Mayor Anderson asked **Councilmember Knudsen** to explain his concerns.

Councilmember Knudsen replied he had earlier expressed reservations regarding COVID-19 and could not support the proposed budget amendments.

7. SITUATION UPDATES:

a) COVID-19 updates - **Mayor Anderson** reported continued conversations with Representative Mosbrucker regarding the ongoing COVID-19 limitations imposed by the Governor statewide and the affect it is having on small counties like Skamania County with current low caseloads. **Commissioner Knudsen** asked how the concerns were being voiced-if they were personal or from the executive branch? **Mayor Anderson** stated as a City representative he expressed the concerns of the City regarding the Governor's unwillingness to go to a county-by-county basis for determining COVID-19 restrictions. **Councilmember McHale** disagreed, stating her concerns that Skamania County residents are still exposed to other counties with higher COVID-19 rates and she favors maintaining restrictions.

Councilmember Knudsen asked if Council should hold discussions regarding the direction of future conversations and **Mayor Anderson** did not agree. He shared additional discussions were held regarding how school openings and lack of physical openings would look like.

City Administrator Kinley advised Council she had received an email just prior to the Council meeting regarding an increase to the CARES funding of \$24,300. The contract will be extended to November 30, 2020. It will be presented for review and approval at the October 2020 City Council meeting. **Kinley** reported she had talked with the Economic Development Council and other agencies regarding business needs and suggested the new funds may be used to support local businesses ineligible for CDBG funds. Any new programs would be presented at the October 2020 Council meeting. She noted there are a number of accounts in arrears. Businesses receiving funds via the Paycheck Protection Program are not eligible for additional CARES Act funding. Some CARES Act funds have been provided to local junior taxing districts.

b) Sewer Plant Update - **Public Works Director Karl Russell** provided an update on the Stevenson Wastewater System and the Compliance Schedule. He briefly discussed the increase in bio-solids hauling, noting it was typical in summer when restaurants are busier. Increased 'bug' activity at the plant is also a contributor. He is looking to reduce amounts of solids.

Results from the first round of testing with high strength users were received and **PW Director Russell** met with them to discuss ways to reduce BOD/TSS. He noted it was interesting that higher loading did not result in changes in plant.

City Administrator Leana Kinley reported the EDA funds have been obligated at the federal level, but are waiting on final approval. The \$4M grant will provide funds to do the WWTP lift stations and part of a force main.

Councilmember Weissfeld asked **PW Director Russell** to elaborate on the recent meetings with high strength users regarding their cooperation and tone of response to the City's efforts. He reported the conversations were very positive.

8. UNFINISHED BUSINESS:

a) First Reading Ordinance Regulating Unmanned Aircraft - City Administrator Leana Kinley presented ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as discussed at the August 20th council meeting for council consideration. She used the City of Buckley's ordinance as a model, which is specific to Washington State. It prohibits a drone operator's ability to record and transmit video or audio via unmanned aircraft of a personal nature. Commercial activities such as real estate would be allowed. The Council discussed several issues, including individual privacy versus the right to record in public settings. Activities such as zooming/dive bombing could be considered nuisance behavior and covered under different regulations. **City Attorney Woodrich** stated that activity would invade a reasonable expectation for privacy. No motion was presented. The ordinance will move to a second reading at the October 2020 City Council meeting in order to provide opportunities for public comment.

9. NEW BUSINESS:

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

She provided background information on the purpose of the ordinance, explaining state rules and regulations adopted in 2017 requires cities to use centralized business licensing services. The intent was to streamline the process for business.

The city was also required to modify its licensing ordinance to conform to the state model. Renewal deadlines are changed from July 1 for all licensees to one established by the Business Licensing Service. The City will continue to set business license fees. Vacation rentals are included. The changes will take place when the city stops accepting applications on November 26th, 2020. The state will begin the licensing process on December 17th, 2020.

Councilmember Weissfeld asked about people who may be late, and Kinley related follow up with those businesses is taking place. Any late fees will be charged at the state level, not by the City. **Councilmember McHale** asked about the vacation rentals and asked for clarification on what was being adopted. It was explained there were two different ordinances represented by two agenda items, but they were related. The Council had previously approved a contract with Department of Revenue authorizing them to process the business licenses, and the current changes before the council are recommended by DOR.

MOTION to approve ordinance 2020-1160 as presented revising SMC 5.04 relating to and providing for license upon certain businesses, occupations, pursuits and privileges, providing penalties for the violation thereof, made by **Councilmember Weissfeld** with a second provided by **Councilmember McHale**. Prior to the vote **Councilmember Knudsen** requested the Council allow a second reading.

- Voting aye: - **Councilmember Weissfeld, Muth, Hendricks, McHale.**
- Voting nay: None
- Abstain: **Councilmember Knudsen**

b) First Reading Vacation Rental Homes Code Update - City Administrator Leana Kinley presented 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.

Kinley provided information on how the process will reflect the changes to the licensing services. The City will still receive and review applications, but any fees will be paid at the state level. **Councilmember McHale** had questions regarding how it would be possible to capture all fees if many vacation rentals are not registered. She pointed out an AirBnB map shows many more than the 7 currently registered. **City Administrator Leana Kinley** described the enforcement mechanism as one often driven by complaints. Tips will occasionally be passed on via VRBO or AirBnB. Limited staff time does not allow for searching for unlicensed rentals.

Community Development Director Ben Shumaker shared information on how the Planning Commission supported the initial registry using an assumption of trust. The registry format was based on a report from Hood River on rental properties. He noted it was the licensing fee the City was missing. He related companies such as VRBO and AirBnB work with the state collect and remit lodging taxes. **Shumaker** suggested an update to the fee schedule to include late fees.

A further discussion included the idea of capping the number of rentals as a % of housing stock. **Councilmember Hendricks** suggested .5 to 1% be considered.

Councilmember Knudsen pointed out the vote was only in regards to updating how payments are collected. The code is already approved and on the books.

Councilmember Muth pointed out the planned communities in Stevenson already have CC&R restrictions on vacation rentals.

Councilmember Weissfeld spoke as a registered AirBnB rental owner, noting renters often dine and shop in Stevenson, so they do support local businesses. **Councilmember Knudsen** asked if staff would follow up on non-registered rentals as evidenced by those advertising, and was advised by **City Administrator Kinley** the challenge is the time needed.

MOTION to approve ordinance 2020-1161 revising SMC 5.20 regarding licensing procedures and operational standards for vacation rental homes made by **Councilmember Hendricks** with a second provided by **Councilmember Muth**.

- Voting aye: **Councilmember Weissfeld, Muth, Hendricks, McHale**.
- Voting nay:
- Abstain: **Councilmember Knudsen**

c)*First Reading Ordinance Revising Water Engineering Standards - Public Works

Director Karl Russell presented ordinance 2020-1164 revising the water engineering standards to allow deduct submeters for commercial customers for the purposes of reduced billing. He explained it allows businesses to deduct water used in process equipment, resulting in lower utility costs.

Mayor Anderson briefly explained the purpose, using Walking Man as an example. Industrial use follows a formula regarding water usage and what enters the sewer system. Being able to determine what was used in processing would lower sewer costs. **Councilmember Hendricks** inquired if the brewery installed a separate meter at the apartment on site, would they have to pay a full connection fee. **Public Works Director Karl Russell** stated it might not be necessary for Walking Man to pay the full system development charge. There has been some confusion on the approach intended, and he is working with Tabitha to clarify. Discounts for multiple meters are available.

City Administrator Kinley observed she will be performing a rate analysis and will be looking if changes to the calculations determining base fees for sewer are needed.

Mayor Anderson talked about the need to balance supporting businesses while maintaining stewardship of the WWTP and sewer system.

MOTION to approve ordinance 2020-1164 made by **Councilmember Hendricks** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmember Weissfeld, Hendricks, Muth, McHale**
- Voting nay:
- Abstain: **Councilmember Knudsen**

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

She explained this is another state requirement and there are 4 options available. One is an Excel spreadsheet; the other choices are based online. She described their various features, including GIS mapping, work order generation systems, predictor tools, an

ability to run multiple scenarios, public input processes, etc. Part of the reason the Department of Ecology is requiring these tools is due to the City of Stevenson's past issues with asset management and upkeep. **Administrator Kinley** noted she was interested in having a program to help avoid future problems. Preventative maintenance schedules can be scheduled. All of the infrastructure within the city can be loaded onto the tool. There is a maximum storage limit of 20g of data.

Councilmember Hendricks noted the program would be nice to have, recalling past problems the City had with the WWTP. **Mayor Anderson** pointed out that entering all the data would help people be aware of what the City has for assets. **Councilmember Knudsen** queried the need for all the options, and asked if the City could start somewhere in the middle, in part due to the cost.

MOTION to contract with DudeSolutions for asset mapping, with the intent to try and negotiate a 24-month contract at a 12-month cost, made by **Councilmember Weissfeld** with a second by **Councilmember McHale**.

- Voting aye: **Councilmember Weissfeld, Muth, McHale, Hendricks.**
- Voting nay: **Councilmember Knudsen**

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

She explained the policy would determine how costs would be allocated and provided examples, including how administrative, executive and legislative expenses would be based off agenda items. Finance and central service costs would be derived from the number of financial transactions. Equipment services is based on staff time. Kinley shared that at the end of the year the budget will be trued up with actual costs incurred and actual agenda items.

MOTION to approve resolution 2020-365 revising the financial policy made by **Councilmember Knudsen** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmember Weissfeld, Muth, Hendricks, Knudsen, McHale**
- Voting nay: None

f) Preliminary 2021 Budget - City Administrator Leana Kinley presented the preliminary 2021 budget for council review and discussion. She explained it must be provided to Council by October 1 of each year. It is initially presented with very simple-high level explanations without descriptions. She covered a number of the 'big ticket' items, including how expenses and revenues were estimated, discussed new expense codes, and provided information on a .8% COLA for city employees that would amount to \$7,000. Many items in the 2021 budget are conservatively estimated. She pointed out the amounts appropriated for 2020 are not the same as the 2020 revised budget. **Kinley** will present a budget narrative with more analysis at the October 15th, 2020 Council meeting. A public hearing will also be held. Council discussed scheduling a special

meeting in November to discuss the budget in depth. The date selected for the special meeting was November 12, 2020 at 6:00 p.m. **Kinley** related as of October 1 more guidance will be forthcoming regarding in-person vs remote meetings.

Councilmember Knudsen asked if the City wanted to contribute to the July 4th fireworks show. **Kinley** shared the City already funds it through the Chamber.

Councilmember Knudsen asked about providing additional funds. Following a question by **Councilmember McHale**, **City Administrator Kinley** explained how the Sheriff's Office is supported in part with City funds.

g) Discuss Anti-Racism Training - Councilmembers discussed holding a training session on racism and inequity as a follow up to the conversation held at the August 20th, 2020 council meeting. **Councilmember McHale** asked if Councilmembers were interested in attending anti-racism trainings. She offered several ideas on programs available. **Councilmember Knudsen** shared it might be worthwhile to have outside voices help provide guidance in exploring definitions of racism. He has not heard anything regarding problems from City staff or other Councilmembers. He suggested being more informed would not hurt.

Councilmember Muth stated he was unaware of any issue involving city staff. He expressed concerns over the lack of time City staff and Councilmembers had and the number of other issues the City was facing.

Councilmember McHale spoke of her belief racism does exist in the city and county, and advocated being able to recognize racial issues as a means to collectively prevent or respond appropriately. **Councilmember Muth** acknowledged racism is a national/worldwide issue. He re-stated his belief it was not a focus area to address as there are many other problems to contend with. **Councilmember Weissfeld** shared information on Diversity and Bias Thinking training she attended through the Bend Chamber of Commerce. She suggested it would be helpful to use it to examine the bias all people have, in part because of Sheriff Brown's statements at the August 2020 Council Meeting. She stated it would be important to show leadership and sensitivity around the issue. She advised reaching out to MRSC or AWC for other options.

Councilmember Muth checked online and reported the webinar was available.

Councilmember Knudsen appreciated being able to watch it as time permits.

Councilmember Hendricks shared information on a book called 'White Fragility'. He considered it a valuable book for the Councilmembers to read in order to build common vocabulary. 'Me and White Supremacy' was another book highlighted.

City Administrator Kinley reported the Association of Washington Cities offers a series of trainings. She will forward the links. The City's insurance company is also offering training on implicit bias.

Councilmember McHale suggested those who wanted to could possibly meet outside of council. **City Attorney Woodrich** advised it would have to be done as a special meeting if 3 or more Councilmembers attend. **Councilmember Knudsen's** comment regarding the meeting being for discussion purposes only prompted **City Attorney Woodrich** to point to agenda item 9g as an indication the topic was City policy.

After further discussion about possible future meetings to determine public sentiment on the issue, **Administrator Kinley** recommended a community survey or smaller workshops to allow for anonymous conversations, as many people are uncomfortable at public speaking, especially on a sensitive subject such as racism. **Kinley** shared comments from a Spokane City Councilmember regarding her experience holding 1:1 conversations with individuals. **Attorney Woodrich** provided **Councilmember McHale** with advice on conducting a forum, reminding her only 2 Councilmembers could attend to avoid having a quorum and no decisions could be made on behalf of the City.

h)*Planning Commission Appointment - The Planning Commission recommended City Council appoint Davy Ray to fill Planning Commission position #2, which was vacated by the resignation of Shawn Van Pelt. Concerns about an apparent lack of information on his application form were explained by Community Development Director Shumaker as a glitch in the system that reduced font size to an unreadable quantity. He read aloud to the Council the illegible portion.

MOTION to appoint Davy Ray to Planning Commission position #2 made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Weissfeld, Muth, Hendricks, McHale, Knudsen**
- Voting nay: None

10. INFORMATION ITEMS:

a) Chamber of Commerce Activities-The report presented described some of the activities conducted by Skamania County Chamber of Commerce in August, 2020.

b) Financial Report -**City Administrator Leana Kinley** presented 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 was presented for council review.

d)*Planning Commission Minutes-Minutes from the 8/10/20 Planning Commission meeting was presented.

e)*Fire Department Report -The Stevenson Fire Department's report for August, 2020 was presented for council review.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director announced the indoor air quality at City Hall was very bad due to the recent fires.

He shared he'd sent an email to all Councilmembers regarding zoning discussions taking place. He highlighted the website ci.stevenson.wa.us/letsbuild and advised the Council it contained a number of survey questions. Planning Commissioners will be considering text changes to the R3 multi-family residential district that may expand the district to allow for more multi-family homes to be built. The housing study the EDC performed is also on the website. He noted the consultants had not identified an issue with vacation rentals and no follow up was taking place. **Councilmember McHale** asked about the lack of housing and **Shumaker** reported that was the focus of the housing study.

He provided an update on the water quality issue along Rock Creek Drive. A testing protocol is being set up based on recommendations from a division at the Department of Ecology. **Councilmember Weissfeld** confirmed the complainant knew the City had agreed to take action at the September 2020 Council meeting.

He reported a 4-lot land division proposed at the corner of Monda and Rock Creek Drive was in the works, with a decision coming within the next month.

Chinidere phases 2 and 3 have submitted items to keep the subdivision alive. The next deadline set by Council is September 21, 2021. Site grading work will need to be initiated. **Shumaker** provided information to them regarding critical path issues they need to take into account. He estimated 50 lots were in phases 2 and 3.

A lot of building activity is expected in the next few years. **Councilmember Muth** remarked inventory was running short and the City may have to extend the Urban Growth Boundary.

Shumaker agreed with the comments from Skamania County Public Works Director Elsea regarding joint planning and noted the lack of standardization between city and county roads and streets affects emergency response.

He alerted the Council to a quirk in an expected Boundary Line Adjustment application, regarding an adjustment for a property within city limits and a property within the county. He asked for Council guidance on changing BLA regulations regarding future allowances or prohibitions of that situation. He explained current regulations would allow a property owner to have land straddling the city and county, with no requirement to annex the entire property into the city. There are property tax implications, but the auditor is drawing tax boundary lines to assure collections are correct. If sold, confusion over zoning jurisdictions could result. **Councilmember Hendricks** suggested the issue was one the Planning Commission was intended to address. **City Attorney Woodrich** also pointed out the city's utilities do not provide connections outside city limits and more confusion could occur if the BLA allowed city services on non-annexed properties. He recommended having the Planning Commission look at the issue with that in mind.

b) **Karl Russell, Public Works Director** described ongoing replacement, repairs and maintenance on City water and storm lines mainly along School Street and Vancouver Avenue. Installation of the new water meters is nearly complete. All will be read remotely from now on.

The Russell Street project has some problems with sub-par concrete. The subcontractor is working with Public Works and they have agreed to a 15% reduction in price. A change order for a sub-basin contributed to increased costs.

There are complaints regarding the streetlights being too bright. **PWD Russell** is expecting Wallis Engineering and the electrical engineer to work out a solution. He noted extra costs incurred by Wallis regarding negotiations was the contractor's problem and should not be charged to the City.

c) **Leana Kinley, City Administrator** reported the Tourism Advisory Council applications have been released and are due October 19th, 2020. They will be reviewed at the November 2020 Council meeting. She directed the Council to further information in her report. Mayor Anderson asked about the TAC budget for 2021 and she explained there would be a conversation at the upcoming TAC meeting. Revenue and expenses are lower than anticipated. She will have more information at the October 15th, 2020 Council meeting.

12. VOUCHER APPROVAL:

a) August 2020 payroll & September 2020 AP checks were audited and presented for approval. August payroll checks 14597 thru 14602 total \$93,823.74 included EFT payments. September AP checks 14603 thru 14648 total \$235,602.52 included ACH payments and checks. The AP check register with fund transaction summary was attached for review.

Councilmember Hendricks made an initial motion to approve the vouchers, with **Councilmember Muth** providing a second. Prior to the vote **Councilmember Weissfeld** asked where the vouchers were. **City Administrator Kinley** reported they were not in the packet. **City Attorney Woodrich** advised it is best if the vouchers are reviewed prior to approval. **City Administrator Kinley** sent the vouchers out to Councilmembers for review.

MOTION to approve the vouchers as presented made by **Councilmember Knudsen** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Weissfeld, Hendricks, Knudsen, Muth, McHale.**
- Voting nay: None

13. MAYOR AND COUNCIL REPORTS:

Mayor Anderson complimented the new SDA director and highlighted some programs and promotions she has initiated to increase sales at local businesses and restaurants. Another program would help businesses improve up their facades. Councilmembers

encouraged the use of recyclable materials for take-out foods. **Councilmember Knudsen** offered an apology for his prior comments regarding COVID-19 meetings and asked the Mayor to take into account Council concerns and opinions before speaking as a representative. Mayor Anderson noted travel has not been shown to be a major vector in spreading COVID-19.

14. ISSUES FOR THE NEXT MEETING:

Councilmember Hendricks asked about the wisdom of trick-or-treating during COVID-19. **Mayor Anderson** expressed concerns social gatherings may be more of a problem.

Councilmember Weissfeld asked about getting a follow up re the incident last month at Granny Gedunk's from the Sheriff or Prosecuting Attorney.

Councilmember McHale asked for information on the Perry Colburn incident.

15. ADJOURNMENT-Mayor Anderson adjourned the meeting at 9:20 p.m.

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Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe