

DRAFT MINUTES
CITY OF STEVENSON COUNCIL MEETING
December 15, 2022
6:00 PM, City Hall and Remote

- 1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m, led the group in reciting the pledge of allegiance and conducted roll call.

Elected officials attending: Mayor Scott Anderson; Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks.

Staff attending: City Administrator Leana Kinley; Community Development Director Ben Shumaker; City Attorney Ken Woodrich.

Guests attending: Leslie Naramore, Executive Director, and Jennifer Pauletto, Associate Director, Washington Gorge Action Programs; Sarah Kellems, Development and Engagement Coordinator with Mid-Columbia Community Action Council; Kelly Horvath, Director of the Office of Housing Stabilization with Mid-Columbia Community Action Council; Kelly O'Malley-O'Keefe, Stevenson Downtown Association.

Public attending:

- 2. PUBLIC COMMENTS:** No comments were received.

3. CHANGES TO THE AGENDA:

- a) * 12/14 changes and additions** include:
- Liquor License Renewals (items 4b-d)
 - Presentation slides for MCHC Presentation (item 5a)
 - One Prevention Alliance lease renewal (item 9f)
 - Pool District Loan Forgiveness Request (item 9g)
 - HEALing SCARS program discussion (item 9h)
 - Housing Programs Report (item 10c)
 - Planning Commission Minutes (item 10d)
 - Planning Commission Communication (item 10e)
 - Contracts Approved over \$10,000 (item 10f)
 - Monthly Vouchers (item 12a)

- 4. CONSENT AGENDA:** The following items were presented for Council approval.

- a) Approve WAGAP Contract - City Administrator Leana Kinley** presented the contract with Washington Gorge Action Programs for 2023-2024 services in the amount of \$10,000. There are no changes from the previous two-year contract.
- b) *Liquor License Renewal - Skamania Lodge**
- c) *Liquor License Renewal - Big River Grill**

- d) ***Liquor and Cannabis License Renewal** - High-5 Cannabis
- e) **Minutes** of November 17th regular council meeting and November 29th, 2022 special joint meeting with Skamania County Commissioners.

MOTION to approve consent agenda items a-e was made by **Councilmember Wyatt**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks**.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) ***Mid-Columbia Houseless Collaborative** - Leslie Naramore, Kelly Horvath and Jennifer Pauletto presented and explained the attached Mid-Columbia Houseless Collaborative 5-Year Strategic Plan. It is available online at midcolumbiahouselesscollaborative.org.

Mayor Anderson called for **item 9d)** of the agenda to be moved forward.

- b) **Item 9d) Approve 2023 Interlocal Agreement Extension for Law Enforcement** -City Administrator Leana Kinley recommended extending the Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for one year as allowed in section 3 of the contract. This will allow Sheriff- Elect Scheyer time to get up to speed on the contract. Upon approval, a letter will be drafted and sent to the Skamania County Commissioners for their consent.

MOTION to approve the one-year extension under section 3.0 of the interlocal agreement with Skamania County for law enforcement services was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks**.

Mayor Anderson called for **item 9g)** of the agenda to be moved forward.

- c) **Item 9g) *Pool District Loan Forgiveness Request** - City Administrator Leana Kinley presented a request from the Stevenson Community Pool District to forgive \$25,000 of the \$40,000 loan provided in 2022. These funds were set aside initially for Pool support from prior years, before the District was established, and were intended as a grant rather than a loan. The District requested it be a loan and the change was made. An email is attached explaining the reason behind their request.

MOTION to forgive \$25,000 of the \$40,000 principal loan provided to the Stevenson Community Pool District was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks.**

6. PUBLIC HEARINGS:

- a) **Proposed 2022 Budget Amendment #2 - City Administrator Leana Kinley** presented and explained proposed changes to the 2022 budget based on revised estimates due to changes in programming, approved contracts, and projected expenses for public comment and council consideration. These amendments need to be approved by the end of the year and cannot wait for a second reading. None of the reported adjustments resulted in a change to the ending balance.

The public hearing opened at 6:45 p.m.

>No public comment was received.

The public hearing closed at 6:48 p.m.

MOTION to approve ordinance 2022-1184 amending the 2022 city budget was made by **Councilmember Cox**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks.**

- b) **2023 Sewer Rates - City Administrator Leana Kinley** presented the staff memo and ordinance 2022-1190 detailing the changes to the sewer rates for public comment and council consideration. The rates proposed include a 15% increase to all fees for 2023 as discussed during the 2023 budget process and included in the 2023 budget.

The public hearing opened at 6:48 p.m.

No public comments were received.

The public hearing closed at 7:02 p.m.

MOTION to approve ordinance 2022-1190 revising the sewer rates was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks.**

7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Equipment is arriving, other equipment is being repaired or replaced, concrete is to be poured in late December if weather cooperates. Current change orders are included in the accounts packet.

8. UNFINISHED BUSINESS:

- a) **Approve Park Plaza Contract - City Administrator Leana Kinley** presented the Park Plaza Interlocal Agreement with Skamania County for consideration. It was on the Dec. 13th, 2022 Skamania County Board of County Commissioners agenda for approval. **Mayor Anderson** reported the BOCC voted unanimously to approve the agreement. He considered this to be the start of the next phase of the project.

>Kelly O'Malley-O'Keefe with the Stevenson Downtown Association commented the project demonstrated cooperation between the city and Skamania County, and will benefit all of Skamania County residents.

MOTION to approve the memorandum of interlocal agreement for operation and maintenance of Skamania County Courthouse Plaza with Skamania County as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks**.

- b) **2023 Proposed Budget Ordinance - First Reading - City Administrator Leana Kinley** presented the 2023 proposed budget and ordinance 2022-1191 based on items discussed at the October 12 and November 17, 2022 public hearings and the November 1, 2022 special meeting. Major changes include revising the Sheriff's contract amount, adding TIB grants received to the street fund, updating Tourism fund for approved grant awards, and updating the Equipment Services fund for revised vehicle costs. The 2023 budget needs to be approved by the end of 2022.

MOTION to approve ordinance 2022-1191 adopting the 2023 budget as presented was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell**.

9. COUNCIL BUSINESS:

- a) **Strategic Plan Q4 2022 Update - City Administrator Leana Kinley** presented and explained an attached update to the Strategic Plan established over the summer.
- b) **Approve 2023 Salary Schedule - City Administrator Leana Kinley** presented and explained resolution 2022-404 adopting the salary schedule for 2023 and 2024 for council review and consideration. As discussed in previous meetings, the schedule represents a Cost of Living Adjustment of 5% for 2023 and 2024 rather than implementing an 8% COLA based on the CPI as done in the past. There is also an adjustment of salaries based on an analysis of similar positions in similar sized agencies ranging from 2%-13%. These updates are included in the 2023 proposed budget.

MOTION to approve resolution 2022-404 adopting the 2023-24 salary schedule was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell**.

c) Approve Personnel Policy Update - City Administrator Leana Kinley presented and explained resolution 2022-405 revising the personnel policy for council consideration. The changes update the job descriptions for the Deputy Clerk Treasurer II and Deputy Clerk Treasurer I, adds the position of Planning and Public Works Assistant, and adds certification pay for a Professional Engineer in the Public Works Department.

MOTION to approve resolution 2022-405 revising the personnel policy as amended was made by **Councilmember Wyatt**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks**.

d) Approve 2023 Interlocal Agreement Extension for Law Enforcement – This item was moved to an earlier time in the meeting as item 5b).

e) Approve Waiving Back-Billing - City Administrator Leana Kinley presented a customer request to waive the back-billing for a second unit for council review and consideration.

No action was taken.

f) *Approve Lease Agreement for One Prevention Alliance - City Administrator Leana Kinley presented the agreement between the City and Educational Services District 112 on behalf of One Prevention Alliance to renew the two-year lease of 500 square feet of the basement of city hall for their operations and storage for council consideration.

MOTION to approve the two-year lease agreement with Educational Services District 112 as presented was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks**.

g) *Pool District Loan Forgiveness Request -This item was moved to an earlier time in the meeting as item 5c).

h) *HEALing SCARS Program Discussion - Community Development Director Ben Shumaker presented the staff memo requesting Council direction on the Helping Adjacent Landowners Sewer Connection and Replumbing Stipend program. It is intended to reduce the costs to property owners when hooking up to the city's sewer system.

A final draft is being prepared for consideration and Council guidance is requested. Background information on how the program came about was provided, and two questions were presented to the Council:

1. Who should qualify for the funding; and
2. Should the program be administered as a loan or a grant?

State statutes prohibit gifting of public funds. City Attorney Ken Woodrich advised other municipalities have loan programs.

Council agreed the program should be available to all residents, and directed staff to look into loan programs. **Mayor Anderson** suggested learning if another entity could manage the program.

10. INFORMATION ITEMS: The following items were presented for Council consideration.

- a) **Chamber of Commerce Report** describing some of the prior month's activities.
- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- c) ***Housing Programs Report** on housing services provided in the prior month by Washington Gorge Action Programs in Skamania County.
- d) ***Planning Commission Meeting Minutes** from October and November, 2022.
- e) ***Planning Commission Communication Regarding Snow Management** - A memo from the Planning Commission was enclosed regarding a strategic priority recommendation for snow plowing and snow shoveling.
- f) ***Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director**
 - i. An Annexation Sub-Committee is being formed. Planning Commissioners Charlie Hales and Jeff Breckel will serve on it. Shumaker encouraged a member of the City Council to join as well, and has drafted a letter to Skamania County Planning Department inviting their participation.
 - ii. Work on developing shoreline access plan is moving forward.
 - iii. Parking regulations are under consideration, as are options addressing downtown parking.
 - iv. Potential state funding is being explored for up to six broadband projects in conjunction with Skamania County.
 - v. Safe Schools walking routes plan is being worked on.
 - vi. Pre-application work is underway for water front projects.
- b) **Leana Kinley, City Administrator**

- i. Columbia Street soil test results are being reviewed by the Department of Ecology. Determining responsibility for any mitigation costs is next.
- ii. The ad for the new Planning Dept. position is being prepared for publication.
- iii. Transportation Investment Board funding for several street projects has been received.

12. VOUCHER APPROVAL:

- a) ***November 2022 payroll and December 2022 AP** checks have been audited and were presented for approval. November payroll checks 16468 thru 16471 total \$102,431.90 included EFT payments. December 2022 AP checks 16467, 16472 thru 16553 total \$1,440,637.17, included EFT payments. The AP check register with fund transaction summary was attached for review.

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

Voting aye: **Councilmembers David Wyatt, Dave Cox, Michael Johnson, Kristy McCaskell, Paul Hendricks**.

13. MAYOR AND COUNCIL REPORTS:

- a) The Christmas light display on Second Street was a success. The Downtown Association was commended for its creativity in using the lamp posts for the lights.

14. ISSUES FOR THE NEXT MEETING:

- a) HEALing SCARS loan program ideas.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:28 p.m.

Scott Anderson, Mayor

Date