

DRAFT MINUTES
CITY OF STEVENSON COUNCIL MEETING
October 12, 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 Dave Cox, Michael Johnson, Kristy McCaskell, David Wyatt, Paul Hendricks.

Staff attending: City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker, City Attorney Ken Woodrich.

Guests attending: Port of Cascade Locks Government Affairs Director Mark Johnson; WAGAP Executive Director Leslie Naramore; City of Stevenson Planning Commissioner Davy Ray.

Public attending: Gary Marsh, Colleen Wahto, John Goodman, Hans Strauss, Victoria Stolie, Judy Willing, Margie Hidalgo, Michael Spencer Donn, James Landers.

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

3. **CHANGES TO THE AGENDA:**

- a) **10/11 changes include:** Addition of Bridge of the Gods graphic for Port of Cascade Locks presentation (item 5a), addition of initial budget documents (item 6b), addition of staff report for the sewer update (item 7a), addition of comments received to Downtown Plan adoption and revised resolution to include Planning Commission recommendation (item 8a), addition of Planning Commission recommendations on annexation proposal (item 8b), addition of Planning Commission minutes (item 10g), addition of vouchers (item 12a)

4. **CONSENT AGENDA:**

- a) **Approve 2023 EDC Contract** - City Administrator Leana Kinley presented the contract with Skamania County Economic Development Council for 2023 services in the amount of \$26,485.
- b) **Separation Agreement** - City Administrator Leana Kinley requested approval of the attached separation agreement with Mark Tittle which includes payment of all benefits due him according to city policy and a severance amount of three months salary.
- c) **Minutes** of September 15, 2022 Regular Council Meeting.

MOTION to approve consent agenda items a-c was made by **Councilmember Hendricks**, seconded by **Councilmember Cox**.

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

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Port of Cascade Locks** - Port of Cascade Locks Government Affairs Director Mark Johnson presented an update on the Bridge of the Gods seismic retrofitting and strengthening improvements. He shared slides on the project and described efforts by the Port of Cascade Locks to attain funding from the Oregon and Washington State Legislatures for bridge needs. The City Council agreed to provide a letter of support, and will have one for review at the November 2022 Council meeting.

6. PUBLIC HEARINGS:

- a) **Second Reading Capital Improvement Program and Comprehensive Plan Update - Community Development Director Ben Shumaker** presented the second reading and review of the Capital Improvement Program and Comprehensive Plan Update for public comment and council discussion.

The public hearing opened at 6:19 p.m.

Comments received by the Department of Fish & Wildlife via the SEPA were briefly discussed.

No public comments were received.

The public hearing closed at 6:22 p.m.

MOTION to approve ordinance 2022-1187 revising the Comprehensive Plan and adopting the Capital Improvement Program as presented was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

- b) **Initial 2023 Budget - City Administrator Leana Kinley** presented the preliminary 2023 budget for council review and discussion prior to the November 1, 2022 meeting.

The public hearing opened at 6:25 p.m.

City Administrator Leana Kinley highlighted several items of interest for the council. A brief discussion followed on possible changes to the fire department as the fire chief will be retiring at the end of the year. Additional budget details will be presented at the November 1st, 2022 meeting.

No public comments were received.

The public hearing closed at 6:33 p.m.

7. SITUATION UPDATES:

- a) **Sewer Plant Update (1) - Carolyn Sourek, Public Works Director** provided an update on the Stevenson Wastewater System and Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) **Adopt the Stevenson Downtown Plan for SUCCESS! - Community Development Director Ben Shumaker** presented the revised Stevenson Downtown Plan for SUCCESS! as discussed at the September 15th, 2022 meeting for council consideration.

MOTION to approve resolution 2022-401 adopting the Stevenson Downtown Plan for SUCCESS! as presented was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

- b) **Annexation Request 2022-01 - City Administrator Leana Kinley** presented the staff memos regarding annexation request 2022-01 and the result of outreach as directed at the August 29th, 2022 special meeting for council discussion. A recommendation from the Stevenson Planning Commission was also included.

Mayor Anderson and **City Administrator Kinley** provided background information on options available to the city regarding the annexation request.

Mayor Anderson invited audience members to speak on the issue. Gary Marsh, Colleen Wahto, John Goodman, Hans Strauss, Victoria Stolie, Judy Willing, Margie Hidalgo, Michael Spencer Donn and James Landers provided comments opposing annexation, citing costs associated with the proposal.

Planning Commissioner Davy Ray spoke on the recommendations from the Planning Commission regarding the request.

City Attorney Ken Woodrich clarified that costs to property owners cannot exceed the increase in value their property gains from improvements following annexation. Following further discussion, it was agreed an annexation policy was needed to help guide future city growth.

MOTION to reject annexation proposal was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

9. COUNCIL BUSINESS:

- a) **Approve Emergency Declaration - City Administrator Leana Kinley** presented and explained resolution 2022-400 declaring a local emergency for construction due to supplier breach of contract for council consideration. Included in the resolution is approval of the contract with Environmental Dynamics International for Fine Bubble Diffusers in the amount of \$128,450. **City Attorney Woodrich** advised it may be worth submitting a claim against the performance

bond provided by the original contractor.

MOTION to approve resolution 2022-400 declaring a local emergency for construction due to supplier breach and approval of the contract with Environmental Dynamics International for Fine Bubble Diffusers in the amount of \$128,450 was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

b) Approve FCS Group Contract - City Administrator Leana Kinley presented and explained the attached contract with FCS Group for utility rate review and restructuring the amount of \$56,765. This is part of the city's strategic goal to analyze the financial health of the city and incorporate tools to impact housing affordability.

MOTION to approve the contract with FCS Group for utility rate review and restructuring for an amount not to exceed \$56,765 was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

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

c) Approve Warming Shelter Project - City Administrator Leana Kinley presented the request from Leslie Naramore, Executive Director for Washington Gorge Action Programs, for \$15,000 to help fund the 2022-2023 winter warming shelter project in Stevenson for council discussion and consideration. Naramore explained the work, and answered a number of questions from the Council.

MOTION to approve funding for the 2022-2023 winter warming shelter project in the amount of \$15,000 was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

d) Approve HRA VEBA Plan Amendment - City Administrator Leana Kinley presented and explained resolution 2022-399 amending the Health Reimbursement Arrangement/Voluntary Employee Beneficiary Association plans adjusting vacation buy-outs as agreed to by a majority of city staff.

MOTION to approve resolution 2022-399 amending the HRA VEBA plans as presented was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

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

e) Approve Geotechnical Resources, Inc. On-Call Contract - City Administrator Leana Kinley presented and explained the three-year contract with Geotechnical Resources, Inc. (GRI) for on-call design, permitting and construction support services for geotechnical-related projects

for a cost not to exceed \$20,000. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to the city's procurement policy.

MOTION to approve the contract with Geotechnical Resources, Inc. (GRI) for on-call design, permitting and construction support services for geotechnical-related projects for a cost not to exceed \$20,000 was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**

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

f) Approve Grayling Engineering On-Call Contract - **City Administrator Leana Kinley** presented and explained the three-year contract with Grayling Engineering for on-call water design and system planning services for a cost not to exceed \$100,000 per budget year. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to the city's procurement policy.

MOTION to approve the contract with Grayling Engineering for on-call water design and system planning services for a cost not to exceed \$100,000 per budget year was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

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

g) Discuss HEALing SCARS Program - **City Administrator Leana Kinley** presented and explained the draft program HEALing SCARS for discussion. A requirement of the stormwater outfall project was to have the city perform environmental mitigation or pay a percentage of the cost of the work to various agencies. HEALing SCARS is one such program. It offers people the ability to offset environmental impacts from projects by funding certain programs. Community Development Director Shumaker noted HEALing SCARS can help city property owners offset the cost of connecting to city sewers and decommissioning septic tanks. The program is still being finalized, with more details to be worked out.

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

- a) The Skamania County Sheriff's report** for activity within Stevenson city limits for the prior month. **Councilmember Cox** requested information on contract costs and all law enforcement related complaints responded to by the Sheriff's Office within the City of Stevenson over the past year.
- b) Washington State Tax Structure Work Group Update** - The Joint Executive Summary of Community Engagement and Survey Reports for the Washington State Tax Structure Work Group was enclosed for information. **City Administrator Kinley** highlighted where the information will be used to develop policy recommendations and possible changes in tax legislation for the 2023 Legislative Session.

- c) **Mid-Columbia Economic Development District's 2022 Annual Report.**
- d) **Washington Gorge Action Programs 2021 Annual Report.**
- e) **Financial Report** - The Treasurer's Report, year-to-date revenues and expenses through the prior month, and third quarter report are presented for council review.
- f) **Chamber of Commerce Report** describing some of the activities conducted in the prior month.
- g) **Planning Commission Meeting minutes** from September 2022.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director

- i) He noted future projects include the Shoreline access and trail planning, as well as developing programs and regulations that address the downtown parking study.
- ii) The Planning Commission is prioritizing the development of an annexation policy in keeping with the City Council's strategic plan. He suggested having a Councilmember work with the PC as a liaison on annexation.
- iii) Finding solutions to the housing problem remains a focus.
- iv) Planning Commission members have expressed interest in amending the Comprehensive Plan to include some of the downtown plan aspects. It will take several years to finalize the process.
- v) He will be attending the Infrastructure Conference in Wenatchee next week to learn about potential grants for local projects.

b) Carolyn Sourek, Public Works Director

- i) Several recent water breaks on the main line have been repaired.
- ii) Public Works is replacing some failing WWTP equipment.
- iii) She met with the GIS consultant to facilitate the transfer CAD and other formats of maps.
- iv) Public Works is cleaning catch basins and mowing ditches in preparation for rain.
- v) Rock Creek and Columbia Avenue will be closed temporarily for work purposes.
- vi) Parking/loading zone ordinance changes will be presented at the November 2022 Council meeting.
- vii) A Vac Truck demo is planned for the 24th of October.
- viii) A Utilities/Maintenance Worker position is open in Public Works.

Community Development Director Shumaker (Continued)

- i) He shared a brief explanation of a program found within the newly adopted Comprehensive Plan. Known as NICE (New Improvements for Community Enhancement), it can offer the city a way to create a policy that lays out methods for cost sharing associated with annexation or utility extension.

b) Leana Kinley, City Administrator

- i) The Recreation and Conservation Office is offering a planning grant, which if received will assist in developing the Park Plaza project in Stevenson.
- ii) An open house will be held November 3rd, 2022 from 4-6 p.m. for the public to learn more about the Columbia Ave. realignment project.

- iii) Scanning documents to laser fiche begins next week. Digitizing data will assist greatly when searching through it.
- iv) City Hall will now be open to the public Monday-Thursday from 7:30 a.m.-5 p.m. Staff will continue to work on Fridays.
- v) She is working on re-configuring the layout of City Hall, feedback would be appreciated.

2. VOUCHER APPROVAL:

- a) *September 2022 payroll and October 2022 AP checks have been audited and are presented for approval. September payroll checks 16317 through 16322 total \$116,324.92 which includes EFT payments. October 2022 AP checks 16316 and 16323 through 16377 total \$380,053.81, which includes 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 Hendricks**, seconded by **Councilmember Johnson**.

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

3. MAYOR AND COUNCIL REPORTS:

- a) Dates for a number of upcoming meetings, trainings and workshops were confirmed.

4. ISSUES FOR THE NEXT MEETING:

None provided.

5. ADJOURNMENT: Mayor Anderson adjourned the meeting at 8:40 p.m.

Scott Anderson, Mayor

Date