

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 19, 2020
6:00 PM, Remote via Zoom and YouTube

1. **CALL TO ORDER:** Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call. He advised all participants the meeting was being recorded and was available on YouTube.

Attending:

- Mayor Scott Anderson; Councilmembers Knudsen, Muth, Weissfeld, Hendricks, McHale.
- City Staff: City Administrator Leana Kinley; Community Development Director Ben Shumaker, Public Works Director Karl Russell
- Other: City Attorney Ken Woodrich
- Guests: Angie Waiss, Chamber of Commerce
- Public attendees: Mary Jane Loehrke, Julie Fitzpatrick May

2. **CHANGES TO THE AGENDA:**

a) * 11/18 changes include: Addition of Leak Adjustment to Consent Agenda (item 3g); addition of Public Comments received (item 4a); addition of resolution 2020-373 regarding the Metro Park District ballot measure (item 8j); addition of Vouchers for approval (item 11a)

b) ** 11/19 changes include: Addition of Public Comments received (item 4a); addition of Fire Department report (item 9b)

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

a) Approve Contract with Washington Gorge Action Programs for Coronavirus Relief Funds in the amount of \$10,000.

b) Approve Contract with Skamania County Chamber of Commerce for Coronavirus Relief Funds in the amount of \$10,000.

c) Approve Interlocal Agreement with Stevenson-Carson School District for Coronavirus Relief Funds in the amount of \$10,000.

d) Approve Contract with Stevenson Downtown Association for Coronavirus Relief Funds in the amount of \$7,000.

e) Christmas Eve Office Closure Request - **City Administrator Leana Kinley** presented a request from City staff to close City Hall and the Public Works department Thursday, December 24th prior to the December 25th holiday. Staff taking the day off would use vacation time, comp time, personal time or leave without pay.

f) Ratify Contract with InVision II, LLC - **City Administrator Leana Kinley** presented the small works contract with Invision to install a half-door near the entrance of City Hall to help comply with COVID-19 distancing measures as mentioned at the previous council

meetings. The amount of the contract is \$4,454.47 including tax and will be reimbursed through the CARES Act funds. Per the city's purchasing policy, Resolution 227, the Mayor has the authority to approve contracts under \$35,000 "...provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda."

g) *Water Adjustment-Scott Anderson (meter no. 605300) requested a water adjustment of \$286.09 for a water leak which they have since repaired.

h) Minutes of October 15, 2020 city council meeting and November 12, 2020 special meeting.

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

- Voting aye: **Councilmembers Muth, Hendricks, McHale, Knudsen, Weissfeld**
- Voting no: None
- Abstain: None

4. PUBLIC COMMENTS: **City Administrator Leana Kinley** informed the Council several emails with written comments were included in the Council packet, with two others sent to each Councilmember's email as they arrived after the packet was assembled.

Councilmember McHale read a brief statement regarding the October 2020 Council meeting.

City Administrator Leana Kinley read the two additional public comments for the Council:

- James Landers addressed Sheriff Brown's recent statement on the Sheriff's Office Facebook page concerning his intent to not enforce the new COVID-19 restrictions.
- Monica Masco expressed appreciation for the City's following up on a nuisance complaint.

>Mary Jane Loehrke with the Stevenson Pool Association spoke. She thanked the Council for their efforts at helping to keep the pool functioning.

>Julie Fitzpatrick May spoke and requested the Council consider a plan for community building and support for mental health resources and education as part of the Sheriff's contract, and suggested Councilmembers become more educated and aware regarding innate biases.

No further comments were received.

5. PUBLIC HEARINGS:

a) 2021 Sewer Rates - City Administrator Leana Kinley presented ordinance 2020-1168 for public comment and council consideration. The rates proposed include a 12.5% increase to the base fees for 2021 as discussed during the 2021 budget process and included in the 2021 budget. She provided background information on the process and noted the increase was not as much as originally expected due to grants received and other factors.

Mayor Anderson opened the public hearing for public comments opened at 6:12 p.m. No comments were received. **Mayor Anderson** closed the public hearing closed at 6:16 p.m.

Council opted to hold a second reading of the ordinance at the December 2020 Council meeting in order to allow more time for public comment to be received. The Council then agreed to reschedule the December 2020 Council meeting to December 10th at 6:00 p.m. to ensure enough Council members would be present.

b) Public Hearing 2021 Proposed Property Tax Levy - City Administrator Leana Kinley presented resolution 2020-369 and ordinance 2020-1167 for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2021. She provided information on the amount the increase will generate based on a 1% increase in overall collections. It is not a 1% increase in the levy rate.

Mayor Anderson opened the public hearing at 6:26 pm. No public comments were received. He closed the public hearing at 6:27 p.m.

MOTION to approve resolution 2020-369 authorizing an increase in property taxes for fiscal year 2021 made by **Councilmember Hendricks** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**
- Voting no: None

MOTION to approve ordinance 2020-1167 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2021 made by **Councilmember Hendricks** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**.
- Voting no: None

c) Final Hearing 2021 Proposed Budget - City Administrator Leana Kinley presented a revised 2021 budget, ordinance 2020-1169 and associated documents based on items discussed at the October 15, 2020 public hearing and the November 12, 2020 special meeting. She provided a brief description of minor additions to the budget made following the November 12th budget workshop.

Mayor Anderson opened the public hearing at 6:30 p.m. No comments were received. **Mayor Anderson** closed the public hearing at 6:31 p.m.

MOTION to approve ordinance 2020-1169 adopting the 2021 budget as presented was made by **Councilmember Muth** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**.
- Voting no: None

d) Building Permit Fees - City Administrator Leana Kinley presented resolution 2020-372 revising the building permit fee schedule for public comment and council consideration. She explained the new fee schedule would better align with Skamania County, which is now providing building inspection services for the city. **City Administrator Kinley** provided

additional background information on the history of city permit fee increases and where the city and county differ in fees charged.

Mayor Anderson opened the public hearing at 6:33 p.m. No public comments were received. He closed the public hearing at 6:35 p.m.

MOTION to approve resolution 2020-372 revising the building permit fees was made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Muth, Hendricks, McHale, Weissfeld.**
- Voting no: **Councilmember Knudsen**

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) Skamania County Chamber of Commerce-Executive Director Angie Waiss provided information on recent events and activities the Chamber has been part of. Following her presentation Councilmembers requested the Chamber website be updated to include a link with current closures of area hiking trails. Another request was for the website to ensure COVID-19 information was accurate and up to date.

7. SITUATION UPDATES:

a) COVID-19 Update - City Administrator Leana Kinley noted several changes made to the entryway and front counter at City Hall. Plexiglass shields have been erected and a doorway has been installed to prevent open passage to staff desks. City Hall is now back to being open by appointment only due to COVID-19 restrictions.

Mayor Anderson reported on the Stevenson Downtown Association's promotions. They are still working on a take out and discount program for local restaurants, with free bags and containers. A Small Business Saturday sponsored by the SDA is the works.

b) Sewer Plant Update-Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. **PWD Russell** noted fewer problems with filamentous bacteria at the WWTP the last 2 months. Finding ways for staff to gain CEU's due to the COVID-19 restrictions has been difficult. He is looking forward to the lift station improvements. The Rock Creek 'Lake' has been determined to be caused by a massive root ball infiltrating lines just west of Rock Creek Bridge. Attempts to clear it have proven difficult and it will need to be excavated.

8. NEW BUSINESS: 7:05:35

a) Discuss December Regular Meeting - Council agreed to change the date of the December 2020 regular meeting to December 10th at 6:00 p.m.

b) Approve Resolution 2020-368 Setting a Date for a Public Hearing on a Road Vacation - **City Administrator Leana Kinley** requested approval of Resolution 2020-368 setting the date of December 17, 2020 for a public hearing regarding the vacation of a section of city road and easement known as "No Name Road." Their petition, associated maps and resolution are included in the council packet. She provided an explanation of the vacation process and timeline. Attorney Woodrich advised the Council on Right-of-Ways vs city owned property. He noted the purpose of the resolution was to set a date for a hearing.

MOTION to approve Resolution 2020-368 fixing a public hearing date (December 10th, 2020) for the No Name Road vacation was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, Muth, Hendricks, McHale, Weissfeld**
- Voting no: None

c) Approve Resolution 2020-371 Setting a Date for a Public Hearing on a Road Vacation - City Administrator Leana Kinley requested approval of Resolution 2020-371 setting the date of December 10, 2020 for a public hearing regarding the vacation of a section of city road and easement between tax lots 03073643080000 and 03073643050000 off Impala Drive known as the Zettler-Powers road vacation. Their petition, associated maps and resolution are included in the council packet.

MOTION to approve Resolution 2020-371 fixing a public hearing date for the Zettler-Powers road vacation was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld.**
- Voting no: None

d) Approve 2021-2022 Interlocal Agreement for Law Enforcement - City Administrator Leana Kinley presented the Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2021-2022. The contract contains a 0.8% increase over last year and expires on December 10th, 2020. A list of services provided was also included for council information.

Councilmembers Weissfeld and McHale agreed to serve on an ad hoc committee to meet with a representative of the Sheriff's Office to discuss potential mental health support services within the Sheriff's Office. They will communicate meeting outcomes with **City Administrator Kinley**. **Administrator Kinley** will arrange a meeting with the Sheriff's Office.

No action was taken on the Interlocal Agreement.

e) Approve Shorelines Grant Contract with DOE - Community Development Director Ben Shumaker presented the agreement between the City and the State Department of Ecology for the City's Shoreline Master Program periodic review in the amount of \$11,200. Most of the work is expected to be done in-house with minor outside expenses incurred if needed. He provided an explanation of the process and noted much of the work has already taken place.

MOTION to approve the shoreline master program agreement between the State of Washington Department of Ecology and the City of Stevenson in the amount of \$11,200 made by **Councilmember Weissfeld** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**
- Voting no:

f) Approve 2021 Tourism Funding Awards - City Administrator Leana Kinley presented the Tourism Advisory Committee's 2021 funding recommendations for council consideration.

MOTION to approve the 2021 tourism funding awards as presented for a total amount of \$351,100 made by **Councilmember Hendricks** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**
- Voting no:

g) Approve Waiving Back-billing of Water Usage Charges for the Skamania County Sheriff's Office - City Administrator Leana Kinley presented the attached memo explaining the billing error which resulted in the missed billing of irrigation water used on the courthouse lawn since the software conversion. The total amount to be waived is \$6,057.52.

MOTION to waive the back-billing of water usage for the Skamania County Sheriff's Office in the amount of \$6,057.52 made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Knudsen, Hendricks, Muth, Weissfeld**
- Voting no: **Councilmember McHale**

h) Discuss a Change to the Type of Minutes Recorded for City Council Meetings - City Administrator Leana Kinley presented a memo regarding a proposed change in meeting minutes from the current detailed minutes to action or summary minutes. Staff requested a motion or direction to incorporate a change into the council rules of procedure.

MOTION to change the format of Stevenson City Council meeting minutes to action minutes with acknowledgement of public comments made by **Councilmember Weissfeld** with a second provided by **Councilmember Muth**.

- Voting aye: **Councilmembers Muth, Hendricks, McHale, Weissfeld**
- Voting no: **Councilmember Knudsen**

i) Approve 2021 Salary Schedule - City Administrator Leana Kinley presented resolution 2020-370 adopting the salary schedule for 2021 for council review and consideration. As discussed in previous meetings, the schedule represents a 0.8% overall increase and impacts the budget by about \$7,000 overall.

MOTION to approve resolution 2020-370 adopting the 2021 salary schedule made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**.
- Voting no:

j) *Approve Resolution 2020-373 Correcting a Scrivener's Error on the Metro Park District Resolution - City Administrator Leana Kinley presented resolution 2020-373 authorizing a ballot proposition for creation of a metropolitan park district. This resolution corrects a scrivener's error in the last 'whereas' clause to clearly state commissioners are to be elected by the registered voters of the district, adds a 'whereas' clause to explain

the error, and adds "...governed as provided in RCW 35.61.050(2)..." to the body of the resolution. A copy of the original approved resolution is enclosed for reference. She advised the Council the correction needs to be made prior to the December 2020 deadline to get on the February 2021 ballot.

MOTION to approve resolution 2020-373 authorizing a ballot proposition for creation of a metropolitan park district, correcting a scrivener's error made by Councilmember made by **Councilmember Weissfeld** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Muth, Weissfeld**
- Voting no: None

9. INFORMATION ITEMS:

a) Financial Report -City Administrator Leana Kinley presented the Treasurer's Report and year-to-date revenues and expenses through October 2020. She pointed to page 302 showing purchases and total investment activity and shared information on other expenses and revenue.

b) Fire Department Report -The Stevenson Fire Department's report for October, 2020 was presented for council review.

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

d) Planning Commission Minutes-Minutes from the 10/12/20 Planning Commission meeting were presented.

e) Sheriff's Report -The Skamania County Sheriff's report for October, 2020 was presented for council review.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Karl Russell, Public Works Director, provided the Council with an update on the activities within Stevenson Public Works. Catch basins are being cleaned out. A sanitary survey of the municipal water system was recently performed by the Washington Department of Health. Public Works is getting ready for winter snow removal. It was suggested to use a City mailing to explain the priority established for road plowing.

b) Ben Shumaker, Community Development Director, alerted the Council to upcoming public hearings. One planned for December 2020 is for review of the Zoning Text Amendments proposed for the R3 district. At the January City Council meeting he expects to present alignment plans for Columbia Street. A grant has been submitted for paving the First Street project. Storm water from Rock Creek Drive will need to be tested due to quality concerns. He has received information from the Department of Ecology on testing parameters and is awaiting instructions from testing labs on how to collect samples.

c) Leana Kinley, City Administrator, shared she had held a discussion with **Mayor Anderson** regarding banning personal fireworks within the City of Stevenson. She requested input from the Council regarding additional ways to encourage community engagement beyond a public hearing. Public surveys were mentioned as a further way to gain community input. Holding several hearings was also considered. She reported Washington Gorge Action Programs has received a grant from the Community Foundation of SW Washington to staff the warming shelter in Stevenson. Anticipated opening is early December 2020. She noted Stevenson is acting as a Beta user for a financial software

system-no extra cost is involved. The Skamania County PUD has obtained a grant to use towards a Broadband study. The Three Squares program is offering drive by/pick up options for food delivery twice a month. The City is working with WAVE to get information regarding removing a \$3K deposit from Summit Cable off the books.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

a) *October 2020 payroll & November 2020 AP checks were audited and presented for approval. October payroll checks 14710 thru 14716 total \$89,777.68 which includes EFT payments. November AP checks 14717 thru 14778 total \$266,209.60 and includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

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

- Voting aye: **Councilmembers Knudsen, McHale, Muth, Hendricks, Weissfeld.**
- Voting no: None

12. MAYOR AND COUNCIL REPORTS: 8:49:39

Mayor Anderson reported attending the WA Tourism Alliance. State branding was a topic of discussion. Comments from **Councilmember Weissfeld** regarding EDC grants for outdoor dining supplies prompted a comment from **Ben Shumaker, Community Development Director** suggesting the use of EDC funds for purchases could help with enforcement of guidelines regarding higher quality shelters.

13. ISSUES FOR THE NEXT MEETING: None.

14. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:55 p.m.

Scott Anderson, Mayor

Date