

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 18, 2021
6:00 PM, City Hall and remote

1. CALL TO ORDER/PRESENTATION TO THE FLAG:

Mayor Anderson called the meeting to order at 6:01 p.m., led participating members of the group in reciting the pledge of allegiance and conducted roll call.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Amy Weissfeld, Paul Hendricks. Staff/employees in attendance: City Administrator Leana Kinley, Gordy Rosander, Rob Farris. Others attending included City Attorney Ken Woodrich. Public attendees: Ann Leuders, Mary Repar, Brian McNamara, Cindy Soliz, Emily Stevenson, and others unidentified.

MOTION to excuse the absences of **Councilmembers Muth** and **McHale** was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmembers Cox, Weissfeld, Hendricks**.

2. CHANGES TO THE AGENDA:

a) 11/17 changes include:

- Revised minutes format, not content (item 3d)
- Addition of noise ordinance staff memo and ordinance (item 5a)
- Addition of property tax resolution 2021-384 (item 5c)
- Addition of sewer rate staff memo (item 5d)
- Addition of budget revisions, budget document, and budget ordinance (item 5e)
- Removal of COVID-19 Update from Situation Updates (formerly item 7a)
- Revision of sewer plant update memo (revised item 7a)
- Removal of Downtown Parking presentation (formerly item 7c)
- Addition of Park Plaza contract (item 8a)
- Addition of DOE Integrated Planning Grant agreement (item 9c)
- Addition of Maul Foster and Alongi contract (item 9d)
- Removal of revised purchasing policy (formerly item 9g)
- Addition of awarding equipment procurement bids for the WWTP upgrades (revised item 9g)
- Addition of approval of Wallis Engineering services contract for WWTP construction(item 9h)
- Addition of Public Works Director staff report (item 11b)
- Addition of voucher information (item 12)

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

a) Approve Back-billing Waiver Request - City Administrator Leana Kinley presented the request from Thomas McCloskey & Elise Skora to waive the back-billing charges of \$3,231.12 for the difference between a single unit and three units residential base billing for 17 months. Guidance from the Attorney General regarding assistance during COVID-19 was attached.

b) Approve 2022 Tourism Funding Awards - City Administrator Leana Kinley presented and explained the Tourism Advisory Committee's 2021 funding recommendations for council approval in the total amount of \$393,500.

c) **Approve 2022 EDC Contract** - **City Administrator Leana Kinley** presented the contract with Skamania County Economic Development Council for 2022 services in the amount of \$25,617.50.

d) **Minutes** of October 21, 2021 Council Meeting and November 8, 2021 Special Council Meeting.

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

- Voting aye: **Councilmembers Weissfeld, Hendricks, Cox.**

4. PUBLIC COMMENTS:

>**Councilmember Hendricks**, Mary Repar, Minute Taker Roe reported poor audio and video quality. The issue was solved promptly.

5. PUBLIC HEARINGS:

a) **Noise Ordinance** - Third Reading - **City Administrator Leana Kinley** presented ordinance 2021-1176 amending SMC 8.08 regarding noise control with updates based on the October 21st public hearing for public comment and council consideration. The only change to the ordinance based on the hearing was the addition of the following language in section 8.08.050 (F) “...between the hours of 10 pm and 8 am.”

Mayor Anderson opened the public hearing at 6:06

City Administrator Kinley noted that Judith Morrison and John Mobley were working to research and resolve noise levels emanating from the grocery store.

Comments received:

>Mary Repar stated she appreciated the quiet times provided for (10 pm to 8 a.m.) and asked to have the RCW mentioned in the ordinance. She questioned who enforces the ordinance if an event goes past the deadline. **City Administrator Kinley** advised local law enforcement would be in charge.

>Ann Leuders suggested 10 p.m. may be too early for some events. She related after local festivals close down some attendees like to go out, and requested later times be considered during the summer months. **Mayor Anderson** noted the ordinance addressed amplified music.

Councilmember Weissfeld asked if a variance could be used to handle later times, and was advised by Attorney Woodrich no variance was possible. Permits with different end times were considered as a solution. Attorney Woodrich noted the staff could present a permit process later and the ordinance could be amended. **City Administration Kinley** pointed out the ordinance still needs approval by the Department of Ecology.

Mayor Anderson closed the public hearing at 6:15. No further discussion took place.

MOTION to approve ordinance 2021-1176 amending SMC 8.08 regarding noise control as presented was made by **Councilmember Cox**, seconded by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld.**

b) Community Development Block Grant (CDBG) Project Review - City Administrator Leana Kinley presented the staff memo regarding the performance of the Housing Rehabilitation program with Columbia Cascade Housing Corporation funded by CDBG.

The public hearing was opened by **Mayor Anderson** at 6:17 p.m.

Mario Heredia, Housing Associate with Columbia Cascade Housing Corporation, presented more information on the program. He described how the home repair program works and explained the various loan and grant options available to low and moderate-income homeowners to support their health and safety. Eight households in Stevenson have benefited from the program, with a total of 15 participating across Skamania County. Improvements and repairs included windows, floors, roofs, siding, wells, and septic systems. Approximately \$450,000 was invested in local homes. The Skamania County PUD also provided funds for ductless wall heaters.

Comments:

>Mary Repar asked if rental housing was included. Mario related this particular program does not, but other agencies have rent and mortgage payment options.

The public hearing was closed by **Mayor Anderson** at 6:26 p.m.

No further discussion occurred. The information was for review purposes, so no action was taken.

c) Public Hearing 2022 Proposed Property Tax Levy - City Administrator Leana Kinley presented and explained resolution 2021-384 and ordinance 2021-1177 proposing the maximum 1% property tax increase for public comment and council consideration. She explained how taxes are apportioned, and how the law allows the increase. Both the levy and the ordinance are time sensitive and must be approved by November 30th to take effect in 2022.

Councilmember Cox asked for and received clarification on the reasons for the tax increase. **Councilmember Weissfeld** added it was necessary to keep up with inflation.

The public hearing was opened by **Mayor Anderson** at 6:29 p.m.

No public comments were received.

The public hearing was closed by **Mayor Anderson** at 6:30 p.m.

MOTION to approve resolution 2021-384 authorizing an increase in property taxes for fiscal year 2022 was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld**.

MOTION to approve ordinance 2021-1177 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2022 was made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

d) 2022 Sewer Rates (1) - City Administrator Leana Kinley presented the staff memo and ordinance 2021-1178 for public comment and council consideration.

The public hearing was opened by **Mayor Anderson** at 6:31 p.m.

Comments:

>Mary Repar stated it was getting expensive and asked if there were programs to help lower income households pay the increased costs. **City Administrator Kinley** advised there are discounts available for seniors, and suggested checking with Senior Services or Washington Gorge Action Programs for help with utility payments.

>**Rob Farris** advised the Council look at the chart regarding rates as a reminder of why the rates need to be raised. Planning for equipment replacement and population growth needs to be taken into consideration.

Mayor Anderson closed the public hearing at 6:45.

Councilmembers and **City Administrator Kinley** discussed using software programs for asset management and maintenance forecasting purposes in order to avoid the problems associated with inadequate planning in the past. Kinley shared it was important to have the information institutionalized in order to keep it from being lost when staff moves on, and having the asset management programs in place is part of the process to improve the city's comprehensive plan.

Councilmember Cox received information on how the city determines if the significant industrial users are side-streaming their waste correctly. **City Administrator Kinley** noted the impact is seen at the plant if BOD rates are elevated. A moratorium on high discharge commercial wastewater connections is in place to help reduce the BOD/TSS (Total Soluble Solids) load on the city's WWTP.

Councilmembers Cox and Weissfeld asked for a second reading of the ordinance at the December 2021 Council meeting to allow residents more time to read the ordinance.

City Administrator Kinley questioned if a quorum will be available at the December 2022 meeting. She emphasized the ordinance needs to pass and be in effect for five days prior to the end of the year in order to have the rate increases be included in the revenue stream for 2022. If not passed in December, a budget amendment will be needed to correct. **Councilmember Hendricks** commented the large increase in rates is due to the city failing to regularly raise them over the past 20 years, and the current rise is intended to address that, not create a problem.

No motion was considered. The issue will move to a second hearing at the December 2021 Council meeting.

e) Final Hearing 2022 Proposed Budget - City Administrator Leana Kinley presented and provided background information on a revised 2022 budget, ordinance 2021-1179 and associated documents based on items discussed at the October 21, 2021 public hearing and the November 8, 2021 special meeting.

Mayor Anderson opened the public hearing at 7:00 p.m.

City Administrator Leana Kinley pointed out revisions included changes to the sales tax amount and a recalculated cost for general administrative services due to a change in cost allocations. She highlighted how a reduction in population resulted in a \$13,000 decrease to the overall budget. Costs for strategic planning for the Fire District were also reviewed.

Rob Farris, Fire Chief, explained the process to contract with a consultant to help with strategic planning and clarified some information he had read in The Pioneer. He noted the plan had been put on the back burner due to other issues arising. He addressed concerns raised by **Councilmember Weissfeld**, noting the strategic plan is for both the City of Stevenson Fire Department and Fire District 2.

Comments:

>Mary Repar asked what comments the council was looking for. **Mayor Anderson** explained that **Chief Farris** was providing details regarding the proposed strategic plan in order to help budget accurately.

> Brian MacNamara stated the budget information was amazing, and gave kudos to **Chief Farris**. He asked why the crack in the firehall couldn't be fixed, and that other issues were superficial.

Mayor Anderson closed the public hearing at 7:19.

No motion was put forth and the item will move to an additional reading at the December 2021 council meeting.

Mayor Anderson moved agenda items **9(b)** and **9(e)** forward to facilitate discussion.

Item 9(b) Discuss Pesticide Spray Ban - City Administrator Leana Kinley presented information from MRSC (Municipal Research & Services Center) regarding a ban on pesticide spraying within city limits as mentioned at the October 21st council meeting based on recent complaints for council discussion. **Kinley** noted the city does have the ability to regulate sale and use of products, but pointed out there is no one available to enforce. City Attorney Woodrich shared there is a Washington Attorney General's Opinion issued in 1993 that pre-empted local regulations on pesticide applications, but he had not read it in depth.

>Emily Stevenson and Cindy Soliz with the Skamania County Noxious Weed Program spoke about the need to use herbicides as effective tools against many invasive and noxious weeds. There are noxious weed laws that need to be followed. Landowners and applicators are required to follow the instructions on the pesticide labels. They advised anyone illegally exposed to pesticides should contact the Washington Department of Agriculture to file a complaint. Illegal uses of pesticides should also be reported.

>Mary Repar stated alternative methods were available and should be used. She shared there were studies that show herbicides contribute to health problems and the city needs to protect all residents.

>Ann Leuders shared it was more expensive to hand remove weeds versus using herbicides.

Additional discussion led to an agreement to have resources from the Noxious Weed Program and MRSC placed on the city website. **Councilmember Weissfeld** suggested the city develop a management plan for pesticide use employing best practices and guidelines as a way to help educate local residents. Ken Woodrich, City Attorney also advised residents can use RCW 7.48, which addresses nuisances, as a powerful tool to protect healthy lifestyles.

9(e) Discuss Standby Pay - City Administrator Leana Kinley presented and explained the staff memo regarding standby pay for public works employees for council discussion and staff direction. She provided background information and history of the stand-by protocol.

Following a short discussion with public works staff input, it was agreed to have the on-call rotation be one week on, four weeks off, with \$3.00/hr additional pay when on-call. **City Administrator Kinley** advised she will prepare a resolution for the Council to adopt, and update job descriptions for potential emergency status. Once the new Public Works Director is in place changes and revisions can be made.

7. SITUATION/PROJECT UPDATES:

a) Sewer Plant Update (1) - City Administrator Leana Kinley presented the update from **Public Works Director Karl Russell** on the Stevenson Wastewater System and the Compliance Schedule. Ron Moller will be available for additional training to improve operations at the WWTP. He is very familiar with the plant and is willing to provide support to help make planned improvements. **City Administrator Kinley** pointed to information in the packet regarding funding for the plant, and noted a goal is to bring the cost of the plant down from \$9.6 M.

8. UNFINISHED BUSINESS:

a) Discuss Park Plaza Contract - City Administrator Leana Kinley presented and explained a revised draft of the Park Plaza Interlocal Agreement with Skamania County for council review and discussion. Several issues were discussed: The audit pointed out the city cannot spend money on property the city does not own or manage, but some city funds were spent in 2021 on the Park Plaza.

It was agreed to arrange a meeting with county officials, a city council member, Attorney Woodrich and **City Administrator Kinley** to discuss changes to the proposed agreement.

Kinley noted she would take \$2K out of the general fund to replace the funds spent on the Park Plaza project.

b) Discuss American Recovery Plan Act Fund Distribution - City Administrator Leana Kinley presented a matrix on projects available for funding and outreach plan on how to obligate the ARPA funding ahead of the deadline. The discussion was put off to another time.

9. COUNCIL BUSINESS:

a) Approve Cost Allocation Policy - City Administrator Leana Kinley presented and explained the staff memo and resolution 2021-385 revising the cost allocation within the financial policy. As part of the audit, it was pointed out that the equipment services fund wasn't used or wasn't included in the original cost allocation. The resolution revising the Financial Policy by striking section 3 under Exhibit A, Allocated Costs (Pg. 8) will correct the oversight.

MOTION to approve resolution 2020-385 revising the financial policy as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

b) See above for agenda changes.

c) **Approve Integrated Planning Grant** -**City Administrator Leana Kinley** presented the draft agreement between the City of Stevenson and the Washington Department of Ecology for the \$200,000 Integrated Planning Grant for studying the feasibility of realigning Columbia Avenue. No matching funds are required. The grant funding expires on June 30th, 2023.

MOTION to approve the grant Toxics Cleanup Integrated Planning Grant agreement with the Washington Department of Ecology for the Columbia Avenue Redevelopment Project in the amount of \$200,000 as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

d) **Approve Contract with Maul Foster Alongi** – **City Administrator Kinley** presented a contract with Maul Foster Alongi for services related to the Integrated Planning Grant for the realignment of Columbia Ave. The contract is fully reimbursable as part of the grant.

MOTION to approve the contract with Maul Foster Alongi for services in the amount of \$200,000 as presented with the notice to proceed authorized after execution of the Department of Ecology Integrated Planning Grant contract was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

e) See above for agenda change.

f) **Discuss Fire Hall Property** - **City Administrator Leana Kinley** explained the memo she intended to create on the current status of the fire hall property was not available.

Mayor Anderson requested a discussion be held in order to clarify information and provide background history of the project. He responded to suggestions that the property in question was purchased in haste. He pointed to information on the city website regarding the firehall project and the due diligence done since the project's initiation in 2013, noting the property was purchased based on available information. He stated City staff and Councilmembers were not asleep at the wheel in this particular situation. He shared past geo-tech studies showed siting the building elsewhere than originally planned on the property would reduce excessive excavation costs. **Mayor Anderson** declared the location was not being considered as a homeless encampment.

>Mary Repar commented she thought it was a silly place to put a firehall as the street is posted 25 mph and suggested other sites she felt had easier access/egress. She also asked about building a memory unit in the area, and questioned if there were insurance policies available that covered situations when unforeseen issues later affect properties.

Councilmember Weissfeld recalled the work that went into the project and stated she believed it was still a good site based on the priorities used to determine a location.

City Administrator Leana Kinley asked if Councilmembers wanted to provide a statement on the project for the newspaper. Councilmembers agreed the minute record would suffice.

g) Award WWTP Improvements Phase I Major Equipment Procurement (1) - City Administrator Leana Kinley presented and explained the bid tabulation and the reason for the 7 separate procurement memos from the project engineer recommending the awarding of equipment procurement. The equipment is being purchased ahead of bidding the contract to save time waiting on equipment with long lead-times and to save on overhead costs. Councilmembers congratulated the progress on the project and welcomed the next phase.

MOTION to award the equipment procurement for the wastewater treatment plant phase 1 as follows was bravely made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- Section 43 11 33 Rotary Lobe Blowers to Aerzen in the amount of \$189,857.87;
 - Section 43 25 00 Submersible Screw Centrifugal Pumps to APSCO/Trillium in the amount of \$85,522.42;
 - Section 46 21 33 In-Channel Rotary Drum Screen to Lakeside in the amount of \$188,382.38;
 - Section 46 23 00 Grit Removal Equipment to Smith & Loveless in the amount of \$184,592.42;
 - Section 46 41 34 Vertical Turbine Mixers to Enviropax in the amount of \$40,872.15;
 - Section 46 51 33 Fine Bubble Diffusers-Paragraph 1.05.B New Aeration Basin and Alternate 1: Section 46.51.33 Fine Bubble Diffusers - Paragraph 1.05.C Oxidation Ditch to Aquarius in the amount of \$90,037.20; and
 - Section 46 66 56 Ultraviolet Disinfection System to Trojan in the amount of \$209,476.50.
- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld**.

h) Approve Contract with Wallis Engineering (1)- City Administrator Leana Kinley presented and provided details on the contract with Wallis Engineering for Wastewater Treatment Plant Upgrade Project construction phase services for an amount not to exceed \$1,057,606 for council review and consideration. She explained that now with the Ecology contract in place she felt more comfortable with the construction contract.

MOTION to approve the contract with Wallis Engineering for Wastewater Treatment Plant Upgrade Project construction phase services in the amount not to exceed \$1,057,606 was made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

Following the vote **Mayor Anderson** asked about lifting the moratorium on new commercial hookups. **City Administrator Kinley** was unable to provide a timeline due to the construction schedule.

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

- a) Skamania County Chamber of Commerce Activities** in October 2021.
- b) Financial Report - City Administrator Leana Kinley** presented the Treasurer's Report and year-to-date revenues and expenses through October 2021.
- c) Project Status Updates - City Administrator Leana Kinley** and city staff presented updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- d) The Skamania County Sheriff's** report for activity within Stevenson city limits for October, 2021.
- e) Skamania County Housing Programs Report on services provided by WAGAP** for October 2021

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director** No report was available.

b) Karl Russell, Public Works Director

- The city crosswalk striping is taking place.
- He has met with a consultant regarding the Hegewald Well and is reviewing the report.

c) Leana Kinley, City Administrator

- Attended a Bridge of the Gods sub-committee meeting with the Port of Cascade Locks, Skamania County Economic Development Council and Skamania County Commissioner Hamlin. The BOTG strengthening project ended 10 days early. The city's waste haulage costs were reduced significantly as a result. A plan is being created to analyze the bridge's life cycle cost.
- An RFQ (Request for Qualifications) for IT services has been issued per our purchasing policy. It is due December 1, 2021.
- She is responding to public records requests.
- Purchasing policies addressing federal funding procurement processes are being updated at auditor request.
- Attended a meeting on federal grant requirements that will be incorporated into the policies.

Mayor Anderson asked if it was possible to record the time staff spends on fulfilling public records requests. City Attorney Woodrich noted the state recently compiled a survey on time spent by small cities on records requests. He pointed out logging time spent on requests can help establish a reasonable response time, especially for small municipalities with limited staff, and can help justify to those making the request when their information will be available.

City Administrator Kinley reported she has developed a spreadsheet to track staff time.

12. VOUCHER APPROVAL:

a) October 2021 payroll & November 2021 AP checks were audited and presented for approval. October payroll checks 15524 thru 15528 total \$95,695.06 which included EFT payments. November 2021 AP checks 15529 thru 15579 total \$127,567.72 included EFT payments and checks. The AP check register with fund transaction summary was attached for review.

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

- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld**.

13. MAYOR AND COUNCIL REPORTS:

Councilmember Cox asked about meeting with County Commissioners in December 2021. **City Administrator Kinley** will attempt to contact them. She will also poll City Councilmembers regarding attendance at the December 16th, 2021 Council meeting. A budget amendment and a public hearing will be on the agenda.

14. ISSUES FOR THE NEXT MEETING: None provided.

15: ADJOURNMENT: **Mayor Anderson** adjourned the meeting at 9:07.

Scott Anderson, Mayor

Date