

MINUTES
CITY OF STEVENSON COUNCIL MEETING
December 16, 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, led the group in reciting the pledge of allegiance and conducted roll call.

ATTENDING: Mayor Scott Anderson; Councilmembers Dave Cox, Amy Weissfeld, Annie McHale (remote), Robert Muth. Staff/employees in attendance: City Administrator Leana Kinley, Community Development Director Ben Shumaker. Others attending included City Attorney Ken Woodrich.

Public attendees: Michael Johnson and others unidentified.

- 2. CHANGES TO THE AGENDA:**

- a) 12/15 changes include:**

- Addition of Tourism Funding Contracts (item 3a)
- Addition of Liquor License Renewals (item 3c-e)
- Addition of minutes (item 3f)
- Addition of sewer plant update staff memo (item 7a)
- Addition of downtown parking presentation (item 7b)
- Removal of Shoreline Management Program (formerly item 9e)
- Addition of contract Wallis Engineering for Rock Creek Stormwater Imp. (item 9e)
- Addition of Housing Programs Report (item 10e)
- Addition of Planning Commission Minutes (revised item 10f)
- Addition of voucher information (item 12)

- b) 12/16 changes include:**

- Addition of Resolution 2021-388 Authorizing Signing the DOE Loan Agreement (item 9f)

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

- a) Approve 2022 Tourism Funding Award Contracts - City Administrator Leana Kinley** presented the contracts for Tourism funding approved at the November 18th, 2021 council meeting for council approval for a total amount of \$393,500.
- b) Special Occasion Liquor License Application** - Blanchet House of Hospitality at Skamania Lodge on February 25th, 2022 from 5pm-10pm.
- c) Liquor License Renewal** - Skamania Lodge
- d) Liquor License Renewal** - High-5 Cannabis
- e) Liquor License Renewal** - Big River Grill
- f) Minutes of November 18, 2021 Council Meeting.**

Attorney Woodrich determined a majority vote was required due to the awarding of a contract.

City Administrator Kinley noted additional changes to the agenda that were not included on the website. Prior to the vote **Councilmember Weissfeld** had a question regarding the liquor license renewal for High-5 Cannabis. Cannabis retailers are overseen by the state Liquor and Cannabis Board.

MOTION to approve consent agenda items a-f made by **Councilmember Muth**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

4. PUBLIC COMMENTS:

>None provided

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Gorge Pass** – Patty Fink, Executive Director for Hood River County Transportation District filled in for Sophie Miller and Emily Reed to present information regarding the new coordinated transit system that links the region together with the new Gorge Pass. She provided background information and history on the transit systems in place throughout the Gorge, and how the new Gorge Pass will be used to tie all the different systems together. The routes have been expanded to provide access to Portland and Vancouver. Skamania Transit has also increased connections and now goes to the Bingen Park and Ride where riders can connect to Hood River. She noted there is work being done to obtain funding to continue the Dog Mountain Shuttle. She answered a number of questions from **Councilmember Weissfeld** regarding schedules and ridership.

6. PUBLIC HEARINGS:

a) **2022 Sewer Rates-Second Reading (1)** - **City Administrator Leana Kinley** presented the staff memo and ordinance 2021-1178 for public comment and council consideration. The rates proposed include a 12.5% increase to all fees for 2022 as discussed during the 2022 budget process and included in the 2022 budget. No changes have occurred since the meeting in November.

The public hearing opened at 6:22.

>**Michael Johnson, Councilmember-elect**, commented on the increase in rates.

The public hearing closed at 6:24.

MOTION to approve ordinance 2021-1178 revising the sewer rates as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

b) **2022 Proposed Budget - Second Reading** - **City Administrator Leana Kinley** presented the 2022 proposed budget and ordinance 2021-1179 based on items discussed at the October 21, 2021 public hearing and the November 8, 2021 special meeting. She noted there were no changes from

the last budget presentation, just updates with documentation for all fees to be assessed in 2022. The budget will be available online once approved. Financial policies will be updated to reflect changes made for 2022.

The public hearing opened at 6:24
>No comments were provided.

The public hearing closed at 6:26.

MOTION to approve ordinance 2021-1179 adopting the 2022 city budget as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Muth**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

7. SITUATION UPDATES:

a) Sewer Plant Update (1) - **City Administrator Leana Kinley** presented an update on the Stevenson Wastewater System and the Compliance Schedule.

She reported Ron Moller came to the Stevenson WWTP and helped staff with some challenges they had with the plant. Having him available to train staff has been really helpful as classes have been limited due to COVID-19.

The contractor for the slip lining work on School Street has been under quarantine, so the work will be pushed out to early 2022. Moving the work to next year will affect the budget on paper, since the funds were budgeted for 2021. The ending cash balance will be approximately \$100K more for 2021, but the expenditures for 2022 will reflect \$100K over budget due to the change in timing. A budget amendment will be needed.

She provided clarification on the \$2.5M in direct federal preparations, as the appropriations bill has been deferred until mid-February. She has questions on how the funds can be used-whether they need to be used on Phase 1 only or utilized for other potential large expenditures on big-ticket items like the digester or clarifier. It was tentatively agreed to hold a special Council meeting on January 5th, 2022 at 6 p.m. to approve WWTP equipment bids and contracts.

She announced that Ian Lofberg, the current WWTP operator has given his two-week notice, and Susan, another PW employee, has also given her notice. **City Administrator Kinley** is checking with the Department of Ecology regarding transition. **Community Development Director Ben Shumaker** has been calling other municipalities to see if there is a Level II treatment plant operator willing to serve on an interim basis.

Several applications have been received for Director of Public Works. **City Administrator Kinley** is arranging interviews.

b) Downtown Parking - Community Development Director Ben Shumaker presented an existing conditions report on parking in downtown Stevenson. He shared a PowerPoint presentation detailing the preliminary results of the recent survey and analysis of parking

availability and patterns in downtown Stevenson. He could not determine if a parking problem exists as the data has not been thoroughly reviewed by the Parking Advisory Committee. The site survey needs to be replicated for comparison as it was just a single point in time observation. Five hundred forty-one sites over 25 streets were surveyed. He explained what the various colors on the map represent. **Shumaker** noted one apparent issue is lack of ADA accessibility. Seasonal demands affecting parking were considered. He defined the '85%' threshold which essentially determines if there is enough parking available and how the expense of creating that parking is justified.

Shumaker shared there will likely be a number of suggestions from the PAC regarding how to approach parking once the data is processed. He recommended additional monitoring of the sites as the two days in September were not characteristic of typical usage. Better signage, timed parking slots and options for employee parking are potential topics. He also noted the current downtown plan will need to be considered in any decision making.

8. UNFINISHED BUSINESS:

a) Discuss Park Plaza Contract - City Administrator Leana Kinley updated Councilmembers on the December 15th, 2021 meeting of the subcommittee on the revised draft of the Park Plaza Interlocal Agreement with Skamania County.

Skamania County has agreed to remove a provision from section 4.10 requiring the City to provide \$25K annually as coverage for maintenance in the event the City defaults on the contract. She expects to have a final version of the revised contract back by year's end in order to present at the first City Council meeting in January 2022.

9. COUNCIL BUSINESS:

a) Approve 2022 Salary Schedule - City Administrator Leana Kinley presented resolution 2021-386 adopting the city employee salary schedule for 2022 for council review and consideration. As discussed in previous meetings, the schedule represents a 5.1% overall increase and is included in the 2022 proposed budget.

MOTION to approve resolution 2021-386 adopting the 2022 city employee salary schedule was made by **Councilmember Cox**, seconded by **Councilmember McHale**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

b) Approve Personnel Policy Update - City Administrator Leana Kinley presented resolution 2021-387 revising the personnel policy for council consideration. The changes update the job descriptions for public works employees to make a weekly on-call rotation possible on an emergency basis, updates the residency requirement from 12 miles to a 30-minute response time, consistent with the on-call requirement, and removes the residency and volunteer fire fighter requirements for taking home a vehicle.

Questions regarding vehicle usage were raised. The intent is to decrease response time in case of emergencies. Attorney Woodrich advised having clear ground rules regarding how and when the vehicles can be used. Personal use is not allowed.

MOTION to approve resolution 2021-387 revising the personnel policy was made by

Councilmember Cox, seconded by **Councilmember Weissfeld**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

c) Approve Contract with Ken Woodrich - City Administrator Leana Kinley presented the contract with Kenneth B. Woodrich, PC, for city attorney services for council consideration. The fees have not changed since 2012 and the increase is a reflection of inflation and added experience. The hourly rates are increasing \$40 per hour and the retainer is increasing \$240 per month.

MOTION to approve the contract with Kenneth B. Woodrich, PC, for attorney services as presented was made by **Councilmember Cox**, seconded by **Councilmember Weissfeld**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

Councilmember Weissfeld asked to return to agenda item 9b regarding city vehicle usage. She questioned how response time is monitored or determined. It was explained using MapQuest or other web-based travel programs can determine normal travel times, but issues such as traffic, road hazards, etc. can slow response times.

d) Approve Contract for IT Services - City Administrator Leana Kinley presented the contract with Radcomp Technologies for IT services in 2022. There will be a monthly charge of \$2,151.97 and a one-time cost of \$725. The City published a Request for Proposals and Radcomp Technologies was the most advantageous proposal for the City. She noted that **Mayor Anderson** was not involved in the negotiations at any point. Radcomp presented two proposals.

MOTION to approve the contract with Radcomp Technologies for IT services at the 2022 monthly amount of \$2,151.97 and a one-time cost of \$725 as presented was made by **Councilmember Muth**, seconded by **Councilmember McHale**.

Prior to the vote, **Councilmember Cox** asked why Radcomp, as the current IT provider, is charging a \$750 one-time fee for onboarding information. It was explained the costs were for labor in putting the city on their managed service system and in providing a backup of the city's data.

Councilmember Weissfeld asked about security. **Mayor Anderson** pointed out ransomware attacks against municipalities are becoming more common and part of the service provided is ensuring data is backed up and protected. Attorney Woodrich advised insurance for ransomware attacks is available.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

e) Approve Contract Amendment with Wallis Engineering- City Administrator Leana Kinley presented and explained the contract amendment with Wallis Engineering for the Rock Creek Stormwater Improvements for council review and consideration. The amendment extends the contract one year due to the delay in construction and includes an updated rate schedule for 2022. The contract value remains the same.

She is unsure if Wallis has received the permit from the Army Corps of Engineers for the in-water work. The work is part of the lift-station reconstruction on Rock Creek and is set to begin in April 2022.

MOTION to approve the contract amendment with Wallis Engineering for Rock Creek Stormwater Improvement services as presented was made by **Councilmember Cox**, seconded by **Councilmember Weissfeld**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox**.

f) **Approve Resolution 2021-388 Authorizing Signing the DOE Loan Agreement (1) - City Administrator Leana Kinley requests council approval of resolution 2021-388 which authorizes the Mayor and City Administrator to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$9,936,000 at 1.5% interest. The original resolution 2021-381 only authorized the Mayor to sign the agreement when both the Mayor and City Administrator are signers on the agreement. A copy of the final agreement is included in the packet.

MOTION: To approve Resolution 2021-388 authorizing the Mayor and City Administrator to sign the State Revolving Fund loan agreement with the Washington state Department of Ecology in the amount of \$9,936,000 at 1.5% interest was made by **Councilmember Cox**, seconded by **Councilmember Weissfeld**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox**.

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

- a) 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>.
- b) Skamania County Chamber of Commerce** recent activities
- c) Financial Report** - City Administrator Leana Kinley presented the Treasurer's Report and year-to-date revenues and expenses through November 2021.
- d) The Skamania County Sheriff's report** for activity within Stevenson city limits for November, 2021.
- e) The November report on housing services** provided by Washington Gorge Action Programs in Skamania County.
- f) Planning Commission Minutes** from the 10/11/21 Planning Commission meeting.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director

The Columbia Avenue brownfield integrated planning grant agreement has been signed by Mayor Anderson. **Shumaker** is waiting for Department of Ecology authorization before sending it to Maul Foster & Alongi, an environmental engineering firm.

Another grant in the amount of \$62K has been awarded from DOE. It is for an integrated shoreline public access and trail plan. The intent is to improve public access to shorelines by developing a program to ensure a continuous pathway along waterfront areas.

The Shoreline Master Program has conditional approval by the DOE. DOE will send it with their recommendations and requirements. Once received it needs to go before the Shoreline Advisory Committee and Planning Commission for review. They in turn will send it to the City Council for further action. He noted it has been a collaborative effort with good questions and answers provided and DOE is considering the effort as a comprehensive update and a periodic review.

b) Leana Kinley, City Administrator

First Street project is moving forward. **City Administrator Kinley** and **Councilmember Cox** met with WASDOT regarding design challenges and ways to decouple the process of the turn-back agreement from the construction work on the overlook. She also met with WASDOT's regional maintenance crew to discuss specific areas of improvement and the recent geotech analysis near the retaining wall. The city will have to reapply for funds for construction. As it stands now WASDOT owns the entire ROW along First St. **Community Development Director Shumaker** noted different people from WASDOT suggested changes to the design that will improve downtown walking ability.

The 2021 audit is being wrapped up.

The WWTP project is moving forward. Equipment is in place, and contractors are getting their contracts signed. Once all are approved by the City Council in early January the design process will begin. A further goal is to go out to bid for the construction phase, possibly by mid-February 2022. Much depends on what happens with the appropriations bill in Congress. She expects the project to be completed by the fall of 2023.

Facility Dude, the asset management program is in place. It supports scheduling of equipment maintenance and replacement and tracking the associated costs. **Councilmember Weissfeld** asked if it provided for citizen input on issues. **City Administrator Kinley** reported the City is looking into a program called TextMyGov as the Facility Dude program does not currently have an outside reporting option. The texting program would also provide two-way communications for alerts and public notices, with information targeted to specific areas or neighborhoods if needed. Additional public works projects are being scheduled for 2022, including water line replacement along West Vancouver Avenue and at the Ryan Allen/Foster Creek intersection. Main D is preparing to go out to bid.

City Administrator Kinley reported at the MCEDD meeting a number of high level city leadership positions are open throughout the Gorge. There is a lot of competition for applicants. Applications have been received for the Public Works Director position. Transportation projects will be reviewed and prioritized in January 2022.

Community Development Director Ben Shumaker highlighted how the staff report does not reflect how much work the current staff has undertaken in getting bids for upcoming water projects. He noted these and other projects are system-specific plans included within the broader capital improvement plan to help monitor expenditures. **Councilmember McHale** thanked him for the perspective and the reminder regarding the work being accomplished.

12. VOUCHER APPROVAL:

a) November 2021 payroll & December 2021 AP checks were audited and presented for approval. November payroll checks 15580 thru 15583 total \$96,074.31 included EFT payments. Fire payroll checks 15584 thru 15606 total \$9,328.97 included EFT payments. December 2021 AP checks 15607 thru 15670 total \$252,221.74 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 McHale**.

Voting aye: **Councilmembers Muth, McHale, Weissfeld, Cox.**

13. MAYOR AND COUNCIL REPORTS:

Councilmember Weissfeld reported she attended the holiday luncheon sponsored by the Economic Development Council, the Port of Skamania County and the Skamania County Chamber of Commerce and appreciated seeing the professional growth that has taken place. She also announced she will be serving on the Gorge Commission beginning in 2022.

Mayor Anderson then thanked **Councilmembers Muth** and **Weissfeld** for their years of service as Councilmembers and presented plaques to both. **Councilmember Muth** recited how many different people they have worked with: Two mayors, three city managers, two public works directors, one planning director and eleven different council members.

14. ISSUES FOR THE NEXT MEETING: [This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]

>None provided.

15. ADJOURNMENT – Mayor Anderson adjourned the meeting at 7:51 p.m.

Scott Anderson, Mayor

Date