



# City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

To: Stevenson City Council  
From: Leana Kinley, City Administrator  
RE: City Administrator Staff Update  
Meeting Date: April 21, 2022

## **Overview of items staff has been working on over the past month not listed in the project updates:**

Nuisances – Staff has been working on enforcement letters to address nuisances reported by the public.

Open Public Meetings Act – The legislature has changed the OPMA with HB 1329. One significant change is the requirement for public comment at regular meetings where final action is taken, whether by vote or consensus. Because of this, the public comment section of the council meeting has moved.

Public Records Requests – I have been responding to multiple public records requests.

2022 Waterline Projects – The RFP for engineering services for the waterline projects has been completed and staff continues to negotiate a contract.

Fireworks Ban due to Fire Danger Ordinance –The County is still working on a draft ordinance to allow the ban of fireworks during a declared emergency related to fire danger. Our goal is to have a list of scientifically backed criteria to use in determining when that emergency can be declared. This will need to be in place by June 28<sup>th</sup> to be effective for next year. I will be meeting with a local vendor next week to discuss options on how to increase education on the safe use of fireworks ahead of the holidays.

Railroad Crossing Defect Notice – The City received a notification of a defect at the Russell crossing in March. The work has been completed and the defect resolved.

Council Retreat – I have been working with A. Hart Associates to facilitate the council retreat. They come highly recommended by the Chamber of Commerce and the Skamania EDC. As our larger projects wrapping up and new members of leadership have come on board, it is an ideal time for a deeper dive into the city's strategic plan. The current dates that seem to work for a majority are May 27<sup>th</sup> and 28<sup>th</sup>, which also happens to be Memorial Day weekend. Before solidifying this date with the consultant, please confirm these dates work or discuss other options.

### Contracts Awarded above \$10,000:

- A. Hart Associates, LLC for \$12,500 for Strategic Planning Services

### **Action Needed:**

Confirm the dates of May 27<sup>th</sup> and 28<sup>th</sup> for the council retreat.