

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**May 16, 2024**  
**6:00 PM, City Hall and Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

**2. PUBLIC COMMENTS:** *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us) by noon the day of the meeting for inclusion in the council packet.]*

**a)      \*\*Public Comments Received**

**3. CHANGES TO THE AGENDA:** *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

**a)      \*5/14 changes include:**

- Added Liquor License Approval (item 4d)
- Added minutes from April 18, 2024 (item 4e)
- Added CIP project detail (item 6c)
- Added sewer ordinance discussion documents (item 7a)
- Added Housing Report (item 10c)

**b)      \*\*5/15 changes include:**

- Added public comments received (item 2a)
- Added minutes from May 11, 2024 (item 4e)

- Added updated Schedule 15 to Annual Financial Report (item 8e)
- Added awarding First Street construction contract to Ajax NW (item 9d)
- Added contract for lease of Walnut Park (item 9e)
- Added Planning Commission meeting minutes (item 10d)
- Added Vouchers (item 12a)

**4. CONSENT AGENDA:** The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 14th from 12pm-10pm, 15th from 12pm-10pm, 16th from 12pm-11pm, and 17th from 11am-11pm for the Skamania County Fair.
- b) **Approve Proclamation Recognizing National Pride Month 2024** - Mayor Scott Anderson presents proclamation 2024-01 recognizing the month of June as National Pride Month for council consideration. There will be a panel discussion at the Stevenson Library on June 30th from 2-4pm and a Pride picnic and march on June 15th from 10am-1pm.

MOTION: To approve proclamation 2024-01 recognizing the month of June as National Pride Month.

- c) **Approve Proclamation Recognizing Public Works Week 2024** - Mayor Scott Anderson presents proclamation 2024-02 recognizing May 19th - 25th 2024 as Public Works Week for council consideration. Staff will have celebratory events throughout the week and Facebook posts recognizing our hardworking crew.

MOTION: To approve proclamation 2024-02 recognizing May 19th-25th as Public Works Week.

- d) **\*Liquor License Renewal** - Clark and Lewie's
- e) **\*\*Minutes** of April 18 Regular Meeting, April 25 Special Meeting, and May 11 Joint Special Meeting.

MOTION: To approve consent agenda items a-e.

## **5. SHERIFF'S OFFICE REPORT:**

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.

## 6. PUBLIC HEARINGS:

- a) **Renaming Fir Street to Doug Fir Street** - Public Works Director Carolyn Sourek presents resolution 2024-432 renaming Fir Street to Doug Fir Street, for public comment and council consideration. All of the residents along the street have been contacted and provided their feedback prior to the resolution being drafted.

MOTION: To approve resolution 2024-432 renaming Fir Street to Doug Fir Street.

- b) **Comprehensive Fee Schedule** - City Administrator Leana Kinley presents the attached staff report and comprehensive fee resolution for public comment and council consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve the corresponding ordinances at the same meeting. A copy of the documents being repealed are attached.

MOTION: To approve the resolution adopting a comprehensive fee schedule.

- c) **\*Capital Improvement Program Update** - City Administrator Leana Kinley presents the Capital Improvement Program Update for public comment and council discussion. Staff is working on individual project sheets and will present them as they are available. This is the first of two scheduled Public Hearings.
- d) **Transportation Improvement Program** - City staff presents the six-year Transportation Improvement Program (TIP) for public input and council review. Staff is working on individual project sheets and will present them as they are available. Available project sheets are included in the CIP agenda item. This is the first of two scheduled public hearings for the annual TIP update.

## 7. SITUATION UPDATES:

- a) **\*Sewer Ordinance Discussion** - Staff present a memo and a revised updated ordinance to SMC 13.08 Sewer Pretreatment for council review and direction and a memo regarding Financial Policy changes and direction on projects within the Capital Improvement Program.

## 8. UNFINISHED BUSINESS:

- a) **Ordinance Amending Chapter 15.01.030 Removing Temporary Construction Water - First Reading** - City Administrator Leana Kinley presents the attached staff memo and ordinance regarding temporary construction water, which has been presented and discussed at the February 15th and April 18th council meetings for council consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve this ordinance without a formal second reading.

MOTION: To approve ordinance amending Chapter 15.01 Construction Codes, Section 15.01.030 General Requirements effective for the June 2024 billing cycle. OR No motion and the ordinance will move to the June 20th meeting for a second reading.

- b) **Ordinance Revising Water and Sewer Charges and Low-Income Rate Eligibility - First Reading** - City Administrator Leana Kinley presents the attached ordinance which amends chapter 13.10 water and sewer service charges regarding the structure of system development charges, removes the senior or disability requirement for low-income rates, and adds another tier for moderate-income rate eligibility, for council review and consideration. This ordinance was presented and discussed at the February 15th and April 18th council meetings. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve this ordinance without a second reading.

MOTION: To approve ordinance amending chapter 13.10 Water and Sewer Service Charges effective for the June 2024 billing cycle. OR No motion and the ordinance will move to the June 20th meeting for a second reading.

- c) **Ordinance Adopting Utility Rates by Resolution - First Reading** - City Administrator Leana Kinley presents the attached ordinance which allows the adoption of utility rates by resolution, for council review and consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve this ordinance without a second reading.

MOTION: To approve ordinance authorizing the adoption of water and sewer rates and charges by resolution and repealing ordinances 2019-1153 and 2024-1208. OR No motion and the ordinance will move to the June 20th meeting for a second reading.

- d) **Floodplain Management Program Second Reading** - Community Development Director Ben Shumaker presents the attached ordinance about amendments to the City's Floodplain Management Regulations based on FEMA guidance for public comment and council discussion. The First Reading was on March 21, 2024 and this ordinance is time sensitive to remain in the National Flood Insurance Program.

MOTION: To approve ordinance amending the Floodplain Management Regulations, a component of the Critical Areas Regulations in order to maintain participation in the National Flood Insurance Program and repealing portions of ordinance 864 and 1123.

- e) **\*\*Approve 2023 Annual Financial Report** - City Administrator Leana Kinley presents the final draft of the 2023 Annual Financial report for council review and consideration. Schedule 15 was updated on May 15th..

MOTION: To approve the 2023 Annual Financial Report as presented.

- f) **Discuss Community Survey Results** - City Administrator Leana Kinley presents the results from the recent Community Survey.
- g) **City Hall Hours Ordinance** - City Administrator Leana Kinley presents the attached staff memo and ordinance for council discussion and consideration.

MOTION: To approve the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation as amended. OR no motion and it moves to a second reading on June 20th.

## 9. COUNCIL BUSINESS:

- a) **Discuss Dates for Joint Meeting with Planning Commission** - Staff requests a joint meeting with the Planning Commission to discuss level of service standards. This includes whether the developer is required to pay for improvements, the rate/tax payers pay for improvements, or whether the standards are changed to not have improvements such as sidewalks or sewer.
- b) **Approve Agreement with Cloudpermit** - City Administrator Leana Kinley presents the attached contract with Cloudpermit for software services related to their Planning and Code Enforcement modules for council discussion and consideration. Initial discussions were we could piggy-back on Skamania County for these services, which is not the case. The annual cost is \$4,000 and the services allow improved communication and tracking over current tools.

MOTION: To approve the contract with Cloudpermit for the Land Use and Code Enforcement modules for a subscription cost of \$2,000 per module and an implementation fee of \$500 per module for a total initial cost of \$5,000.

- c) **Approve Agreement with Restorical Research** - City Administrator Leana Kinley presents the contract with Restorical Research for consulting services for the environmental cost recovery/contribution and/or insurance coverage for potential contamination sites in the amount of \$10 for council discussion and consideration.

MOTION: To approve the contract with Restorical Research for consulting services for the environmental cost recovery/contribution and/or insurance coverage for potential contamination sites in the amount of \$10.

- d) **\*\*Award and Approve First Street Construction Agreement** - Public Works Director Carolyn Sourek presents the First Street construction bid tabulation results with Ajax Northwest being the low bidder in the amount of \$854,853 for council award and approval.

MOTION: To award and approve the First Street construction agreement with Ajax Northwest in the amount of \$854,853.

- e) **\*\*Approve Walnut Park Lease Agreement** - City Administrator Leana Kinley presents the agreement with Justin Gross of Big River Grill for leasing Walnut Park over the summer at a rate of \$600 per month and annual increases at the CPI rate with other terms the same as the original agreement for council review and discussion.

MOTION: To approve the agreement with Justin Gross, dba Big River Grill, for leasing Walnut Park as presented.

#### 10. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- b) **Strategic Plan Status Updates** - City Administrator Leana Kinley and city staff present updates on the 2022-2025 Strategic Plan in process.
- c) **\*Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- d) **\*\*Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

#### 11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director
- c) Leana Kinley, City Administrator

#### 12. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting for council review.

- a) **\*\*April 2024 payroll and May 2024 AP checks** have been audited and are presented for approval. April payroll totals \$140,131.12 which includes EFT payments. May 2024 AP checks 17776 thru 17838 total \$1,045,153.88, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

#### 13. MAYOR AND COUNCIL REPORTS:

**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.]*

a) Attached is a list of items staff is working on for future meetings.

**15. FINAL PUBLIC COMMENTS:** For items on the agenda.

**16. ADJOURNMENT** - Mayor will adjourn the meeting.

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**UPCOMING MEETINGS AND EVENTS:**

- Thursday, May 23rd, 6pm, Special City Council Meeting
- Monday, June 10th, 6pm, Planning Commission Meeting
- Wednesday, June 19th, Juneteenth Holiday, City offices Closed
- Thursday, June 20th, 6pm, City Council Meeting