

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 21, 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/UC4k9bA0IEEvsF6PSoDwjvA/>

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

**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) \*3/18 changes include:**

- Corrected name of new Planning Commission Member (item 4d)
- Added water leak adjustments (item 4i-j)
- Revised Zoning Amendment attachment to include exhibits (item 6a)

**b) \*\*3/20 changes include:**

- Added contract amounts for rate hearing (item 6c)
- Added updated sewer ordinance (item 7a)
- Added Fire Department report (item 10c)

-Added Homeless Housing Council Report (item 10d)

-Added voucher detail (item 12a)

c) \*\*\*3/21 changes include:

-Added contract and amounts for Grayling contract (item 9a)

**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) **Authorize Mayor Anderson to Sign Letters Against Bigger Trucks** - The Coalition Against Bigger Trucks (CABT) requests letters against increasing the size and weight limits on commercial trucks. More information can be found online at [cabt.org](http://cabt.org).
- b) **Approve Temporary Construction Agreement with Northwest Pipeline** - Public Works Director Carolyn Sourek presents the attached agreement for NW Pipeline to use a section of city property for their project (less than 2,000 sq ft) and cut down a group of trees (about 5 or 6 of varying sizes and conditions) in relation to the project for a total of \$1,500 as outlined in the agreement. A larger copy of the map is also attached for easier viewing.
- c) **Approve Skamania County Incarceration Services Agreement** - City Administrator Leana Kinley presents the 2024-25 contract with Skamania County for Incarceration services for council approval. There is a \$5 increase to the inmate fee, or an 8% increase, which was last changed in 2018 (6 years ago).
- d) **\*Appoint Tony Lawson to Planning Commission** - The Planning Commission recommends City Council appoint Tony Lawson to fill position #2, which was vacated by the expiration of Davey Ray's term.
- e) **Liquor License Renewals** - Columbia Gorge Interpretive Center, Fraternal Order of Eagles, Stevenson Farmers' Market, Rock Creek Tavern and 54 40 Brewing Company.
- f) **Water Adjustment** - Wesley Gillian (meter No. 405000) requests a water adjustment of \$528.73 for a water leak which they have since repaired.
- g) **Water Adjustment** - Stevenson Dental Care (meter No. 202700) requests a water adjustment of \$342.37 for a water leak which they have since repaired.
- h) **Water Adjustment** - Penny Edlund (meter No. 801600) requests a water adjustment of \$595.10 for a water leak which they have since repaired.

- i) **\*Water Adjustment** - SCSD Admin Building (meter No. 405900) requests a water adjustment of \$73.31 for a water leak which they have since repaired.
- j) **\*Water Adjustment** - SCSD Grade School (meter No. 205950) requests a water adjustment of \$10.06 for a water leak which they have since repaired.
- k) **Minutes** of February 15th regular meeting, February 22nd special meeting and March 2nd council retreat.

MOTION: To approve consent agenda items a-k.

#### 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) **\*Zoning Text Amendment First Reading** - Community Development Director Ben Shumaker presents the attached staff memo and ordinance about street side setback amendments in the R2 and R3 districts for public comment and council discussion.
- b) **Floodplain Management Program First Reading** - Community Development Director Ben Shumaker presents the attached staff memo and ordinance about amendments to the City's Floodplain Management Regulations based on FEMA guidance for public comment and council discussion.
- c) **\*\*Utility Rates and System Development Charges** - City Administrator Leana Kinley presents a staff memo and draft ordinance for council review and discussion. There will be a Public Hearing at the March 25th Special Council Meeting where additional information on changes requested will be available.

MOTION: To approve ordinance adopting sewer rates for 2024 as presented.

#### 7. SITUATION UPDATES:

- a) **\*\*Sewer Ordinance Discussion** - Staff presents a memo and a complete updated ordinance to SMC 13.08 Sewer and Pretreatment as discussed for council review and direction. If the draft is deemed suitable for public engagement, the next step will be to establish a timeline for future workshops and hearings and create informational materials for public distribution on the updated changes.

#### 8. UNFINISHED BUSINESS:

- a) **Parks Plan Review** - Community Development Director Ben Shumaker presents the final draft of the Stevenson Parks Plan for council consideration.

MOTION: To approve resolution 2024-427 adopting a parks, recreation and open space plan for the Stevenson community.

## 9. COUNCIL BUSINESS:

- a) **\*\*\*Approve Agreement with Grayling Engineers** - Public Works Director Carolyn Sourek presents the contract with Grayling Engineers for design engineering services related to the Cascade Avenue Utility project in the amount of \$168,233.

MOTION: To approve the contract with Grayling Engineers for Cascade Avenue Utility Improvements project design engineering services in the amount not to exceed \$168,233.

- b) **Broadband Update** - Community Development Director Ben Shumaker will give an update on broadband.
- c) **Discuss Crosswalk Safety** - Councilmember Pat Rice brought up Crosswalk Safety at the last council meeting. Attached is an email related to the concerns for council discussion on what level of resources to allocate to this matter.
- d) **Discuss Creation of Council Agenda Committee** - Councilmember Pat Rice has requested to help create the agenda for council meetings. In the council rules of procedure a committee may be established to create the agenda. The discussion will be over whether or not council would like to create a committee and who would be on the committee or council may revised policies around the creation of the agenda for council approval. This can also include whether or not to add an opportunity for public comment at the end of the meeting as requested by Councilmember Dave Cox at the last meeting.
- e) **Discuss Office Space Needs for City Council** - Councilmember Pat Rice requested office space within City Hall for meetings and work related to his position. While he has found another option outside of City Hall, there remains the question over what level of support does council need in order to effectively perform their role. Does the city need to provide laptops or network enabled tablet devices? More work is being done online making these types of devices almost a requirement of the position. Are there other needs that should be considered and what resources does council want to put towards this effort?

## 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) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

- c) **\*\*Fire Department Report** - The Stevenson Fire Department's report for February 2024 is presented for council review.
- d) **\*\*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.

**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:**

- a) **\*\*February 2024 payroll and March 2024 AP checks** have been audited and are presented for approval. February payroll check 17647 total \$128,128.41 which includes EFT payments. March 2024 AP checks 17646 and 17648 thru 17718 total \$903,027.37, 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. EXECUTIVE SESSION** - City Council will convene in Executive Session under:

- a) **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

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

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**UPCOMING MEETINGS AND EVENTS:**

-Monday, March 25th, 6pm, Special City Council Meeting

-Public Hearing on Water and Sewer Rates and System Development Charges

-Monday, April 8th, 6pm, Planning Commission Meeting

-Tuesday, April 16th, 4pm-7pm, Park Plaza Open House at Hegewald Center Auditorium.

-Thursday, April 18th, 6pm, City Council Meeting