

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**July 20, 2023**  
**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.

**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.]*

**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) \*7/19 changes include:
- Added waiver of back-billing for 390 and 330 NW Kanaka Creek Rd. (item 4c)
  - Added lease agreement with Stevenson Downtown Association (item 4d)
  - Added ordinance to the 2023 budget amendment (item 6b)
  - Added revised fireworks ordinance (item 7f)
  - Addition of vouchers (item 10a)
- b) \*7/20 changes include:
- Added DCG Watershed contract (item 7c)
  - Added public comments received regarding the fireworks ordinance (item 7f)

**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** - Gorgeous Ink at the Skamania County Fairgrounds on Sept. 15 from 2:30pm-2:00am, Sept. 15 from 10:30am-2am and Sept. 17 from 10:30am-11pm.
- b) **Approve Excusing Councilmember Dave Cox from the July 20, 2023 Council Meeting for a pre-arranged absence.**
- c) **\*Approve Waiving Back-Billing** - City Administrator Leana Kinley requests waiving the back billing of water consumption charges related to an incorrect meter swap in the amount of \$115.27 for 390 NW Kanaka Creek Rd and \$24.35 for 330 NW Kanaka Creek Rd for a total amount of \$139.62.
- d) **\*Approve Lease Agreement for Stevenson Downtown Association** - City Administrator Leana Kinley presents the agreement between the City and the Stevenson Downtown Association to lease 600 square feet of the back of the Stevenson Fire Hall for storage for a nominal fee of \$10 per year. They have been using the property, with permission from the Public Works department, without a lease since last fall.
- e) **Minutes** of the June 15th Regular Council Meeting, June 22nd Special Joint Council and Skamania County Fire District 2 Workshop and June 26th 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) **Building Permit Fees** - City Administrator Leana Kinley presents resolution 2023-415 revising the building permit fee schedule to align with Skamania County, increasing the Planning review fee from \$35 to \$50, and adding a Public Works fee of \$150 for new construction and \$50 for minor permits, for public comment and council consideration.

MOTION: To approve resolution 2023-415 revising the building permit fees.

- b) **\*Proposed 2023 Budget Amendments-First Reading** - City Administrator Leana Kinley presents proposed changes to the 2023 budget based on revised estimates due to changes in project scopes, funding received, revised estimates, and staffing changes for council consideration.

**7. COUNCIL BUSINESS:**

- a) **Approve Directing Stevenson Business Association Funds to the Chamber of Commerce** - The Stevenson Business Association is being dissolved and the Skamania

County Chamber of Commerce is requesting the funds allocated to the City of Stevenson as part of the dissolution in the bylaws be given to the Skamania County Chamber of Commerce. See attached letter for more information.

- b) **Approve Resolution 2023-416 Revising Purchasing Policy** - City Administrator Leana Kinley presents resolution 2023-416 revising the purchasing policy section VII. Grant & Federal Funding to be more in-line with current and past practice for council review and consideration.

MOTION: To approve resolution 2023-416 revising the purchasing policy.

- c) **\*\*Approve Contract with DCG Watershed** - Community Development Director Ben Shumaker presents the agreement with DCG Watershed for Park Planning Services for council consideration. The cost of this contract will be 100% covered by a grant received through the Recreation and Conservation Office.

MOTION: To approve the agreement with DCG Watershed for Park Planning services in the amount of \$98,390 as presented.

- d) **Approve ClearGov ClearPlans Module** - City Administrator Leana Kinley presents the agreement with ClearGov for the ClearPlans module in the amount of \$3,966.67 for 2023 and \$5,200 for 2024-2026 with a 3% fee increase each year and then 6% fee increase each year thereafter for council consideration. This tool is for tracking and reporting on the council's Strategic Plan and will be demonstrated at the meeting, a screenshot of the dashboard is attached. While the initial order was signed, it may be cancelled if council does not approve it at this meeting (see Cancellation Option).

MOTION: To approve the agreement with ClearGov for the ClearPlans module in the amount of \$3,966.67 for 2023 and \$5,200 for 2024-2026 with a 3% fee increase each year and then 6% fee increase each year thereafter as presented.

- e) **Discuss Fire Department Strategic Plan** - City Administrator Leana Kinley presents the final draft of the Fire Department Strategic Plan for council discussion. Of the list of tasks (starting on page 18 by Goal, or on page 29 by Timeline), provide direction to staff on council priorities within existing resource constraints and the council's strategic plan.

- f) **\*\*Discuss Ordinance Restricting Use of Personal Fireworks-First Reading** - City Administrator Leana Kinley presents a draft ordinance regarding restriction of the personal use of fireworks under high fire danger conditions for council discussion. This is still under review and the areas highlighted are specific sections needing council and/or staff direction. This topic was discussed on February 16, 2023 and documents related to that discussion, including the video recording of the meeting, can be found on the city's website at <https://www.ci.stevenson.wa.us/meetings>.

**8. INFORMATION ITEMS:**

- a) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- b) **Financial Report** - The Treasurer's Report, year-to-date revenues and expenses through the prior month, and second quarter report are presented for council review.
- 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.

**9. CITY ADMINISTRATOR AND STAFF REPORTS:**

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

**10. VOUCHER APPROVAL:**

- a) \*June 2023 payroll, and July 2023 AP checks have been audited and are presented for approval. June payroll checks 17027 thru 17030 total \$132,255.25 which includes EFT payments. July 2023 AP checks 17011 thru 17026 and 17031 thru 17096 total \$1,102,072.90, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**11. MAYOR AND COUNCIL REPORTS:**

**12. 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.]*

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

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**UPCOMING MEETINGS AND EVENTS:**

- Thursday, July 27 6pm - Special City Council Workshop
- Tuesday, August 8 6pm - Rescheduled Regular City Council Meeting
- Monday, August 14 pm - Planning Commission Meeting
- August 16-19 - Skamania County Fair
- Thursday, August 24 6pm - Special City Council Workshop