

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**June 16, 2022**  
**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/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.  
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.]*

**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) \* 6/14 changes include:

- Addition TIP Public Hearing documents (item 6a)
- Removal of Planning Commission appointment (item 8a)
- Addition of Flail Mower memo (item 8d)
- Addition of Personnel Policy memo (item 8f)
- Addition of ratification of Shorelines Grant (item 8g)
- Addition of Housing report (item 9e)
- Addition of Planning Commission minutes (item 9f)

b) \*\* 6/15 changes include:

- Addition of water leak request (item 4b)
- Addition of liquor license renewals (item 4c)
- Additional TIP Public Hearing comments (item 6a)
- Addition of Fire Department report (item 9g)
- Addition of Contracts over \$10k report (item 9f)
- Addition of Voucher information (item 11a)

c) \*\*\* 6/16 changes include:

- Additional TIP Public Hearing comments (item 6a)

**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) **Minutes** of May 19, 2022 Regular Council Meeting, May 27 & 28 Council Retreat, June 7 Diversity, Equity and Inclusion Workshop and the June 8 6-Year Transportation Improvement Plan Workshop.
- b) **\*\*Liquor License Renewals** - Rock Creek Tavern LLC, O&B Singh, Inc. (Main Street Convenience), LDB Beverage Company (Jester and Judge)
- c) **\*\*Water Adjustment** - Elizabeth Galloway (meter no. 702950) requests a water adjustment of \$79.57 for a water leak which they have since repaired.

MOTION: To approve consent agenda items a-c.

**5. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Chamber of Commerce** - Skamania County Chamber of Commerce Executive Director Angie Waiss will present an update on chamber activities.

**6. PUBLIC HEARINGS:**

- a) **\*\*\*Transportation Improvement Program (5a)** - City staff presents the revised six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second public hearing for the annual TIP update.

MOTION: To approve the 6-year Transportation Improvement Plan Option [A or B] [as presented or with changes as discussed].

## 7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

## 8. COUNCIL BUSINESS:

- a) **\*Appointment of Planning Commissioner** - Removed-recommendation postponed.
- b) **Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley presents a staff memo regarding additional back-billing waiver requests for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION: To approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$7,371.86.

- c) **Approve Type D Right of Way Permit for 438 NW Roselawn Avenue** - Public Works Director Carolyn Sourek will present the staff report for the request for a Type D long-term use of the city right of way for landscaping at 438 NW Roselawn Avenue for council consideration.

MOTION: To approve City of Stevenson Type D Right of Way Permit for 438 Roselawn to plant bushes within City ROW, width conditional upon maintenance within 18 ft of centerline, height conditional upon maintenance within 6 ft of ground elevation, and removable at parcel owner's expense if issues with any city infrastructure is observed.

- d) **\*Approve Purchase of Flail Mower** - Public Works Director Carolyn Sourek presents the staff memo regarding the need to purchase a flail mower for council discussion and consideration.

MOTION: To approve up to \$150k for the purchase of a flail mower and trailer.

- e) **\*Approve Personnel Policy Update** - City Administrator Leana Kinley will present a staff memo and resolution 2022-395 revising the personnel policy for council consideration.

MOTION: To approve resolution 2022-395 revising the personnel policy [as presented or with changes as discussed].

- f) **\*Ratify Ecology Shoreline Access Grant** - Community Development Director Ben Shumaker requests council ratify the attached grant for \$72,000 with the Department of Ecology for developing a Stevenson Shoreline Public Access and Trail Plan. Council authorized the Mayor to sign the draft contract on May 19.

MOTION: To approve ratification of the Ecology grant SEASMPC-2123-StevPW-00029 in the amount of \$72,000.

## 9. INFORMATION ITEMS:

- 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.
- b) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- c) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- d) **Port of Cascade Locks** press release regarding bridge toll increases.
- e) **\*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.
- f) **\*Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- g) **\*\*Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.
- h) **\*\*Fire Department Report** - The report for the prior months on Fire Department activities is enclosed for council information.

## 10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

## 11. VOUCHER APPROVAL:

- a) **\*\*May 2022 payroll and June 2022 AP checks** have been audited and are presented for approval. May payroll checks 16033 thru 16036 total \$105,998.48 which includes EFT payments. June 2022 AP checks 16032 and 16037 thru 16097 total \$399,860.62, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

## 12. MAYOR AND COUNCIL REPORTS:

**13. 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.]*

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

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*UPCOMING MEETINGS AND EVENTS:*

- Sunday, June 19 - Juneteenth Federal Holiday
- Monday, June 20 - Juneteenth Holiday Observed
- Friday and Saturday, June 24 & 25 - Blues and Brews at Skamania Fairgrounds
- Monday, July 4 - Independence Day Fireworks Show at Skamania Fairgrounds, City Offices Closed
- Saturday, July 9 at 1pm-Special Council Retreat Follow-up Meeting
- Monday, July 11 at 6pm- Planning Commission Meeting
- Thursday, July 21 at 6pm- Regular City Council Meeting
- Thursday, August 11 at 6pm- Regular City Council Meeting (moved from Aug. 18 due to Fair)