

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 15, 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/>

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 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:

- Added liquor license renewals for Main Street and LDB (item 4c)
- Added comments received on the Shoreline Public Access Plan (item 9a)
- Added documents to discussion on sewer connection requirements (item 10b)
- Revised resolution surplussing items (item 10c)
- Added public works interlocal agreement (item 10h)
- Added contracts approved administratively report (item 11c)
- Addition of vouchers (item 13a)

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** - Skamania County Fairgrounds on July 28th from 6 pm to 9 pm and July 29th from 6 pm to 9 pm for the Bluegrass Festival.
- b) **Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 16th from 12-10pm, 17th from 12-10pm, 18th from 12-11pm, and 19th from 11am-12pm for the Skamania County Fair.
- c) ***Liquor License Renewal** - Main Street Convenience and LDB Beverage (Jester & Judge)
- d) **Minutes** of May 18, 2023.

MOTION: To approve consent agenda items a-d.

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. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Community Pool** - Representatives from the Skamania County Metropolitan Parks District No. 1 will update City Council on recent Pool activities.

7. PUBLIC HEARINGS:

- a) **Transportation Improvement Program** - City staff presents the six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second of two scheduled public hearings for the annual TIP update.

MOTION: To approve resolution 2023-411 adopting the 2024-2029 Transportation Improvement Plan.

- b) **Capital Improvement Program Update** - City Administrator Leana Kinley presents the Capital Improvement Program Update for public comment and council consideration. This is the second of two scheduled Public Hearings.

MOTION: To approve Resolution 2023-412 adopting the revised Capital Improvement Program.

- c) **Latecomers Agreement for Tari Lane Sewer Mainline Extension** - City Administrator Leana Kinley presents the latecomers agreement reimbursement area and assessment calculation for the Tari Lane sewer mainline extension for public comment, council discussion and consideration.

MOTION: To approve the Tari Lane Extension latecomers agreement reimbursement area and assessment calculation [as presented/with changes as discussed].

8. SITUATION UPDATES:

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

9. UNFINISHED BUSINESS:

- a) ***Shoreline Public Access Plan** - Community Development Director Ben Shumaker presents the attached draft Shoreline Access report from The Watershed Company. There is not June 30th deadline for council approval as originally thought. Discussion and direction on the draft will be used for revisions and council review at the July 20th meeting with possible approval.

10. COUNCIL BUSINESS:

- a) **Approve Richards/Steeves Short Plat Right of Way Acceptance** - Community Development Director Ben Shumaker presents the staff memo regarding the Right of Way acceptance for the Richards/Steeves Short Plat SP23-02 for council review and consideration.

MOTION: To accept the right of way as outlined in the conditions of acceptance for the Richards/Steeves short plat SP23-02.

- b) ***Discuss Sewer Connection Requirements** - Public Works Director Carolyn Sourek will present information regarding changing the sewer connection requirement under SMC 13.08.070 and 13.08.120 to increase sewer connections to the public system for council discussion.
- c) ***Approve Resolution Surplussing Items** - City Administrator Leana Kinley presents resolution 2023-409 surplussing equipment for council consideration. It has been updated to remove a truck already surplussed in 2013 and to add equipment already disposed of.

MOTION: To approve resolution 2023-409 surplussing equipment.

- d) **Approve Environmental Mitigation Agreement** - Public Works Director Carolyn Sourek presents the attached agreement extending the sewer line along Tari Lane for discussion and council consideration. This allows the city to pay for the developer to extend the sewer line farther than they are required to by law in order to incrementally address the expansion of sewer into the area. The city will only pay its proportionate share of the cost.

MOTION: To approve the environmental mitigation agreement with Aspen Development, LLC to extend the sewer line along Tari Lane as presented.

- e) **Approve Personnel Policy Update** - City Administrator Leana Kinley presents the staff memo and resolution 2023-410 revising the personnel policy for council consideration.

MOTION: To approve resolution 2023-410 revising the personnel policy.

- f) **Approve CivicPlus Agreement** - City Administrator Leana Kinley presents the attached agreement with CivicPlus for codification and document storage services for council consideration. The original contract was with MuniCode, which was acquired by CivicPlus. They are changing the billing practice from a per ordinance/document billing to a subscription service based on prior years' billings. The average codification costs over the past six years is in line with the subscription service proposed.

MOTION: To approve the agreement with CivicPlus for codification and services as outlined in the statement of work for the initial term amount of \$3,261.52 and a 5% annual increase.

- g) **Sewer Adjustment** - Wilder and Pine Riverside Cabins (meter No. 509070) requests an adjustment of \$3,270.61 in sewer consumption charges for a water leak, which they have since repaired. They received a leak adjustment for the maximum \$1,000 in February and are ineligible for another leak forgiveness according to our policy. Their explanation for their calculation of the request is enclosed. The water usage billed was \$2,605.40. The combined usage for their bill in January was \$2,723.25.

MOTION: To approve the wastewater flow adjustment of \$3,270.61 [or other amount as discussed] for Wilder and Pine Riverside Cabins.

- h) ***Approve Public Works Interlocal Agreement** - Public Works Director Carolyn Sourek presents the attached interlocal agreement with Skamania County for public works services for council consideration. Each project will be submitted as a separate statement of work for review and approval.

MOTION: To approve the interlocal agreement with Skamania County for Public Works services as presented.

11. 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) ***Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.

12. CITY ADMINISTRATOR AND STAFF REPORTS:

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

13. VOUCHER APPROVAL:

- a) ***May 2023 payroll, and June 2023 AP checks have been audited and are presented for approval. May payroll checks 16956 thru 16958 total \$128,849.12 which includes EFT payments. June 2023 AP checks 16941 thru 16955 and 16959 thru 17010 total \$260,294.19, which includes EFT payments. The AP check register with fund transaction summary is attached for review.**

MOTION: To approve the vouchers as presented.

14. MAYOR AND COUNCIL REPORTS:

15. 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.]*

16. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Monday, June 19 - Juneteenth Federal Holiday
- Thursday, June 22 - Special Joint Council Meeting with Fire District 2
- Friday and Saturday, June 23 & 24 - Blues and Brews at Skamania Fairgrounds
- Tuesday, July 4 - Independence Day Fireworks Show at Skamania Fairgrounds, City Offices Closed
- Monday, July 10 at 6pm- Planning Commission Meeting
- July 10-15 Gorge Downwind Champs at Skamania County Fairgrounds
- Thursday, July 20 at 6pm- Regular City Council Meeting
- Tuesday, August 8 at 6pm- Regular City Council Meeting (moved from Aug. 17 due to Fair)