

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 16, 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/UC4k9bA0IEvsF6PSoDwjJvA/>

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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) \* 3/14 changes include:

- Added Special Occasion Liquor License for Friends of the Library (item 4c)
- Added Environmental Mitigation Agreement (item 7e)
- Added Personnel Policy Revision (item 7f)
- Addition of Vouchers (item 11a)

**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) **Water Adjustment** - Carolyn Gailey (meter No. 600500) requests a water adjustment of \$65.81 for a water leak which they have since repaired.

- b) **Water Adjustment** - Fernando and Margie Hidalgo (meter No. 605500) requests a water adjustment of \$1,000 for a water leak which they have since repaired.
- c) **\*Special Occasion Liquor license application** - Friends of the Stevenson/N. Bonneville Libraries at the Stevenson Library on October 7th from 6pm-8pm.
- d) **Minutes** of February 16, 2023 regular meeting and March 8, 2023 special workshop.

MOTION: To approve consent agenda items a-d.

#### 5. SITUATION UPDATES:

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

#### 6. UNFINISHED BUSINESS:

- a) **Approve Type D Right of Way Permit for 725 NW Angel Heights Rd** - Public Works Director Carolyn Sourek presents the staff report and permit for the request for a Type D long-term use of the city right of way for a retaining wall at 725 NW Angel Heights Road for council consideration.

MOTION: To approve City of Stevenson Type D Right of Way Permit for 725 NW Angel Heights Rd. to build a retaining wall within City ROW, conditional upon the installation of a protective concrete collar around the sewer cleanout, replacement of the full sidewalk panel over the wall drain, and removable at parcel owner's expense if issues with any city infrastructure is observed.

#### 7. COUNCIL BUSINESS:

- a) **Approve Park Plaza Commerce Grant** - City Administrator Leana Kinley presents the attached contract from the Department of Commerce in the amount of \$147,000 to complete design and have a shovel ready Park Plaza project by the end of 2024 for council review and consideration.

MOTION: To approve the contract with Department of Commerce in the amount of \$147,000 to complete design of the Park Plaza project.

- b) **Approve Resolution Appointing a Tort Claim Administrator** - City Administrator Leana Kinley presents resolution 2023-406 appointing the City Administrator as the agent to receive claims on behalf of the city for council consideration. This appointment is required according to RCW 4.96.020(2).

MOTION: To approve resolution 2023-406 approving the appointment of the City Administrator as the agent to receive claims on behalf of the City of Stevenson.

- c) **Skamania County Building Inspector Agreement Addendum #2** - City Administrator Leana Kinley presents the attached addendum #2 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to include using Cloudpermit software services for council discussion and consideration. The annual cost will be almost \$5,600, about \$2,400 more than our current system, with greater functionality and improved efficiency.

MOTION: To approve addendum #2 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County.

- d) **Discuss Council Workshop Calendar** - City Administrator Leana Kinley presents the 2023 council workshop calendar for further discussion regarding dates as there is a meeting conflict with the Fair Board and the workshops. The next meeting will be the discussion of the Strategic Plan in preparation for the 2024 budget.

- e) **\*Approve Environmental Mitigation Agreement** - Public Works Director Carolyn Sourek presents the attached agreement extending the sewer line along NW Iman Cemetery Road for discussion and council consideration. This allows the city to pay for the property owner 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 Adam Miller to extend the sewer line along NW Iman Cemetery Road as presented.

- f) **\*Approve Personnel Policy Update** - Public Works Director Carolyn Sourek presents resolution 2023-407 revising the personnel policy for council consideration. The changes update the job descriptions for the Wastewater Treatment Plant Operator II and III for certification consistency and clarification of duties.

MOTION: To approve resolution 2023-407 revising the personnel policy.

## 8. 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) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month 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) Carolyn Sourek, Public Works Director
- b) Leana Kinley, City Administrator

**10. VOUCHER APPROVAL:**

- a) \*February 2023 payroll, and March 2023 AP checks have been audited and are presented for approval. February payroll checks 16714 thru 16718 total \$123,043.36 which includes EFT payments. March 2023 AP checks 16712, 16713 and 16719 thru 16785 total \$1,187,940.66, 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:*

- Monday, March 20, 2023 6pm Board of Adjustments Variance Hearing
- Monday, April 10, 2023 6pm Planning Commission Meeting
- Wednesday, April 12, 2023 6pm Special Council Workshop on 2024 Priorities
- Thursday, April 20, 2023 6pm Regular Council Meeting