

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 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.]*

**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) \*11/14 changes include:**

- Added Kinley Water Leak Adjustment Request (item 4e)
- Added 2024-25 Law Enforcement contract approval (item 5b)
- Added discussion regarding charging for public records (item 9d)
- Added Planning Commission minutes (item 10d)
- Added WAGAP Housing Program Report (item 10e)
- Addition of vouchers (item 12a)

**b) \*\*11/16 changes include:**

- Added public comments received (item 2a)
- Added acceptance of Public Works Board award (item 9e)

**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) **Approve 2024 Tourism Funding Awards in the amount of \$799,012** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2024 funding recommendations for council approval in the total amount of \$799,012.
- b) **Approve Resolution 2023-420 Surplussing Items** - City Administrator Leana Kinley presents resolution 2023-420 surplussing equipment for council consideration.
- c) **Approve Resolution 2023-422 Personnel Policy Update** - City Administrator Leana Kinley presents a resolution revising the personnel policy for council consideration. The changes update the requirements for public works staff taking on-call duties, and adds a policy regarding staff meals as identified in the recent audit.
- d) **Skamania County Prosecuting Attorney Agreement** - City Administrator Leana Kinley requests approval of the 2024 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2023 contract.
- e) **\*Water Adjustment** - Jason and Leana Kinley (meter no. 612800) request a water adjustment of \$450.30 for a water leak which they have since repaired.
- f) **Minutes** of October 19, 2023 Regular Meeting, October 26, 2023 and November 7, 2023 Special Meetings.

MOTION: To approve consent agenda items a-f.

#### **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.
- b) **\*Approve Interlocal Agreement for Law Enforcement** - City Administrator Leana Kinley presents the revised Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council consideration. The original request was for \$150,000 over two years. The current agreement is for two years with increases of \$50,000 for 2024 and \$50,000 plus CPI plus budget increase percentages for 2025.

MOTION: To approve the interlocal agreement with Skamania County for law enforcement services as presented.

#### **6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **WGAP Presentation** - Janeal Boreen, Nutrition Programs Director for Washington Gorge Action Programs, will present an update on the Stevenson Food Bank. The City has been

supporting it for many years and the current contract of \$10,000 per year expires the end of 2024.

## 7. PUBLIC HEARINGS:

- a) **2024 Utility Rates** - The rate study and restructuring is not ready for a public hearing. Part of the restructuring includes separating 400 cubic feet from the water base fees and commercial sewer base fees. There will be a hearing at the December 21st council meeting.
- b) **Public Hearing 2024 Proposed Property Tax Levy** - City Administrator Leana Kinley presents resolution 2023-421 and ordinance 2023-1199 proposing the maximum 1% property tax increase for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2023.

MOTION: To approve resolution 2023-421 authorizing an increase in property taxes for fiscal year 2024.

MOTION: To approve ordinance 2023-1199 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2024.

- c) **Second Hearing 2024 Proposed Budget** - City Administrator Leana Kinley presents the 2024 proposed budget and associated documents based on items discussed at the October 19, 2023 public hearing. It is also available online at <https://city-stevenson-wa-budget-book.cleargov.com/11684> . Major changes include updating Tourism Fund for approved grant awards. The 2024 budget needs to be approved by the end of 2023.

MOTION: To approve ordinance 2023-1202 adopting the 2024 budget as presented.

## 8. SITUATION UPDATES:

- a) **Sewer Ordinance Update** - Staff will present an update on the status of the committee and timeline for presenting a revised proposal for council consideration. Meeting documents from the committee will be uploaded to the website <https://www.ci.stevenson.wa.us/publicworks/page/committee-proposed-sewer-ordinance> .

## 9. COUNCIL BUSINESS:

- a) **Approve Fire Chief Approval Ordinance-First Reading** - The Fire Department Strategic Plan task 4A3 suggested to "revise current policy to further engage the City in selecting the City Fire Chief." A revised copy of the existing ordinance with proposed language changes as approved by consensus at the November 7, 2023 joint meeting with Fire District 2 is attached for council approval.

MOTION: To approve ordinance 2023-1200 amending chapter 2.24 volunteer fire department as presented.

- b) **Approve Ordinance Restricting Use of Personal Fireworks-Second Reading** - City Administrator Leana Kinley presents a revised ordinance regarding restriction of the personal use of fireworks when there is a ban on recreational fires for council discussion. The first reading was on July 20th and also discussed on October 26th, 2023 and documents related to those meetings, including the video recordings, can be found on the city's website at <https://www.ci.stevenson.wa.us/meetings> .

MOTION: To approve ordinance 2023-1201 amending title 8 of the Stevenson Municipal Code adding chapter 8.58 authorizing the restriction of personal fireworks discharge during times of recreational fire burn bans as presented.

- c) **Parking Regulations Update** - Staff has been working on updates to the city's code regarding parking (SMC 10.08 Loading Zones and 10.12 Parking Prohibited in Certain Areas) based on community feedback, changing requirements, and street maintenance. Community Development Director Ben Shumaker will present an update on the progress from the committee.
- d) **\*Discuss Public Records Fee Update** - City Administrator Leana Kinley presents information from the Washington State Attorney General's Office for discussion on updating the city's fee schedule to allow charging for public records. In March 2020 the city changed its policy and no longer charges for public records, regardless of the format (paper or electronic). The City has gone from responding to 10-20 records requests a year before 2018 to 71 in 2019, 59 in 2020, 92 in 2021, 58 in 2022, and 36 to date in 2023 all of varying complexity.
- e) **\*\*Accept Public Works Board Loan Award** - City Administrator Leana Kinley presents the attached award letter from the Public Works Board for a financing offer of \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project.

MOTION: To accept the Public Works Board financing offer of \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project.

## 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) **Risk MAP Project Update** - An update on the Skamania County Risk Mapping, Assessment and Planning (Risk MAP) project is included for information. This project includes updating the current paper only flood maps last approved in 1986 to an

interactive GIS map to better determine exact risk locations. Outreach has taken place with property owners whose parcel impact has changed (either now included or removed from the flood risk area).

- c) **Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.
- d) **\*Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- 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.

**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) \*October 2023 payroll, and November 2023 AP checks have been audited and are presented for approval. October payroll checks 17323 thru 17326 total \$131,916.23 which includes EFT payments. November 2023 AP checks 17327 thru 17393 total \$834,312.28, 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.]*

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

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**UPCOMING MEETINGS AND EVENTS:**

- Thursday and Friday November 23-24, City Offices Closed for Thanksgiving
- Tuesday, November 5, 6pm, Joint Fire District 2 and City Council Meeting
- Monday, December 11th, 6pm, Planning Commission Meeting
- Thursday, December 21st, 6pm, City Council Meeting