

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 17, 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.

---

**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) \* 11/16 changes include:
  - Revision of Park Plaza Contract to Discussion (item 7d)
  - Addition of Shell Engineering contract (item 7e)
  - Addition of HHPR contract (item 7f)
  - Addition contract report (item 8e)
- b) \*\* 11/17 changes include:
  - Addition of Budget Document (item 5b)
  - Addition of Bridge of the Gods letter (item 7c)
  - Addition voucher report (item 10a)

**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) **Liquor License Renewal - Red Bluff Brewing, LLC**

- b) **Water Adjustment** - Ann Lueders (meter no. 203850) requests a water adjustment of \$301.37 for a water leak which they have since repaired.
- c) **Water Adjustment** - James Woodford (meter no. 600420) requests a water adjustment of \$184.66 for a water leak which they have since repaired.
- d) **Minutes** of October 12th regular council meeting and November 1 special council meeting.

MOTION: To approve consent agenda items a-d.

**5. PUBLIC HEARINGS:**

- a) **Public Hearing 2023 Proposed Property Tax Levy** - City Administrator Leana Kinley presents resolution 2022-403 and ordinance 2022-1188 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 2022-403 authorizing an increase in property taxes for fiscal year 2023.

MOTION: To approve ordinance 2022-1188 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2023.

- b) **\*\*Second Hearing 2023 Proposed Budget** - City Administrator Leana Kinley presents the 2023 proposed budget and associated documents based on items discussed at the October 12, 2022 public hearing and the November 1, 2022 special meeting. It is also available online at <https://city-stevenson-wa-budget-book.cleargov.com/7549>.

**6. SITUATION UPDATES:**

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

**7. COUNCIL BUSINESS:**

- a) **Approve 2023 Tourism Funding Awards** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2023 funding recommendations for council approval in the total amount of \$495,200. Council will also discuss revising reporting requirements for the Chamber of Commerce to quarterly.

MOTION: To approve the 2023 lodging tax requests as recommended by the Tourism Advisory Committee in the amount of \$495,200.

- b) **Approve Title VI Non-Discrimination Agreement** - City Administrator Leana Kinley presents an updated Title VI Non-Discrimination Agreement, changing the responsible

party from Leana Kinley and Karl Russell to Leana Kinley and Carolyn Sourek, for council review and consideration. This agreement is required to receive funds from the Washington State Department of Transportation.

MOTION to approve the updated Title VI Non-Discrimination Agreement with the Washington State Department of Transportation.

- c) **\*\*Approve Bridge of the Gods Letter** - City Administrator Leana Kinley presents a draft letter of support for funding the Bridge of the Gods seismic strengthening needs to Washington State.
- d) **\*Discuss Park Plaza Contract** - Council will discuss the Park Plaza Interlocal Agreement with Skamania County ahead of a workshop with the commissioners on November 29th at 4pm. Council can determine if all, or less than a quorum of members wish to attend.
- e) **\*Approve Shell Engineering On-Call Contract** - City Administrator Leana Kinley presents the three-year contract with Shell Engineering for on-call development review and engineering standards update support services for a cost not to exceed \$64,030. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to our procurement policy.

MOTION: To approve the contract with Shell Engineering for on-call development review and engineering standards update support services for a cost not to exceed \$64,030.

- f) **\*Approve Harper Houff Peterson Righellis Inc. (HPR) Engineering On-Call Contract** - City Administrator Leana Kinley presents the three-year contract with HPR for on-call street engineering services for a cost not to exceed \$315,925. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to our procurement policy.

MOTION: To approve the contract with HPR for on-call street engineering services for a cost not to exceed \$315,925.

## 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) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.

- 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.
- d) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- e) **\*Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.

**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) **\*\*October 2022 payroll and November 2022 AP checks have been audited and are presented for approval.** October payroll checks 16378 and 16402 thru 16406 total \$123,818.73 which includes EFT payments. November 2022 AP checks 16379 thru 16401 and 16407 thru 16466 total \$984,220.76, 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.

=====

**UPCOMING MEETINGS AND EVENTS:**

- November 24th, Thanksgiving Holiday, City Closed
- November 25th, City Closed
- December 12, 2022 6pm Planning Commission Meeting
- December 14, 2022 6pm, Special City Council Workshop
- December 15, 2022 6pm Regular City Council Meeting
- Sewer Rate Public Hearing