

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 21, 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/>

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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. WORKSHOP ON PROPOSED SEWER ORDINANCE:**

a) **\*Proposed Ordinance Changes to SMC 13.08 Sewer and Pretreatment:** Staff will provide background and an overview of the changes proposed as modified based on the August 24th council workshop, describe the workshop process and be available for questions. Enclosed is:

- a copy of the flyer distributed to residents
- the state policy regarding the requirement to connect to the public sewer system
- a description of Urban Reserve and a copy of the future land use map
- a map on the sewer system and affected parcels
- a copy of a workflow for moving through how or when a property owner may be impacted by this change
- a copy of the revised ordinance proposal
- a 2008 memo from the City Attorney regarding the connection requirement
- a staff memo on financing options and associated attachment

Staff is working on a map with lines indicating recent and planned sewer main line extensions which may be presented prior to or at the meeting. A summary of the impact and a list of some general questions answered can be found on the city website at <https://www.ci.stevenson.wa.us/publicworks/page/proposed-sewer-ordinance> .

**3. RECESS:** To reorganize the room for the business meeting.

**4. 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.]*

**5. 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) \*9/20 changes include:

- Revised the workflow, revised the map of affected areas, added a staff memo on financing options and a memo from the city attorney in 2008 regarding the legality of the proposed changes to the Workshop (item 2a)
- Revised Memo regarding Law Enforcement Contract (item 7b)
- Revised the Ordinance to include language for adoption, with no changes to chapter 13.08 and added public comments received (item 9a)
- Added Resolution 2023-418 Findings of Fact to the packet (item 10a)
- Added the Staff Memo and associated Budget documentation (item 11d)
- Added the September Financial Report (item 12b)
- Added the Homeless Housing Council Report (item 12c)
- Added report on contracts over \$10k administratively approved (item 12d)
- Addition of vouchers (item 14a)

b) \*\*9/21 changes include:

-Added additional public comments received (item 9a)

**6. 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** - El Rio Texicantina

b) **Special Occasion Liquor License Application** - Rock Creek Hegewald Center on October 8th from 3pm to 9pm for the Skamania Democratic Central Committee.

c) **Waive Water Utility Charges of \$243.96 for Alice Niedert** - City Administrator Leana Kinley requests council waive water fees of \$243.96 for Alice Niedert (account 14020) that date back to 2016 when the meter was shut off. The charge is outside of our ability to collect.

d) **Water Adjustment** - Kim Bernheisel (meter No. 703250) requests a water adjustment of \$1,000 for a water leak which they have since repaired.

- e) **Approve Resolution 2023-417 Revising the Personnel Policy** - City Administrator Leana Kinley presents the staff memo and resolution 2023-417 revising the personnel policy for council consideration.
- f) **Approve RCO Parks Plan Grant Agreement 22-2504 in the Amount of \$100,000** - City Administrator Leana Kinley presents the attached contract with the Recreation and Conservation Office (RCO) for the Stevenson Comprehensive Parks and Recreation Plan in the amount of \$100,000 with no match required for council consideration. The city has contracted with DCG Watershed for the services related to this contract.
- g) **Minutes** of August 8 regular meeting and August 14 and August 24 special meetings.

MOTION: To approve consent agenda items a-h.

**7. 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) **\*Discuss Interlocal Agreement for Law Enforcement** - City Administrator Leana Kinley presents the revised staff memo and draft Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council discussion.

**8. PUBLIC HEARINGS:**

- a) **Approve Chinidere Phase 2-3 Extension** - City Administrator Leana Kinley presents the fourth amendment to the Development Agreement for the Chinidere Mountain Estates Subdivision. The property owners for phases 2-3 request a six-month extension of substantial completion of the infrastructure and the follow-up required of the Development Agreement due to the impact of supply chain issues. A copy of the third amendment is attached for comparison.

MOTION: To approve the fourth amendment to the development agreement with Aspen Development, LLC for the Chinidere Mountain Estates Subdivision as presented.

**9. COUNCIL BUSINESS:**

- a) **\*\*First Reading SMC 13.08 Sewer Connection Requirements** - Staff presents a revised draft of SMC 13.08 Sewer and Pretreatment based on feedback from the August 24th council workshop and will review the feedback from the workshop earlier on the agenda for council discussion. The document has been updated to include ordinance language- no change to proposed chapter 13.08 have been made. Public Comments received on the topic have also been added to the packet.

MOTION: To approve the ordinance amending chapter 13.08 sewer and pretreatment as presented [or with changes as discussed]. OR No motion and the ordinance will move to the October 19th council meeting for a second reading.

#### 10. PUBLIC HEARINGS (cont.):

- a) **\*Private Sewer System (Septic) Moratorium** - City Administrator Leana Kinley presents resolution 2023-418 adopting the findings of fact related to the moratorium on the new construction, expansion, or replacement of private sewage disposal systems for public comment and council consideration.

MOTION: To approve resolution 2023-418 adopting the findings of fact related to the moratorium on the new construction, expansion, or replacement of private sewage disposal systems within the Urban Reserve or within 300 feet of the public sewer system.

#### 11. COUNCIL BUSINESS (cont.):

- a) **Shoreline Public Access Plan** - Community Development Director Ben Shumaker presents the Shoreline Access Plan as recommended by the Planning Commission for council consideration.

MOTION: To approve the Stevenson Shoreline Access Plan as presented.

- b) **Discuss Park Plaza Project** - City Administrator requests direction on the Park Plaza project over establishing a construction budget that is either aspirational (build the final design as funding comes over many years/phases regardless of cost) or to a set budget (we have \$x and that is what we will build to in one phase). A kick-off meeting is being scheduled for the week of September 25th and guidance on this question will help determine the design path.
- c) **Discuss Rescheduling November Council Workshop** - The November council workshop on the 2024 budget is currently schedule to take place on Thanksgiving (fourth Thursday of November). Staff proposes to change the meeting to November 9th or some other mutually agreeable date.
- d) **\*Preliminary 2024 Budget** - City Administrator Leana Kinley presents a staff memo and preliminary 2024 budget for council review and discussion.

#### 12. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior months.
- 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 months on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- d) **\*Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.

**13. CITY ADMINISTRATOR AND STAFF REPORTS:**

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

**14. VOUCHER APPROVAL:**

- a) \*August 2023 payroll, and September 2023 AP checks have been audited and are presented for approval. August payroll checks 17169 thru 17173 total \$124,264.15 which includes EFT payments. September 2023 AP checks 17149 thru 17168 and 17174 thru 17243 total \$1,494,158.40, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**15. MAYOR AND COUNCIL REPORTS:**

**16. 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.]*

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

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**UPCOMING MEETINGS AND EVENTS:**

- Monday, September 28th, 6pm Special City Council Workshop
- Monday, October 9th, 6pm, Planning Commission Meeting
- Thursday, October 19th, 6pm, City Council Meeting
  - First 2024 Budget Public Hearing
- Thursday, October 26th, 6pm Special City Council Workshop on Fireworks