

AGENDA
CITY OF STEVENSON COUNCIL MEETING
September 19, 2024
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.]*

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) *9/16 changes include:

- Additional public comments (item 2a)
- Added memo from staff regarding the Sewer Ordinance Update (item 8a)
- Removed item 4e from the Consent Agenda at the request of Councilmember Cox (item 10f)
- Added Housing Programs Reports for August and September 2024 (item 11a)
- Added Legal memo to council (item 11c)

b) **9/17 changes include:

- Added memo from staff regarding scope of work for consulting services (item 9c)

-Added memo from staff regarding recent issues regarding building permit fees in CloudPermit (item 10c)

-Added Approval of Lasher Street Agreement (item 10g)

c) ***9/19 changes include:

-Added Financial Reports (item 11d)

-Added September 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) **Liquor License Renewal** - El Rio Texicana

b) **Special Occasion Liquor License Application** - Friends of Stevenson Library/No. Bonneville Community Center at the Library on October 5 from 6-8pm.

c) **Water Adjustment** - Christian River Parsonage (meter No. 405800) requests a water adjustment of \$223.36 for a water leak which they have since repaired.

d) **Approve Resolution 2024-441 Personnel Policy Update** - City Administrator Leana Kinley presents a resolution revising the personnel policy for council consideration. The changes include the addition of a job description for Fire Chief and neutralizing all gender references.

e) **Minutes** of July 18th and August 7th 2024 Regular Council Meetings, August 5th, 21st, 22nd, 28th, September 10th and 11th 2024 Special Council Meetings.

MOTION: To approve consent agenda items a-e.

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. No staff representative will be present at the meeting.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Chamber of Commerce** - Angie Martin, Skamania County Chamber of Commerce Executive Director, will be present to discuss activities for the past quarter.

7. PUBLIC HEARINGS:

- a) **Ordinance 2024-1221 Assuming the Rights, etc. of the Stevenson Transportation Benefit District - First Reading** - City Administrator Leana Kinley presents the staff memo and ordinance 2024-1221 for assumption of the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District.

MOTION: To approve ordinance 2024-1221 assuming the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District pursuant to RCW 36.74 [as presented/with changes as discussed]. OR No motion and it moves to the October 17th meeting for a second reading.

8. SITUATION UPDATES:

- a) ***Sewer Ordinance Update** - Staff presents a memo regarding the proposed ordinance as discussed at the August 7th meeting for council discussion and direction.

9. UNFINISHED BUSINESS:

- a) **Discuss Communications Support** - City Administrator Leana Kinley presents the attached staff memo regarding outside communications support for council discussion and staff direction.
- b) **Discuss Changes to Park Plaza Interlocal Agreement** - A copy of the current interlocal agreement regarding the use of the courthouse lawn for a park plaza is attached for council discussion.
- c) ****Discuss Scope of Work for Recruitment Consultant Services** - City Administrator Leana Kinley presents a staff memo regarding a scope of work for consultant services based on the council discussion at the September 11th council meeting for council discussion and consideration.

10. COUNCIL BUSINESS:

- a) **Discuss Utility Billing Issue** - City Administrator Leana Kinley presents the attached staff memo for council discussion.
- b) **Discuss Scan and Toss Policy** - City Administrator presents the attached resolution adopting a scan and toss policy for council discussion.
- c) ****Discuss Building Permit Fees and CloudPermit** - City Administrator Leana Kinley presents a staff memo regarding recent issues discovered regarding building permit fees and CloudPermit.
- d) **Discuss Roofing of Lower Public Works Shop** - Public Works Director Carolyn Sourek presents the attached memo regarding roofing the lower public works shop for council discussion and consideration.

- e) **Preliminary 2025 Budget** - City Administrator Leana Kinley will present a staff memo and preliminary 2025 budget for council review and discussion.
- f) ***Approve Resolution 2024-442 Authorizing Road Closure** - Public Works Director Carolyn Sourek presents the resolution regarding temporary road closure for road repair in Chinidere.

MOTION: To approve resolution 2024-442 authorizing the temporary closure of a road to ensure public safety.

- g) ****Approve Agreement with Wallis Engineering for Lasher Street Project** - Community Development Director Ben Shumaker requests council approval of the Agreement with Wallis Engineering for design phase services for a cost not to exceed \$265,531.

MOTION: To approve the Local Agency Consultant Agreement with Wallis Engineering for the Lasher Street Project for a cost not to exceed \$265,531.

11. INFORMATION ITEMS:

- a) ***Housing Programs Report** - The report for the prior and current months on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- b) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) ***Memo to Council** regarding roles and responsibilities from City Attorney Robert Muth.
- d) *****Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

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) *****August 2024 payroll and September 2024 AP checks** have been audited and are presented for approval. August payroll checks totals \$138,459.79 which includes EFT payments. September 2024 AP checks 18044 thru 18107 total \$646,701.76, 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.]*

a) Attached is a list of items staff is working on for future meetings.

16. ADDITIONAL PUBLIC COMMENT: *[This is an opportunity for members of the audience to address the Council for items discussed at the meeting.]*

17. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Thursday, September 26th, 6pm Special City Council Meeting
- Monday, October 14th, 6pm, Planning Commission Meeting
- Thursday, October 17th, 6pm, Regular City Council Meeting