

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**December 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/>

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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 [anders@ci.stevenson.wa.us](mailto:anders@ci.stevenson.wa.us) by noon the day of the meeting for inclusion in the council packet.]*

a) Comment from Mitch Patton on 12/06/2024

**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].*

**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) **Transportation Improvement Board Grant** - Public Works Director Carolyn Sourek presents for ratification a grant contract with the Transportation Improvement Board involving \$128,398 for the resurfacing of Seymour and Railroad streets.

b) **Skamania County Fire Marshal Services** - Interim Administrator Ben Shumaker presents the request from Skamania County regarding an amendment to the interlocal agreement. The amendment authorizes the County to collect fees for fire inspection services performed in the city.

- c) **3-Party Interlocal Agreement, Probation Services** - Interim Administrator Ben Shumaker presents the request from Skamania County to the cities of North Bonneville and Stevenson related to probation services. The agreement commits the City of Stevenson to pay \$1000/month in 2025.
- d) **2025 Salary Schedule** - Interim City Administrator Shumaker presents a resolution to adopt the salary schedule for 2025 for council review and consideration. The schedule includes a Cost of Living Adjustment of 2.6% and adjusts the City Administrator steps to increase the maximum salary range. These updates are included in the 2025 adopted budget.
- e) **Water Adjustment** - The water customer at meter no. 704425 requests a billing adjustment of \$922.65 for a water leak which they have since repaired. The repair and adjustment request occurred 45 days after notification (Council policy requires the repair within 30-Days). The customer was immediately in contact with the City and diligent in finding and repairing the leak. The Council is asked to make an exception to the policy and grant the request.
- f) **Minutes** of November 21 and December 10.

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.

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Department of Emergency Management** - Emergency Manager Barbara Ayers will share information on departmental activities.

**7. PUBLIC HEARINGS:**

**8. SITUATION UPDATES:**

**9. UNFINISHED BUSINESS:**

**10. COUNCIL BUSINESS:**

- a) **\*Proposed 2024 Budget Amendments-First Reading** - Interim City Administrator Shumaker presents proposed changes to the 2024 budget. Changes to the Street Fund result from grant-funded transportation projects for which reimbursement is expected in FY2025. Changes to the Fire Reserve Fund provide clarity on a long-standing practice to reserve unused annual operational funds for future capital/equipment needs.

MOTION: To approve the ordinance [Option 1 OR Option 2] amending the 2024 budget as presented.

**11. INFORMATION ITEMS:**

- a) **Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month is attached.  
  
-A contract for improvements to the WWTP with Martin's Mobile Welding for \$23,155.50.
- 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) **\*Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- d) **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.
- e) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- f) **\*Public Records Officer Update** - Since the last Council meeting, there have been two new Public Records Requests, both of which were able to be completed within the 5 day statutory period. Staff is also working to provide installments for two additional requests at this time.

A list of all Public Records Requests and the records provided for them can be found online at the City's Public Record Portal.

<https://portal.laserfiche.com/Portal/browse.aspx?id=23&repo=r-74a2d29a>

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

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

**13. VOUCHER APPROVAL:** Vouchers will be presented prior to the meeting for council review.

- a) \*November 2024 payroll and December 19, 2024 AP checks have been audited and are presented for approval. November payroll totals \$128,720.81 which includes EFT payments. December 19, 2024 AP checks 18245 thru 18334 total \$976,606.75, 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.]*

**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:*

- January 16th 2025 Regular Council Meeting