

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**February 15, 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.

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**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) \*2/13 changes include:

- Added Liquor License Renewals (item 4e)
- Added Parks Plan Report (item 9c)
- Added Emergency Services Interlocal (item 9h)
- Added Fire Department Update (item 10d)
- Added Planning Commission Minutes (item 10e)

b) \*\*2/14 changes include:

- Added public comments (item 2a)
- Added comments to Sewer Committee Update (item 7a)
- Updated Code Enforcement staff memo (item 9b)
- Added Five County Cooperative Fire Services Mutual Aid Agreement (item 9i)
- Added Housing Programs Report (item 10f)
- Added Vouchers (item 12a)

**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) **Water Adjustment** - Paul and Mirta Spencer (meter No. 501400) requests a water adjustment of \$35.42 for a water leak which they have since repaired.
- b) **Approve Resolution 2024-424 Banking Authorization** - City Administrator Leana Kinley presents resolution 2024-424 updating the banking authorization by adding Deputy Clerk/Treasurer Anders Sorestad for council consideration.
- c) **Approve Resolution 2024-425 Revising Fire Chief Pay** - City Administrator Leana Kinley presents Resolution 2024-425 revising the Fire Chief Pay to a \$1,000 monthly stipend with an effective date of January 1, 2024, which is in line with the 2024 adopted budget.
- d) **Approve Resolution 2024-426 Revising City Council Rules of Procedure** - City Administrator Leana Kinley presents the attached resolution 2024-426 amending the city council rules of procedure changing the end time from 10 p.m. to 9 p.m. and updating the language for remote attendance.
- e) **\*Liquor License Renewals** - A&J Stores, Skunk Brothers Spirits, Hotel Stevenson.
- f) **Minutes** of January 18, 2024 regular meeting and the January 25, 2024 special meeting.

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. PUBLIC HEARINGS:**

- a) **Utility Rates and System Development Charges** - City Administrator Leana Kinley presents a staff memo and draft ordinances for council review and discussion. Attached are also comments received regarding the utility rates. Input regarding the rates will be used to draft the final documents for the March 22nd public hearing.

#### **7. SITUATION UPDATES:**

- a) **\*\*Sewer Committee Update** - Staff will present an update on the results of the committee and a revised proposal for council discussion and direction.

#### **8. UNFINISHED BUSINESS:**

- a) **First Reading City Hall Hours Ordinance** - City Administrator Leana Kinley presents the attached staff memo and ordinance for council discussion and consideration.

MOTION: To approve the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation as amended. OR no motion and it moves to a second reading on March 21st.

- b) **Approve Committee Appointments** - Mayor Scott Anderson presents the attached 2024 draft committee and board appointments for council discussion and approval.

MOTION: To approve the committee appointments [as presented OR with changes as discussed].

## 9. COUNCIL BUSINESS:

- a) **First Reading Ordinance 2024-1207 Extending Interim Financing** - City Administrator Leana Kinley presents ordinance 2024-1207 extending interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing are included. This ordinance is time sensitive.

MOTION: To approve ordinance 2024-1207 authorizing an extension of the bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project.

- b) **\*\*Code Enforcement Discussion** - City Administrator Leana Kinley presents the staff memo for council discussion as requested at the December 21st council meeting.
- c) **\*Park Plan Review** - Community Development Director Ben Shumaker presents the initial draft of the Stevenson Parks Plan for council discussion. This is being paid for through a 100% grant from the Recreation and Conservation Office (RCO). There is a request in to RCO to extend the March 1st deadline for adoption to allow for adequate review time.
- d) **Authorize Mayor to Sign Public Works Board Loan Contract** - City Administrator Leana Kinley presents a draft contract from the Public Works Board for the Cascade Avenue Utility Upgrades Project. The offer of financing was accepted at the November 16, 2023 meeting and the project addresses an existing system deficiency. They are looking into adding rate increase language to the contract as indicated on page 2.

MOTION: To authorize the Mayor to sign the Public Works Board loan contract PC24-96103-015 for a total of \$2,238,000 with \$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.

- e) **Discuss Safe Streets and Roads for All Grant** - City Administrator presents the memo from the Regional Transportation Council regarding a partnership to create a Safety Action Plan for council discussion. There will be a future request for the City to put funds

toward the match needed, between \$1,000 to \$20,000. The safety plan will allow the city to apply for state and federal grants for projects identified in the plan.

- f) **Discuss Complete Streets** - City Administrator presents the grant notice for the Transportation Improvement Board's Complete Streets program, which could be used for projects in the city's Capital Improvement Program, for council discussion. In order to qualify the City would need to adopt a Complete Streets ordinance.
- g) **Discuss Council Workshops** - The proposed council workshops topics for 2024 is attached. The March workshop will need to be rescheduled and alternative dates are listed in the document.
- h) **\*Approve Skamania County Emergency Services Mutual Aid Agreement** - City Administrator Leana Kinley presents the attached draft of the Skamania County Emergency Services Mutual Agreement on behalf of Fire Chief Rob Farris for council consideration.

MOTION: Approve the Skamania County Emergency Services Mutual Aid Agreement as presented.

- i) **\*\*Approve Five County Cooperative Fire Services Mutual Aid Agreement** - City Administrator Leana Kinley presents the attached draft of the Five County Cooperative Mutual Aid Agreement between the Fire Protection Agencies of Wasco County, Hood River County, Sherman County, Klickitat County and Skamania County on behalf of Fire Chief Rob Farris for council consideration.

MOTION: Approve the Five County Cooperative Mutual Aid Agreement between the Fire Protection Agencies of Wasco County, Hood River County, Sherman County, Klickitat County and Skamania County as presented.

## 10. INFORMATION ITEMS:

- a) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior year.
- b) **Grant Writing Funding** program through Washington State and local Economic Development Districts.
- c) **Skamania County Regional Transportation Plan** - Adopted January 2024
- d) **\*Fire Department Report** - The Stevenson Fire Department's report for January 2024 is presented for council review.
- e) **\*Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

- f) **\*\*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 - Fairgrounds Lift Station and First Street Project plans are attached.
- c) Leana Kinley, City Administrator

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

- a) **\*\*January 2024 payroll and February 2024 AP checks** have been audited and are presented for approval. January payroll check 17580 total \$140,556.47 which includes EFT payments. February 2024 AP checks 17581 thru 17645 total \$550,792.79, 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:**

- Monday, February 19th, Presidents' Day City Offices Closed
- Thursday, February 22nd, 6pm, Special City Council Meeting
- Saturday, March 2nd, 9am-1pm, Council Retreat
- Monday, March 11th, 6pm, Planning Commission Meeting
- Thursday, March 21st, 6pm, Regular City Council Meeting
- First Public Hearing on Proposed Changes to the Sewer Ordinance