

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**June 20, 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 [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) \*6/20 changes include:

- Updated road closure resolution (item 4g)
- Updated Transportation Benefit District documents (item 7e)
- Updated First Street supplement (item 7f)
- Added last FEMA Risk Map project update (item 8d)
- Added Councilmember Kristy McCaskell letter of resignation (item 8e)
- Added Vouchers (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) **Approve Contract Amendment with Understory Landscape Architecture, LLC for Park Plaza Design Services** - City Administrator Leana Kinley presents the staff report and contract amendment with Understory Landscape Architecture, LLC for design services of the Courthouse Park Plaza in the amount of \$349,423 plus expenses not to exceed \$355,000 for a total revised contract amount of \$570,752.
- b) **Approve Skamania County Building Inspector Agreement Addendum #3** - City Administrator Leana Kinley presents the attached addendum #3 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to remove using Cloudpermit Planning and Code Enforcement software services for council discussion and consideration. Council approved a separate contract with Cloudpermit for these services at the May 16th council meeting.
- c) **Water Adjustment** - Sheryn Olson (meter No. 606650) requests a water adjustment of \$398.27 for a water leak which they have since repaired.
- d) **Water Adjustment** - Larry Deski (meter No. 501725) requests a water adjustment of \$597.54 for a water leak which they have since repaired.
- e) **Liquor License Renewals** - Main Street Convenience and Jester and Judge/LDB Beverage Company.
- f) **Approve Resolution 2024-435 Regarding FEMA Representatives** - City Administrator Leana Kinley presents the attached resolution designating city agents for the FEMA disaster 4775-DR-WA for council consideration. This will allow the city to receive an estimated \$10,000 in costs related to the December 2023 winter storm.
- g) **\*Approve Resolution 2024-436 Authorizing Road Closure** - Public Works Director Carolyn Sourek presents the attached staff memo and resolution regarding temporary road closures.
- h) **Minutes** of May 16, 2024 Regular Meeting and May 23, 2024 special workshop.

MOTION: To approve consent agenda items a-h.

## 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) **Capital Improvement Program Update** - Public Works Director Carolyn Sourek presents the Capital Improvement Program Update for public comment and council consideration. This is the second of two scheduled Public Hearings. Project details may

be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th meeting packets.

MOTION: To approve Resolution 2024-433 adopting the revised Capital Improvement Program.

- b) **Transportation Improvement Program** - Public Works Director Carolyn Sourek presents the six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second of two scheduled public hearings for the annual TIP update. roject details may be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th meeting packets.

MOTION: To approve resolution 2024-434 adopting the 2025-2030 Transportation Improvement Plan.

## 7. COUNCIL BUSINESS:

- a) **Discuss Upcoming Fireworks Season** - City Council adopted an ordinance allowing the restriction on the personal use of fireworks at the November 16, 2023 council meeting which will take effect on November 16, 2024. This is to review the process for determining a restriction on recreational use as outlined in the adopted ordinance and what may be done if conditions present themselves this season.
- b) **Low-Income Housing Planning Commerce Grant** - City Administrator Leana Kinley presents the Commerce revised scope of work for the low-income housing planning grant offered by the Department of Commerce as discussed at the April 18th meeting. Due to funding restrictions, \$25,000 is available each fiscal year, which ends on June 30, 2024. Staff requests direction from council to reduce the scope to match \$25,000 available, use \$25,000 of City funds and complete the entire scope of work as proposed by Commerce, or to stop pursuing the grant based on the changes in grant amount and scope.

MOTION: To authorize the use of City funds in the amount of \$25,000 to complete the scope of work for the low-income housing planning grant as presented. OR To direct staff to revised the scope of work to meet the \$25,000 budget. OR To direct staff to stop pursuing the grant.

- c) **Complete Streets Ordinance-First Reading** - City staff presents the attached ordinance adopting a complete streets policy to better serve all users of the transportation and circulation system provided by the City for council review and consideration. This policy will also open up additional avenues of grant funding for transportation improvements.

MOTION: To approve an ordinance of the City of Stevenson adopting a Complete Streets Policy to better serve all users of the transportation and circulation system provided by the City. OR No motion and moves to a second reading on July 18th.

- d) **Review and Discuss Updates to the Strategic Plan** - Council will discuss the revised Strategic Plan and potential actions to move priorities forward.
- e) **\*Discuss Formation of Transportation Benefit District** - City Administrator Leana Kinley presents the attached staff memo regarding the formation of a Transportation Benefit District as discussed during the utility rate discussions.
- f) **\*Approve First Street Project Local Agency Agreement Supplement No. 2 and Revised Project Prospectus** - This item will be moved to the June 27th council meeting.

#### 8. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- b) **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.
- c) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- d) **\*Risk MAP Project Update** - The final update on the Skamania County Risk Mapping, Assessment and Planning (Risk MAP) project is included for information. This project included updating the current paper only flood maps last approved in 1986 to an interactive GIS map to better determine exact risk locations. The project is complete with council adopting the ordinance updating the policy at the May 16, 2024 council meeting.
- e) **\*Councilmember Kristy McCaskell's Resignation** - The letter of resignation from councilmember Kristy McCaskell is enclosed.

#### 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) \*May 2024 payroll and June 2024 AP checks have been audited and are presented for approval. May payroll check 17839 totals \$134252.86 which includes EFT payments. June 2024 AP checks 17840 thru 17909 total \$588,955.62, 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.]*

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

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

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*UPCOMING MEETINGS AND EVENTS:*

- Wednesday, June 19th, Juneteenth Holiday, City Offices Closed
- Thursday, June 27th, 6pm, Special City Council Meeting
- Thursday, July 4th, Independence Day, City Offices Closed
- Monday, July 8th, 6pm, Planning Commission Meeting
- Thursday, July 18th, 6pm, City Council Meeting