

AGENDA
CITY OF STEVENSON COUNCIL MEETING
December 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/UC4k9bA0IEEvsF6PSoDwjvA/>

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) *12/19 changes include:

- Added Wallis Engineering Contract Amendments (items 4j & 4k)
- Addition of vouchers (item 12a)

b) **12/20 changes include:

- Added additional public comments received (item 2a)
- Added Documents for 2024 Budget Amendment (item 7c)
- Added Fire Mobilization Interagency Agreement (item 9b)
- Added Wellhead Grant Agreement (item 9c)

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 Resolution 2023-423 Updating New Post Office Box Custodians** - Former Utility Clerk Mary Corey retired in September. This resolution updates the custodian to Kaitlyn Conrath, the new Utility Clerk.
- b) **Water Adjustment** - Deborah Zabel (meter no. 705400) requests a water adjustment of \$68.70 for a water leak which they have since repaired.
- c) **Liquor License Renewals** - Big River Grill and Skamania Lodge
- d) **Liquor and Cannabis License Renewal** - High-5 Cannabis
- e) **Approve Fuel Tax Grant Agreement for First Street Overlook in the amount of \$221,186** - Public Works Director Carolyn Sourek presents the attached grant agreement with the Washington State Transportation Improvement Board in the amount of \$221,186 for matching funds on the First Street Overlook project. The federal funds for this project have been approved and this project is included in the 2024 budget.
- f) **Approve 2024 Transportation Improvement Board (TIB) Chipseal Contract in the amount of \$71,268** - Public Works Director Carolyn Sourek presents the attached contract for chipsealing multiple locations as outlined in the attached segment list. This project is included in the 2024 budget.
- g) **Approve Contract for Farmers' Market Support in the amount of \$10,000** - City Administrator Leana Kinley presents the attached contract with the Stevenson Downtown Association to provide \$10,000 to support the Farmers' Market as allocated in the 2024 budget. The contract is the same as as previous years.
- h) **Approve 2024 Tourism Funding Award Contracts in the amount of \$466,760** - City Administrator Leana Kinley presents the contracts for Tourism funding approved at the November 16th council meeting for council approval for a total amount of \$466,760 (the total awarded amount of \$799,012 less \$332,252 for the City of Stevenson Park Plaza project).
- i) ***Approve Contract Amendment #3 for Wastewater Construction Services** - City Administrator Leana Kinley presents a contract amendment with Wallis Engineering for construction services related to the wastewater treatment plant upgrades. This amendment updates their rates for 2024 and 2025 and the total contract cost remains the same.

MOTION: To approve the contract amendment with Wallis Engineering for services related to the construction of the wastewater treatment plant upgrades updating the rate schedule for 2024 and 2025.

- j) ***Approve Contract Amendment #3 for Wastewater Collection System Construction Services** - City Administrator Leana Kinley presents a contract amendment with Wallis Engineering for construction services related to the wastewater collection

system upgrades. This amendment updates their rates for 2024 and 2025 and extends the contract to June 30, 2025 (from Dec. 31, 2023) the total contract cost remains the same.

MOTION: To approve the contract amendment with Wallis Engineering for services related to the construction of the wastewater treatment plant upgrades updating the rate schedule for 2024 and 2025 and extending the contract to June 30, 2025.

- k) **Minutes** of November 16, 2023 regular council meeting.

MOTION: To approve consent agenda items a-k.

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:

- a) **Columbia Avenue Realignment Feasibility Study Report**- Seth Otto from Maul Foster Alongi will present a summary of the results from the Columbia Avenue Realignment Feasibility Study Report, paid for through an Integrated Planning Grant from the Department of Ecology. A copy of the full report is attached.

7. PUBLIC HEARINGS:

- a) **Utility Rates and System Development Charges** - The rate study and restructuring is not ready for a public hearing. It will be presented at the January 18th City Council meeting.
- b) **Proposed 2023 Budget Amendments-First Reading** - City Administrator Leana Kinley presents proposed changes to the 2023 budget as outlined in the attached documents for council consideration. The changes are time-sensitive and need to be approved by the end of the year with no time for a second reading of the ordinance.

MOTION: To approve ordinance 2023-1204 amending the 2023 budget as presented.

- c) ****Proposed 2024 Budget Amendments-First Reading** - City Administrator Leana Kinley presents proposed changes to the 2024 budget as outlined in the attached documents for council consideration. The changes are time-sensitive and need to be approved in order to move forward with the 1st Street Overlook Project.

MOTION: To approve ordinance 2023-1205 amending the 2024 budget as presented.

8. SITUATION UPDATES:

- a) **Sewer Ordinance Update** - Staff will present an update on the status of the committee and timeline for presenting a revised proposal for council consideration. Meeting documents from the committee are being uploaded to the website: <https://www.ci.stevenson.wa.us/publicworks/page/committee-proposed-sewer-ordinance> .
- b) **Approve Rescinding Private Sewer System (Septic) Moratorium Ordinance** - City Administrator Leana Kinley presents an ordinance rescinding the moratorium on further new construction, expansion, or replacement of private sewage disposals systems in the urban reserve on the City of Stevenson comprehensive plan future land use map and on property lines within 300 feet of public sewer for council consideration.

MOTION: To approve ordinance 2023-1203 rescinding ordinance 2023-1198 related to a moratorium on further new construction, expansion, or replacement of private sewage disposals systems in the urban reserve on the City of Stevenson comprehensive plan future land use map and on property lines within 300 feet of public sewer as presented.

9. COUNCIL BUSINESS:

- a) **Set Date for Council Retreat** - As part of the budget process, council holds a retreat at the beginning of the year to review and establish future goals. Proposed dates for a four-hour session on a Saturday are: 1/27, 2/3, 2/10, 2/17 and 2/24.
- b) ****Approve Fire Mobilization Interagency Agreement with Washington State Patrol** - City Administrator Leana Kinley presents the interagency agreement on behalf of Fire Chief Rob Farris for council consideration. This contract will allow the department to be reimbursed for state mobilized fires. There is a question in to WSP on whether or not the name on the contract needs to change from the Stevenson Fire Department to the City of Stevenson and any updates will be discussed at the meeting.

MOTION: Approve the fire mobilization interagency agreement between the State of Washington Washington State Patrol and the City of Stevenson Fire Department.

- c) ****Approve Wellhead 106 Grant** - Public Works Director Carolyn Sourek presents the draft scope of work for the 2023 Wellhead 106 Grant Program through the Department of Health. This will pay for an analysis to determine if Hegewald Well is sufficient to act as the city's primary water source. This is in response to failures at the Rock Creek Intake and reduction of surface water sources, as well as further follow-up to the recommendation in the Water System Plan to evaluate the groundwater supply.

MOTION: Authorize the Mayor to sign the agreement between the Washington State Department of Health and the City of Stevenson for the 2023 Wellhead 106 Grant Program in the amount of \$27,500 with approval from the City Attorney.

10. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- 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 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
- c) Leana Kinley, City Administrator

12. VOUCHER APPROVAL:

- a) *November 2023 payroll, and December 2023 AP checks have been audited and are presented for approval. November payroll checks 17395 thru 17397 total \$127,482.35 which includes EFT payments. December 2023 AP checks 17394 and 17398 thru 17411 and 17433 thru 17493 total \$716,056.97, 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, December 25th, City Offices Closed for Christmas
- Monday, January 1st, City Offices Closed for New Year
- Monday, January 8th, 6pm, Planning Commission Meeting
- Wednesday, January 17th, 6pm, Joint Fire District 2 and City Council Meeting
- Thursday, January 18th, 6pm, City Council Meeting
- Thursday, January 25th, 6pm, Special City Council Workshop