

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**April 21, 2022**  
**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/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.  
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.]*

**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) \* 4/21 changes include:

- Revision of Farmers' Market Contract, Exhibit A for more clarity (item 4i)
- Addition of staff report for sewer plant update (item 6a)
- Removal of facilities maintenance services agreement (item 7a)
- Addition of engineer's recommendation for contract award (item 8c)
- Addition of Sheriff Department 2021 training report (item 9a)
- Addition of Fire Department report (item 9e)
- Addition of City Administrator staff report (item 10c)
- Addition of Vouchers (item 11a)

**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** - Kristopher Wright (meter no. 900024) requests a water adjustment of \$460.86 for a water leak which they have since repaired.
- b) **Liquor License Application** - Columbia Gorge Interpretive Center
- c) **Liquor License Renewals** - Walking Man Brewing, LLC
- d) **Special Occasion Liquor License Application** - Choice Charities at the Skamania County Fairgrounds on June 24 from 5 pm - 11 pm and June 25 from 10 am - 11 pm.
- e) **Special Occasion Liquor License Application** - Skamania County Chamber of Commerce on May 7th from 12 pm-5 pm at: Fairgrounds Exhibit Hall, Farmers Insurance, Moon River Home and Living, North Bank Books, A&J Market, IQ Credit Union, Columbia Hardware and Skamania County Skates.
- f) **Approve Appointment of Tom Sikora to Lodging Tax Advisory Committee** - City Administrator Leana Kinley presents Artbliss Hotel owner Tom Sikora for appointment to the Lodging Tax Advisory Committee.
- g) **Approve Appointment of Valerie Hoy to the Boundary Review Board** - City Administrator Leana Kinley presents former Planning Commission Chairperson Valerie Hoy for appointment to the Boundary Review Board.
- h) **Acknowledge Final SMP Document after Ecology Approval** - Community Development Director Ben Shumaker presents the final Shoreline Management Program document correcting scrivener's errors and including Ecology's final approval. The effective date will be April 18th, 2022.
- i) **\*Approve Contract for Farmers' Market Support** - City Administrator Leana Kinley presents the attached contract with the Stevenson Downtown Association to provide \$10,000 of reimbursable support to the Farmers' Market as discussed during the 2022 budget process.
- j) **Minutes** of March 17, 2022.

MOTION: To approve consent agenda items a-j.

## 5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Public Works** - Skamania County Building Inspector Marlon Morat will update council on building inspection services as per the interlocal agreement.

## 6. SITUATION UPDATES:

- a) **\*Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

## 7. UNFINISHED BUSINESS:

- a) **\*Approve Interlocal Agreement for Facilities Maintenance Services** - The revised contract is not yet ready for council approval. Terms are agreed to by both parties and the agreement is in review with the Port of cascade Locks attorney.

## 8. COUNCIL BUSINESS:

- a) **First Reading Ordinance 2022-1182 Amending Comprehensive Plan** - Community Development Director Ben Shumaker presents the staff memo and draft ordinance 2022-1182 amending the city's comprehensive plan to be in alignment with the updated shorelines management program and critical areas ordinance. Public hearings for this revision are being held at the Planning Commission level.
- b) **Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley presents a staff memo regarding a back-billing waiver request for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION: To approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$13,285.85.

- c) **\*Award Wastewater Treatment Plant Construction Contract (1)** - City Administrator Leana Kinley presents the apparent low bidder Stellar J for award of the wastewater treatment plant construction contract for an amount of \$10,342,431.00 upon confirmation from the Department of Ecology. A copy of the bid tabulation is enclosed.

MOTION: To award the wastewater treatment plant construction contract to Stellar J for an amount of \$10,342,431.00.

- d) **Approve Change Order 1 for the Main D Extension Project (1)** - City Administrator Leana Kinley presents the Crestline contract change order 1 for the Main D extension project in the amount of \$8,850 excluding sales tax and an additional 12 calendar days for resetting two monuments which may be disturbed, and increasing the number of sewer manholes to correct a discrepancy between the contract plans and the bid schedule for council consideration.

MOTION: To approve change order 1 for the Main D construction project in the amount of \$8,850 excluding sales tax and an extension of 12 calendar days as presented.

- e) **Approve Type D Right of Way Permit for 1030 Ryan Allen Road** - Public Works Director Carolyn Sourek will present the the request for a Type D long-term use of the city right of way for a fence at 1030 Ryan Allen Road for council consideration.

MOTION: To approve the Type D right of way permit for 1030 Ryan Allen.

- f) **Approve Internal Equipment Rates** - City Administrator Leana Kinley presents the attached resolution revising the rates billed internally for vehicle and equipment usage for council consideration.

MOTION: To approve resolution 2022-394 adopting interdepartmental rates for equipment services.

- g) **Select Lower Columbia Fish Recovery Board Candidate** - City Administrator Leana Kinley presents the two candidates for council to choose from to represent the Southwest Washington Cities.

MOTION: To select \_\_\_\_\_ as the City of Stevenson's candidate for Southwest Washington Cities representative to the Lower Columbia Fish Recovery Board.

## 9. INFORMATION ITEMS:

- 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. Additional detail regarding staff training for 2021 is also enclosed.
- 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) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- e) **\*Fire Department Report** - The report for the prior month on Fire Department activities is enclosed for council information.

## 10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director

- c) \*Leana Kinley, City Administrator

**11. VOUCHER APPROVAL:**

- a) \*March 2022 payroll and April 2022 AP checks have been audited and are presented for approval. March payroll checks 15890 thru 15895 total \$101,256.85 which includes EFT payments. April 2022 AP checks 15896 thru 15970 total \$254,954.08, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**12. MAYOR AND COUNCIL REPORTS:**

**13. 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.]*

**14. EXECUTIVE SESSION:**

- a) Council will convene in Executive Session under RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions.

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

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*UPCOMING MEETINGS AND EVENTS:*

- Saturday, April 23rd from 9 am - 12 pm at Downtown Stevenson, Spruce Up Stevenson
- Saturday, April 30th from 10 am - 2 pm at Sheriff's Office, Prescription Drug Take-Back Event
- Monday, May 9th at 6 pm at City Hall, Planning Commission Meeting
- Thursday, May 19th at 6 pm at City Hall, City Council Meeting