

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**May 18, 2023**  
**6:00 PM, City Hall and Remote**

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1. **CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

**Elected officials attending:** Mayor Scott Anderson; Councilmembers Johnson, Cox, Hendricks, McCaskell, Wyatt

**Staff attending:** City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker, City Attorney Robert Muth.

**Guests attending:** Skamania County Undersheriff Tracy Wyckoff

**Public attending:** Chuck Oldfield, Devon Groom

2. **PUBLIC COMMENTS:**

- **Chuck Oldfield** questioned who was responsible regarding brush clearance at a storm water retention pond at local subdivisions.  
**City Attorney Muth** provided information regarding HOA's and their responsibilities regarding the platted properties in question.

3. **CHANGES TO THE AGENDA:**

a) **\*5/16 changes include:**

- Updated Sheriff's Report with Adopted State Legislation (item 5a)
- Added CIP Staff Memo and Report (item 7b)
- Added Staff Memo to Sewer Plant Update (item 8a)
- Added Housing Programs Report (item 10f)
- Addition of Vouchers (item 12a)
- Revised Annual Financial Report-Schedule 9 (item 9b)

b) **\*\*5/17 changes include:**

- Removed Pool Update Presentation (item 6a)
- Added Mayoral Proclamation for Main Street Week (item 9d)

c) **\*\*\*5/18 changes include:**

- Added Mayoral Proclamation for National Pride Month (item 9e)

4. **CONSENT AGENDA:** The following items were presented for Council approval.

- a) **Liquor License Renewal** - Walking Man Brewing, LLC
- b) **Liquor License Renewal** - The Kellogg Group, LLC (Clark and Lewie's)
- c) **Approve Lodging for Labor Relations Institute – City Administrator Leana Kinley** attended the Association of Washington Cities Labor Relations Institute in Yakima on May 3rd and stayed two nights. The negotiated rate for the conference is \$120 per night, higher than the \$98 per diem rate. Council approval would be for the higher rate of \$120 per night for the conference.
- d) **Minutes** of April 20<sup>th</sup>, 2023 regular council meeting and the April 27<sup>th</sup>, 2023 special council meeting.

**MOTION** to approve consent agenda items a-d was made by Councilmember Hendricks seconded by Councilmember McCaskell.

Voting aye: **Councilmembers Cox, McCaskell, Hendricks, Johnson, Wyatt**

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 was presented for council review. Undersheriff Tracy Wyckoff provided additional information regarding recent changes to the laws concerning substance possession and use. The State Legislature adopted 2E2SSB 5536 Controlled Substances on May 16th. There is no longer a need for the City to adopt an ordinance. The original documents were still included in the packet and the discussion on a possible local fix to correct a gap in the law regarding drug possession and use as an outcome of the WA State Supreme Court ruling in State vs. Blake, 197 W.2d 170 (2021) is no longer necessary. Information from the Association of Washington Cities, the WA Association of Sheriffs & Police Chiefs, MRSC, and draft ordinances was included for council review and discussion.

6. **PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **\*\*Stevenson Community Pool** – This was rescheduled to June 15<sup>th</sup>, 2023.

7. **PUBLIC HEARINGS:**

- a) **Transportation Improvement Program** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council review. This was the first of two scheduled public hearings for the annual TIP update.

**Mayor Anderson** opened the public hearing at 6:11 p.m.

**City Administrator Kinley** noted the information in the meeting packet, and discussed the two options presented.

No public comments were received.

**Mayor Anderson** closed the public hearing at 6:17 p.m.

- b) **\*Capital Improvement Program Update - City Administrator Leana Kinley** presented and provided details on the Capital Improvement Program Update for review, public comment and council discussion. This was the first of two scheduled Public Hearings.

**Mayor Anderson** opened the public hearing at 6:42 p.m.

**City Administrator Kinley** provided a staff report on the list of projects included in the review and update.

No public comments were received.

**Mayor Anderson** closed the public hearing at 6:46 p.m.

#### **8. SITUATION UPDATES:**

- a) **\*Sewer Plant Update – Public Works Director Carolyn Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule. The plant continues to operate within its permit limits required for effluent treatment. She provided details on maintenance, staff training and construction activities.

#### **9. COUNCIL BUSINESS:**

- a) **Set Date for August Council Meeting** - The policy has been to change the council meeting in August to the second Thursday to avoid conflict with Fair events. There is a workshop scheduled for August 24<sup>th</sup>, 2023 which can be used to catch up on any additional Accounts Payable or items needing discussion ahead of the September 21<sup>st</sup>, 2023 regular council meeting. The date of the August regular city council meeting to August 8<sup>th</sup>, 2023 via consensus.
- b) **\*Review 2022 Annual Financial Report - City Administrator Leana Kinley** presented and explained the 2022 Annual Financial report for council review and discussion. Schedule 9, the Schedule of Liabilities, has been updated to reflect payments received versus reimbursements requested for ongoing loans based on confirmation from the State Auditor's office.

- c) **Shoreline Public Access Plan-Community Development Director Ben Shumaker** presented and explained the attached presentation from The Watershed Company on the status of the Shoreline Access project. A plan is being developed for Council review in June 2023. He provided details on the public comment opportunity that took place at the charette style meeting held at the Stevenson library and the priorities expressed.
- d) **\*\*Approve Proclamation Recognizing Main Street Week 2023 - Mayor Scott Anderson** presented proclamation 2023-01 recognizing June 11th-17th as Main Street Week for council consideration.

**MOTION** to approve proclamation 2023-01 recognizing June 11th-17th as Main Street Week was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Cox, McCaskell, Hendricks, Johnson, Wyatt**.

- e) **\*\*\*Approve Proclamation Recognizing National Pride Month 2023 - Mayor Scott Anderson** presented proclamation 2023-02 recognizing the month of June as National Pride Month for council consideration. There will be a Pride picnic and march on June 17th from 10 am-1 pm hosted by the Skamania County Women's Council.

**MOTION** to approve proclamation 2023-02 recognizing the month of June as National Pride Month was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, McCaskell, Hendricks, Johnson, Wyatt**.

**10. INFORMATION ITEMS:** The following items were presented for Council review.

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses thru the prior month.
- b) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) **Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month was attached.
- d) **Stormwater Utility** - A Staff Memo was included to address the topic brought up at the January 19<sup>th</sup>, 2023 meeting and where follow-up was set to be at the May 18<sup>th</sup>, 2023 council meeting.
- e) **Candidate Filing Week May 15-19** - There are three city council positions on the November 2023 ballot. Information about the election and running for elected office was enclosed in the packet.
- f) **\*Housing Programs Report** - Housing services provided by Washington Gorge Action Programs in the prior month in Skamania County.

## 11. CITY ADMINISTRATOR AND STAFF REPORTS:

### a) Ben Shumaker, Community Development Director

- i. The Parking Committee will hold its first meeting this next Tuesday. A second parking study will be conducted this summer to gather more data during a time of increased visitor usage.
- ii. The Annexation policy sub-committee has no current updates.
- iii. Once the shoreline planning work is completed there will be a transition into parks planning to eventually incorporate the findings into the CIP.

### b) Carolyn Sourek, Public Works Director

- i. Water - The annual Consumer Confidence Report is being developed. A leakage study is underway as well. The leak study will help determine where improvements are needed on the distribution system.
- ii. Iman Cemetery sewer system extension is underway.
- iii. The Chinidere development is finishing up its sewer extension and about to begin extending water services.
- iv. The city is evaluating an option to bring a number of Tari Lane homes onto the sewer system.
- v. Spruce up Stevenson had a great turnout. A street tree survey is being conducted on 1<sup>st</sup> and 2<sup>nd</sup> Streets to get public input on replacement trees.
- vi. A sidewalk panel replacement RFP is going out soon.
- vii. Public Works is updating its interlocal agreement with Skamania County for chip sealing services.
- viii. Public Works will be working with students in the Forest Youth Success program.

### c) Leana Kinley, City Administrator

- i. A wildfire prevention and emergency preparation workshop was recently held to help address communication across agencies.
- ii. The Homeless Housing Council agreed to use the existing warming shelter for an emergency smoke relief site.
- iii. The Fire Department strategic plan is moving forward. The plan is to have several sessions between the Department and members of the public, including a workshop with District Two fire commissioners on June 22<sup>nd</sup>.
- iv. Planning for the Columbia realignment project is wrapping up. The City is applying for an extension and to shift some remaining testing funds into ROW development.
- v. An application to the Public Works Trust Fund is in progress for the Cascade Avenue utility improvements. A federal appropriation for the project is also being requested, and she hopes to have a response by the end of June 2023.

**12. VOUCHER APPROVAL:**

- a) \*April 2023 payroll, and May 2023 AP checks were audited and presented for approval. April payroll checks 16880 thru 16883 total \$125,119.04 which included EFT payments. May 2023 AP checks 16884 thru 16941 total \$988,790.17, which included EFT payments. The AP check register with fund transaction summary was attached for review.

**MOTION** to approve the vouchers as presented was made by **Councilmember McCaskell** seconded by Councilmember Cox.

Voting aye: **Councilmembers Wyatt, Cox, McCaskell, Hendricks, Johnson.**

**13. MAYOR AND COUNCIL REPORTS:**

- a) **Councilmember Cox** reported thanked Carolyn and Public Works for addressing piles of woody debris from No Name Road following a complaint.
- b) **Mayor Anderson** gave a shout out to Spruce Up Stevenson, noting it was great to see so many volunteers.
- c) **City Attorney Muth** noted the Port of Skamania County Port provided a report to the Chamber on cruise boat dockings and Cascade Business Park.
- d) **Councilmember Cox** suggested reviewing traffic flow at the west end of Rock Creek Drive at the time of the Rock Creek Bridge replacement.

**14. ISSUES FOR THE NEXT MEETING:**

- a) **Mayor Anderson** reported he will not be at the next Council meeting.

**15. ADJOURNMENT – Mayor Anderson** adjourned the meeting at 7:41 p.m.



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Scott Anderson, Mayor

6/15/23

Date