

**MINTUES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**January 19, 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 Dave Cox, Michael Johnson, Kristy McCaskell, David Wyatt, Paul Hendricks

**Staff attending:** City Administrator Leana Kinley, Community Development Director Ben Shumaker, City Attorney Ken Woodrich

**Guests attending:** Angie Waiss, Executive Director, Skamania County Chamber of Commerce, Tracy Wyckoff, Skamania County Sheriff's Department

**Public attending:** Chuck Oldfield

- 2. PUBLIC COMMENTS:**

>Chuck Oldfield spoke about storm water management and run-off issues in his neighborhood.

- 3. CHANGES TO THE AGENDA:**

- a) **1/18 changes include:**
- Added HEALing SCARS resolution (item 7a)
  - Added Bell Design Co. contract (item 8e)
  - Addition of December Comp Time Roll-over (item 8h)
  - Addition of Vouchers (item 11a)

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

- a) **Liquor License Change in Corporate Officers/Stockholders** - Skamania Lodge  
b) **Minutes** of December 14, 2022 special meeting, December 14, 2022 special workshop, December 15, 2022 regular meeting, and January 11, 2023 special workshop.

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

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

**5. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Skamania County Chamber of Commerce** - Executive Director Angie Weiss provided an update on recent Chamber events and activities, including membership numbers, an assessment/needs survey, a new government affairs committee, upcoming Chamber events, and advertising and market opportunities. WiFi service, local webcams and the weather station have been replaced.

**6. SITUATION UPDATES:**

- a) **Sewer Plant Update (1)** - Staff presented an update on the Stevenson Wastewater System and Compliance Schedule. **City Administrator Kinley** noted the administrative order from the Department of Ecology has been lifted as the city has fulfilled their requirements, but the moratorium is still in place.

**7. UNFINISHED BUSINESS:**

- a) **HEALing SCARS Program Discussion - Community Development Director Ben Shumaker** presented and explained the staff memo and resolution creating the Helping Adjacent Landowners Sewer Connection and Replumbing Stipend loan program. He shared it has been expanded to include systems within 300' of a fish bearing stream. The interest rate has been set at 4.25%.

**MOTION** to approve resolution 2023-402, a resolution of the City Council of Stevenson adopting a septic-to-sewer program entitled HEALing SCARS in Stevenson was made by **Councilmember McCaskell**, seconded by **Councilmember Hendricks**.

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

- b) **Pool District Loan Agreement Amendment - City Administrator Leana Kinley** presented an amendment to the interlocal agreement with the Stevenson Community Pool District to forgive \$25,000 of the \$40,000 loan provided in 2022 as approved at the December 15, 2022 council meeting.

**MOTION** to approve amendment #1 to the interlocal agreement between the Stevenson Community Pool District and the City of Stevenson as presented was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

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

- c) **Latecomers Agreement Ordinance for Main D Sewer Mainline Extension along East Loop Road and Frank Johns Road - City Administrator Leana Kinley** presented and provided details regarding the latecomers agreement ordinance re-approving the reimbursement area for council consideration. She explained the assessment calculation

for the Main D sewer mainline extension along East Loop Road and Frank Johns Road.

**MOTION** to approve ordinance 2023-1192 an ordinance re-approving the sewer assessment reimbursement area and calculation for the main D sewer line extension in the City of Stevenson, Washington as presented was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

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

## 8. COUNCIL BUSINESS:

a) **Citywide Traffic Assessment - City Administrator Leana Kinley** presented and explained the completed Stevenson Citywide Traffic Assessment for council information and discussion. She noted the newest Transportation Improvement Plan contained the recommendations made. The assessment took into account intersections outside the original scope.

b) **Skamania County Prosecuting Attorney Agreement - City Administrator Leana Kinley** presented the 2023 contract with Skamania County for Prosecuting Attorney services. The rate has increased from \$16,000 to \$18,000 (12.5%). The amount hasn't changed in over 10 years even though their service costs have increased, mainly due to employee salaries and benefits.

**MOTION** to approve the interlocal agreement with Skamania County for Prosecuting Attorney was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

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

c) **Discuss Committee Appointments - Mayor Scott Anderson** presented the attached 2023 draft committee and board appointments for council discussion. Councilmembers volunteered to serve on various committees, including the Fair Board, Public Art Committee, Law Enforcement Contract Committee, the Annexation Sub-Committee and the Shoreline Public Access Committee.

**MOTION** to approve appointments as agreed was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

d) **Approve Transportation Improvement Board (TIB) Contracts - City Administrator Leana Kinley** presented and explained three contracts for projects receiving TIB grants, as outlined in the attached letter, for council consideration. These projects are included in the 2023 budget.

**MOTION** to approve agreement 2-W-974(002)-1 with the State of Washington Transportation Improvement Board in the amount of \$144,907 for seal coating sections outlined in the segment list was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

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

**MOTION** to approve agreement 6-W-974(006)-1 with the State of Washington Transportation Improvement Board in the amount of \$460,422 to rebuild, resurface and add sidewalks along Loop Road from Columbia Ave east to the city limits was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

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

**MOTION** to approve agreement 2-W-974(003)-1 with the State of Washington Transportation Improvement Board in the amount of \$74,146 for the McEvoy Overlay project was made by **Councilmember McCaskell**, seconded by **Councilmember Cox**.

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

- e) **Approve Bell Design On-Call Contract** - City Administrator Leana Kinley presented the three-year contract with Bell Design for on-call engineering standards update services for a cost not to exceed \$80,800. This contract was selected through the city's recent RFQ process for on-call engineering services.

**MOTION** to approve the contract with Bell Design for on-call engineering standards update services for a cost not to exceed \$80,800 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

- f) **Approve FLO Analytics On-Call Contract** - City Administrator Leana Kinley presented the three-year contract with FLO Analytics for on-call GIS services for a cost not to exceed \$31,700 per budget year as outlined in the scope of work. This contract was selected through the city's recent RFQ process for on-call engineering services.

**MOTION** to approve the contract with FLO Analytics for on-call GIS services for a cost not to exceed \$31,700 per budget year was made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

- g) **Draft 2023 Council Workshop Calendar** - City Administrator Leana Kinley presented incur and asked Council to determine the draft 2023 council workshop training calendar.

She shared details on upcoming training needs and presentations available for council members.

- h) **December 2022 Comp Time Roll-Over - City Administrator Leana Kinley** discussed and clarified rolling over 20 hours comp-time for one employee to be used within the first quarter of 2023 due to the unusual winter storm over the Christmas holiday. The overall budget impact from the salary increase at the beginning of the year compared to if it was taken in 2022 is less than \$100.

**MOTION** to approve rolling over 20 hours of comp time accumulated by an employee from the winter storm in December 2022 to be used by March 31, 2023 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

**MOTION** to amend the original motion not allowing additional overtime to be incurred by the use of this rollover was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

Voting aye on the motion as amended: **Councilmembers Wyatt, McCaskell, Hendricks, Cox, Johnson**.

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

- a) **Skamania County Chamber of Commerce Report** activities conducted in the prior month.
- b) **Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County in the previous month.
- c) **Financial Report** - The preliminary Treasurer's Report and year-to-date revenues and expenses for year-end were presented for council review.
- d) **Contracts Awarded Administratively** – The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was available.
- e) **Regional Transportation Council Annual Report** for 2022 was included for council information.

**10. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a) **Ben Shumaker, Community Development Director** provided the following updates.

- i. A meeting is tentatively set for February 15<sup>th</sup>, 2023 to review information assembled by the consultants for the Shoreline Access Plan.
- ii. A sub-committee of the Planning Commission is reaching out to Skamania County planning officials to facilitate consistency between the city and county annexation approaches.
- iii. State and Federal funding for Broadband expansion is becoming available. WSU Extension is providing public outreach to gather information to help develop a statewide broadband plan. **Councilmember Wyatt** volunteered to serve on any committees regarding broadband access.

**b) Leana Kinley, City Administrator**

- i. Undersheriff Tracy Wyckoff introduced himself and stated he would be attending City Council meetings on behalf of the Sheriff’s Department.
- ii. A draft report from soil tests taken for the Columbia Avenue realignment project is now being reviewed by the Department of Ecology. Discussions with several property owners on any required mitigation responses will take place after DOE completes their review and provides recommendations. The anticipated timeline to have the project consultants meet with property owners is mid-to late February 2023.
- iii. A Parks Plan grant was applied for through the state Recreation and Conservation Office and is awaiting news of a decision.
- iv. The city is trialing several work order systems that may be able to incorporate the work orders into the city’s GIS system and possibly align with building permits.
- v. The city is going through a bid process in hopes of securing a truck. Supply chain issues are limiting the availability of vehicles.
- vi. **City Attorney Woodrich** announced his retirement at the end of March 2023. He was thanked by **Mayor Anderson** and the Council for his years of service to the city. **City Administrator Kinley** noted a Request for Qualifications regarding the open position of city attorney will be released shortly.

**11. VOUCHER APPROVAL:**

- a) **\*December 2022 payroll, December 2022, 2022 13th month, and January 2023 AP checks** have been audited and were presented for approval. December payroll checks 16479 thru 16497 and 16554 thru 16558 total \$117,921.13 included EFT payments. December 2022 AP checks 16559 thru 16619 total \$782,359.96 included EFT payments. January 2023 AP checks 16620 thru 16648 total \$403,867.06 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 Hendricks**, seconded by **Councilmember Cox**.

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

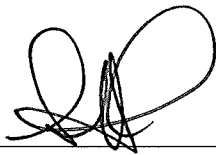
**12. MAYOR AND COUNCIL REPORTS:**

- a) **Councilmember Hendricks** noted the gravel road near Maple and Alameda was being heavily used by construction vehicles and needed timely maintenance.

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

- a) **Councilmember Wyatt** noted a constituent had asked about addressing fireworks.
- b) **Councilmember Cox** asked revisit the stormwater issue. This will be discussed at the May council meeting when the Public Works Director is back at full-time work.
- c) **Mayor Anderson** shared information he acquired during the Mayor's Exchange held recently in Olympia. Finding ways to fund affordable and attainable housing was a main topic. He reported preliminary discussions are taking place at the state Capitol regarding the use of Tourism Advisory Committee (TAC) funding for workforce housing construction.
- d) **Mayor Anderson** noted a visit to Stevenson from Rep. Marie Gluesenkamp Perez was positive, and a town hall style meeting was well attended.

**14. ADJOURNMENT - Mayor Anderson** adjourned the meeting at 7:39 p.m.



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Scott Anderson, Mayor

02.16.23

Date