

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 16, 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 Anderson; Councilmembers David Cox, Paul Hendricks, Kristy McCaskell, Michael Johnson, David Wyatt.

**STAFF ATTENDING:** City Administrator Leana Kinley, Public Works Director Carolyn Sourek; Community Development Director Ben Shumaker

**PUBLIC ATTENDING:** Perry Colburn, Mary Repar

**GUESTS ATTENDING:** Nutrition Programs Director for Washington Gorge Action Programs Janeal Boreen; Stevenson Food Bank's Patty Nichols.

**2. PUBLIC COMMENTS:**

> Perry Colburn noted Gloria Howell's passing by requesting several minutes of silence in her memory.

> Mary Repar commented on the Chinedere Development, fireworks, and requested the city consider renovating the old grange building as a community center.

**3. CHANGES TO THE AGENDA:**

**a) \*11/14 changes include:**

- Added Kinley Water Leak Adjustment Request (item 4e)
- Added 2024-25 Law Enforcement contract approval (item 5b)
- Added discussion regarding charging for public records (item 9d)
- Added Planning Commission minutes (item 10d)
- Added WAGAP Housing Program Report (item 10e)
- Addition of vouchers (item 12a)

**b) \*\*11/16 changes include:**

- Added public comments received (item 2a)
- Added acceptance of Public Works Board award (item 9e)

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

- a) The Tourism Advisory Committee's 2024 funding recommendations** for council approval in the total amount of \$799,012.
- b) Approval of Resolution 2023-420 Surplussing Items**

- c) **Approval of Resolution 2023-422 Personnel Policy Update** - The changes update the requirements for public works staff taking on-call duties and adds a policy regarding staff meals as identified in the recent audit.
- d) **Approval of the 2024 contract with Skamania County for Prosecuting Attorney services.**  
There are no changes from the 2023 contract.
- e) **\*Water Adjustment** - Jason and Leana Kinley (meter no. 612800) requested a water adjustment of \$450.30 for a water leak which they have since repaired.
- f) **Minutes of October 19, 2023 Regular Council Meeting, October 26, 2023 and November 7, 2023 Special Meetings.**

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

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

**5. SHERIFF'S OFFICE REPORT:**

- a) **Sheriff's Report** - The Skamania County Sheriff's report on activity within Stevenson city limits for the prior month was presented for council review by Undersheriff Tracy Wyckoff.
- b) **\*Approve Interlocal Agreement for Law Enforcement** - City Administrator Leana Kinley presented and provided details on the revised Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council consideration. The original request was for \$150,000 over two years. The current agreement is for two years with increases of \$50,000 for 2024 and \$50,000 plus Consumer Price Index plus budget increase percentages for 2025.

**MOTION** to approve the interlocal agreement with Skamania County for law enforcement services as presented was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

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

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **WAGAP Presentation** – Janeal Boreen, Nutrition Programs Director for Washington Gorge Action Programs and Patty Nichols presented an update on the Stevenson Food Bank and WAGAP's increase in services in support of food security. Over the past few years there has been a large increase in usage of the food bank, and at the same time a 30% decline in donations. There is a pilot program for reducing food waste with Carson Elementary School. The City's current contract supporting WGAP of \$10,000 per year expires at the end of 2024.

**7. PUBLIC HEARINGS:**

- a) **2024 Utility Rates** - The rate study and restructuring was not ready for a public hearing. There will be a hearing at the December 21st council meeting.

- b) **Public Hearing 2024 Proposed Property Tax Levy** - City Administrator Leana Kinley presented and explained resolution 2023-421 and ordinance 2023-1199 proposing the maximum 1% property tax increase for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2023.

**The public hearing for the proposed property tax levy was opened at 6:18 p.m.**

**The public hearing closed at 6:19 p.m.**

**MOTION** to approve resolution 2023-421 authorizing an increase in property taxes for fiscal year 2024 was made by **Councilmember Hendricks**, seconded by **Councilmember Cox**.

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

**MOTION** to approve ordinance 2023-1199 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2024 was made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

- c) **Second Hearing 2024 Proposed Budget** - City Administrator Leana Kinley presented and explained the 2024 proposed budget and associated documents based on items discussed at the October 19, 2023 public hearing. It is also available online at <https://city-stevenson-wa-budget-book.cleargov.com/11684>.

**Public hearing on the 2024 proposed City budget opened at 6:21**

Mary Repar asked if any funds were included for landscaping and street tree care. City Administrator Kinley stated there were no funds included in the street fund. Public Works Director Carolyn Sourek advised there is a possible funding source through the Department of Natural Resources, and the city is partnering with the Stevenson Downtown Association on maintaining downtown plantings.

**Public hearing closed at 6:24 p.m.**

**Councilmember Cox** questioned the increase in the equipment service fund. City Administrator Kinley and Public Works Director Sourek provided details on equipment, vehicles and building needs, noting the older vehicles needed frequent repairs and provided no return when surplussed. The fund increase reflected the cost of upgrades.

**MOTION** to approve ordinance 2023-1202 adopting the 2024 budget as presented was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

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

## 8. SITUATION UPDATES:

- a) **Sewer Ordinance Update** – City Administrator Leana Kinley presented an update on the status of the committee and timeline for presenting a revised proposal for council consideration. Meeting documents from the committee will be uploaded to the website <https://www.ci.stevenson.wa.us/publicworks/page/committee-proposed-sewer-ordinance>. Two meetings have been held so far. The feedback received so far is indicating a number of documents will result. An ordinance, financial policy changes, the Capital Improvements Program and the future budget will be discussed further at the committee level. The next meeting is scheduled for December 4<sup>th</sup>, 2024. Council will receive reports on the feedback and potential next steps. Approved minutes are posted on the website.

## 9. COUNCIL BUSINESS:

- a) **Approve Fire Chief Approval Ordinance-First Reading** - The Fire Department Strategic Plan task 4A3 suggested to "revise current policy to further engage the City in selecting the City Fire Chief." A revised copy of the existing ordinance with proposed language changes as approved by consensus at the November 7, 2023 joint meeting with Fire District 2 is attached for council approval.

**Councilmember Johnson** commented positively on the proposed changes.

**MOTION** to approve ordinance 2023-1200 as presented amending chapter 2.24 of the volunteer fire department was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

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

- b) **Approve Ordinance Restricting Use of Personal Fireworks-Second Reading** – City Administrator Leana Kinley presented a revised ordinance regarding restriction of the personal use of fireworks when there is a ban on recreational fires for council discussion. The first reading was on July 20th and also discussed on October 26th, 2023 and documents related to those meetings, including the video recordings, can be found on the city's website at <https://www.ci.stevenson.wa.us/meetings>.

**MOTION** to approve ordinance 2023-1201 amending title 8 of the Stevenson Municipal Code adding chapter 8.58 authorizing the restriction of personal fireworks discharge during times of recreational fire burn bans as presented was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

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

- c) **Parking Regulations Update** - Staff has been working on updates to the city's code regarding parking (SMC 10.08 Loading Zones and 10.12 Parking Prohibited in Certain Areas) based on community feedback, changing requirements, and street maintenance.

Community Development Director Ben Shumaker presented an extensive update on the progress from the parking advisory sub-committee study. The study was first conducted in 2021 and again in 2023. It included several inventories of curbside and off-street parking availability for both ADA/public right-of-way accessibility sites and standard parking slots within the downtown and courthouse area. Issues discussed included the need for additional ADA parking, the perception by the public and business owners regarding seasonal parking supply, possible regulatory changes to the zoning code, loading zones, and exploration of angled parking sites. He noted further analysis will take place, and possible amendments to the SMC will be presented to Council at sometime in the near future.

- d) **\*Discuss Public Records Fee Update** - City Administrator Leana Kinley presented information from the Washington State Attorney General's Office for discussion on updating the city's fee schedule to allow charging for public records. Back in March 2020 the city changed its policy and no longer charges for public records, regardless of the format (paper or electronic). Since then, the number of requests, and the cost to fulfill them have increased significantly. She noted the City is attempting to get a local records grant from the state archives office to leverage the City's laser fiche to include a public portal to allow for easier public access to records. The AG has provided a fee schedule that details what charges are allowable, or a flat \$2 per request can be assessed. It was agreed further discussion would take place in the future.
- e) **\*\*Accept Public Works Board Loan Award** - City Administrator Leana Kinley presented an award letter from the Public Works Board for a financing offer of \$1,902,300 in loan funding at a lower interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project. It would allow for replacement of the existing and aging AC waterline at the same time as the sewer is upgraded, increase street lighting, and provide for some streetscaping.

**MOTION** to accept the Public Works Board financing offer of \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project was made by Councilmember Hendricks, seconded by Councilmember Johnson.

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

#### 10. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- b) **Skamania County Risk MAP Project Update** - This project includes updating the current paper only flood maps last approved in 1986 to an interactive GIS map to better determine exact risk locations. Outreach has taken place with property owners whose parcel impact has changed (either now included or removed from the flood risk area).
- c) **Contracts** Awarded Administratively for contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.

- d) **\*Planning Commission Minutes** from the Planning Commission meeting for the prior month.
- e) **\*Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.

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

- a) **Community Development Director** Ben Shumaker provided the following updates:
  - i) The Planning Commission is working on developing an upcoming work plan for 2024. He anticipates housing will be on the work plan. They have the City Council's strategic plan and are waiting on changes to the sewer plan. The PC is working on developing an annexation policy.
  - ii) The Parks plan is underway, with a questionnaire/interactive web map sent to residents to gain public input. Responses will be reviewed at the December 6<sup>th</sup> meeting of the city led coalition consisting of Skamania County, the Port, Stevenson-Carson School District and the pool to help guide the next steps. Recommendations and potential designs will be presented to the Council in winter of 2024.
  - iii) The Chinedere Development met the conditions required by the city, has recorded the plat, and lots have begun to sell. Construction is the next phase.
  
- b) **Public Works Director** Carolyn Sourek provided the following updates:
  - i) A sanitary survey on the water system from the Department of Health went well, with some recommendations noted.
  - ii) Public Works is performing a quality/quantity study of Hegewald well to measure seasonal fluctuations in ground water levels.
  - iii) WWTP contract modification extends the completion date due to supply issues with vendors.
  - iv) Fall and winter preparations are taking place. Employees are sweeping streets, cleaning plugged culverts and replacing broken culverts.
  - v) Empty tree wells are now planted with street trees.
  - vi) Several sidewalk replacement/repairs will begin next month.
  - vii) First Street Overlook: The final design cost has been negotiated and reduced by half, and no longer meets the cost threshold for Council discussion. Funding is being accumulated through Federal and Transportation Investment Board sources.
  - viii) Equipment: Public Works will surplus an unused sander.
  - ix) A/C pipe training on December 12<sup>th</sup>, inviting other public agencies and contractors to attend.

**Councilmember Cox** asked about the WWTP extension and was informed the original bid on equipment holds. City Administrator Kinley related the additional expenses are for extended inspection costs as demobilization did not happen when originally scheduled. City Attorney Muth suggested there may be negotiations possible within the contract.

- c) **City Administrator** Leana Kinley provided the following updates:
  - i) The state auditor is offering a cyber security checkup. If the City makes improvements, it can get increased insurance against risk.
  - ii) Park Plaza flyers going out for survey and public input. 8,000 are being sent countywide.
  - iii) An initial design review on the Park Plaza Project is planned for November 17th. Full project cost can be reduced through value engineering and design changes.

- iv) She asked if the online presentation for the budget was useful and if it was worth the cost. **Councilmember McCaskell** suggested using online analytics to determine public usage. City Administrator Kinley will review how many visits the website had. She noted the time savings expected did not take place.

**12. VOUCHER APPROVAL:**

- a) **\*October 2023 payroll, and November 2023 AP checks** have been audited and are presented for approval. October payroll checks 17323 thru 17326 total \$131,916.23 which includes EFT payments. November 2023 AP checks 17327 thru 17393 total \$834,312.28, which includes EFT payments. The AP check register with fund transaction summary is 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, Johnson, Hendricks.**

**13. MAYOR AND COUNCIL REPORTS:**

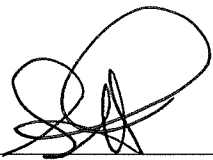
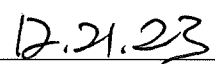
- a) **Councilmember Cox** shared information on the new law enforcement contract.
- b) **Councilmember David Wyatt** was recognized and thanked for his Stevenson City Council service.

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

- a) **The next sewer committee meeting** will be held the week after Thanksgiving, followed by a rate update public hearing.

**15. ADJOURNMENT** – **Mayor Anderson** adjourned the meeting at 8:02 p.m.

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 Scott Anderson, Mayor  12.21.23  
Date