

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 18, 2024
6:00 PM, City Hall and Remote

- 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.

PRESENT

Elected City Officials: Mayor Scott Anderson; Councilmembers Lucy Lauser, Pat Rice, Michael Johnson, Dave Cox.

City Staff: City Administrator Leana Kinley; Public Works Director Carolyn Sourek; Community Development Director Ben Shumaker, City Attorney Robert Muth, Fire Chief Rob Farris.

Guests: Stevenson Downtown Association Executive Director Kelly O'Malley-McKee, Skamania County Prosecuting Attorney Adam Kick.

Public Attendees: Rick Jessel, Mary Repar, Casey Smith and others unidentified.

2. PUBLIC COMMENTS:

- >Rick Jessel provided comments regarding the sewer ordinance.
- >Mary Repar spoke about public access, the sewer ordinance, and the Courthouse Plaza project.
- > Casey Smith commented on public easements and publicly accessible walking paths. ** Due to a technology error, this comment was received between items 6. a) & b).

3. CHANGES TO THE AGENDA:

- a) ***4/17 changes** include:
- Added Public Comment received (item 2a)
 - Added staff memo and draft documents for Utility Rates Public Hearing (item 7b)
 - Updated DOWL Agreement (item 9a)
 - Added staff memo regarding equipment (item 9e)
 - Added additional survey analysis (item 9f)
 - Added Resolutions for RCO Grants (item 9i)
 - Added Financial Quarterly Report (item 10a)
 - Added Housing Programs Report (item 10b)
 - Added MCEDD CEDS ranking list (item 10c)
 - Added vouchers (item 12a)

4. CONSENT AGENDA:

- a) **Water Adjustment** - Bonnie Johnson (meter no. 500240) requested a water adjustment of \$300.29 for a water leak which they have since repaired.
- b) **Water Adjustment** - Janet Campbell (meter no. 506900) requested a water adjustment of \$160.66 for a water leak which they have since repaired.
- c) **Water Adjustment** - Kathleen Hargadine (meter no. 804625) requested a water adjustment of \$38.76 for a water leak which they have since repaired.
- d) **Liquor License Renewal** - Walking Man Brewing, LLC
- e) **Special Occasion Liquor License Application** - Skamania County Chamber of Commerce on May 11th from 12 pm-5 pm at: Skamania County Skates, Moon River Home and Living, North Bank Books, A&J Market, IQ Credit Union, Columbia Hardware and Skamania County Pioneer.
- f) **Minutes** of the March 21, 2024 regular meeting and the March 25, 2024 special meeting.

MOTION to approve consent agenda items a-f was made by Councilmember Johnson, seconded by Councilmember Rice.

Voting aye: Councilmembers Lauser, Rice, Cox, Johnson

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 by Skamania County Undersheriff Tracy Wyckoff for council review.
Councilmembers Cox and Rice asked several questions regarding current staffing and operations in the Sheriff's Office.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Downtown Association Presentation** - Kelly O'Malley-McKee, Executive Director for the Stevenson Downtown Association, provided an update on the association's current work and accomplishments. She spoke about programs the SDA is involved in, including the Stevenson Farmers' Market, the Main Street Tax Credit opportunity, murals in the downtown area, and Spruce Up Stevenson.
- b) **Prosecuting Attorney Update** – Skamania County Prosecuting Attorney Adam Kick presented to council how prosecutor services are provided to the City, including probation services and associated costs. He described the current arrangement regarding probation services and how the county subsidizes services for the City. Costs are increasing and the county may have to increase what it charges for the service.
City Councilmembers asked several questions about contracts, enforcement of code violations, and fine collections.

7. PUBLIC HEARINGS:

- a) **Commercial Wastewater Moratorium** - City Administrator Leana Kinley presented resolution 2024-408 adopting the findings of fact related to the moratorium extension and ordinance 2024-1209 extending a wastewater moratorium on sewer connections with BOD5 discharge character above 2,000 mg/L or loading greater than 5 percent of the wastewater treatment plant design loading rate that will impact the BOD5 or TSS load on the wastewater treatment plant for public comment and council consideration.

Public Hearing opened at 7:17 p.m.

City Administrator Kinley noted the current project finishes at the end of 2024. The moratorium will need to be extended until the Waste Water Treatment Plant is finished. The benefit to the city is once the project is completed the city can then lift the moratorium, whereas if the state initiated the moratorium it would require one year's wait past the project's completion.

>No public comments were received.

Public Hearing Closed at 7:19

City Administrator Kinley advised connections are permitted if the wastewater discharge is treated to residential strength.

MOTION to approve resolution 2024-408 adopting the findings of fact related to the moratorium extension on commercial connections was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Lauser, Rice, Cox, Johnson

MOTION to approve ordinance 2024-1209 extending the wastewater moratorium on connections with BOD'S discharge character above 2,000 mg/L or loading greater than 5 percent of the wastewater treatment plant design loading rate that will impact the BOD'S or TSS load on the wastewater treatment plant was made by Councilmember Johnson, seconded by Councilmember Cox.

Voting aye: Councilmembers Lauser, Rice, Cox, Johnson

- b) **Utility Rates and System Development Charges** - City Administrator Leana Kinley presented a staff memo and draft ordinances based on the direction given at the March 25th, 2024 special council meeting and previous public hearings on the topic for council review and discussion.

Public Hearing opened at 7:21

City Administrator Kinley referenced the staff memo in the council meeting packet that encapsulates prior discussions about the utility rates and system development charges. It contains the language that will be included in a fee resolution that covers all City fees in one document as well as the process and timeline. Some ordinances will need to be revised to reflect these changes.

>Mary Repar questioned what utilities were covered in the document, and how these increases were being calculated.

Kinley noted there is no change to the structure for billing, and clarified the rate increases of 10% for sewer and 5.5% for water in 2024, with other increases occurring over the next few years. She also explained the increases are based on passage of a potential street sales tax increase as discussed previously.

Public Hearing Closed at 7:26

Council discussed a timeline for reviewing the capital improvement program, how growth planning is determined, and rate adjustments for low/moderate income residents.

Kinley stated that ordinances will be presented during the May 2024 City Council meeting, which will offer opportunities for further discussion. Public hearings will be provided at that time to allow for comments and public input.

8. SITUATION UPDATES:

- a) **Sewer Ordinance Discussion** – Community Development Director Shumaker presented a memo and a draft complete updated ordinance to SMC 13.08 Sewer and Pre-treatment as discussed for council review and direction. If the draft is deemed suitable for public engagement, the next step will be to establish a timeline for future workshops and hearings and create informational materials for public distribution on the updated changes. He requested direction from the Council on public engagement strategies. The main issue is how to ensure the ordinance provides guidance on how sewer extensions would occur when new or replacement septic systems would also be allowed.

Council arrived at a consensus to require sewer when a single lot contains 3 dwellings, including ADU's or a division of a lot into more than 2 lots. It was also determined further work was needed, and the draft document was not ready for public release.

9. COUNCIL BUSINESS:

- a) **Approve Agreement with DOWL Construction Engineering** - Public Works Director Carolyn Sourek presented the contract with DOWL for construction engineering services related to the First Street Overlook project in the amount of \$159,105. DOWL is the selected consultant for the First Street overlook project. Sourek advised Councilmembers the majority of funds were from grants.

MOTION to approve the contract with DOWL for First Street Overlook project construction engineering services in the amount not to exceed \$159,105 was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Lauser, Cox, Johnson

Voting nay: Councilmember Rice

- b) **Water Adjustment** - Moon River (meter No. 707800) requests an adjustment of \$1,874.68 for a burst waterline during the January cold-snap, which they have since repaired. The amount is above the policy limit of \$1,000 and represents only the sewer flow and surcharge amounts billed. The typical calculation for forgiveness would be \$2,630.47. A similar request was presented in the recent past for Skamania Lodge and approved.

MOTION to approve the wastewater flow and surcharge adjustment of \$1,874.68 for Moon River was made by Councilmember Rice, seconded by Councilmember Lauser.

Voting aye: Councilmembers Lauser, Rice, Cox, Johnson

- c) **Approve Ratification of the First Street Project Local Agency Agreement Supplement No. 1 and Revised Project Prospectus** - Public Works Director Carolyn Sourek requested council approval of the Agreement Supplement No. 1 and revised Project Prospectus with the Washington State Department of Transportation, which increases the overall project costs by \$943,148, from a design phase cost of \$187,800 to design and construction phase cost of \$1,130,948.

MOTION to approve the ratification of the Local Agency Agreement Supplement No. 1 and revised Project Prospectus for the First Street Project for a total project cost of \$1,130,948 was made by Councilmember Johnson, seconded by Councilmember Cox.

City Administrator Kinley explained the process used awards the entire amount, but contracts are issued one portion at a time so when the project moves from design phase to construction phase another agreement needs to be signed even though the funds have already been accepted.

Voting aye: Councilmembers Lauser, Cox, Johnson

Voting nay: Councilmember Rice

- d) **Low Income Housing Planning Grant** - City Administrator Leana Kinley presented an attached letter of commitment and draft scope of work for the low-income housing planning grant offered by the Department of Commerce. A copy of the grant application instructions with more information was included in the packet. Washington Gorge Action Programs will oversee the grant project.

MOTION to authorize the mayor to sign the letter of commitment for the low-income housing planning grant as presented was made by Councilmember Rice, seconded by Councilmember Lauser.

Voting aye: Councilmembers Lauser, Rice, Cox, Johnson

- e) **Authorize Equipment Purchase Financing** - Public Works Director Carolyn Sourek presented the attached ordinance and resolution regarding equipment financing through the LOCAL program as discussed during the 2024 budget process.

Public Works Director Sourek explained the purpose of the financing program. Repairing older, worn-out equipment is costly, and purchasing newer (used) vehicles will reduce repair costs. It was explained existing ARPA/American Rescue Plan Act funds do not cover this type of equipment. Most of the equipment being considered is newer than the existing vehicles except for the proposed pickup. PW Director Sourek advised disposing of older vehicles results in less value when surplus.

MOTION to approve the ordinance for authorization for the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said personal property was made by Councilmember Johnson, seconded by Councilmember Lauser.

Voting aye: Councilmembers Lauser, Rice, Johnson.

Abstaining: Councilmember Cox

MOTION to approve resolution requesting reimbursement for personal property purchased ahead of the closing of the financial contract was made by Councilmember Johnson, seconded by Councilmember Lauser.

Voting aye: Councilmembers Lauser, Rice, Johnson.

Abstaining: Councilmember Cox

City Council made a consensus to move agenda items 9. f-i to the May 16, 2024 City Council meeting was approved through consensus.

- f) **Discuss Community Survey Results** - City Administrator Leana Kinley presented the results from the recent Community Survey. Additional analysis of the results will be presented at the meeting.

- g) **City Hall Hours Ordinance** - City Administrator Leana Kinley presented the attached staff memo and ordinance for council discussion and consideration.
- h) **Code Enforcement Discussion** - Council discussion as requested at the March 21st, 2024 council meeting.
- i) ***Resolutions Authorizing Recreation Conservation Office Grant Applications** - City Administrator Leana Kinley presents the attached draft resolutions authorizing the city to apply for grants through the Recreation and Conservation Office. These are for initial review and will be on the April 25th Special Meeting agenda for council approval as the grants are due May 1st.

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) ***Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- c) ***Mid-Columbia Economic Development District's CEDS List** - A copy of MCEDD's 2024 Comprehensive Economic Development Strategy (CEDS) project ranking was enclosed for council information.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Community Development Director Ben Shumaker** provided the following updates:
 - i. He is working to obtain an RCO grant for a splash pad for the children's play area at the Park Plaza.
 - ii. An upcoming discussion will be held regarding that acquisition of public easements connecting the waterfront area with Rock Creek.
 - iii. He is working to assemble funding for Lasher Street corridor improvements to address speeding issues and traffic calming devices. If a grant is approved it will come before the Council as an agenda item.
- b) **Public Works Director Carolyn Sourek** provided the following updates:
 - i. The recent drought declaration
 - ii. Planning for public education on water conservation
 - iii. The pump station at the fairground
 - iv. Monitoring requirements for PFAS ('forever chemicals')
 - v. New wayfinding signs
 - vi. Stevenson Clean up Day
 - vii. The First Street project opens for bids on May 1, 2024

- c) **City Administrator Leana Kinley** provided the following updates:
- i. The Park Plaza open house had about 40 people attend, the survey is open until April 30th, 2024.
 - ii. Community feedback is being sought to help reduce costs of the project.
 - iii. Public records request are being worked on with the help of the State Archives office to help identify and process records to upload to laserfiche.
 - iv. She will be reviewing the community survey and council priorities for alignment.
 - v. The Council's strategic plan will be discussed at the April 25th, 2024 meeting.

12. VOUCHER APPROVAL: Vouchers were presented prior to the meeting for council review.

- a) *March 2024 payroll and April 2024 AP checks were audited and presented for approval. March payroll check 17719 total \$128,304.23 included EFT payments. April 2024 AP checks 17720 thru 17775 total \$705,705.27, 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 Lauser, seconded by Councilmember Rice.

Voting aye: Councilmembers Lauser, Rice, Cox, Johnson.

13. MAYOR AND COUNCIL REPORTS: none

14. ISSUES FOR THE NEXT MEETING:

Attached was a list of items staff is working on for future meetings.

15. ADJOURNMENT – Mayor Anderson adjourned the meeting at 9:19 p.m.



Scott Anderson, Mayor



Date