

MINUTES
CITY OF STEVENSON COUNCIL MEETING
October 19, 2023
6:00 PM, City Hall and Remote

1. **CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Pro-Tempore Dave Cox filled in for Mayor Anderson. He 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: Councilmembers Paul Hendricks, Kristy McCaskell, Michael D. Johnson, David Wyatt.

STAFF ATTENDING: City Administrator Leana Kinley, City Attorney Robert Muth, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker.

GUESTS ATTENDING: Skamania County Undersheriff Tracy Wyckoff, Executive Director of the Skamania County Economic Development Council Kevin Waters; Skamania County Chamber of Commerce Executive Director Angie Waiss.

PUBLIC ATTENDING: Mary Repar, Ann Leuders, Rick Leavitt, others in audience unidentified.

2. **PUBLIC COMMENTS:**

Ann Leuders provided comments and information with responses from a survey she conducted regarding possible fireworks restrictions within Skamania County. The hand-out submitted will be included in the packet for the workshop on October 26th, 2023.

3. **CHANGES TO THE AGENDA:**

- a) *10/18 changes include:

- Added EDC 2024 Contract Approval (item 4d)
- Added Weed Control Interlocal Agreement with Skamania County (item 4e)
- Added staff memo and associated documents to Chinidere 2&3 Final Plat (item 9a)
- Added staff memo and associated documents to Short Plat ROW Acceptance (item 9b)
- Added the Homeless Housing Council Report and Mid-Columbia Housing Collaborative Report (item 10c)

- b) **10/19 changes include:

- Added Voucher Approval and report (item 12a)

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

- a) **Water Adjustment** - Denise McDannell (meter No. 401700) requested a water adjustment of \$111.28 for a water leak which they have since repaired.
- b) **Liquor License Renewal** - Red Bluff Brewing
- c) **Water Adjustment** - Stevenson Community Pool (meter No. 706100) requested a water adjustment of \$806.90 for a water leak which they have since repaired.
- d) ***Approve 2024 EDC Contract in the Amount of \$27,380** - City Administrator Leana Kinley presented the contract with Skamania County Economic Development Council for 2024 services in the amount of \$27,380.
- e) ***Approve Interlocal Agreement with Skamania County for Vegetation and Noxious Weed Control** - Public Works Director Carolyn Sourek presented the agreement with Skamania County to control vegetation and noxious weeds within the city.
- f) **Minutes** of September 21, 2023 regular meeting, September 28, 2023 special workshop, and October 5, 2023 special joint Council and Fire District 2 meeting.

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

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

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 details on the submitted report. There were no questions.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Economic Development Council** - Executive Director Kevin Waters updated the city council on yearly EDC activities. He discussed the services provided by the EDC within the county. Four pub talks and other opportunities to meet with entrepreneurs, developers and businesses have taken place. Increasing broadband access is a focus. Over \$700K has been loaned out to Skamania County businesses.
- b) **Chamber of Commerce Report** - Skamania County Chamber of Commerce Executive Director Angie Waiss presented information on some of the tourism promotion and business centered activities conducted by Skamania County Chamber of Commerce in the prior quarter. A copy of the report was attached.

7. PUBLIC HEARINGS:

- a) **Proposed 2024 Budget Hearing** - City Administrator Leana Kinley presented the 2024 proposed budget for public comment and council discussion. A digital version is also on the website <https://city-stevenson-wa-budget-book.cleargov.com/11684>.

The public hearing opened at 6:18

City Administrator Leana Kinley highlighted areas on the 2024 budget. A number of items were discussed, including financing for construction projects through grants and loans. She noted over \$8M in grants for the wastewater treatment plant have been awarded to the City, which is \$3M more than expected. Personnel costs, contract negotiations with the Skamania County Sheriff's Office, parks planning, sewer line extensions, and street projects were also considered. A study to determine water usage from the Hegewald well is being done, results may require repairs to the Rock Creek intake site. A new public works shop is needed due to the WWTP taking up more space.

No public comments were received.

The public hearing closed at 6:31 p.m.

8. UNFINISHED BUSINESS:

- a) **Sewer Ordinance Update** - City Administrator Leana Kinley presented an update on the status of the sewer ordinance committee and timeline for presenting a revised proposal for council consideration.

Staff is working on assembling the committee. They are looking to have a broad representation. So far fifteen people are serving. The plan is to have three meetings: the first to review information from the initial workshop, the second to provide an analysis of the data, and the third meeting will be to present findings and recommendations. The anticipated completion date is December 31, 2023.

9. COUNCIL BUSINESS:

- a) ***Approve Chinidere Phases 2 & 3 Final Plat** - Community Development Director/Subdivision Administrator Ben Shumaker presented a request from Aspen Development for Chinidere Phase 2-3 final plat approval and the related staff report.

Following a discussion between Councilmembers, city staff and the applicant Rick Leavitt, a number of items were clarified and agreed to.

MOTION to approve Chinidere Subdivision Phases 2 and 3, subject to the following conditions, which shall be verified by the Mayor prior to certifying the final plat map: was made by Councilmember McCaskell, seconded by Councilmember Johnson.

- (1) A maintenance bond shall be obtained in a total amount of at least \$181,789.53.
- (2) The form and terms of both bonds shall be accepted by the City Attorney.
- (3) All inconsistencies between the homeowners' association's corporate, banking, and CC&R documents shall be resolved to the satisfaction of the City Attorney.
- (4) Prior to recording the plat, the subdivider shall pay all applicable recording fees to the Skamania County Auditor consistent with SMC 16.26.080

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

- b) **Approve Short Plat Right of Way Acceptance** - Community Development Director Ben Shumaker presented the staff memo regarding the Right of Way acceptance for the Knudsen Short Plat SP23-01 for council review and consideration.

MOTION to accept the right of way as outlined in the conditions of acceptance for the Knudsen short plat SP23-01 was made by Councilmember Johnson, seconded by Councilmember Hendricks.

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

- c) **Approve Amendment No. 1 to DOE Loan for WWTP Construction** - City Administrator Leana Kinley requested approval of amendment no. 1 to agreement no. WQC-2022-StevPW-00028 between the Washington State Department of Ecology and the City of Stevenson. This amendment adds the increased consultant and inspection costs for \$365,371. The total amount of the loan is revised to \$10,301,371, the expiration date is changed to June 30, 2025 and all other terms remain the same.

MOTION to approve amendment no. 1 to agreement #WQC-2022-StevPW-00028 between the State of Washington Department of Ecology and City of Stevenson to add \$365,371 for a revised loan amount of \$10,301,371 and an expiration date of June 30, 2025 was made by Councilmember Hendricks, seconded by Councilmember Johnson.

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

- d) **Approve Contract Amendment for Wastewater Construction Services** – City Administrator Leana Kinley presented a contract amendment with Wallis Engineering for construction services related to the wastewater treatment plant upgrades. The increased inspection and engineering cost is due to the contractor not demobilizing as initially planned and an extension of the construction timeline. These will be paid through additional loan funds from the Department of Ecology.

MOTION to approve the contract amendment with Wallis Engineering for services related to the construction of the wastewater treatment plant upgrades for an additional amount of \$365,371 and a revised total contract amount of \$1,432,580 was made by Councilmember Hendricks, seconded by Councilmember Wyatt.

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

- e) **Approve Community Grant Agreement with US EPA** - City Administrator Leana Kinley presented the agreement between the City and the US Environmental Protection Agency (EPA) for the wastewater treatment plant in the amount of \$2.5M. This is a Direct Appropriation through Senator Patty Murray's office, applied for in May 2021. There is almost \$14.8M in costs related to the project and this grant will help close the funding gap to only \$624k. This grant also brings the total grant percentage to almost 25% of the total project.

MOTION to approve the US EPA assistance agreement in the amount of \$2.5M was made by Councilmember Hendricks, seconded by Councilmember Johnson.

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

10. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes were attached from the Planning Commission meeting for September 2024.
- b) **Financial Report** - The Q3 financial report, Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- c) ***Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information. A copy of the quarterly report for the Mid-Columbia Housing Collaborative is also enclosed.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director**
 - i) **Parks master planning process** - The City of Stevenson is leading a coalition made up of the school district, pool district, Port of Skamania County and Skamania County. A community survey covering the Stevenson area is being released on October 20th to gather public opinions on recreation needs. The next phase will review the results to determine how best to incorporate parks into facility needs. A plan is expected by

spring of 2024, and grant funding will be sought through the state Recreation and Conservation Office.

- ii) Data from the parking study done this summer is being analyzed. Less than 60% of available parking was utilized even during the busiest time, but the perception is parking appears limited. Additional ADA slots need to be provided in the downtown core.
- iii) Two directions are possible-regulatory and voluntary. Engaging businesses to redirect employee parking during busy times is one option. Revising zoning for any new buildings in order to absorb demands the new building places with on street parking slots is another possibility.
- iv) Annexation meetings are still taking place. The intent is to create a tool for property owners thinking about annexation so they know how the city will respond to questions. It's not a plan to bring property into the City. As a policy it will provide guidelines to the city to address future annexation requests. Shumaker advised the City Council will need to make a decision about whether to expand annexation areas when proposed.

b) Carolyn Sourek, Public Works Director

- i) The water treatment plant is having a new digital backwash system for the basins installed.
- ii) Pre-construction meeting for the wastewater pump station was held. A second pre-construction meeting will take place prior to January or February.
- iii) Catch basins are being cleaned with the vac truck in preparation for winter storms.
- iv) Replacement street trees are arriving on Monday. Tree species were selected via community survey. She will be approaching DNR for funds for more tree projects.
- v) Wayfinding signs are coming in, there are 6 replacements and several new ones.
- vi) Walnut Park is having dead trees/branches removed.
- vii) 2 new CDL drivers are on staff, additional endorsements obtained for 2 others.
- viii) AC pipe training will be provided in house in early December. She is reaching out to other utilities to see if they want to participate.
- ix) Building permit software is now in place, permits can be applied for online and reviewed by different agencies at the same time.

c) Leana Kinley, City Administrator

- i) The Parks Plaza kick-off meeting was held last week. An initial public outreach opportunity is planned for December 1st during the Christmas tree lighting ceremony. A mailer is being sent to county residents explaining how they can get involved.
- ii) She is working on agendas for the next council meeting and a special joint meeting with the Fire Department.
- iii) Janitorial services for city hall, public works and the fire department are needed, and an RFP will be issued. The work falls under prevailing wage requirements.
- iv) She is continuing work on getting the EPA reimbursement for the WWTP.

- v) Getting a consultant for the First Street overlook project onboard for preliminary engineering is taking place. Once done the city can move on to the project's next phase for WASHDOT. A goal is to close out projects in 2024.

12. VOUCHER APPROVAL:

- a) **September 2023 payroll, and October 2023 AP checks were audited and presented for approval. September payroll checks 17244 through 17248 total \$140,936.78 included EFT payments. October 2023 AP checks 17249 through 17322 total \$703,143.42 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 Johnson, seconded by Councilmember McCaskell.

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

13. MAYOR AND COUNCIL REPORTS:

- a) Mayor Pro Tem. Cox noted October 30th is scheduled for the sewer committee meeting.
- b) The Tourism Advisory Committee meeting will likely be held on November 1st.

14. ISSUES FOR THE NEXT MEETING:

15. ADJOURNMENT – Mayor Pro-tem. Cox adjourned the meeting at 7:23 p.m.



Scott Anderson, Mayor

11.16.23

Date