

AGENDA
CITY OF STEVENSON COUNCIL MEETING
July 21, 2022
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.
Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

4. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Special Occasion Liquor License Application** - Skamania County Fairgrounds on September 30th from 4 pm to 2 am, October 1 from 10 am to 2 am and October 1 from 10 am to 2 am for a Tattoo Convention.
- b) **Special Occasion Liquor License Application** - Rock Creek Hegewald Center on September 17th from 5 pm to 11 pm for the Skamania Democratic Central Committee.
- c) **Minutes** of June 16, 2022 regular meeting and the July 9, 2022 special meeting.

MOTION: To approve consent agenda items a-c.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Bradford Island Community Involvement Plan** - Linda Balcom with Balcom Environmental, LLC will present information on behalf of their client, the US Army Corps of Engineers Portland District, on the community involvement plan for Bradford Island, part of the Bonneville Dam complex along the Columbia River. The press release can be found online at <https://www.nwp.usace.army.mil/bonneville/bradford-island/> and a hard copy is included in the packet.
- b) **Stevenson Downtown Association** - Kelly O'Malley-McKee, Executive Director for the Stevenson Downtown Association (SDA), will present the new Strategic Plan for the SDA.

6. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

7. COUNCIL BUSINESS:

- a) **Appointment of Planning Commissioner** - Community Development Director Ben Shumaker presents Charles Hales as the Planning Commission's recommendation for appointment to fill the vacant seat.

MOTION: To appoint Charles Hales to Planning Commission position 3.

- b) **Iman Cemetery District Type D Permit Requests** - Public Works Director Carolyn Sourek presents the memo and associated right of way permit applications 22-23 and 22-24 from the Skamania County Cemetery District for council discussion and consideration.

MOTION: To approve a type D right of way permit 22-23 for Skamania County Cemetery District parking along Holly Street, 20-foot width from centerline to the west, and removable at District's expense if required.

8. INFORMATION ITEMS:

- a) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- b) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.
- c) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- d) **Financial Report** - The Treasurer's Report, year-to-date revenues and expenses through the prior month, and quarterly report are presented for council review.

- e) **Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.
- f) **Kanaka Creek Underpass Maintenance Costs** - A staff memo regarding the costs to maintain Kanaka Creek Underpass is included for council information as requested at the June 16th council meeting.
- g) **Staff Certification** - Mary Corey, Deputy Clerk/Treasurer I, has completed the requirements to become a Certified Municipal Clerk. This involves hours of training and years of experience in the profession to obtain this certification and shows her dedication to the profession.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director

10. VOUCHER APPROVAL:

- a) June 2022 payroll and July 2022 AP checks have been audited and are presented for approval. June payroll checks 16098 thru 16102 total \$108,156.82 which includes EFT payments. July 2022 AP checks 16103 thru 16168 total \$1,129,640.71, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

11. MAYOR AND COUNCIL REPORTS:

12. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

13. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- August 8 (Monday) 6pm - Planning Commission Meeting
- Rescheduled-August 11 (Thursday) 6pm - City Council Meeting

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 16, 2022
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.

Elected Officials attending: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell, Annie McHale, Paul Hendricks.

Staff attending: City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, City Attorney Ken Woodrich.

There were Members of the Public also in attendance.

2. **PUBLIC COMMENTS:**

> Comments were received on infrastructure, taking care of citizen's needs, and several upcoming Grange programs in support of Community Resilience.

3. **CHANGES TO THE AGENDA:**

- a) * **6/14 changes** include:-Addition TIP Public Hearing documents (item 6a)-Removal of Planning Commission appointment (item 8a)-Addition of Flail Mower memo (item 8d)-Addition of Personnel Policy memo (item 8f)-Addition of ratification of Shorelines Grant (item 8g)-Addition of Housing report (item 9e)-Addition of Planning Commission minutes (item 9f)
- b) ** **6/15 changes** include:-Addition of water leak request (item 4b)-Addition of liquor license renewals (item 4c)-Additional TIP Public Hearing comments (item 6a)-Addition of Fire Department report (item 9g)-Addition of Contracts over \$10k report (item 9f)-Addition of Voucher information (item 11.)
- c) *** **6/16 changes** include: -Additional TIP Public Hearing comments (item 6a)

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

- a) **Minutes** of May 19, 2022 Regular Council Meeting; May 27th & 28th, 2022 Council Retreat; June 7th, 2022 Diversity, Equity and Inclusion Workshop and the June 8th, 2022 6-Year Transportation Improvement Plan Workshop.
- b) ****Liquor License Renewals** - Rock Creek Tavern LLC, O&B Singh, Inc. (Main Street Convenience), LDB Beverage Company (Jester and Judge)

- c) ****Water Adjustment** - Elizabeth Galloway (meter no. 702950) requests a water adjustment of \$79.57 for a water leak which they have since repaired.

MOTION to approve consent agenda item a-c was made by **Councilmember Paul Hendricks**, seconded by **Councilmember Annie McHale**.

Voting aye: **Councilmembers McHale, Hendricks, McCaskell, Cox and Johnson**.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Chamber of Commerce** - Skamania County Chamber of Commerce Executive Director Angie Weiss presented an update on Chamber activities.

6. PUBLIC HEARINGS:

- a) **Transportation Improvement Program (5a)** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council consideration. This was the second public hearing for the annual TIP update.

Mayor Anderson opened the public hearing at 6:16 p.m.

City Administrator Kinley provided a brief staff report on the June 8th TIP workshop. Feedback on Kanaka Creek and other projects was received. The TIP was revised to reflect it. Primary changes included removing the pedestrian access only proposal for Kanaka Creek and adding the Iman Creek Overlay.

Two TIP options were presented to the Council for consideration: **A** or **B**.

Option A prioritizes paving all city rights of way which are currently gravel.

Option B prioritizes repaving only those roads that improvements have been requested for.

Public Comments:

>Members of the public made comments about Frank Johns Road, roundabouts, the Kanaka Creek Underpass, Right-of-Ways, the Fire Hall, the Columbia Street realignment project, and a public restroom downtown.

The public hearing closed at 6:52 p.m.

MOTION to approve the 6-year Transportation Improvement Plan Option A as presented made by **Councilmember McHale**, seconded by **Councilmember Hendricks**.

Council had further discussion before voting.

Voting aye: **Councilmembers Hendricks, McHale, Johnson, McCaskell**

Voting no: **Councilmember Cox**

7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff presented an update on the Stevenson Wastewater System and Compliance Schedule.

8. COUNCIL BUSINESS:

- a) ***Appointment of Planning Commissioner** - Removed-recommendation postponed
- b) **Approve Waiving Back-Billing for Billing Discrepancy** - **City Administrator Leana Kinley** presented a staff memo regarding additional back-billing waiver requests for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION to approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$7,371.86 was made by **Councilmember McHale**, seconded by **Councilmember McCaskell**.

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

- c) **Approve Type D Right-of-Way Permit for 438 NW Roselawn Avenue** - **Public Works Director Carolyn Sourek** presented and explained the staff report for the request for a Type D long-term use of the city right-of-way for landscaping at 438 NW Roselawn Avenue for council consideration.

MOTION to approve City of Stevenson Type D Right-of-Way Permit for 438 Roselawn to plant bushes within City ROW, width conditional upon maintenance within 18' of centerline, height conditional upon maintenance within 6' of ground elevation, and removable at parcel owner's expense if issues with any city infrastructure is observed was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Johnson, McHale, McCaskell**.

Voting no: **Councilmembers Hendricks, Cox**.

- d) **Approve Purchase of Flail Mower** - **Public Works Director Carolyn Sourek** presented and explained a staff memo regarding the need to purchase a flail mower.

MOTION to approve up to \$150K for the purchase of a flail mower and trailer was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

- e) **Approve Personnel Policy Update - City Administrator Leana Kinley** presented and explained a staff memo and resolution 2022-395 revising and updating the personnel policy for council consideration.

MOTION to approve resolution 2022-395 was made by **Councilmember McCaskell**, seconded by **Councilmember Hendricks**.

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

- f) ***Ratify Ecology Shoreline Access Grant - Community Development Director Ben Shumaker** requested council ratify the attached grant for \$72,000 with the Department of Ecology for developing a Stevenson Shoreline Public Access and Trail Plan. Council authorized the Mayor to sign the draft contract on May 19th, 2022.

MOTION to approve ratification of the Ecology grant SEASMPC-2123-StevPW-00029 in the amount of \$72,00 was made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

9. INFORMATION ITEMS:

- a) **The Skamania County Sheriff's report** for activity within Stevenson city limits for the prior month.
- b) **Skamania County Chamber of Commerce's activities** conducted in the prior month.
- c) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- d) **Port of Cascade Locks press release** regarding Bridge of The Gods toll increases.
- e) ***Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County
- f) ***Planning Commission Meeting Minutes** from May 2022.
- g) ****Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.
- h) ****Stevenson Fire Department Report** on the previous month's activities.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director** presented department update.
 - Current planning activity is up, small land and two-lot divisions are taking place.
 - Discussions on infill development will likely be a future topic to come before the Council as subdivisions are filling up.

- The Shoreline Public Access plan will result in heavy public involvement. Direct discussions with property owners regarding trail alignment will be taking place. A budget for land acquisition will be developed and presented to the Council at a future date.
- He discussed changing the way the city approaches requirements for public improvement projects.
- **Shumaker** recommended the Council use data collected in 2021 to help develop a long-range transportation plan that includes conceptual plans for all the city roads and streets. It would aid in public understanding of projects as well as in budget planning. He also suggested developing policies regarding local improvement districts to address cost sharing.
- He asked the Council to keep in mind the Public Works Director's expertise on working on fish passages and storm water as related issues come before them.
- Further discussion was held on the development of city standards for road improvements.

b) Carolyn Sourek, Public Works Director presented department updates.

- Staff is getting WWTP certifications.
- The Public Works crew is fixing streets and potholes, doing ROW clean up, and landscaping.
- They are working on putting together routine maintenance schedules.
- The annual notice to remind homeowners re ROW cleanup has gone out.
- City Attorney Ken Woodrich advised the city does have a responsibility to maintain vegetation to keep a safe sight distance, regardless of if it is on public or private property. A written policy and procedure concerning the issue is highly recommended.

c) Leana Kinley, City Administrator presented department updates.

- Second ARPA fund payment is expected by month's end.
- The Bridge of The Gods has increased its toll rates. Breezeby non-commercial accounts passes will see an increase of 10% in 2023.
- A follow up to the Council retreat is set for July 9th, 2022, from 1-4 p.m. The site is to be determined.
- The Planning Commission has scheduled a workshop to address incorporating the Capital Improvement Plan into the Comprehensive Plan. The City Council will also have a first 'touch' in July.
- She noted appreciation for the way the TIP came together. A goal is for improved transparency and public input in city project planning.
- Councilmembers expressed appreciation for the recent TIP workshop.

11. VOUCHER APPROVAL:

**May 2022 payroll and June 2022 AP checks have been audited and are presented for approval. May payroll checks 16033 thru 16036 total \$105,998.48 which includes EFT payments. June 2022 AP checks 16032 and 16037 thru 16097 total \$399,860.62, 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 McHale**, seconded by **Councilmember Hendricks**.

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

12. MAYOR AND COUNCIL REPORTS:

- a) **Mayor Anderson** related the Brews and Blues Festival will be held soon. Other activities are taking place in the area.

13. ISSUES FOR THE NEXT MEETING:

- a) **Kanaka Creek Underpass** – costs to maintain it as a gravel road.

14. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:30 p.m.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 09, 2022
1:00 PM, City Hall

1. Welcome/Outcomes, Agenda The meeting was called to order at 1:00pm.

Elected Officials attending: Mayor Scott Anderson; Councilmembers Paul Hendricks, Dave Cox, Kristy McCaskell, and Michael D. Johnson

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

Consultant Alison Hart was also in attendance and there were no members of the public.

2. Recap of 5/27-28 Retreat, Review of Focus Areas and Strategies The group reviewed the Focus Areas and Strategies from the 5/27 and 5/28 retreat.

3. Develop Work Plan The group went over the tactics in each focus area and ranked them from low to high with the results compiled in the attached document.

4. Develop Goals The group reviewed the top priorities (with 20 or more points) from the work plan and reflected on the results. Two topics which did not make it to the initial top were Undergrounding and Staffing structure. Staff will do more analysis on the results and come back to council with a draft plan at the August 11th meeting.

5. Adjourn - The meeting was adjourned at 3:52pm.

Scott Anderson, Mayor

Date

Focus Area	Strategy	Tactic	Priority	Timeframe (1-2, 3-5, 5+ years)	Time Involvement (L, M, H)	Lead	Addn'l Support
Focus Area I: Organizational Health and Sustainability	Strategy III: Internal Processes	Item 2: Resources, Training and Tools for Staff	23	1-2	M	CA	PWD/CDD
Focus Area III: Intentional Development	Strategy II: Housing	Item 1: Analyze and Develop Tools	23	1-2	H	CDD	CA
Focus Area I: Organizational Health and Sustainability	Strategy I: Governance	Item 1: Council Training	22	1-2	M	Mayor/CA	
Focus Area II: Infrastructure	Strategy II: Multimodal transportation	Item 1: Parking	22	1-2	M	CDD	PWD/CA
Focus Area II: Infrastructure	Strategy III: Utilities (Maintenance of Current & New Growth)	Item 1: Maintenance (current)	22	1-2	H	PWD	CA
Focus Area III: Intentional Development	Strategy III: Planning and Zoning	Item 1: Development Standards	21	3-5	H	CDD	PWD/CA
Focus Area I: Organizational Health and Sustainability	Strategy III: Internal Processes	Item 4: Emergency Planning	20	1-2	M	CA/Fire Chief	
Focus Area II: Infrastructure	Strategy V: Developments with Utilities Partners (gas, electric, broadband, phone)	Item 2: Broadband Plan	20	5+	M	Mayor	CDD
Focus Area III: Intentional Development	Strategy I: Partnerships	Item 1: City/County Joint Plan	20	5+	L	Mayor/CA	PWD/CDD
Focus Area III: Intentional Development	Strategy IV: Strategic Land Use and Development	Item 3: Investment areas (infrastructure)	20	5+	M	PWD	CDD/CA
Focus Area I: Organizational Health and Sustainability	Strategy III: Internal Processes	Item 3: Staffing Structure	19	1-2	L	Mayor/CA	PWD/CDD
Focus Area II: Infrastructure	Strategy III: Utilities (Maintenance of Current & New Growth)	Item 2: Growth-Extension of services	19	1-2	M	PWD	CDD/CA
Focus Area II: Infrastructure	Strategy IV: Parks and Outdoor Spaces	Item 1: Parks Plan	19	1-2	M	PWD	CDD/CA
Focus Area II: Infrastructure	Strategy V: Developments with Utilities Partners (gas, electric, broadband, phone)	Item 1: Undergrounding Plan	19	1-2	L	PWD	CDD/CA
Focus Area III: Intentional Development	Strategy III: Planning and Zoning	Item 2: Annexations	19	1-2	M	CDD	PWD/CA
Focus Area I: Organizational Health and Sustainability	Strategy II: Financial Health	Item 1: Analyze Current Revenue Sources	18	1-2	H	CA	PWD/CDD
Focus Area II: Infrastructure	Strategy I: Equipment and Assets	Item 1: Fire Hall	18	5+	M	CA/Fire Chief	
Focus Area II: Infrastructure	Strategy I: Equipment and Assets	Item 3: Rolling Stock/Fleet	18	1-2	M	PWD	
Focus Area II: Infrastructure	Strategy III: Utilities (Maintenance of Current & New Growth)	Item 3: Growth-Infill	18	3-5	M	PWD	CDD/CA
Focus Area III: Intentional Development	Strategy III: Planning and Zoning	Item 3: Land Use Plan	18	1-2	H	CDD	PWD/CA
Focus Area III: Intentional Development	Strategy IV: Strategic Land Use and Development	Item 2: Developer Partnerships	18	5+	L	CDD	PWD/CA
Focus Area I: Organizational Health and Sustainability	Strategy III: Internal Processes	Item 1: Streamline Operations	17	1-2	H	CA	PWD/CDD
Focus Area I: Organizational Health and Sustainability	Strategy II: Financial Health	Item 2: Research Future Potential Sources	16	1-2	M	CA	PWD/CDD
Focus Area II: Infrastructure	Strategy II: Multimodal transportation	Item 3: Multimodal: Bike/Ped/etc.	16	5+	M	PWD	CDD/CA
Focus Area I: Organizational Health and Sustainability	Strategy II: Financial Health	Item 3: Review Ongoing Expenses	15	3-5	M	CA	PWD/CDD
Focus Area II: Infrastructure	Strategy I: Equipment and Assets	Item 2: Public Works Relocation	15	1-2	M	PWD	
Focus Area II: Infrastructure	Strategy II: Multimodal transportation	Item 2: Downtown Traffic Plan	15	5+	M	PWD	CDD/CA
Focus Area II: Infrastructure	Strategy IV: Parks and Outdoor Spaces	Item 2: Trails	15	1-2	M	CDD	PWD/CA
Focus Area II: Infrastructure	Strategy IV: Parks and Outdoor Spaces	Item 3: Waterfront Plan	15	5+	M	CA	PWD/CDD
Focus Area III: Intentional Development	Strategy I: Partnerships	Item 4: Important Relationships to Support	15	5+	L	Mayor/CA	
Focus Area III: Intentional Development	Strategy IV: Strategic Land Use and Development	Item 1: Downtown Amenity Expansion	15	3-5	M	CDD	PWD/CA
Focus Area I: Organizational Health and Sustainability	Strategy I: Governance	Item 2: Leadership Development	14	1-2	M	Mayor/CA	
Focus Area II: Infrastructure	Strategy I: Equipment and Assets	Item 4: City Hall/In-Office	14	5+	L	CA	
Focus Area III: Intentional Development	Strategy I: Partnerships	Item 2: City/Port Joint Plan	14	5+	L	Mayor/CA	
Focus Area III: Intentional Development	Strategy I: Partnerships	Item 3: Skamania Lodge	13	5+	L	Mayor/CA	
Focus Area I: Organizational Health and Sustainability	Strategy I: Governance	Item 3: Subcommittee Policies	12	1-2	M	Mayor/CA	PWD/CDD



Announcements

Corps to hold public interviews for Bradford Island Community Involvement Plan

The Corps Portland District will be holding in person and virtual interviews from July 11, 2022, through August 11, 2022, and would like your input as part of the development of the Community Involvement Plan and your interest in the potential creation of a Community Advisory Group (CAG). The Corps would like to find the best way for those interested to ask questions and provide input. If you would like to set up an interview, please contact **Linda Balcom** via the phone number or email below. The interviews can be set up to be conducted via telephone, teleconference, in person, or you can drop in at several different locations in around the Cascade Locks area during the week of July 11, 2022, through July 15, 2022. If you are interested in setting up a meeting in person, you may also visit with Corps representatives at the following locations and times throughout the week:

- **Tuesday July 12, 2022**, 12:00 pm to 5 pm: Corps Bradford Island Visitor Center
- **Wednesday July 13, 2022** 11:30 to 2 pm: Cascade Locks, OR Library 140 SE Wa-Na-Pa Street [Cascade Locks, Oregon](#) 97014-0158.
- **Wednesday July 13, 2022**, 1:00 to 5:00 pm: Stevenson, WA Library: 120 NW Vancouver Ave, Stevenson, WA 98648.
- **Thursday July 14, 2022**, 1:00 pm to 5:00 pm, Hood River Library : 502 E State St, Hood River, OR 97031.

Contacts. To schedule an interview, please contact: **Linda Balcom**: Balcomenvironmental@gmail.com or via telephone at (719) 290-3765.

For more information visit: <https://www.nwp.usace.army.mil/Media/Public-Notices/Article/3059781/corps-to-hold-public-interviews-for-bradford-island-community-involvement-plan/>

Administrative Record

[Administrative Record Home](#)

External Links

EPA Superfund Sites ...
Ore. Department of
Environmental Quality
Bonneville Dam Fish Advisory

Bradford Island



Bradford Island is part of the Bonneville Dam complex, which is located on the Columbia River at river mile 146.1, approximately 40 miles east of Portland, Oregon. The island has been the site of a variety of activities since dam construction including project maintenance, housing, equipment storage, chemical storage, and waste disposal.

The United States Army Corps of Engineers (USACE) began investigating the potential for contamination from historical disposal activities in 1997. Site investigations on Bradford Island began with evaluation of a landfill located near the eastern end on the island, which was used from the 1940s until the early 1980s. The USACE informed the United States Environmental Protection Agency (USEPA) and the Oregon Department of Environmental Quality (DEQ) of the presence of the landfill in 1996. The landfill was added to the DEQ Environmental Cleanup Site Information (ECSI) database in April 1997, and the Bonneville Dam Project Manager signed a DEQ Voluntary Cleanup Agreement letter for the landfill on February 18, 1998. In 2000, when electrical equipment was discovered submerged in the river adjacent to the landfill, investigations were expanded to include the Columbia River off the north shore of Bradford Island. In 2004, USACE elected to continue the Bradford Island project under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) in accordance with Executive Order 12580.

Numerous investigations have been performed by the USACE and their contractors since 1997 to characterize and evaluate the contamination resulting from historical USACE activities at Bradford Island, with the site divided into two Operable Units (OUs), the Upland OU and the River OU. A review of site records, including employee interviews, site environmental audits, and environmental investigations resulted in the identification of four areas of potential concern (AOPCs) for the Upland OU: the Landfill AOPC, Sandblast Area AOPC, Pistol Range AOPC and Bulb Slope AOPC. The River OU is not subdivided and consists of the pooled area immediately upriver of the Bonneville Dam complex, known as the Bonneville Dam Forebay. The primary contaminants of interest that have been identified in soil and/or groundwater in the four Upland OU AOPCs include selected metals; polychlorinated biphenyls (PCBs); polycyclic aromatic hydrocarbons (PAHs); and volatile organic compounds (VOCs).



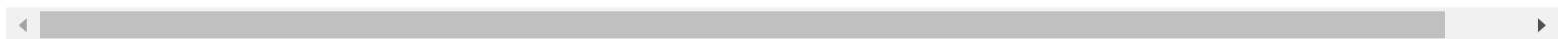
US Army Corps of Engineers Portland District Website

Due to the PCB contamination in fish tissue, there is currently a fish advisory to not eat any resident fish between the Bonneville Dam and one mile upstream of the dam. More detail on the fish advisory can be found on the following Oregon Health Authority website: [Bonneville Dam Fish Advisory](#).

Cleanup Actions Taken

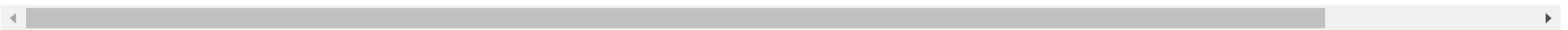
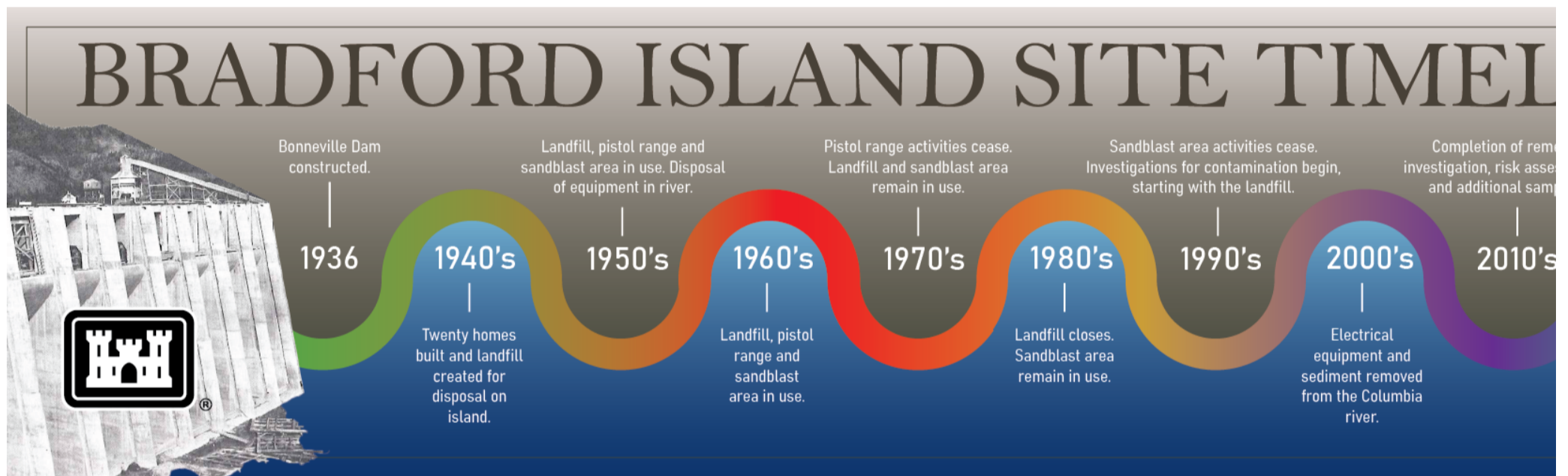
The electrical equipment and debris discovered in the Columbia River off the north shore of Bradford Island in December 2000 was removed from the river in February and March 2002, as part of a time-critical removal action. Approximately 32 tons of solid waste was removed and disposed of off-site.

Following delineation of the extent of sediment contamination, impacted sediment along the north shore of Bradford Island was dredged and removed from the Columbia River in October 2007, as part of a non-time critical removal action. During the dredging action, 2.2 million gallons of water and 65 tons of sediment were suctioned from the river bottom. The water was filtered to remove contaminants and the water returned to the river was non-detectable for PCBs at five parts per trillion. The captured sediment, taken to a licensed landfill, was non-detectable for PCBs at 80 parts per billion.



Milestones

Bradford Island Site Timeline



Our Mission

Deliver vital engineering solutions, in collaboration with our partners, to secure our Nation, energize our economy, and reduce disaster risk.

About the Portland District Website

The official public website of the Portland District, U.S. Army Corps of Engineers. For website corrections, write to cenwp-pa@usace.army.mil.



- Site Map
- USA.gov
- Contact Us
- No Fear Act
- EEO & SHARP
- Plain Language

- Small Business
- Quality Facts
- Open Government
- Link Disclaimer
- Accessibility
- Privacy & Security

- RSS
- IG
- FOIA
- iSALUTE





US Army Corps of Engineers Portland District Website



City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Carolyn Sourek, Public Works Director
RE: Sewer Plant Update
Meeting Date: July 21, 2022

Executive Summary:

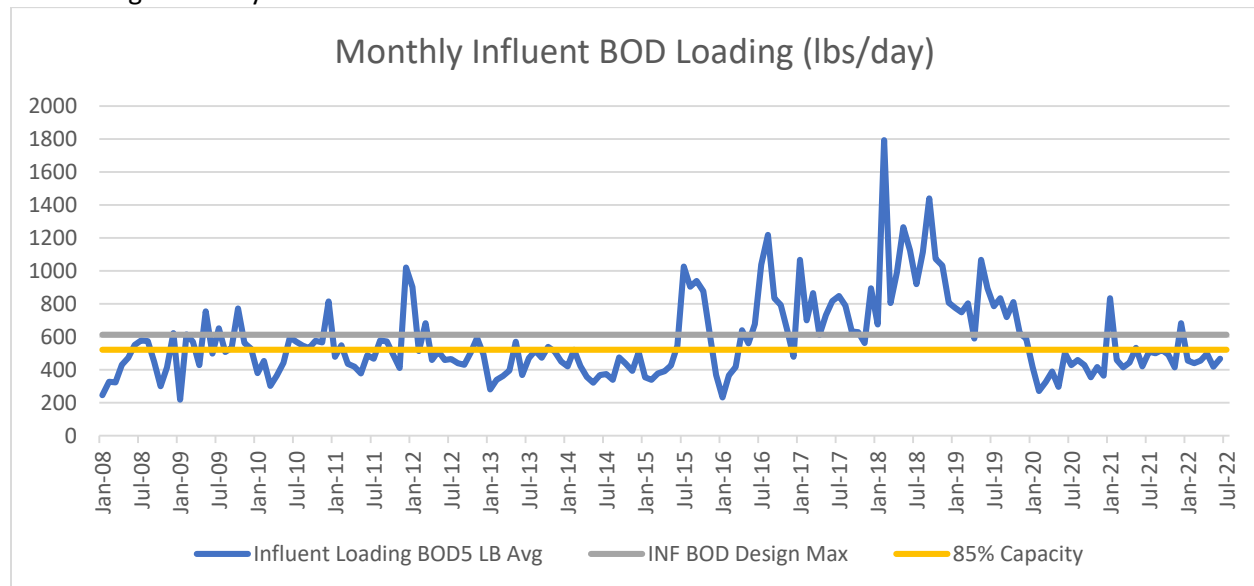
This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

The plant continues to operate within its permit limits for total suspended solids (TSS), biochemical oxygen demand (BOD), and bacteria for its effluent. Our operator continues to be challenged this month by dewatering flows from the Phase 1 Collection System improvements project being discharged to the plant (per the contract), which has affected our influent limits for TSS and rarely our effluent limits for Fecal Coliform. Extensive dewatering efforts required as part of the Rock Creek pump station excavation contributed significant suspended sediment and caused ineffective UV treatment. The contractor expects to complete excavation and construction requiring dewatering in the coming weeks. These challenges are actively communicated with Dept of Ecology.

Plant Operations:

The average monthly Influent BOD load since 2008 is in the chart below.



The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

The Main D project received Substantial Completion June 15, 2022. Construction continues for the Phase 1 Collection System Improvements project.

The WWTP construction commenced this month, the Groundbreaking Ceremony took place on July 12, 2022, and was attended by members of City staff as well as representatives from Stellar J, Wallis Engineering, and the Skamania County Pioneer.

Funding:

The \$2.5M in direct federal appropriations requested last spring was approved in March. The latest information is the applications and final guidance will be out in the fall. The interim guidelines indicate it may not work to use for the current phase. I'll talk with the consultants on digester improvements, which is next in need of upgrades. The breakdown on all funding received for the project to date is below.

	Budget	Loan	Forgivable Principal	Grant
WW Upgrades Design	2,000,000	960,000	400,000	
WW Collection System Upgrades	5,100,000	873,000		4,125,000
WW Treatment Plant Construction	12,400,000	8,700,000	900,000	2,500,000*
Main D Extension	300,000	270,000	30,000	
Totals:	19,800,000	10,803,000	1,330,000	6,625,000
Amount of Funding:	42% Grant and Forgivable Principal			
Loan terms:	* \$2.5M direct federal grant to cover cost increase, or be applied to other WWTP phases			
	DOE Loan 1: 2.0% interest, 20-years, \$61k est. annual payment			
	DOE Loan 2: 1.5% interest, 30-years, \$375k est. annual payment			
	USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment			

Action Needed:

None.



City of Stevenson

Carolyn Sourek, Public Work Director

Phone (509)427-5970

FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Carolyn Sourek, Public Work Director
RE: ROW 22-23 and ROW 22-24 Iman Cemetery Parking
Meeting Date: July 21, 2022

Executive Summary:

The Skamania County Cemetery District has requested two Type D Right of Way (ROW) permits to allow them to maintain the City of Stevenson ROW along Holly Street (ROW 22-23) and Iman Cemetery Road (ROW 22-24) for parking for visitors to Iman Cemetery. Additionally, they would like the option to add gravel as needed for site soils stabilization.

Overview of Items – Holly Street (ROW 22-23):

Figure 1 is a cross section of Holly Street, taken in the area of the requested permit, looking north. Holly Street is currently classified as a Local Street, defined in Stevenson Engineering Standards (SES) under Volume 1, Chapter 2.00(D) as “designed specifically to have high accessibility and to connect collector and arterial roads, and are typically not used for through traffic.”

Figure 1 – Holly Street looking north



Figure 2 – Holly Street ROW



Per Table 2.03A of the SES Volume 1, local streets should have a total ROW width of 50 ft, with 28 ft of pavement, including (2) 10 ft drive lanes, and (1) 8 ft parking lane. Additionally, within the ROW should be (1) 6 ft minimum sidewalk, and (1) 3 ft wide planter strip.

The Holly Street ROW in the area of the requested permit is 50 ft, with (2) unstriped drive lanes. Parking on grass is provided along the west side of the street. The street surface is aged asphalt and gravel. The street width is approximately 12 feet and offset to the east side of the ROW. Some of the west side of the ROW is currently utilized by a neighboring property and consists of fruit trees and log stop bars. There is approximately 28 feet between the edge of roadway and the ROW to the west.

Figure 2 is an aerial overlain with parcel lines, taken from the County Assessor website. Note that measurements are approximate.

Though no current ROW use permits exist along this street, an application was submitted by Lawrence (Larry) Krug in June 2021, requesting ROW use along Holly Street to protect 40-yr old fruit trees planted within the ROW (by previous landowner). The request was made for 6 feet of width along the length of Holly Street. This ROW use permit 21-14 was not issued, as requested, for Holly Street.

The City recommends that Council approve the ROW permit 22-23, use of 20 feet from the centerline of Holly Street to the west for parking.

Overview of Items – Iman Cemetery Road (ROW 22-24):

Figure 3 (next page) is a cross section of Iman Cemetery Road, taken in the area of the requested permit, looking east. Iman Cemetery Road is currently classified as a Local Street, defined in Stevenson Engineering Standards (SES) under Volume 1, Chapter 2.00(D) as “designed specifically to have high accessibility and to connect collector and arterial roads, and are typically not used for through traffic.”

Per Table 2.03A of the SES Volume 1, local streets should have a total ROW width of 50 ft, with 28 ft of pavement, including (2) 10 ft drive lanes, and (1) 8 ft parking lane. Additionally, within the ROW should be (1) 6 ft minimum sidewalk, and (1) 3 ft wide planter strip.

The Iman Cemetery Street ROW in the area of the requested permit is 60 ft, with (2) unstriped drive lanes. The street is paved, and the pavement width is approximately 22 feet. Gravel shoulders allow for parking (in parallel) on either side of the drive lanes.

Figure 3 – Iman Cemetery Road looking east



Along this section of Iman Cemetery Road two ROW use permits were previously issued. ROW 21-14, by Larry Krug, requested ROW use of 10 feet of width for 135 feet along the south side of the roadway, to protect and maintain an existing dry stack boulder retaining wall. This ROW use permit was issued, as requested, on June 16, 2021.

ROW 21-21 was requested by Patricia (Pat) Doblje in August 2021 to protect and maintain the existing fence and laurels along the north side of the roadway. This permit was issued on August 25, 2021.

The City recommends that Council not approve ROW permit 22-24.

Action Needed:

Chapter 12.02.060 of the Stevenson City Code establishes this type of ROW use as a Type D – Long-Term and Permanent Uses by Agreement and Approval by Council, as “parking facilities” [12.02.060(D)(2)(a)].

Approve City of Stevenson Type D Right of Way Permit ROW 22-23 for Skamania County Cemetery District – Holly Street, 20 foot width from centerline to the west, and removable at District’s expense if required.

Attachments:

- ROW Application 22-23 (Holly St)
- ROW Application 22-24 (Iman Cemetery Rd)
- ROW Permit and Application 21-14
- ROW Permit and Application 21-21

JUN 30 2022

Initial: _____

City of Stevenson



PERMIT NUMBER: ROW 22-23

Date Received: _____

Amount Paid: _____

Public Works Department

USE OF RIGHT OF WAY APPLICATION

PERMITTEE / PROPERTY OWNER INFORMATION

Name: Skamania County Cemetery District Email: skacocemetery@embarqmail.com

Address: PO Box 357 City: Carson State: WA Zip: 98610

Phone: 509-427-4114 Cell Phone: _____

CONTRACTOR INFORMATION

Company Name: _____ Email: _____

Contact Person: _____ Contact Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

WA Contractor's Registration No : _____ Stevenson Business License : Yes NO

PROJECT NAME Iman Cemetery TAX PARCEL #: 03073623030000

PROJECT ADDRESS 42 Holly Street, Stevenson WA 98648
(Nearest cross streets if address is not assigned)

PROJECT DESCRIPTION: Continue to maintain fifty (50) foot easement in right-of-way known as Holly Street, potentially adding gravel as needed for continued use as parking for Iman Cemetery.

Attached Exhibit "A", partial map of Iman Rock Creek Tracts

Type of Application	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Utility Connection	<input type="checkbox"/> Utility Maintenance
(Check Box)	<input checked="" type="checkbox"/> Use of right-of-way	<input type="checkbox"/> Emergency	<input type="checkbox"/> Street Closure
	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Frontage Improvements	<input type="checkbox"/> Drainage Improvement
	<input type="checkbox"/> Special Event	<input type="checkbox"/> Oversize/Weight	
	Other _____		

START DATE _____ DURATION _____ END DATE _____

CONNECT TO OTHER PERMITS _____ PERMIT TYPE: A B C X D

INDEMNIFY AND HOLD HARMLESS: The Permittee agrees to indemnify and hold harmless the City of Stevenson as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend and indemnify the City of Stevenson its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include, without limitation, indemnification of claims made by the Permittee's own employees or agents and waiver of the Permittee's immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Stevenson to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Stevenson to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of City of Stevenson to the full extent of Permittee's negligence.

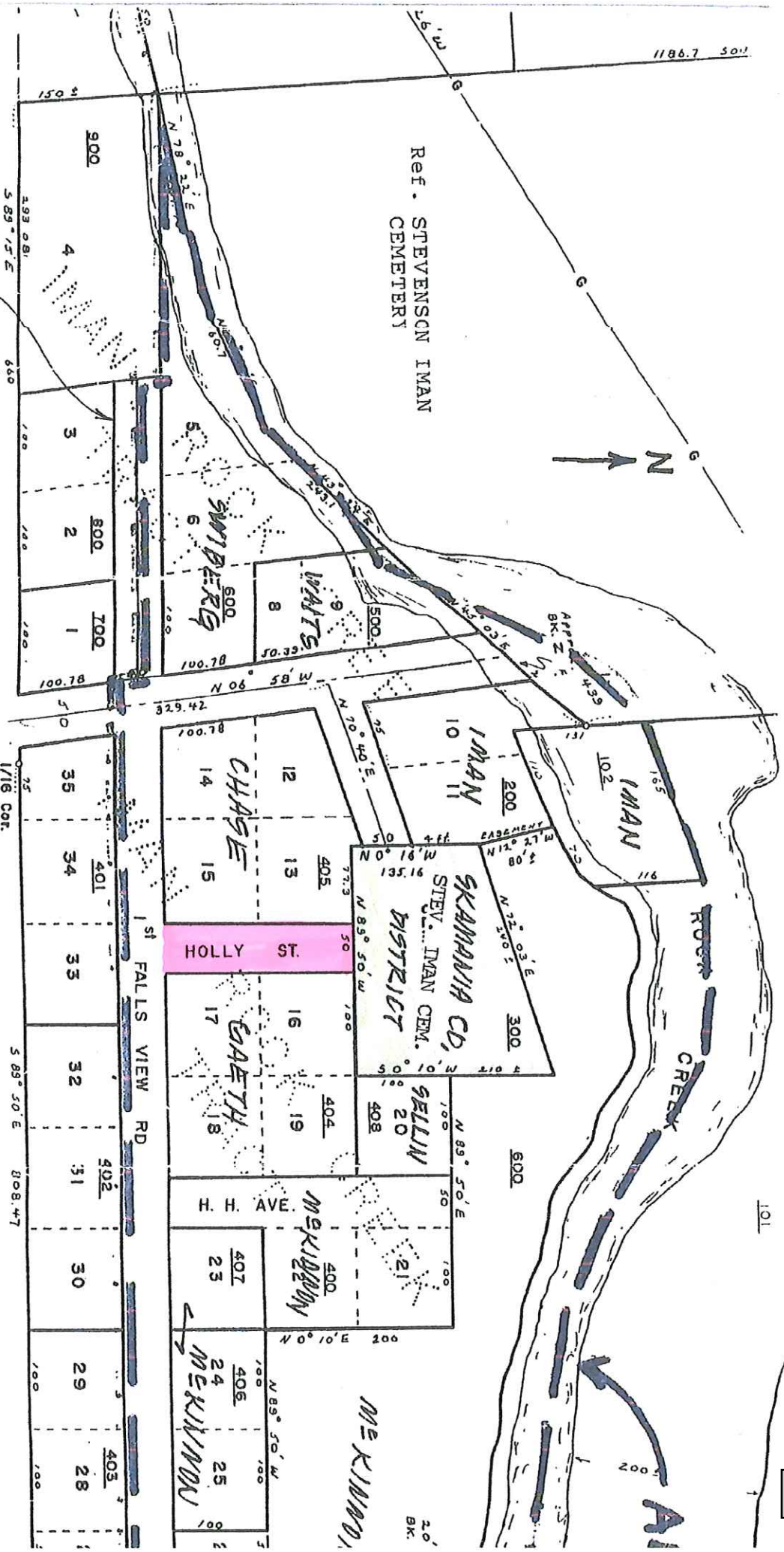
LEGAL COMPLIANCE: Permittee agrees to prosecute work under the permit with all diligence and speed. At the expiration of the permit the rights herein conferred shall cease and terminate, unless specific written provisions are made for a renewal or extension. The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, and requirements of the permit, and regulations adopted in the City of Stevenson Municipal Code and administrative rules authorized by the Code. Inspections or final approval by the City do not relieve the Permittee from its obligation to fully comply with state and city laws and regulations.

AUTHORITY: The undersigned acknowledges that the information submitted in support of this permit is true and correct and he/she is the Permittee or authorized by the Permittee to execute this permit.

Permittee/Agent Signature *Lisa Nelson* Date 6/30/22

Public Works Review and Comments:

Parcel 0307 3623 030006



STILL COVE LANE - VACATED IN NOV. 99 BY SKAMANIA COUNTY

SEE MAP 3-7-36-CC

LEND A J KIMMEL
ASSESSOR

SKAMANIA COUNTY
WASHINGTON

NE 1/4 SE 1/4
SEC. 35 T. 3 N., R. 7
3-7-35-AD

REVISI O/08
GLENDA ASSE

JUN 30 2022

Initial: _____
City of Stevenson



PERMIT NUMBER: ROW 22-24

Date Received: _____

Amount Paid: _____

Public Works Department

USE OF RIGHT OF WAY APPLICATION

PERMITTEE / PROPERTY OWNER INFORMATION

Name: Skamania County Cemetery District Email: skacocemetery@embarqmail.com

Address: PO Box 357 City: Carson State: WA Zip: 98610

Phone: 509-427-4114 Cell Phone: _____

CONTRACTOR INFORMATION

Company Name: _____ Email: _____

Contact Person: _____ Contact Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

WA Contractor's Registration No : _____ Stevenson Business License : Yes NO

PROJECT NAME Iman Cemetery – Holly Street TAX PARCEL #: 03073623030000

PROJECT ADDRESS 42 Holly Street, Stevenson WA 98648
(Nearest cross streets if address is not assigned)

PROJECT DESCRIPTION: Continue to maintain fifty (50) foot easement in right-of-way at end of Iman Cemetery Road, potentially adding gravel as needed for continued use as parking for Iman Cemetery.

Attached Exhibit "A", partial map of Iman Rock Creek Tracts

Type of Application	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Utility Connection	<input type="checkbox"/> Utility Maintenance
(Check Box)	<input checked="" type="checkbox"/> Use of right-of-way	<input type="checkbox"/> Emergency	<input type="checkbox"/> Street Closure
	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Frontage Improvements	<input type="checkbox"/> Drainage Improvement
	<input type="checkbox"/> Special Event	<input type="checkbox"/> Oversize/Weight	
	Other _____		

START DATE _____ DURATION _____ END DATE _____

CONNECT TO OTHER PERMITS _____ PERMIT TYPE: A B C D

INDEMNIFY AND HOLD HARMLESS: The Permittee agrees to indemnify and hold harmless the City of Stevenson as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend and indemnify the City of Stevenson its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include, without limitation, indemnification of claims made by the Permittee's own employees or agents and waiver of the Permittee's immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Stevenson to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Stevenson to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of City of Stevenson to the full extent of Permittee's negligence.

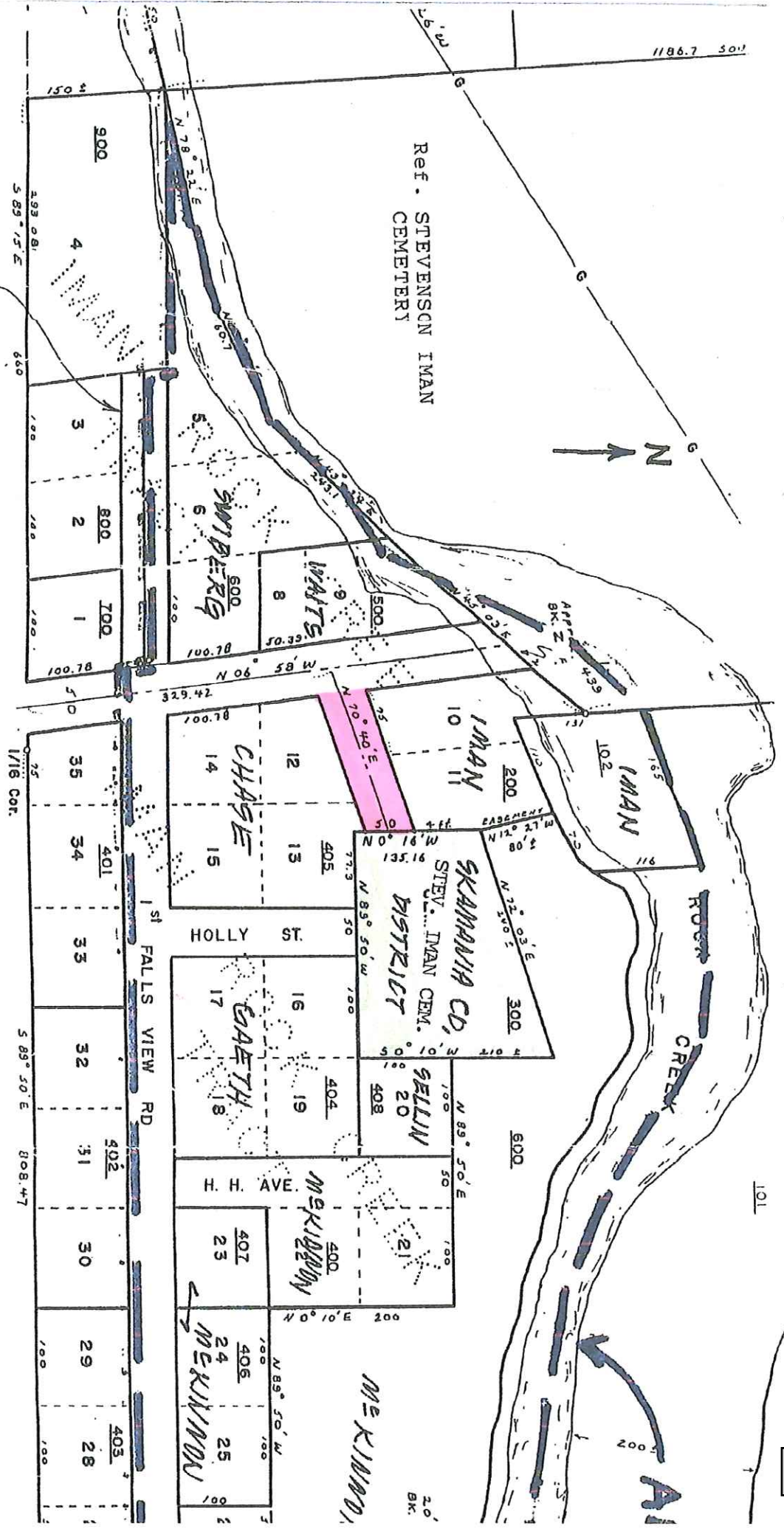
LEGAL COMPLIANCE: Permittee agrees to prosecute work under the permit with all diligence and speed. At the expiration of the permit the rights herein conferred shall cease and terminate, unless specific written provisions are made for a renewal or extension. The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, and requirements of the permit, and regulations adopted in the City of Stevenson Municipal Code and administrative rules authorized by the Code. Inspections or final approval by the City do not relieve the Permittee from its obligation to fully comply with state and city laws and regulations.

AUTHORITY: The undersigned acknowledges that the information submitted in support of this permit is true and correct and he/she is the Permittee or authorized by the Permittee to execute this permit.

Permittee/Agent Signature *Joe Nelson* Date 6/30/22

Public Works Review and Comments:

Parcel 0307 3623 03 0006



STILL COVE LAKE - VACATED IN NOV. 94 BY SKAMANIA COUNTY

SEE MAP 3-7-36-CC

LEND A J KIMMEL
ASSESSOR

SKAMANIA COUNTY
WASHINGTON

NE 1/4 SE 1/4
SEC. 35 T 3 N, R. 7
3-7-35-AD

REVISI O 1/88
Scale: 1" = 60'

JUN 14 2021



City of Stevenson
Public Works Department

PERMIT NUMBER: 21-14 DK LK

Date Received: 6-14-21

USE OF RIGHT OF WAY PERMIT APPLICATION

PERMITTEE / PROPERTY OWNER INFORMATION

Name: LAWRENCE V. KRUG Email: LVK3031@GMAIL.COM
Address: 929 NW FIRST PINE VIEW RD City: STEVENSON State: WA Zip: 98648
Phone: 509 -- 421 -- 8724 Cell Phone: 509 -- 779 -- 7752

CONTRACTOR INFORMATION

Company Name: _____ Email: _____
Contact Person: _____ Contact Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
WA Contractor's Registration No: KA Stevenson Business License: Yes NO

PROJECT NAME RETAINING WALL AND TREES AS EXIST TAX PARCEL #: 03073623040500

PROJECT ADDRESS NW IMAN CEMETARY RD, AND NW HOLLY ST
(Nearest cross streets if address is not assigned)

PLEASE USE BACK SIDE FOR PROJECT DESCRIPTION

Type of Application	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Frontage Improvements	<input checked="" type="checkbox"/> Use of right-of-way	<input type="checkbox"/> Oversize/Weight
	<input type="checkbox"/> Utility Connection	<input type="checkbox"/> Drainage Improvements	<input type="checkbox"/> Special Event	<input type="checkbox"/> Emergency
	<input type="checkbox"/> Utility Maintenance	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Street Closure	<input type="checkbox"/> Other _____

START DATE _____ DURATION _____ END DATE _____

INDEMNIFY AND HOLD HARMLESS: The Permittee agrees to indemnify and hold harmless the City of Stevenson as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend and indemnify the City of Stevenson its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include, without limitation, indemnification of claims made by the Permittee's own employees or agents and waiver of the Permittee's immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Stevenson to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Stevenson to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of City of Stevenson to the full extent of Permittee's negligence.

LEGAL COMPLIANCE: Permittee agrees to prosecute work under the permit with all diligence and speed. At the expiration of the permit the rights herein conferred shall cease and terminate, unless specific written provisions are made for a renewal or extension. The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, and requirements of the permit, and regulations adopted in the City of Stevenson Municipal Code and administrative rules authorized by the Code. Inspections or final approval by the City do not relieve the Permittee from its obligation to fully comply with state and city laws and regulations.

AUTHORITY: The undersigned acknowledges that the information submitted in support of this permit is true and correct and he/she is the Permittee or authorized by the Permittee to execute this permit.

Permittee/Agent Signature *Lawrence V. Krug* Date 6-14-2021
LAWRENCE V. KRUG

CONNECT TO OTHER PERMITS _____ PERMIT TYPE: A ___ B ___ C X D ___

PROJECT DESCRIPTION :

54 (6) FEET WIDE BY TWO HUNDRED (200) FEET LONG OF THE WEST SIDE OF N.W HOLLY ST. TO MAINTAIN AND PROTECT FRUIT TREES PLANTED BY PREVIOUS OWNERS APPROXIMATELY FORTY YEARS AGO.

TOGETHER WITH THE USE OF THE SOUTH TEN (10) FEET BY ONE HUNDRED THIRTY FIVE (135) FEET OF THE EASTERLY SIDE OF IMAN LEMBITA / ROAD TO PROTECT AND MAINTAIN EXISTING REMAINING WALL AND EIGHTY (80) YEAR OLD FIR TREES.

SEE ATTACHED EXHIBIT 'A', A PORTION OF IMAN ROCKWELL TRACTS.

* City TO INCLUDE mentioned TREES in City Tree Inventory.
City TO CARE/MAINTAIN TREES in ROW. *

ROW. PERMIT IS FOR REPAIRING WALL. *Red Price*

6/16/21

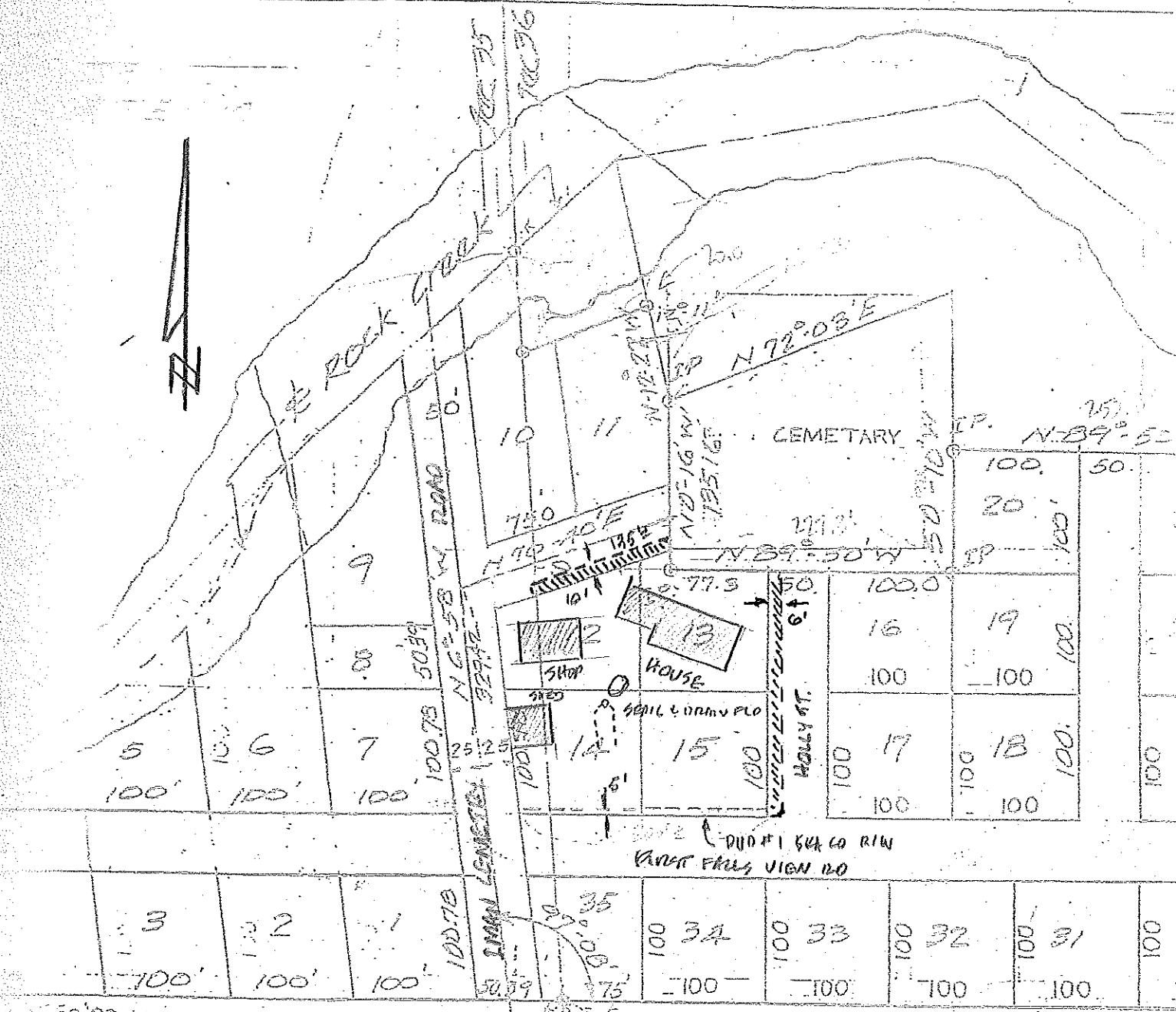


EXHIBIT 'A'

A PORTION OF
 INDIAN ROCKCREEK TRACTS

(USE OF WIDTH OF WAY PERMIT DISCRETION)

BOB A7
 BEARING TAPE
 FENCE LINES

NO SCALE

PLOT PLAN 12, 13, 14, 15

DESCRIPTION

... one sixteenth corner between the ...

DEDICATION

Know all men by these presents that the undersigned



City of Stevenson
Public Works Department

(509)427-5970

No. 21-21

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

RIGHT OF WAY USE PERMIT

Subject to all the terms, conditions, and provisions written or printed below or on any part of this form.

PERMISSION IS HEREBY GRANTED TO (Permittee) Patricia Doble

To: Protect and maintain an existing fence and Laurels on the north side of Iman Cemetery Road (Approx 10' by 150')

Laurels must be maintained in a manner to allow proper access and use of Iman Cemetery Road.

No work shall be done under this permit until the party or parties to whom it is granted shall have communicated with the City of Stevenson forty-eight (48) hours prior to start of construction.

Responsible parties shall notify the City of Stevenson twenty-four (24) hours prior to completion of work for final inspection by the Public Works Department. All work shall be in accord with standards and terms set forth in WAC 136-40 and City of Stevenson Ordinance No. 1027, summarized on the reverse side.

The undersigned Permittee hereby accept this permit subject to the terms and conditions as herein set forth.

I HAVE READ ORDINANCE 1027 ON THE REVERSE AND AGREE WITH ITS TERMS.

PERMITEE

Pat Doble
Signature

Pat Doble
Name (Printed)

[Signature] 8/25/21
City of Stevenson, Public Works Director

Planning Approval (if Applicable):

City of Stevenson Planning Director
Date _____

ORDINANCE NO. 1027

AN ORDINANCE ADDRESSING CITY OF STEVENSON, WASHINGTON REGULATIONS AND PROCEDURES FOR UTILITY INSTALLATIONS, EXCAVATIONS, REPAIRS AND OTHER USES OF CITY RIGHTS OF WAY AND REPEALING PORTIONS OF TITLE 12 STREETS, SIDEWALKS AND PUBLIC PLACES, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Stevenson is legally vested in rights of ways, and it would benefit the City to have an ordinance setting forth the laws relating to the use of the City's rights of way to protect and preserve the public health, safety and welfare and develop processes to implement these goals.

GENERAL PROVISIONS APPLICABLE TO ALL PERMITS

During the progress of the work such barriers shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public: the barriers shall be properly lighted at night.

In accepting this permit the petitioner, his successors and assigns, agrees to protect the City of Stevenson and save it harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights of way or public place or public structure, and in case any suit or action is brought against said City of Stevenson for damages arising out of or by reason of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them of commencement of such action, defend the same at his or their own sole cost and expense and will satisfy any judgement after the said suit or action shall have finally been determined if adverse to the City of Stevenson.

Except as herein authorized, no excavation shall be made or obstacle placed within the limits of a City street in such a manner as to interfere with the travel over said road.

If the work done under this permit interferes in any way with the drainage of the city streets, the grantee shall wholly and at his own expense make such provision as the Director may direct to take care of said drainage.

On completion of said work herein contemplated all rubbish and debris shall be immediately removed and the roadway and roadside shall be left neat and presentable and satisfactory to the Director.

All of the work herein contemplated shall be done under the supervision of and to the satisfaction of the Director and the entire expense of said supervision shall be borne by the party or parties to whom this permit is issued.

This permit or privilege shall not be deemed or held to be an exclusive one and shall not prohibit the City from granting other permits of like or other nature to other public or private utilities, nor shall it prevent the City from using any of its roads, streets, or public places, or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered.

The Director may revoke, annul, change, amend, amplify, or terminate this permit or any of the conditions herein enumerated if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or thru willful or unreasonable neglect, fails to heed or comply with notice given or if the utility herein granted is not installed or operated and maintained in conformity herewith or at all or for any cause or reason whatsoever.

The party or parties to whom this permit is issued shall maintain at his or their sole expense the structure or object for which this permit is granted to a condition satisfactory to the City's Director.

In accepting this permit the grantee, his successors and assigns, agree that any damage or injury done to the property of the grantee or any expense incurred by him through the operation of a contractor, working for the City or of any City employee shall be the sole expense of the grantee, his successors or assigns.



City of Stevenson
Public Works Department

PERMIT NUMBER: _____

Date Received: _____

USE OF RIGHT OF WAY PERMIT APPLICATION

PERMITEE / PROPERTY OWNER INFORMATION

Name: Patricia Dobbie Email: patdobbie@gmail.com
Address: 1025 New Still Creek Ln City: Stevenson State: USA Zip: 98648
Phone: _____ Cell Phone: 503-703-4641

CONTRACTOR INFORMATION

Company Name: _____ Email: _____
Contact Person: _____ Contact Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

WA Contractor's Registration No : _____ Stevenson Business License : Yes NO

PROJECT NAME Fence and lawns as exist TAX PARCEL #: 0307362302000

PROJECT ADDRESS 521 Inman Cemetery Road
(Nearest cross streets if address is not assigned)

PLEASE USE BACK SIDE FOR PROJECT DESCRIPTION

Type of Application	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Frontage Improvements	<input checked="" type="checkbox"/> Use of right-of-way	<input type="checkbox"/> Oversize/Weight
	<input type="checkbox"/> Utility Connection	<input type="checkbox"/> Drainage Improvements	<input type="checkbox"/> Special Event	<input type="checkbox"/> Emergency
	<input type="checkbox"/> Utility Maintenance	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Street Closure	<input type="checkbox"/> Other _____

START DATE _____ DURATION _____ END DATE _____

INDEMNIFY AND HOLD HARMLESS: The Permittee agrees to indemnify and hold harmless the City of Stevenson as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend and indemnify the City of Stevenson its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include, without limitation, indemnification of claims made by the Permittee's own employees or agents and waiver of the Permittee's immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Stevenson to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Stevenson to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of City of Stevenson to the full extent of Permittee's negligence.

LEGAL COMPLIANCE: Permittee agrees to prosecute work under the permit with all diligence and speed. At the expiration of the permit the rights herein conferred shall cease and terminate, unless specific written provisions are made for a renewal or extension. The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, and requirements of the permit, and regulations adopted in the City of Stevenson Municipal Code and administrative rules authorized by the Code. Inspections or final approval by the City do not relieve the Permittee from its obligation to fully comply with state and city laws and regulations.

AUTHORITY: The undersigned acknowledges that the information submitted in support of this permit is true and correct and he/she is the Permittee or authorized by the Permittee to execute this permit.

Permittee/Agent Signature Patricia Dobbie Date 8-18-21
Patricia Dobbie

CONNECT TO OTHER PERMITS _____ PERMIT TYPE: A B C D

Project Description :

Approximately 10' feet by 150' of the north side of Lower Cemetery Road to protect and maintain existing fences and lawns, approx. 50 years old

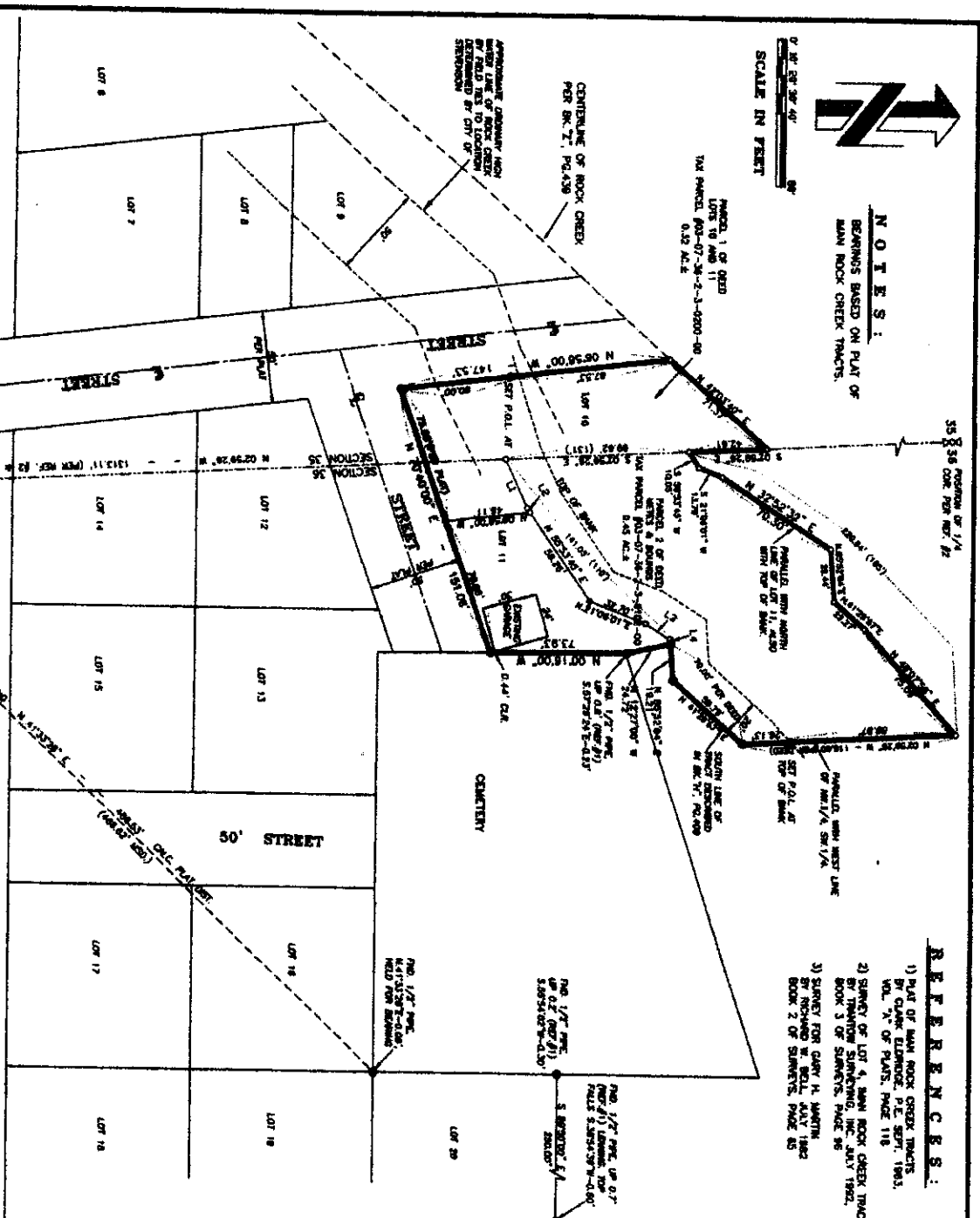
See attached Exhibit 'A' Survey of Lots 10 & 11, Tennessee Engineering Corp

2004/53493



NOTES:
BEARINGS BASED ON PLAT OF
MAIN ROCK CREEK TRACTS.

SCALE IN FEET
1" = 20' 0" 0" 0"



NOTES:
RELATIVE ACCURACY:
THIS SURVEY WAS CLOSED TRAVERSE WITH A
MINIMUM RELATIVE ERROR OF 1 PART IN 20,000.

EQUIPMENT:
LEICA 1-1600, 070715, THEODOLITE AND LEICA
D-2000 ELECTRONIC DISTANCE MEASURING UNIT,
ORIENTED WITH A TDS RANGE DATA COLLECTOR.
PROCEEDING:
CLOSED FIELD TRAVERSE USING DOUBLE-SIDE
MEASUREMENT AND METHOD OF DISTANCE REDUCTION.

- REFERENCES:**
- 1) PLAT OF MAIN ROCK CREEK TRACTS
BY CLARK LUMBER, P.C. 507, 1983,
VOL. 2, OF PLATS, PAGE 118
 - 2) SURVEY OF LOT 4, MAIN ROCK CREEK TRACTS
BY JERRY DOBLE, IN PLAT 1982,
BOOK 3 OF SURVEYS, PAGE 88
 - 3) SURVEY FOR GARY H. MARTIN
BY ROSEMARY W. BOLL, PLAT 1982,
BOOK 2 OF SURVEYS, PAGE 80

AUDITOR'S CERTIFICATE:

PLAT FOR RECORD HAS BEEN
AT 53493 P. M. REGISTERED AT PAGE 53493
REQUEST OF BERTRAM B. BESSON
REGISTERED LAND SURVEYOR #5992.

Bertram B. Besson
COUNTY AUDITOR

NARRATIVE:

THE PURPOSE OF THIS SURVEY WAS TO ADJUST THE EXTENSION
DIMENSIONS OF THE MAIN ROCK CREEK TRACTS AS SHOWN
RECORDED AT BOOK 2 OF PLATS, PAGE 118, AND BOOK 3 OF
SURVEYS, PAGE 88, IN THE SOUTHWEST CORNER OF THE
SQUAWHAW COUNTY. THE SUBJECT PROPERTIES ARE LOTS 10 AND
11 OF THE MAIN ROCK CREEK TRACTS SUBDIVISION AND A METES
AND BOUNDS PARCEL LYING NORTHERLY AND EASTERLY OF LOTS 10
AND 11, ADJOINING TO THESE LOTS AND INCLUDING PART OF ROCK
CREEK.

IN THE FIELD MEASUREMENTS WERE FOUND FROM THE PLAT OF MAIN
ROCK CREEK TRACTS AS SHOWN A COMPUTED COORDINATE
MODEL OF THE PLAT WAS CREATED. A COMPUTER COORDINATE
MODEL OF THE PLAT WAS CREATED. THE METES AND BOUNDS PARCEL WAS
FOUND AT THE POINT OF BEGINNING OF THE PLAT FOR THE FRONT
ALONG WITH HOLDING THE 1/2" BEARINGS FOUND AT THE SOUTHWEST
CORNER OF THE CREEK TRACT FOR BEARING. THE FIELD DATA
WAS COMPARED TO THE PLAT MODEL. THIS REVEALED AN AN
ACCEPTABLE FIT TO THE OTHER FOUND MONUMENTS. FALLINGS
FROM PLAT DIMENSIONS ARE SHOWN ON THE SURVEY FOR THESE
MONUMENTS.

LOTS 10 AND 11 WERE CONSIDERED PER PLAT AS MUCH AS
POSSIBLE DUE TO LACK OF DIMENSION INFORMATION ON THE
RECORDED PLAT. THE METES AND BOUNDS PARCEL WAS
DESCRIBED BOTH BY REFERENCE TO THE PLAT AND TO THE WEST
LINE OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF
SECTION 36. THE SECTION LINE WAS CALCULATED FROM SURVEY
REFERENCE #2. THE METES AND BOUNDS PARCEL WAS THEN Laid
OUT PER DEED FROM THE TOP BANK OF ROCK CREEK, AS SHOWN
ON THE SURVEY. HOLDING DEED DIMENSIONS AND COLLAS AS
SHOWN ON THE SURVEY. 3 MONUMENTS WERE FOUND TO HAVE
BEEN PLACED IN THE MAIN ROCK CREEK TRACTS TO HAVE
LOCATED SURVEY LOTS 10 AND 11. THE MONUMENTS WERE FOUND
LOCATION AT THE TIME OF THE MAIN ROCK CREEK TRACTS PLAT.

WITH ESTABLISHMENT OF THE BOUNDARY OF THE SUBJECT
PROPERTY, MONUMENTS WERE SET ON THE PERMANENT AS SHOWN,
SET MONUMENTS ARE 5/8" X 30" BEAR WITH YELLOW PLASTIC CAP
RECORDED TO BESSON, U.S. 5992. OBSERVATION TO THE MAIN
ROCK CREEK PLAT WAS MADE BY RANDOM TRAVERSE THROUGH THE
PROJECT, WHICH INCLUDED TIES TO THE MONUMENTS AS SHOWN.
THIS TRAVERSE METS THE REQUIREMENTS OF WAC 322-150-090.

FIELD EQUIPMENT UTILIZED WAS A 1.5 SECOND TOTAL STATION
INSTANTANEOUS WITH ELECTRONIC DISTANCE METER AND ELECTRONIC
DATA COLLECTOR.

LINE	ANGLE	DISTANCE
1-1	N 67°54'21" E	29.83
1-2	S 58°53'45" W	0.89
1-3	S 37°52'32" W	16.18
1-4	N 83°07'04" E	2.07

SURVEYOR'S CERTIFICATE:

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE
BY ME OR UNDER MY DIRECTION IN CONFORMANCE
WITH THE REQUIREMENTS OF THE SURVEY
RECORDING ACT AT THE REQUEST OF PAT AND
JERRY DOBLE, IN JUNE, 2004.



BERTRAM B. BESSON,
REGISTERED LAND SURVEYOR, #5992.

PAT AND JERRY DOBLE
SURVEY FOR
IN LOTS 10 AND 11
MAIN ROCK CREEK TRACTS
IN SECTIONS 36 AND 38, TWP. 3 N., RANGE 7 E., N.M.
CITY OF SQUAWHAW, SQUAWHAW COUNTY, WASHINGTON.

Tammara Engineering Corp.
CONSULTING ENGINEERS
449 JENKINS STREET
SEASIDE, OREGON 97138
503-838-8172 FAX 503-838-8887

DATE: 6/24/2004
BY: B.B.H.
CHECKED BY: J.S.S.
SCALE: 1" = 20'

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	June, 2022		
Amount Due:	\$ 9,166.00	Monthly Contract Amount	
	1,000.00	Program Management Time	
	9,085.14	Gorge Blues and Brews Festival	
	<u>2,101.14</u>	Monthly Reimbursables	
	\$ 21,352.28		

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	315
Telephone Calls:	88
E-Mails:	48
Business Referrals:	897
Tracked Overnight Stays:	106
Mailings (student, relocation, visitor, letters):	5
Chamber Website Pageviews	4,748
COS Website Pageviews	11,660

CHAMBER BUSINESS

Chamber Board Meeting: In June our board meeting focused on Government Affairs issues analysis & council application process, adjustment in plans to switch to tiered dues structure and discussion about Cascade Avenue in Stevenson.

Chamber Membership: We had 2 new members join the Chamber and 22 membership renewals in June.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,300 recipients.

Facebook Pages: The Chamber manages Facebook pages for Visit Stevenson, WA, Christmas in the Gorge, Wind River Business Association as well as for the Chamber itself.

Chamber Marketing, Projects, Action Items:

- Monthly meeting with NB Marketing for progress updates on our marketing plan and to review analytics
- Placed ads
- Held Chamber Coffee Break networking events
- Added monthly travel blog about the Gorge Blues and Brews Festival to website
- Made changes to membership directory page on website
- Added the ability for members to add events to the Chamber's online calendar
- Created and sent out a tutorial video on how to add events to the online calendar
- Sent out monthly membership survey – posted last month's survey results
- Sent June and July events to the Pioneer and Observer
- Sent out press release about new job postings page on the Chamber's website
- Announced opening of Government Affairs Council positions
- Applied for WA Commerce grant
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Helped apply for WA Commerce grant for festivals. Assisted with signs, raffle basket and new POS system for 4th of July event.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting and promotion committee meetings. Volunteered at the new SDA booth at the Farmers Market and attended ribbon cutting for the Streatery.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing to review analytics and plan for action items for next month
- Placed ads
- Promote Stevenson as a travel destination on social media
- Added monthly travel blog about Gorge Blues and Brews Festival to website
- Updated business listings on website
- Purchase 2 new webcams and weather station. Met with Pheonix technologies to find best locations for the new equipment. Worked with property owners to get approvals for installation.
- Boosted ads on social media for Gorge Blues and Brews Festival and Blog
- Executed Gorge Blues and Brews Festival along with Choice Events

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 301.14
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-D5	Ad placement	\$ 100.00
P2-E	Wind River Publishing Ads	\$ 250.00
		\$2,101.14

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management	\$1,000.00
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	<i>2022 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$85,000.00	\$3,101.14	\$24,713.11	\$60,286.89

	January	February	March	April	May	June
Website - Visit Stevenson						
# unique users	1,400	1,200	1,600	1,600	1700	2,200
# new users	1,300	1,100	1,500	1,500	1,500	2,000
avg engagement time	:50	1:04	:59	1:23	1:31	2:13
page views	3.1K	3.9K	5,000	6.8K	8.7K	12K
visits by source:						
Organic search - Google/Bing	377	572	776	1,000	713	1,880
Direct	936	627	976	1,363	574	3K
Referral	117	313	393	798	159	1,411
Social Media	22	328	382	35	86	247
Email Marketing						
New email addresses (Map)	0	5	9	24	33	41
Unsubscribes	0	0	2	1	0	0
Open rate	NA	NA	56.70%	54%	N/a	N/A
Social Media						
# FB Likes	3,982	4,000	4,030	4,037	4,059	4,072
Facebook reach	4,714	7,219	17,597	3,989	9,089	4,150
# IG Followers	2,564	2,580	2,616	2,444	2,660	2,694
IG Reach	1,665	11.1K	15.3K	8.2K	9,276	14K



Skamania County Sheriff's Office

Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Agency Assistance	1
Alarms oth than	1
Other Types of Animal Calls	2
Simple Assault	3
Business Establishment Alarm	2
Carprowl Theft from Auto	1
Citizen Dispute	4
Civil Standby	1
Disorderly Conduct	1
Problems with Dogs	2
Dog Problem	1
Domestic Violence	2
Drug Referral	3
DUI Alcohol or Drugs	1
Fireworks Problems	1
Harrass	3
Hospice	1
Illegal Burning/Permit Violat	2
Information Report	4
Jail Problems/Inmate Problems	5
Juvenile Problem	3
Litter/Pollution/Public Health	2
Medical Emergency	19
Parking Problem	2
Patrol Request	2
Request Traffic Enforcement	2
Robbery, Weapon/Force	1
Runaway Juvenile	2
Smoke sighting, smell, etc	2
Suspicious Person/Circumstance	2
Theft Other Property	2
Threats	3
Traffic Stop	1
Tresspassing	2
Power/Gas/Water Problems	1
Vandalism/Mailic Misch	2
Wanted Person - Warrant	5
Welfare Check	1
Total Incidents for This Agency	95

Total reported: 95



Skamania County Sheriff's Office

Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Disorderly Conduct	1
Total Incidents for This Agency	1

Total reported: 1

Report Includes:

All dates between `00:00:00 06/01/22` and `00:00:00 07/01/22`, All agencies matching `SCSO`, All natures, All locations matching `19`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.61.502	DWI	1
9A.46.020	HARASSMENT	1
9A.76.040	RESISTING ARREST	1

Report Totals		3
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Report Includes:

All dates of issue between `00:00:00 06/01/22` and `00:00:00 07/01/22`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

Stevenson Planning Commission Meeting

DRAFT Minutes

Monday, June 13, 2022 6:00 PM

Webinar: <https://us02web.zoom.us/j/85637388112>

Conference Call: +1 253 215 8782 or +1 346 248 7799 ID #: 856 3738 8112

In Person attendees at City Hall followed current CDC and State guidance regarding use of masks, social distancing, and attendance.

In attendance: Community Development Director Ben Shumaker; Commissioners Jeff Breckel, Auguste Zettler, Davy Ray, Anne Keesee.

Public attendees: Mary Repar, Tony Lawson, Pat Rice, and other unidentified participants.

The meeting was called to order at 6:00 p.m. by **Planning Commission Chair Jeff Breckel**. Those present introduced themselves.

A. Preliminary Matters

1. Public Comment Expectations:

Community Development Director Ben Shumaker advised commenters must raise their hand and be acknowledged by the Chair. Individual comments may be cut off after 3 minutes. Tools to use for remote participants: *6 to mute/unmute & *9 to raise hand.

2. Public Comment Period: (For items not located elsewhere on the agenda)

>Mary Repar offered general comments about development and expected services.

>**Commissioner Davy Ray** provided comments on his candidacy for the 3rd Congressional District.

3. Minutes: Approval of May 9th, 2022 Planning Commission Meeting Minutes

MOTION to approve minutes from the May 9th, 2022 Planning Commission meeting was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Zettler, Ray, Keesee.**
- **Commissioner Breckel** abstained.

B. New Business

4. Planning Commission Vacancy: Review Statement of Interest, Interview Candidates, & Recommend City Council Action. **Agenda Note:** Only one interviewee was in attendance at the start of the meeting and the interviews were moved down the agenda.

Community Development Director Ben Shumaker explained the interview and recommendation process. He introduced applicant Anthony Lawson.

The Commissioners proceeded to interview Mr. Lawson. No recommendation was made, and Commissioners opted to schedule an interview with the candidate Charles Hale at the July 11th, 2022 Planning Commission meeting unless they learn his application is withdrawn.

Commissioner Ray commented both resumes appeared impeccable. **Commissioner Breckel** stated he didn't want to omit Charles Hale as an applicant.

5. Short Plat Review: Short Plat Planning Commission Optional Review

Community Development Director Ben Shumaker provided background information on two proposed short plats. The Planning Department has received 2 complete short plat applications for division of property on Vancouver Avenue. The tax lot numbers for the properties are 03-07-36-4-3-2201-00 and -2202-00. Three residential units are currently under construction on the properties. The proposal would be divided such that each unit is on its own lot, leaving one additional lot vacant. The proposal is served by City water and sewer and is located in the R3 Multi-Family Residential District

Shumaker recommended the Planning Commission bypass its review of the short plat and entrust the decision on the application to the Short Plat Administrator. Preliminary questions followed and involved a cursory discussion by the Commission.

MOTION to have **Community Development Director Shumaker** continue the administrative approach to the proposed short plats was made by **Commissioner Zettler**, seconded by **Commissioner Keesee**.

- Voting aye: **Commissioners Breckel, Zettler, Keesee, and Ray**.

C. Old Business

7. Comprehensive Plan Amendment*: Finalize Public Release Draft and Establish Public Involvement Expectations for Proposed Capital Improvement Plan Amendment.

Community Development Director Ben Shumaker and the Commissioners held a discussion on the Public Involvement portion of the proposed amendment to the Capital Improvement Plan.

They reviewed goal statements on pages 45/47 of the Comprehensive Plan. The proposal would add two subgoals concerning level of service and services planning. It was noted most of the text struck out was added in other areas. **Shumaker** explained much of the intent is to provide for an integrated approach to facilities planning within the Comprehensive Plan. Included is project coordination with non-city utilities such as the P.U.D. and telecom service providers.

In response to questions and comments regarding rights-of-way and surveys, **Shumaker** pointed to language that will address establishing a city-wide inventory/survey of existing city ROW's. A discussion followed on establishing a GIS database of existing surveys and the inclusion of new ones to help ensure awareness of property boundaries.

To build public awareness, it was agreed by the Planning Commission to hold a public workshop concerning the Comprehensive Plan changes in July of 2022, with a public hearing on the changes scheduled for August 2022. No dates were set.

To generate public interest, an informational flyer will be developed by **City Development Director Shumaker** and other city staff and reviewed by **Planning Commission Chair Breckel** prior to distribution. Media announcements will be sent as well. Commission members were encouraged to spread the word to maximize attendance and participation by the public.

The City Council will receive the public input regarding the changes from the Planning Commission's workshop and hearing and will conduct a public hearing as well.

6. Conditional Use Permit Review*: (CUP2022-01 54.40 Sign of Outstanding Design) Ratifying Permit Document

Community Development Director Ben Shumaker provided an explanation and answered questions regarding the application for a blade sign at the 54:40 Beer Lodge in Stevenson. The application was initially presented to the Planning Commission at the May 9th, 2022 Planning Commission meeting. Following a cursory discussion, it was determined to make a condition of the permit be removal of the sign upon closure of the business. It was also noted that Brian Adams is not the applicant, so his name is to be removed from the Conditional Use Permit application.

MOTION to ratify Conditional Use Permit (CUP2022-01 54.40 Sign of Outstanding Design) and remove Brian Adams' name from the CUP application was made by **Commissioner Zettler**, seconded by **Commissioner Keesee**.

- Voting aye: **Commissioners Breckel, Ray, Keesee, Zettler**.

D. Discussion

>Mary Repar noted a number of programs and films being sponsored by the Stevenson Grange in June and July and commented on deeds that limit profits when selling a home as one way to preserve affordable housing.

8. Thought of the Month:

None

9. Staff & Commission Reports:

Community Development Director Ben Shumaker updated the Commission on the following areas:

- **Floodplains** FEMA is conducting studies and surveys to update their floodplain maps. Washington's Department of Ecology is also involved in the process. Once the draft maps are approved, a floodplain policy amendment will likely come before the Planning Commission.
- **Gateway Signs** The original gateway and informational signs installed in the Gorge by the US Forest Service 25 years ago are being replaced. There will now be maintenance agreements in place for the signs and the City Council will be addressing them. The City is proposing to change the design of the Stevenson to one with a masonry base.
- **City Council Retreat** A number of priorities were established at the recent retreat, including governmental health (outreach and internal structures), long term land use planning (including housing) and infrastructure. **Shumaker** anticipates the City Council will involve the Planning Commission in developing solutions to the housing issues.
- **Murals** Shumaker explained a mural request has been made by the local pot shop. The request has been endorsed by the Stevenson Downtown Association, which provides an opportunity for city staff to review the proposal rather than have it come before the Planning Commission.
- **Shoreline Access** The grant with DOE has been signed. This will allow the city to release a Request for Proposals from consultants to proactively develop plans for public shoreline access. An inventory of existing sites will be conducted.

E. Adjournment

Planning Commission Chair Breckel declared the meeting adjourned at @ 8:01

Minutes recorded by Johanna Roe

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 14:26:50 Date: 07/12/2022

06/01/2022 To: 06/30/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,218,564.31	121,609.94	90,595.46	1,249,578.79	4,672.50	9,148.21	-618.40	1,262,781.10
010 General Reserve Fund	333,037.19	75.77		333,112.96	0.00	0.00	0.00	333,112.96
020 Fire Reserve Fund	1,610,563.83	636.28		1,611,200.11	0.00	0.00	0.00	1,611,200.11
030 ARPA	223,677.00	0.00		223,677.00	0.00	0.00	0.00	223,677.00
100 Street Fund	347,986.97	42,456.25	41,790.15	348,653.07	0.00	6,058.57	-48.05	354,663.59
103 Tourism Promo & Develop Fund	881,363.72	53,441.49	12,243.02	922,562.19	0.00	4.99	-3.21	922,563.97
105 Affordable Housing Fund	7,975.97	0.00		7,975.97	0.00	0.00	0.00	7,975.97
300 Capital Improvement Fund	180,194.41	6,444.78		186,639.19	0.00	0.00	0.00	186,639.19
312 Columbia Ave	0.00	0.00	647.50	-647.50	0.00	0.00	0.00	-647.50
400 Water/Sewer Fund	2,067,939.30	197,053.34	275,202.21	1,989,790.43	4,130.50	7,318.29	-882.29	2,000,356.93
406 Wastewater Short Lived Asset Res. Fund	43,558.00	0.00		43,558.00	0.00	0.00	0.00	43,558.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-693,784.37	651,046.53	290,818.53	-333,556.37	0.00	0.00	0.00	-333,556.37
500 Equipment Service Fund	217,000.04	20,102.41	9,604.30	227,498.15	0.00	1,942.87	-22.15	229,418.87
630 Stevenson Municipal Court	0.00	100.58	100.58	0.00	0.00	0.00	0.00	0.00
	<u>6,499,267.37</u>	<u>1,092,967.37</u>	<u>721,001.75</u>	<u>6,871,232.99</u>	<u>8,803.00</u>	<u>24,472.93</u>	<u>-1,574.10</u>	<u>6,902,934.82</u>

TREASURER'S REPORT

Account Totals

City Of Stevenson

06/01/2022 To: 06/30/2022

Time: 14:26:50 Date: 07/12/2022

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,276,444.51	861,524.93	529,888.82	1,608,080.62	-1,437.01	33,275.93	1,639,919.54
10	Xpress Bill Pay	29,334.84	37,605.60	0.00	66,940.44	-137.09	0.00	66,803.35
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,306,279.35	899,130.53	529,888.82	1,675,521.06	-1,574.10	33,275.93	1,707,222.89
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	3,277,523.47	2,723.91	0.00	3,280,247.38	0.00	0.00	3,280,247.38
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		5,192,988.02	2,723.91	0.00	5,195,711.93	0.00	0.00	5,195,711.93
		6,499,267.37	901,854.44	529,888.82	6,871,232.99	-1,574.10	33,275.93	6,902,934.82

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 14:26:50 Date: 07/12/2022
Page: 3

06/01/2022 To: 06/30/2022

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	474,809.26		394.61	394.61		475,203.87
010 000 General Reserve Fund	91,166.41		75.77	75.77		91,242.18
020 000 Fire Reserve Fund	765,599.08		636.28	636.28		766,235.36
100 000 Street Fund	278,329.50		231.32	231.32		278,560.82
103 000 Tourism Promo & Develop Fund	408,152.00		339.21	339.21		408,491.21
300 000 Capital Improvement Fund	92,372.73		76.77	76.77		92,449.50
400 000 Water/Sewer Fund	1,013,159.09		842.02	842.02		1,014,001.11
500 000 Equipment Service Fund	153,935.40		127.93	127.93		154,063.33
5 - LGIP	<u>3,277,523.47</u>	<u>0.00</u>	<u>2,723.91</u>	<u>2,723.91</u>		<u>3,280,247.38</u>
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	<u>1,915,464.55</u>	<u>0.00</u>	<u>0.00</u>			<u>1,915,464.55</u>
	<u>5,192,988.02</u>	<u>0.00</u>	<u>2,723.91</u>	<u>2,723.91</u>		<u>5,195,711.93</u>

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

06/01/2022 To: 06/30/2022

Time: 14:26:50 Date: 07/12/2022

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	900,854.26		394.61	394.61		901,248.87	348,329.92
010 General Reserve Fund	303,074.79		75.77	75.77		303,150.56	29,962.40
020 Fire Reserve Fund	1,401,324.18		636.28	636.28		1,401,960.46	209,239.65
030 ARPA						0.00	223,677.00
100 Street Fund	278,329.50		231.32	231.32		278,560.82	70,092.25
103 Tourism Promo & Develop Fund	728,569.69		339.21	339.21		728,908.90	193,653.29
105 Affordable Housing Fund						0.00	7,975.97
300 Capital Improvement Fund	117,921.86		76.77	76.77		117,998.63	68,640.56
312 Columbia Ave						0.00	-647.50
400 Water/Sewer Fund	1,298,759.66		842.02	842.02		1,299,601.68	690,188.75
406 Wastewater Short Lived Asset Res. Fund						0.00	43,558.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-333,556.37
500 Equipment Service Fund	164,154.08		127.93	127.93		164,282.01	63,216.14
	5,192,988.02		2,723.91	2,723.91		5,195,711.93	1,675,521.06

Ending fund balance (Page 1) - Investment balance = Available cash.

6,871,232.99

TREASURER'S REPORT

Outstanding Vouchers

06/01/2022 To: 06/30/2022

As Of: 06/30/2022 Date: 07/12/2022

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1552	06/29/2022	Util Pay	1			206.55	
2022	1588	06/30/2022	Tr Rec	1		Building Permit Customer	600.00	ANX2022-01 Annexation - John & Julie Goodman
2022	1589	06/30/2022	Tr Rec	1		Gordon Rosander	319.38	June 2022 Distribution
2022	1590	06/30/2022	Util Pay	1		Xpress Billpay	311.08	Xpress Import - CC - 06-30-2022__daily_batch.csv
Receipts Outstanding:							<u>1,437.01</u>	
2022	1583	06/30/2022	Payroll	1	EFT	Colonial Life	139.94	Pay Cycle(s) 06/30/2022 To 06/30/2022 - Disability; Pay Cycle(s) 06/30/2022 To 06/30/2022 - Life Insurance; Pay Cycle(s) 06/30/2022 To 06/30/2022 - Accident
2022	1641	06/30/2022	Payroll	1	EFT	Dept of Labor & Industry	3,654.94	2ND Quarter L&I: 04/01/2022 - 06/30/2022
2022	1586	06/30/2022	Payroll	1	EFT	HRA VEBA Trust Contributions	550.00	Pay Cycle(s) 06/30/2022 To 06/30/2022 - HRA VEBA
2022	1642	06/30/2022	Payroll	1	EFT	Employment Security Dept	1,010.52	Pay Cycle(s) 04/01/2022 To 06/30/2022 - PFML
2022	1584	06/30/2022	Payroll	1	EFT	Department of Retirement Systems	13,221.58	Pay Cycle(s) 06/30/2022 To 06/30/2022 - PERS2; Pay Cycle(s) 06/30/2022 To 06/30/2022 - DCP
2021	3014	12/12/2021	Payroll	1	15591	Chelsey M Farris	134.83	2021 Volunteer FF Pay
2022	1199	05/19/2022	Claims	1	15999	Gregory Scott Cheney	172.50	May 2022 Statement
2022	1461	06/16/2022	Claims	1	16070	Exigy LLC	4,500.00	Diversity, Equity, Inclusion Workshop
2022	1462	06/16/2022	Claims	1	16071	Grayling Engineers	4,130.50	May 2022 Statement-Waterline Replacements
2022	1564	06/30/2022	Payroll	1	16098	Michael D Johnson	137.86	PP 06.01.22-06.30.22
2022	1567	06/30/2022	Payroll	1	16099	Kristy A McCaskell	137.86	PP 06.01.22-06.30.22
2022	1576	06/30/2022	Payroll	1	16100	Mark W Tittle	5,097.09	PP 06.01.22-06.30.22
2022	1578	06/30/2022	Payroll	1	16101	City of Stevenson	319.38	Pay Cycle(s) 06/30/2022 To 06/30/2022 - City Payback
2022	1579	06/30/2022	Payroll	1	16102	WGAP Washington Gorge Action Program	68.93	Pay Cycle(s) 06/30/2022 To 06/30/2022 - Food Bank
							<u>33,275.93</u>	
2022	1581	06/29/2022	Util Pay	10		Xpress Billpay	137.09	Xpress Import - EFT - 06-29-2022__daily_batch.csv
Receipts Outstanding:							<u>137.09</u>	
							<u>33,275.93</u>	

Fund	Claims	Payroll	Total
001 General Expense Fund	4,672.50	9,148.21	13,820.71
100 Street Fund	0.00	6,058.57	6,058.57
103 Tourism Promo & Develop Fund	0.00	4.99	4.99
400 Water/Sewer Fund	4,130.50	7,318.29	11,448.79

TREASURER'S REPORT

Outstanding Vouchers

06/01/2022 To: 06/30/2022

As Of: 06/30/2022 Date: 07/12/2022

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
500 Equipment Service Fund							0.00	1,942.87	1,942.87
							8,803.00	24,472.93	33,275.93

TREASURER'S REPORT

Signature Page

City Of Stevenson

06/01/2022 To: 06/30/2022

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2022 BUDGET POSITION

City Of Stevenson

Time: 14:30:26 Date: 07/12/2022

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001 General Expense Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	734,277.12	1,047,784.22	(313,507.10)	142.7%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	818,826.07	1,132,333.17	(313,507.10)	138.3%
311 Property Tax	501,569.36	319,946.04	181,623.32	63.8%
313 Sales Tax	300,000.00	196,526.56	103,473.44	65.5%
316 Utility Tax	32,000.00	28,160.95	3,839.05	88.0%
317 Other Tax	16,000.00	16,002.10	(2.10)	100.0%
310 Taxes	849,569.36	560,635.65	288,933.71	66.0%
321 Licenses	2,900.00	2,034.15	865.85	70.1%
322 Permits	0.00	143.25	(143.25)	0.0%
320 Licenses & Permits	2,900.00	2,177.40	722.60	75.1%
330 Grants	0.00	92,758.20	(92,758.20)	0.0%
335 State Shared	11,000.00	15,574.34	(4,574.34)	141.6%
336 State Entitlements, Impact Payments & Taxe	17,499.50	9,563.04	7,936.46	54.6%
330 Intergovernmental Revenues	28,499.50	117,895.58	(89,396.08)	413.7%
341 Admin, Printing & Probation Fees	222,797.62	1,770.03	221,027.59	0.8%
342 Fire District 2	32,700.00	20,454.22	12,245.78	62.6%
345 Planning	4,500.00	9,852.50	(5,352.50)	218.9%
346 Building	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	259,997.62	32,076.75	227,920.87	12.3%
350 Fines & Penalties	12,700.00	8,100.66	4,599.34	63.8%
360 Interest & Other Earnings	8,000.00	2,879.93	5,120.07	36.0%
Fund Revenues:	1,980,492.55	1,856,099.14	124,393.41	93.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	19,750.00	9,361.00	10,389.00	47.4%
512 Judicial	59,950.00	25,741.08	34,208.92	42.9%
513 Executive	123,095.00	59,438.80	63,656.20	48.3%
514 Financial, Recording & Elections	122,000.50	46,509.05	75,491.45	38.1%
515 Legal Services	16,500.00	8,068.00	8,432.00	48.9%
517 Employee Benefit Programs	525.00	4,741.08	(4,216.08)	903.1%
518 Centralized Services	85,923.32	129,645.28	(43,721.96)	150.9%
521 Law Enforcement	213,228.07	102,938.12	110,289.95	48.3%
202 Fire Department	99,445.00	12,530.33	86,914.67	12.6%
203 Fire District 2	30,750.00	5,789.21	24,960.79	18.8%
522 Fire Control	130,195.00	18,319.54	111,875.46	14.1%
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.8%
551 Public Housing Services	0.00	92,758.20	(92,758.20)	0.0%
553 Conservation	500.00	443.70	56.30	88.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	5,000.00	10,982.02	(5,982.02)	219.6%
560 Planning	166,980.00	65,679.99	101,300.01	39.3%

2022 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
570 Economic Development	27,105.60	12,808.75	14,296.85	47.3%
558 Planning & Community Devel	199,085.60	89,470.76	109,614.84	44.9%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	108.46	41.54	72.3%
573 Cultural & Community Activities	500.00	124.20	375.80	24.8%
576 Park Facilities	94,660.00	15,749.40	78,910.60	16.6%
580 Non Expenditures	0.00	(126.03)	126.03	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	778,880.93	0.00	778,880.93	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	863,430.06	0.00	863,430.06	0.0%
Fund Expenditures:	1,980,492.55	606,520.35	1,373,972.20	30.6%
Fund Excess/(Deficit):	0.00	1,249,578.79		

2022 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	332,314.62	(5,609.00)	101.7%
360 Interest & Other Earnings	0.00	798.34	(798.34)	0.0%
Fund Revenues:	326,705.62	333,112.96	(6,407.34)	102.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	333,112.96		

2022 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,589,616.67	1,607,765.44	(18,148.77)	101.1%	
360 Interest & Other Earnings	0.00	3,434.67	(3,434.67)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,614,616.67	1,611,200.11	3,416.56	99.8%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,614,616.67	0.00	1,614,616.67	0.0%	
Fund Expenditures:	1,614,616.67	0.00	1,614,616.67	0.0%	
Fund Excess/(Deficit):	0.00	1,611,200.11			

2022 BUDGET POSITION

City Of Stevenson

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030 ARPA Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	223,677.00	223,677.00	0.00	100.0%
330 Intergovernmental Revenues	223,677.00	0.00	223,677.00	0.0%
Fund Revenues:	447,354.00	223,677.00	223,677.00	50.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	447,354.00	0.00	447,354.00	0.0%
Fund Expenditures:	447,354.00	0.00	447,354.00	0.0%
Fund Excess/(Deficit):	0.00	223,677.00		

2022 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	211,186.34	316,457.10	(105,270.76)	149.8%
310 Taxes	325,000.00	211,376.93	113,623.07	65.0%
320 Licenses & Permits	600.00	425.00	175.00	70.8%
330 Intergovernmental Revenues	43,340.50	21,762.99	21,577.51	50.2%
360 Interest & Other Earnings	0.00	588.06	(588.06)	0.0%
390 Other Financing Sources	0.00	543.09	(543.09)	0.0%
397 Interfund Transfers	30,000.00	24,820.09	5,179.91	82.7%
Fund Revenues:	610,126.84	575,973.26	34,153.58	94.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	368,498.31	124,253.12	244,245.19	33.7%
543 Streets Admin & Overhead	47,832.50	46,830.48	1,002.02	97.9%
544 Road & Street Operations	0.00	3,950.00	(3,950.00)	0.0%
566 Substance Abuse	0.00	59.14	(59.14)	0.0%
594 Capital Expenditures	134,000.00	46,045.16	87,954.84	34.4%
597 Interfund Transfers	0.00	6,182.29	(6,182.29)	0.0%
999 Ending Balance	59,796.03	0.00	59,796.03	0.0%
Fund Expenditures:	610,126.84	227,320.19	382,806.65	37.3%
Fund Excess/(Deficit):	0.00	348,653.07		

2022 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	548,500.17	797,780.48	(249,280.31)	145.4%
310 Taxes	430,000.00	223,250.71	206,749.29	51.9%
360 Interest & Other Earnings	0.00	1,778.20	(1,778.20)	0.0%
Fund Revenues:	978,500.17	1,022,809.39	(44,309.22)	104.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	411,575.93	100,247.20	311,328.73	24.4%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	336,924.24	0.00	336,924.24	0.0%
Fund Expenditures:	978,500.17	100,247.20	878,252.97	10.2%
Fund Excess/(Deficit):	0.00	922,562.19		

2022 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	6,215.61	6,376.16	(160.55)	102.6%
310 Taxes	5,000.00	1,599.81	3,400.19	32.0%
Fund Revenues:	11,215.61	7,975.97	3,239.64	71.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	11,215.61	0.00	11,215.61	0.0%
Fund Expenditures:	11,215.61	0.00	11,215.61	0.0%
Fund Excess/(Deficit):	0.00	7,975.97		

2022 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	107,273.57	151,803.99	(44,530.42)	141.5%	
310 Taxes	20,000.00	34,567.01	(14,567.01)	172.8%	
360 Interest & Other Earnings	0.00	268.19	(268.19)	0.0%	
Fund Revenues:	127,273.57	186,639.19	(59,365.62)	146.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%	
999 Ending Balance	97,273.57	0.00	97,273.57	0.0%	
Fund Expenditures:	127,273.57	0.00	127,273.57	0.0%	
Fund Excess/(Deficit):	0.00	186,639.19			

2022 BUDGET POSITION

City Of Stevenson

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309 Russell Ave		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	0.00	24,820.09	(24,820.09)	0.0%
Fund Revenues:	0.00	24,820.09	(24,820.09)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	24,820.09	(24,820.09)	0.0%
Fund Expenditures:	0.00	24,820.09	(24,820.09)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION

City Of Stevenson

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311 First Street		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	6,182.29	(6,182.29)	0.0%	
Fund Revenues:	0.00	6,182.29	(6,182.29)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	6,182.29	(6,182.29)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	6,182.29	(6,182.29)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2022 BUDGET POSITION

City Of Stevenson

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312 Columbia Ave Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	200,000.00	0.00	200,000.00	0.0%
Fund Revenues:	200,000.00	0.00	200,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	200,000.00	647.50	199,352.50	0.3%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	200,000.00	647.50	199,352.50	0.3%
Fund Excess/(Deficit):	0.00	(647.50)		

2022 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	218,216.56	647,754.95	(429,538.39)	296.8%
401 Water	454,401.46	539,594.95	(85,193.49)	118.7%
402 Sewer	412,368.47	431,097.47	(18,729.00)	104.5%
308 Beginning Balances	1,084,986.49	1,618,447.37	(533,460.88)	149.2%
330 Intergovernmental Revenues	1,000.00	191,123.15	(190,123.15)	*****%
343 Water	678,600.00	384,252.45	294,347.55	56.6%
344 Sewer	1,019,437.50	604,440.41	414,997.09	59.3%
340 Charges For Goods & Services	1,698,037.50	988,692.86	709,344.64	58.2%
343 Water	46,674.00	68,832.00	(22,158.00)	147.5%
344 Sewer	56,532.00	67,881.92	(11,349.92)	120.1%
400 Water/Sewer	4,000.00	2,958.81	1,041.19	74.0%
360 Interest & Other Earnings	107,206.00	139,672.73	(32,466.73)	130.3%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,891,229.99	2,937,936.11	(46,706.12)	101.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	623,109.97	251,385.37	371,724.60	40.3%
535 Sewer	926,611.86	406,863.13	519,748.73	43.9%
534 Water	60,970.90	75,832.28	(14,861.38)	124.4%
535 Sewer	118,920.00	41,124.60	77,795.40	34.6%
591 Debt Service	179,890.90	116,956.88	62,934.02	65.0%
594 Capital Expenditures	211,500.00	1,482.47	210,017.53	0.7%
597 Interfund Transfers	121,779.00	171,457.83	(49,678.83)	140.8%
400 Water/Sewer	160,362.33	0.00	160,362.33	0.0%
401 Water	299,075.46	0.00	299,075.46	0.0%
402 Sewer	368,900.47	0.00	368,900.47	0.0%
999 Ending Balance	828,338.26	0.00	828,338.26	0.0%
Fund Expenditures:	2,891,229.99	948,145.68	1,943,084.31	32.8%
Fund Excess/(Deficit):	0.00	1,989,790.43		

2022 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	43,558.00	43,558.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	65,337.00	43,558.00	21,779.00	66.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	65,337.00	0.00	65,337.00	0.0%
Fund Expenditures:	65,337.00	0.00	65,337.00	0.0%
Fund Excess/(Deficit):	0.00	43,558.00		

2022 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2022 BUDGET POSITION

City Of Stevenson

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410 Wastewater System Upgrades			Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(144,720.78)	144,720.78	0.0%	
330 Intergovernmental Revenues	1,733,656.00	479,588.70	1,254,067.30	27.7%	
390 Other Financing Sources	8,833,414.00	0.00	8,833,414.00	0.0%	
397 Interfund Transfers	100,000.00	171,457.83	(71,457.83)	171.5%	
Fund Revenues:	10,667,070.00	506,325.75	10,160,744.25	4.7%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	10,667,070.00	839,882.12	9,827,187.88	7.9%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	10,667,070.00	839,882.12	9,827,187.88	7.9%	
Fund Excess/(Deficit):	0.00	(333,556.37)			

2022 BUDGET POSITION

City Of Stevenson

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500 Equipment Service Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	188,197.57	203,766.89	(15,569.32)	108.3%	
340 Charges For Goods & Services	125,000.00	80,862.52	44,137.48	64.7%	
360 Interest & Other Earnings	0.00	354.40	(354.40)	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.0%	
Fund Revenues:	313,197.57	284,983.81	28,213.76	91.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
548 Public Works - Centralized Services	122,614.55	57,485.66	65,128.89	46.9%	
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%	
999 Ending Balance	145,583.02	0.00	145,583.02	0.0%	
Fund Expenditures:	313,197.57	57,485.66	255,711.91	18.4%	
Fund Excess/(Deficit):	0.00	227,498.15			

2022 BUDGET POSITION

City Of Stevenson

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630 Stevenson Municipal Court		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	4,878.34	(4,878.34)	0.0%	
Fund Revenues:	0.00	4,878.34	(4,878.34)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	4,878.34	(4,878.34)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	4,878.34	(4,878.34)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2022 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 06

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,980,492.55	1,856,099.14	93.7%	1,980,492.55	606,520.35	31%
010 General Reserve Fund	326,705.62	333,112.96	102.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,614,616.67	1,611,200.11	99.8%	1,614,616.67	0.00	0%
030 ARPA	447,354.00	223,677.00	50.0%	447,354.00	0.00	0%
100 Street Fund	610,126.84	575,973.26	94.4%	610,126.84	227,320.19	37%
103 Tourism Promo & Develop Fund	978,500.17	1,022,809.39	104.5%	978,500.17	100,247.20	10%
105 Affordable Housing Fund	11,215.61	7,975.97	71.1%	11,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	186,639.19	146.6%	127,273.57	0.00	0%
309 Russell Ave	0.00	24,820.09	0.0%	0.00	24,820.09	0%
311 First Street	0.00	6,182.29	0.0%	0.00	6,182.29	0%
312 Columbia Ave	200,000.00	0.00	0.0%	200,000.00	647.50	0%
400 Water/Sewer Fund	2,891,229.99	2,937,936.11	101.6%	2,891,229.99	948,145.68	33%
406 Wastewater Short Lived Asset Res	65,337.00	43,558.00	66.7%	65,337.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	10,667,070.00	506,325.75	4.7%	10,667,070.00	839,882.12	8%
500 Equipment Service Fund	313,197.57	284,983.81	91.0%	313,197.57	57,485.66	18%
630 Stevenson Municipal Court	0.00	4,878.34	0.0%	0.00	4,878.34	0%
	<u>20,294,310.59</u>	<u>9,687,362.41</u>	<u>47.7%</u>	<u>20,294,310.59</u>	<u>2,816,129.42</u>	<u>13.9%</u>

City of Stevenson

Q2 2022 Financial Report

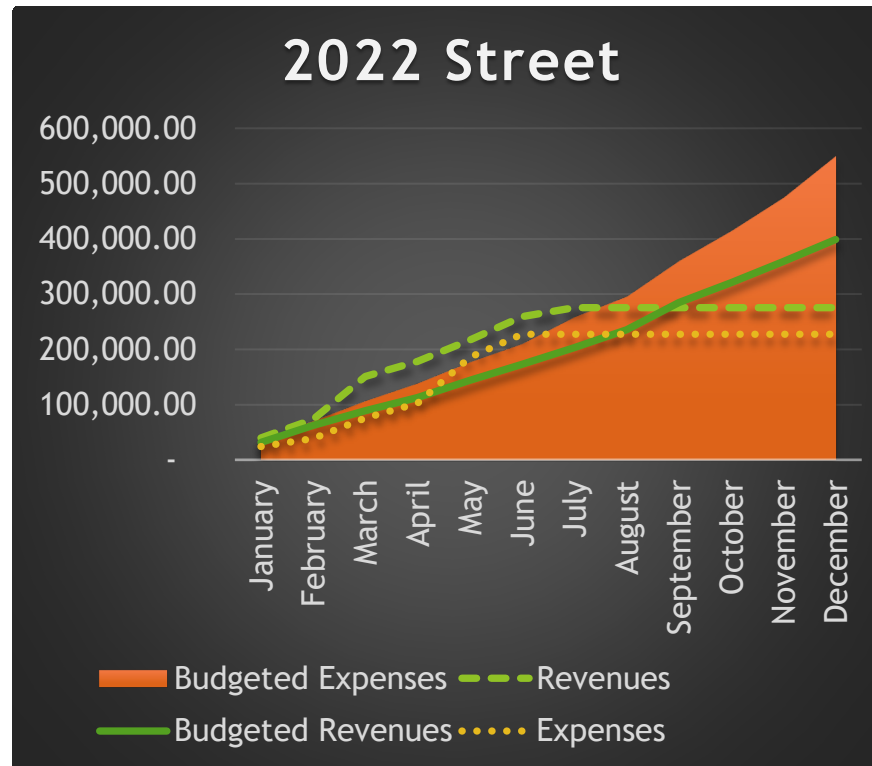
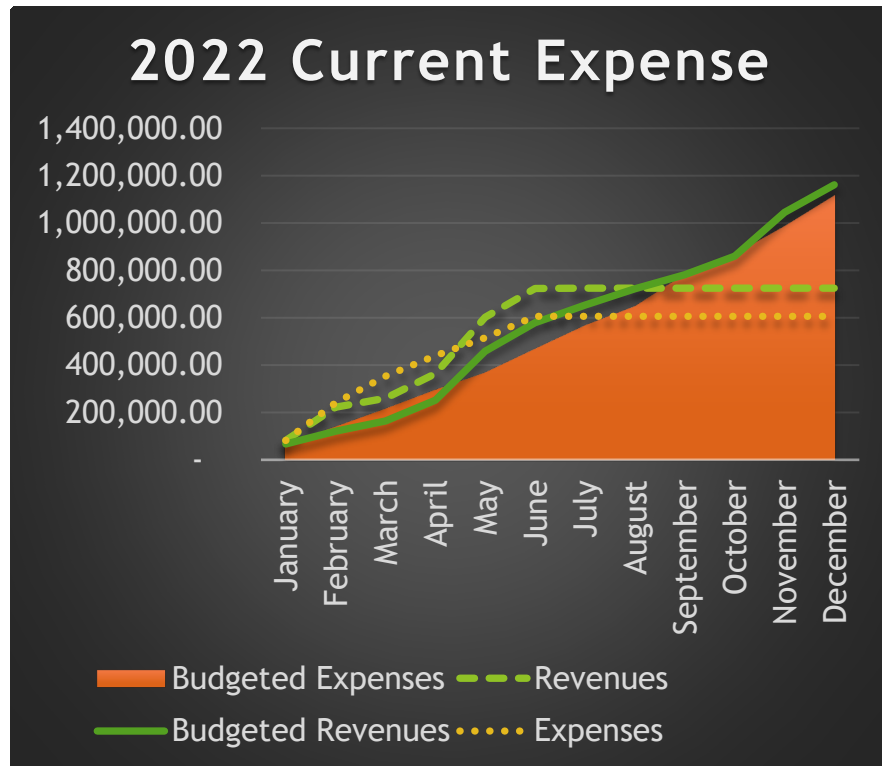
Sales and Property Tax Dependent Funds

Current Expense revenues and expenses are trending above budget, with revenue coming in above expenses.

The chart will change after the budget amendments in August are adopted and the outlook is revised.

Street revenues and expenses are trending the well with revenues coming in above expenses.

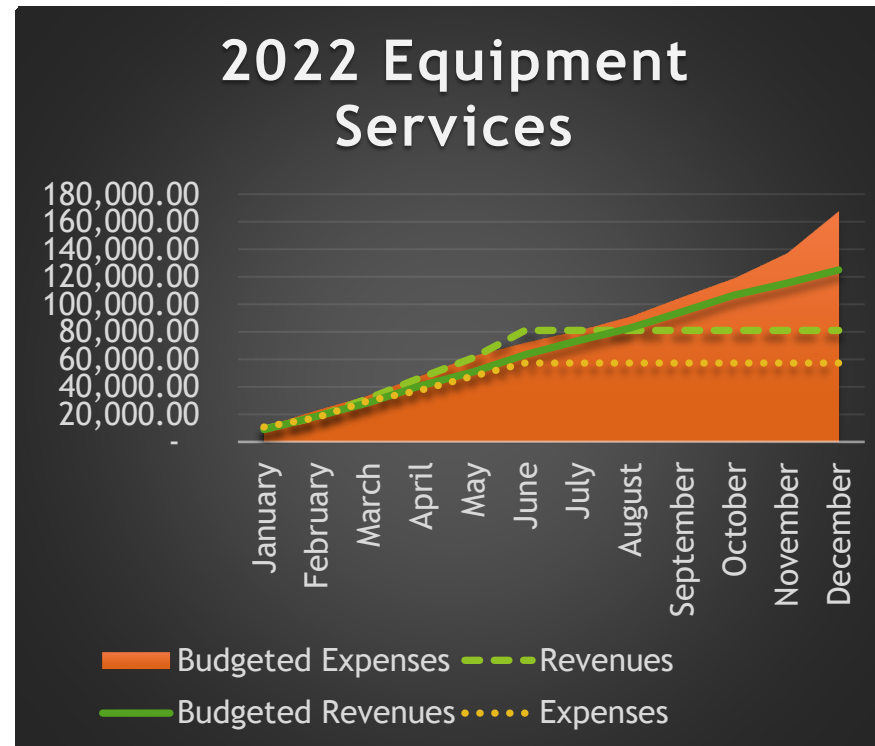
Additional expenses are due to the Main D/Loop Road stormwater repairs needed. More expenses will come in with the construction of the Rock Creek stormwater line happening this summer.



Restricted Revenue Funds

Tourism fund revenues are exceeding budget expectations and expenses are trending below budget. Most events take place over the summer and are invoiced by the end of the year.

Equipment Services revenues are picking up after the rate change in April. Expenses are trending under budget, and the chart will change with the August budget amendment adding the purchase of a brush mower and trailer.

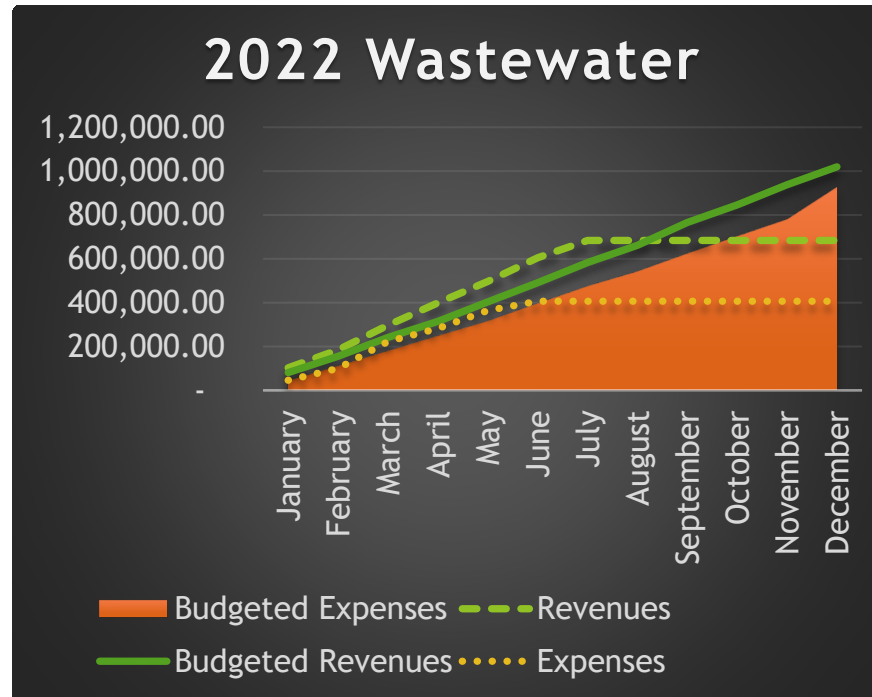
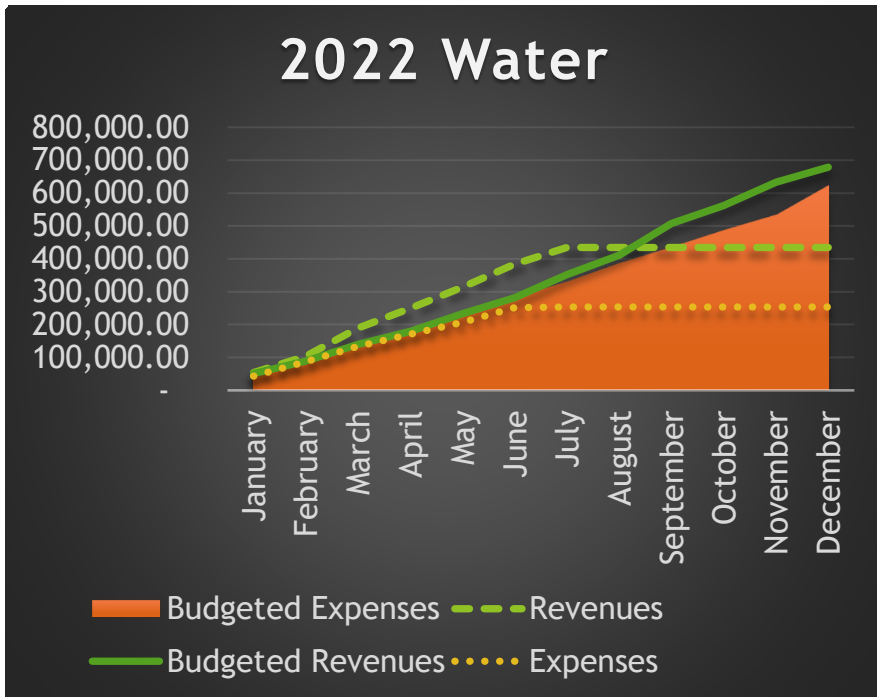


Proprietary Funds

Water revenues are trending 37% above budget and expenses are currently at 90% of budget.

This can be partially attributed to increased SDCs from new SFR building permits. Expenses will continue to be monitored to ensure they don't outpace revenues.

Sewer revenues continue to trend above budget expectations by 23% and expenses are trending above budget by 3%. Expenses will continue to be monitored to ensure they remain under revenues.



Contracts and/or Change Orders awarded above \$10,000
from June 16th thru July 15th

Date	Contractor	Amount	Total Contract	Description of service
6/24/2022	Crestline Construction	61,867.19	2,018,902.59	CO #5 for the Collection System Improvement Project. Changes are for additional excavation and backfill due to challenging subsurface conditions that differed from what could have been expected at time of bidding.
6/29/2022	Wallis Engineering	76,695.69	686,781.24	CO #1 for the Wastewater Collection System upgrades project for increased scope of work to add bridge re-rating and additional inspection related to contract extensions and increased time due to weather conditions.



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
RE: Kanaka Creek Underpass Cost to Maintain
Meeting Date: July 21, 2022

Executive Summary:

There was much discussion at the June 16th council meeting regarding Kanaka Creek Underpass. Council requested information on the cost to maintain the road as the grader has been retired.

Overview of Items:

Grading the road would take an average of three staff one day for roughly five hours each month to maintain the underpass. Incorporating equipment rental and materials, the total estimated 2022 cost would be \$20,000 a year.

Action Needed:

No action requested.



Mary Corey <mary@ci.stevenson.wa.us>

Congratulations on your CMC Designation

1 message

Kellie Siggson <kellie@iimc.com>

Fri, Jul 15, 2022 at 8:06 AM

To: "mary@ci.stevenson.wa.us" <mary@ci.stevenson.wa.us>



07/15/2022

Dear Mary Corey, CMC:

Congratulations! It is my pleasure to inform you that you have fulfilled all the requirements of the Certified Municipal Clerk (CMC) Program offered by the International Institute of Municipal Clerks (IIMC) and have earned your CMC designation. Your certification package is currently in the creation phase. Education and Membership Assistant, Iris Hill will be updating you on the status of your shipment soon. Should you have any questions please reach out to Iris at iris@iimc.com.

The CMC is more than a pin, a certificate and three letters at the end of your name. It is a declaration that you are proficient in your important position and that you have demonstrated mastery of administrative skills critical to good government.

Please know that you also have the option of enrolling in the MMC program to become a Master Municipal Clerk (MMC) as of this date. Be sure to watch the video we have created to help you make your way through the MMC program. Check it out [here](#). Please don't hesitate to reach out to me at kellie@iimc.com if you have questions.

I extend my warmest congratulations to you and wish you all the best in your professional endeavors.

Kellie Siggson
Certification Manager
IIMC Education Department