

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**December 19, 2024**  
**6:00 PM, City Hall and Remote**

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:**

**Mayor Anderson** called the meeting to order at 6:00 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

**Attending:**

**Elected Officials:**

Mayor Scott Anderson; Councilmembers Dave Cox, Pat Rice, Chuck Oldfield, Lucy Lauser, Michael Johnson.

**City Staff:**

Ben Shumaker, Community Development Director/Interim City Administrator; Carolyn Sourek, Public Works Director; Anders Sorestad, City Clerk/Treasurer, Robert Muth, City Attorney.

**Guests:**

Barbara Ayers, Skamania County Department of Emergency Management; Skamania County Undersheriff Tracy Wyckoff.

**Public attendees:**

Sam Kniestadt, Sarah Fuller, and others unidentified.

**2. PUBLIC COMMENTS:**

- a) Written comment received from Mitch Patton on 12/06/2024
  - > Sam Kniestadt complimented the City on new sidewalk on First Street.
  - > Sarah Fuller questioned how elected officials could best represent citizens.

**3. CHANGES TO THE AGENDA:** None

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

\*Item c) was removed for further discussion at the request of Councilmember Cox

\*Item d) was removed for further discussion at the request of Councilmember Rice

- a) Transportation Improvement Board Grant - **Public Works Director Carolyn Sourek** presented for ratification a grant contract with the Transportation Improvement Board involving \$128,398 for the resurfacing of Seymour and Railroad streets.

- b) Skamania County Fire Marshal Services - **Interim Administrator Ben Shumaker** presented the request from Skamania County regarding an amendment to the interlocal agreement. The amendment authorizes the County to collect fees for fire inspection services performed in the city.
- \*c) 3-Party Interlocal Agreement, Probation Services - **Interim Administrator Ben Shumaker** presented the request from Skamania County to the cities of North Bonneville and Stevenson related to probation services. The agreement commits the City of Stevenson to pay \$1000/month in 2025.
- \*d) 2025 Salary Schedule - **Interim City Administrator Shumaker** presented a resolution to adopt the salary schedule for 2025 for council review and consideration. The schedule includes a Cost of Living Adjustment of 2.6% and adjusts the City Administrator steps to increase the maximum salary range. These updates are included in the 2025 adopted budget.
- e) Water Adjustment - The water customer at meter no.704425 requested a billing adjustment of \$922.65 for a water leak which they have since repaired. The repair and adjustment request occurred 45 days after notification (Council policy requires the repair within 30-Days). The customer was immediately in contact with the City and diligent in finding and repairing the leak. The Council is asked to make an exception to the policy and grant the request.
- f) Minutes of November 21 City Council and December 10, 2024 meetings.

**MOTION** to approve consent agenda items a, b, e and f (minus c and d) was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Johnson, Lauser, Rice, Cox, Oldfield**

\*c) 3-Party Interlocal Agreement, Probation Services - **Interim Administrator Ben Shumaker** presented the request from Skamania County to the cities of North Bonneville and Stevenson related to probation services. The agreement commits the City of Stevenson to pay \$1000/month in 2025.

Following a discussion on data sources used to determine the costs, the Council unanimously agreed to table the agreement until January 2025.

\*d) 2025 Salary Schedule - **Interim City Administrator Shumaker** presented a resolution to adopt the salary schedule for 2025 for council review and consideration. The schedule includes a Cost of Living Adjustment of 2.6% and adjusts the City Administrator steps to increase the maximum salary range. These updates are included in the 2025 adopted budget.

**MOTION** to approve the 2.6% cost of living increase for all city employees, excepting those employees whose base, non overtime salary was more than \$100,000 in 2024; and prior to approving a cost of living increase for this later group of employees, we do a salary study of what other municipalities in the Columbia River gorge pay their employees was made by **Councilmember Rice** and died due to lack of a second.

**MOTION** to pass the resolution adopting the salary schedule for 2025 as presented was made by **Councilmember Lauser**, seconded by **Councilmember Johnson**. The

schedule included a Cost of Living Adjustment of 2.6% and adjusted the City Administrator steps to increase the maximum salary range

Voting aye: **Councilmembers Johnson, Lauser, Oldfield.**

Voting nay: **Councilmembers Rice, Cox.**

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

a) Sheriff's Report - Undersheriff Wyckoff presented the Skamania County Sheriff's report for activity within Stevenson city limits for November 2024.

#### **6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

a) Department of Emergency Management - Emergency Manager Barbara Ayers shared information and materials on department activities that help residents prepare for emergency situations such as fires, earthquakes, floods and power outages.

**7. PUBLIC HEARINGS:** None were held.

**8. SITUATION UPDATES:** None provided.

**9. UNFINISHED BUSINESS:** None presented

#### **10. COUNCIL BUSINESS:**

a) Proposed 2024 Budget Amendments-First Reading - **Interim City Administrator Shumaker** presented and explained proposed changes to the 2024 budget. Two options were offered.

Option 1 includes a \$10,000 transfer to the Street Fund from the General Fund and a \$100,000 transfer to the Fire Reserve Fund from the General

Option 2 would only transfer \$10,000 to the Street Fund.

**MOTION** to approve the ordinance with Option 1 (Transfers to Street Fund and Fire Reserves) amending the 2024 budget as presented was made by **Councilmember Johnson**, seconded by **Councilmember Oldfield**.

After further discussion

Voting aye: **Councilmembers Johnson and Oldfield**

Voting nay: **Councilmembers Lauser, Rice and Cox**

**Mayor Anderson** called for a motion regarding the ordinance with Option 2.

**MOTION** to approve the proposed ordinance amending the 2024 budget with Option 2 only was made by **Councilmember Lauser**, seconded by **Councilmember Cox**.

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

## 11. INFORMATION ITEMS:

- a) Contracts Awarded Administratively - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month was attached. A contract for improvements to the WWTP with Martin's Mobile Welding for \$23,155.50 was awarded.
- b) Chamber of Commerce Report - The report presented described some of the activities conducted by Skamania County Chamber of Commerce in the prior month
- c) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- d) Housing Programs Report - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- e) Planning Commission Minutes - Minutes were attached from the Planning Commission meeting for November 2024.
- f) \*Public Records Officer Update - Since the last Council meeting, there have been two new Public Records Requests, both of which were able to be completed within the 5 day statutory period. Staff is also working to provide installments for two additional requests at this time. A list of all Public Records Requests and the records provided for them can be found online at the City's Public Record Portal.

## 12. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director**
  - i. Planning is working on the cloud module for online submission of plans and proposals. Individuals can apply, submit, and review progress online. Building permit module has been successful.
  - ii. An upcoming zoning change request will go to Planning Commission, then to City Council.
  - iii. It's a slow time for building permits and other applications
  - iv. The city is partnering with Skamania County on critical areas ordinance updates. An RFQ for consultants is set to go out by early January.
- b) **Carolyn Sourek, Public Works Director**
  - i. She met with an engineer to review the city's long-term water supply project. Well capacity and future demand all need to be considered.
  - ii. Projects with the Waste Water Treatment Plant are advancing. The work is substantially complete; with all pump stations on line.
  - iii. Keeping the streets debris free in advance of plowing snow.
  - iv. Equipment maintenance is taking place during the slower winter months.
  - v. Clean up at Walnut Park took place recently.
  - vi. People for People has placed a part-time person at Public Works for landscape maintenance. This will be a six month position beginning January 2025.
  - vii. She and Ben Shumaker attended a Port of Skamania meeting and discussed the Cascade Avenue project.
  - viii. First Street is open, the railing is in.
  - ix. Storage shed roof has all asbestos out. Windy weather has caused delays in work.

**Anders Sorestad, City Clerk/Treasurer**

- i. He shared information on withdrawing motions through Robert's Rules of Order and suggested having a workshop on Parliamentary procedure for Councilmembers.
- ii. He announced his resignation, effective January 17th, 2025. He will stay to help close out the 2024 fiscal year.

**c) Ben Shumaker, Interim City Administrator**

- i. Staffing currently is a challenge, will be looking to bring in an interim clerk to help with tasks. Will keep the Clerk Treasurer position open to allow the incoming City Administrator to structure the position.
- ii. Placement of water meter discussed at the November 2024 Council meeting was resolved.
- iii. Work is being done on closing out the 2024 budget.
- iv. With passage of the 2025 budget, the city is looking to revise how staff costs for Streets and the Water/Sewer Fund are covered.

**13. VOUCHER APPROVAL:**

- a) November 2024 payroll and December 19, 2024 AP checks were audited and presented for approval. November payroll totals \$128,720.81 which included EFT payments. December 19, 2024 AP checks 18245 thru 18334 total \$976,606.75, which included EFT payments. The AP check register with fund transaction summary was attached for review.

**MOTION** to approve vouchers as presented was made by **Councilmember Lauser**, seconded by **Councilmember Cox**.

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

**14. MAYOR AND COUNCIL REPORTS:** None provided.

**15. ISSUES FOR THE NEXT MEETING:** None reported.

**16. ADDITIONAL PUBLIC COMMENT:** No additional comments were received.

**17. ADJOURNMENT - Mayor Anderson** adjourned the meeting at 7:51 p.m.

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Scott Anderson, Mayor

Date