

MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 15, 2024
6:00 PM, City Hall and Remote

- 1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:01 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

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

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

Guests: Skamania County Undersheriff Tracy Wyckoff

Public Participants: Mary Repar, Perry Colburn, Rick Jessel, Leslie Harris and others unidentified.

2. PUBLIC COMMENTS:

>Perry Colburn of North Bonneville spoke about comments made at the January 18th meeting. He also noted his concerns with current staffing levels within the Skamania County Sheriff's Office.

>Rick Jessel of Stevenson thanked the City Council and city staff for the work and outreach to the public regarding the Sewer Committee. He stated his appreciation for the opportunity to provide comments to a diverse group of people.

>Mary Repar of Stevenson commented she has filed a shoreline appeal to a shoreline development in Stevenson over public access. She spoke about potholes on SR 14, undergrounding of utilities, the need for affordable broadband and the need for enforcement of car registrations.

3. CHANGES TO THE AGENDA:

- a) ***2/13 changes** include:
- Added Liquor License Renewals (item 4e)
 - Added Parks Plan Report (item 9c)
 - Added Emergency Services Interlocal (item 9h)
 - Added Fire Department Update (item 10d)
 - Added Planning Commission Minutes (item 10e)

b) **2/14 changes include:

- Added public comments (item 2a)
- Added comments to Sewer Committee Update (item 7a)
- Updated Code Enforcement staff memo (item 9b)
- Added Five County Cooperative Fire Services Mutual Aid Agreement (item 9i)
- Added Housing Programs Report (item 10f)
- Added Vouchers (item 12a)

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

- a) Water Adjustment** - Paul and Mirta Spencer (meter No. 501400) requested a water adjustment of \$35.42 for a water leak which they have since repaired.
- b) Approve Resolution 2024-424 Banking Authorization** - City Administrator Leana Kinley presented resolution 2024-424 updating the banking authorization by adding Deputy Clerk/Treasurer Anders Sorestad for council consideration.
- c) Approve Resolution 2024-425 Revising Fire Chief Pay** - City Administrator Leana Kinley presented Resolution 2024-425 revising the Fire Chief Pay to a \$1,000 monthly stipend with an effective date of January 1, 2024, which is in line with the 2024 adopted budget.
- d) Approve Resolution 2024-426 Revising City Council Rules of Procedure** – City Administrator Leana Kinley presented the attached resolution 2024-426 amending the city council rules of procedure adjusting the end time of Council meetings from 10 p.m. to 9 p.m. Updating the language for remote attendance was also included.
- e) *Liquor License Renewals** - A&J Stores, Skunk Brothers Spirits, Hotel Stevenson.
- f) Minutes** of January 18, 2024 Regular City Council Meeting and the January 25, 2024 special City Council meeting.

Item 4. c) was removed from the consent agenda to **item 9. a) 1** at the request of Councilmember Rice.

MOTION to approve consent agenda items a-f, with the exception of c, was made by Councilmember Rice, seconded by Councilmember Cox.

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

5. SHERIFF'S OFFICE REPORT:

- a) Sheriff's Report** - The Skamania County Sheriff's Office report for activity within Stevenson city limits for the prior month was presented for council review.

6. PUBLIC HEARINGS:

- a) **Utility Rates and System Development Charges** - City Administrator Leana Kinley presented and explained a staff memo and draft ordinances for council review and discussion. Attached were comments received regarding the utility rates. Input regarding the rates will be used to draft the final documents for the March 22nd, 2024 public hearing.

Public Hearing was opened at 6:12

>Mary Repar commented on the rate increases affecting those on fixed incomes. She stated everyone should pay their fare share, and expressed concerns that people would be priced out of water usage.

>Leslie Harris of Stevenson stated new water meters can't be shut off by homeowners in the event of a leak. She also spoke about rising water costs and their impact on her household.

Public Hearing was closed at 6:31

Following additional Council discussion, it was agreed to move forward with the structural changes proposed and to consider rates and rate changes at an upcoming council retreat. City Attorney Muth shared the council could not pass a blank ordinance, and the rate increases would have to be included in any ordinance language for final adoption.

7. SITUATION UPDATES:

- a) **Sewer Committee Update** – After presenting an initial set of proposed sewer ordinance changes at the September 21st, 2023 Council meeting to address issues related to enforcement of the current ordinance, a committee was formed including members of the community, local business owners, elected officials, and city employees to gain greater understanding of these issues and brainstorm alternative solutions. The committee met five times in the past three months.

Community Development Director Ben Shumaker presented an update on the results of the committee and a revised proposal for council discussion and direction. A report from the committee facilitator with notes and recommendations was included in the meeting packet.

8. UNFINISHED BUSINESS:

- a) **First Reading City Hall Hours Ordinance** - City Administrator Leana Kinley presented and explained a staff memo and ordinance for council discussion and consideration. She recommended a public poll to gather input on the changes to City Hall hours of operation.

After Council discussion, it was agreed to wait for the survey results, moving action on the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation was to a second reading on March 21st, 2024.

- b) **Approve Committee Appointments** - Mayor Scott Anderson presented the 2024 draft committee and board appointments for council discussion and approval.

Councilmember Cox requested to be on the Community Action Team committee.

Councilmember Rice requested to be on the .09 committee as well as the CAT committee.

MOTION to approve the committee appointments with Councilmembers Cox and Rice serving on the CAT Committee, and Councilmember Rice serving on the .09 Committee was made by Councilmember Johnson, seconded by Councilmember Lauser.

Voting aye: Councilmembers Johnson, Lauser, Cox, Rice

9. COUNCIL BUSINESS:

- a) **First Reading Ordinance 2024-1207 Extending Interim Financing** - City Administrator Leana Kinley presented and explained ordinance 2024-1207 extending interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing was included. This ordinance is time sensitive.

MOTION to approve ordinance 2024-1207 authorizing an extension of the bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Johnson, Lauser, Cox, Rice

1. **Approve Resolution 2024-425 Revising Fire Chief Pay** - City Administrator Leana Kinley presented Resolution 2024-425 revising the Fire Chief Pay to a \$1,000 monthly stipend with an effective date of January 1, 2024, which is in line with the 2024 adopted budget.

- a. Stevenson Fire Chief Rob Farris joined the meeting and shared information on the history of the Fire Chief's pay.

MOTION to table **Resolution 2024-425 Revising Fire Chief Pay** was made by Councilmember Rice.

The motion died due to lack of a second.

MOTION to approve Resolution 2024-425 revising the Fire Chief pay to a \$1,000 monthly stipend as proposed was made by Councilmember Lauser, seconded by Councilmember Cox.

Voting aye: Councilmembers Johnson, Lauser, Cox.

Voting nay: Councilmember Rice.

- b) **Code Enforcement Discussion** - City Administrator Leana Kinley presented the staff memo for council discussion as requested at the December 21st council meeting.

Council discussed options regarding guidance for city staff in responding to nuisance issues, including bringing requests to Council for additional actions, were considered.

Mayor Anderson called for a short recess at 8:22 p.m.

The meeting was called back to order at 8:30 p.m.

- c) ***Park Plan Review** - Community Development Director Ben Shumaker presented the initial draft of the Stevenson Parks Plan for council discussion. This is being paid for through a 100% grant from the Recreation and Conservation Office (RCO). There is a request to RCO to extend the March 1st deadline for adoption to allow for adequate review time.

Shumaker provided information and updates on the collaborative effort between local agencies (Port of Skamania, Stevenson-Carson School District, City of Stevenson, the Pool District, and Skamania County.) A State Environmental Policy Act threshold determination to determine any significant adverse environmental impact is next. Outreach to adjacent property owners affected by capital projects will be taking place. He expects to be requesting final approval of an open space parks and recreation plan in March 2024.

- d) **Authorize Mayor to Sign Public Works Board Loan Contract** - City Administrator Leana Kinley presented a draft contract from the Public Works Board for the Cascade Avenue Utility Upgrades Project. The offer of financing was accepted at the November 16, 2023 City Council meeting.

MOTION to authorize the Mayor to sign the Public Works Board loan contract PC24- 96103-015 for a total of \$2,238,000 with \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project was made by Councilmember Cox, seconded by Councilmember Johnson.

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

- e) **Discuss Safe Streets and Roads for All Grant** - City Administrator Leana Kinley presented the memo from the Regional Transportation Council regarding a partnership to create a Safety Action Plan for council discussion. There will be a future request for the City to put funds toward the match needed, between \$1,000 to \$20,000, with some staff time counting as match. The safety plan will allow the city to apply for state and federal grants for projects identified in the plan.

Council requested further details on the match, but suggested a maximum of \$10K be considered.

- f) **Discuss Complete Streets** - City Administrator Leana Kinley presented and explained the grant notice for the Transportation Improvement Board's Complete Streets program, which could be used for projects in the city's Capital Improvement Program, for council discussion. In order to qualify the City would need to adopt a Complete Streets ordinance.

- g) **Discuss Council Workshops** - The proposed council workshops schedule with topics for 2024 was attached. The upcoming workshop was rescheduled to March 25th, 2024. Councilmembers will email City Administrator Leana Kinley with workshop ideas.
- h) ***Approve Skamania County Emergency Services Mutual Aid Agreement** – City Administrator Leana Kinley presented a draft of the Skamania County Emergency Services Mutual Agreement on behalf of Fire Chief Rob Farris for council consideration.

MOTION to approve the Skamania County Emergency Services Mutual Aid Agreement as presented was made by Councilmember Cox, seconded by Councilmember Johnson.

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

10. INFORMATION ITEMS:

- a) **Skamania County Chamber of Commerce Report** describing some of the activities conducted in the prior year.
- b) **Grant Writing Funding** program through Washington State/Economic Development Districts.
- c) **Skamania County Regional Transportation Plan** - Adopted January 2024
- d) ***Stevenson Fire Department Report** for January 2024 was presented for council review.
- e) ***Planning Commission Minutes** from the January 2024 meeting.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director** provided updates regarding a Commissioner vacancy on the Planning Commission; reviews and changes to floodplain regulations; changes to side setback reductions; and future review of salon use in multi-family residences, with public involvement initiated.
The Commission approved a shoreline substantial development permit for a development on Rock Cove at the January 22nd, 2024 PC meeting. An appeal has been filed regarding public access.
Commissioner Ray has opted to not renew for another term; he will be the first recipient of the legacy tree program recognizing his service.
- b) **Carolyn Sourek, Public Works Director**, provided updates on street and sidewalk projects; water testing requirements; wastewater, and sewer projects; equipment repairs, new equipment acquisitions; staff training; grant applications and Request for Qualifications for consultant services.
- c) **Leana Kinley, City Administrator** provided updates on the Department of Retirement Systems audit, the year-end financial reports, and the Park Plaza project.

12. VOUCHER APPROVAL:

- a) ****January 2024 payroll and February 2024 AP checks** were audited and presented for approval. January payroll check 17580 total \$140,556.47 included EFT payments. February 2024 AP checks 17581 thru 17645 total \$550,792.79 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 Cox, seconded by Councilmember Johnson.

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

13. MAYOR AND COUNCIL REPORTS:

- a) Commissioner Cox appreciates serving on the County Fair Board.

14. ISSUES FOR THE NEXT MEETING:

- a) Councilmember Lauser requested information on adding to the affordable housing fund and exploring options to mitigate the impact of short term rentals/long term vacancies on housing.
- b) Community Development Director Shumaker Broadband was asked to provide an update on broadband expansion projects at the March 2024 Council meeting.
- c) Councilmember Rice spoke about crosswalk safety.
- d) Councilmember Cox asked Council to consider a procedure allowing for public comment to be provided at the end of meeting.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:37.

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Scott Anderson, Mayor

Date