

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 20, 2023
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. to call the meeting to order, led the group in reciting the pledge of allegiance and conducted roll call.

ELECTED OFFICIALS PRESENT:

Mayor Scott Anderson; Councilmembers Paul Hendricks, Kristy McCaskell, Michael D. Johnson, David Wyatt. Councilmember Dave Cox was absent (excused).

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

Also present was Stevenson Fire Chief Rob Farris and Skamania County Fire Marshal Arnold Bell.

PUBLIC ATTENDEES: Annie McHale, Kathleen McCormick, Jeff Payson, Doug Lovelace, Michael Perry, Sharon Smith, Angela Limbo, Ann Leuders.

2. PUBLIC COMMENTS:

The following individuals spoke in support of a proposed personal fireworks ban:

>Annie McHale, Stevenson Resident, Doug Lovelace, County Resident off E. Loop Rd., Sharon Smith, County Resident off Kanaka Creek Rd., Kathleen McCormick, County Resident off Kanaka Creek Rd., Jeff Payson, County Resident off Kanaka Creek Rd., Angela Limbo, County Resident.

>Michael Perry, Stevenson Resident, spoke in support of a fireworks ban. He also commented on the Fire Department Strategic Plan, noting he was in favor of the actions supporting the department outlined in the plan.

>Ann Lueders, County Resident and Owner of Crazy Rays Fireworks Stand, stated she was not opposed to the Fire Marshall restricting fireworks use based on science. She urged avoidance of the word 'ban' and asked the word 'restrictions' be used instead.

3. CHANGES TO THE AGENDA:

a) *7/19 changes include:

-Added waiver of back-billing for 390 and 330 NW Kanaka Creek Rd. (item 4c)

-Added lease agreement with Stevenson Downtown Association (item 4d)

-Added ordinance to the 2023 budget amendment (item 6b)

-Added revised fireworks ordinance (item 7f)

-Addition of vouchers (item 10a)

b) *7/20 changes include:

-Added DCG Watershed contract (item 7c)

-Added public comments received regarding the fireworks ordinance (item 7f)

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

a) **Special Occasion Liquor License Application** - Gorgeous Ink at the Skamania County Fairgrounds on Sept. 15 from 2:30pm-2:00am, Sept. 15 from 10:30am-2am and Sept. 17 from 10:30am-11pm.

b) **Approve Excusing Councilmember Dave Cox from the July 20, 2023 Council Meeting for a pre-arranged absence.**

c) ***Approve Waiving Back-Billing** - City Administrator Leana Kinley requested waiving the back billing of water consumption charges related to an incorrect meter swap in the amount of \$115.27 for 390 NW Kanaka Creek Rd and \$24.35 for 330 NW Kanaka Creek Rd for a total amount of \$139.62.

d) ***Approve Lease Agreement for Stevenson Downtown Association** - City Administrator Leana Kinley presents the agreement between the City and the Stevenson Downtown Association to lease 600 square feet of the back of the Stevenson Fire Hall for storage for a nominal fee of \$10 per year. They have been using the property, with permission from the Public Works department, without a lease since last fall.

e) **Minutes** of the June 15th Regular Council Meeting, June 22nd Special Joint Council and Skamania County Fire District 2 Workshop and June 26th Special Meeting.

MOTION to approve consent agenda items a-e made by **Councilmember Hendricks**, Seconded by **Councilmember Johnson**.

Voting aye: **Councilmember Hendricks, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt**

5. SHERIFF'S OFFICE REPORT:

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

Undersheriff Tracy Wyckoff presented the report for last month. He stated he would answer any questions and planned to stay until the end of the fireworks discussion.

6. PUBLIC HEARINGS:

- a) **Building Permit Fees** - City Administrator Leana Kinley presented and explained resolution 2023-415 revising the building permit fee schedule to align with Skamania County for public comment and council consideration. The Planning review fee would be increased from \$35 to \$50, a Public Works fee of \$150 would be added for new construction, and a \$50 fee would be added for minor permits,

Public Hearing opened at 6:33 p.m.

>Ann Leuders clarified the fees would cover the costs involved.

Public Hearing closed at 6:34 p.m.

MOTION to approve resolution 2023-415 revising the building permit fees was made by **Councilmember McCaskell**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmember Hendricks, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt**

- b) ***Proposed 2023 Budget Amendments-First Reading** - City Administrator Leana Kinley presented and reviewed the proposed changes to the 2023 budget based on revised estimates due to changes in project scopes and scheduling, revisions to the street fund, grant funding received, revised cost estimates, and staffing changes for council consideration.

Public Hearing opened at 6:35 p.m.

No public comment was received.

Public hearing closed at 6:38 p.m.

Councilmember Johnson stated his appreciation at keeping the budget current. No additional council comments were received. The proposal will move to the next meeting for a second reading.

7. COUNCIL BUSINESS:

- a) **Approve Directing Stevenson Business Association Funds to the Chamber of Commerce** - The Stevenson Business Association is being dissolved and the Skamania County Chamber of Commerce is requesting the funds allocated to the City of Stevenson be given to the Skamania County Chamber of Commerce as part of the dissolution

process detailed in the bylaws. An attached letter in the Council packet contained more information.

Angie Waiss, Skamania County Chamber of Commerce Executive Director, explained the reason for the formal dissolution of the Stevenson Business Association had to do with the creation of the Stevenson Downtown Association. She explained two entities were not necessary, and SDA was a more formalized organization. The bylaws state the money in the SBA checking account goes to the city. The Chamber requested the funds go to the Chamber as stated in the articles of incorporation. Consensus by Council was to move forward with amending the contract next month.

- b) **Approve Resolution 2023-416 Revising Purchasing Policy - City Administrator Leana Kinley** presented and explained resolution 2023-416 revising the purchasing policy section **VII. Grant & Federal Funding** to be more in-line with current and past practice for council review and consideration.

MOTION to approve resolution 2023-416 revising the purchasing policy was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmember Hendricks, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt**.

- c) ****Approve Contract with DCG Watershed - Community Development Director Ben Shumaker** presented the agreement with DCG Watershed for Park Planning Services for council consideration. The cost of this contract will be 100% covered by a grant received through the state Recreation and Conservation Office.

MOTION to approve the agreement with DCG Watershed for Park Planning services in the amount of \$98,390 as presented was made by **Councilmember Wyatt**, seconded by **Councilmember Hendricks**.

Voting aye: **Councilmember Hendricks, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt**.

- d) **Approve ClearGov ClearPlans Module - City Administrator Leana Kinley** presented the agreement with ClearGov for the ClearPlans module in the amount of \$3,966.67 for 2023 and \$5,200 for 2024-2026 with a 3% fee increase each year and then 6% fee increase each year thereafter for council consideration. This tool is for tracking and reporting on the council's Strategic Plan. A screenshot of the dashboard was attached. **Kinley** provided a demonstration of the service at the meeting and noted future plans such as the Fire Department Strategic Plan and the Public Works Strategic Plan can be included. While the initial order was signed, it may be canceled if council does not approve it at this meeting (see Cancellation Option).

MOTION to approve the agreement with ClearGov for the ClearPlans module in the amount of \$3,966.67 for 2023 and \$5,200 for 2024-2026 with a 3% fee increase each year and then 6% fee increase each year thereafter as presented was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmember Hendricks, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt**.

- e) **Discuss Fire Department Strategic Plan - City Administrator Leana Kinley** presented the final draft of the Fire Department Strategic Plan for council discussion. The list of tasks (starting on page 18 by Goal, or on page 29 by Timeline), provide direction to staff on council priorities within existing resource constraints and the council's strategic plan. She noted several areas concerning personnel she would like to review further, as it may require a change to sections of the municipal code.

Fire Chief Rob Farris provided his comments to council on the Plan. He outlined the focus will be to address the immediate term tasks by the end of 2023 and other items as time and budget allow. He would like to add the plan to the ClearPlans module to improve more timely tracking of tasks and projects. Policy development and/or alignment with existing city policies was another area he saw needing to be addressed.

Direction by Council was to continue with addressing the safety items, schedule quarterly meetings with Fire District 2, and proceed with the remaining items in the direction as discussed.

- f) ****Discuss Ordinance Restricting Use of Personal Fireworks-First Reading - City Administrator Leana Kinley** presented a draft ordinance regarding restriction of the personal use of fireworks under high fire danger conditions for council discussion. This is still under review and the areas highlighted are specific sections needing council and/or staff direction. This topic was previously discussed on February 16, 2023 and documents related to that discussion, including the video recording of the meeting, can be found on the city's website at <https://www.ci.stevenson.wa.us/meetings>.

Mayor Anderson stated council is reviewing and discussing the ordinance and will hold a public hearing prior to adoption.

Arnold Bell, Skamania County Fire Marshal, stated he wanted to address concerns mentioned during the public comment. There is a huge difference between the east and west side of the county in terms of fire danger and he appreciated the description of how the Tunnel 5 fire operated.

Fireworks stands within Skamania County are inspected and licensed and do not sell illegal fireworks. He is opposed to legislation that gives the authority to restrict fireworks to anyone other than the Fire Marshal. There are other options rather than a full restriction, such as limiting them to ground-based fireworks only, etc. He stated the

decision should be made in tandem with the County as there are areas where a parcel lies within both the city and county.

He is developing a metric based on a number of weather and fuel conditions in order to determine when to make a call to restrict fireworks. He will be modeling it throughout the remainder of the year. He requested time to model his metric and come back to council with his recommendation.

An extensive discussion revolved around restricting use based on calendar dates like the outdoor burn ban. **City Attorney Muth** advised the Council the current municipal code specifies the city Fire Chief has the authority to issue emergency burn bans. The proposed ordinance would instead provide the authority to the County Fire Marshall. He also noted there is no enforcement provision within the ordinance.

Fire Chief Rob Farris shared information on the history and existing legislation around the seasonal burn bans. The current ordinance language is based on Red Flag warnings issued by the National Weather Service. **Chief Farris** is interested in seeing the metric being worked on.

It was agreed to schedule a workshop in October 2023 for Fire Marshal Bell to present the initial results of his metric and to continue the discussion regarding potential fireworks restrictions.

8. INFORMATION ITEMS: The following items were presented for Council consideration.

- a) **Skamania County Chamber of Commerce** report detailing some of the activities conducted by the Chamber in the prior month.
- b) **Financial Report** - The Treasurer's Report, year-to-date revenues and expenses through the prior month, and second quarter report were presented for council review.
- c) **Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director**

-The current Shoreline Public Access Plan is being reviewed and will be discussed at the August 2023 Planning Commission meeting. The results of that discussion will be presented at the September 2023 Council meeting.

-Parking: It was decided to move the date for assessing parking activity in Stevenson to the last week before school starts as the Tunnel 5 fire would have had an impact on the results had they moved forward. They are focusing on on-street ADA parking as an initial step to improve accessibility throughout the city. The last part of the study will allow for

a developer to pay for parking spaces rather than take up real estate for parking spots on their property.

-Annexation: Policy work is starting to move forward.

-Broadband: A final report for the rapid design study recommended the City do a fiber-to-home project. Will engage local ISP's (Internet Service Providers) to move forward with applying for the funds.

b) Carolyn Sourek, Public Works Director

-2022 Consumer Confidence Report on the city's water system is in front of Council.

-Rock Creek intake has been insufficient over the years. Working with Grayling and DOH to ensure water access. Inspections have been unable to determine a cause for the restrictions.

-Chinidere sewer extension was completed today.

WWTP construction continues:

-Phase 2 of the lift station project will finish in a couple of weeks. Pre-bid meeting went well.

-Chipsealing on the East end is complete, check out El Paso. Public Works is reviewing complaints from the neighborhoods to improve for next year.

-Sidewalk repairs will go out for bid next year.

-Lawnmower and red truck will be surplussed.

-Personnel-Bill Sexton will be moving out of the area and his last day will be the end of the month. We have two positions open-Wastewater Treatment Plant Operator I and Utilities Maintenance Worker.

- Public Works Strategic Planning will hold its second session in the next few weeks.

c) Leana Kinley, City Administrator

-Audit started last Monday and the entrance meeting should be scheduled for the first week in August. If more than two Council members attend, it will be scheduled as a special meeting.

-Reviewing submittals for the Park Plaza RFQ. Staff is currently a week behind schedule and hopes to have an agreement before Council at the August meeting.

-Kaitlyn Conrath started on Monday and is currently training alongside Mary Corey, who is retiring in late September.

-August 4th is when we will find out how our Cascade Avenue project ranked for a Public Works Board Loan.

-The Columbia Realignment project plans are still in review with the Department of Ecology. The grant was extended and we have until the end of 2023 to complete the project.

-2024 budgeting begins soon with worksheets being sent to department heads the beginning of August.

10. VOUCHER APPROVAL:

- a) *June 2023 payroll, and July 2023 AP checks have been audited and were presented for approval. June payroll checks 17027 thru 17030 total \$132,255.25 included EFT payments. July 2023 AP checks 17011 thru 17026 and 17031 thru 17096 total \$1,102,072.90 included EFT payments. The AP check register with fund transaction summary was attached for review.

MOTION to approve the vouchers as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmember Hendricks, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt**.

11. MAYOR AND COUNCIL REPORTS:

None provided.

12. ISSUES FOR THE NEXT MEETING:

None reported.

13. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:11 p.m.

Scott Anderson, Mayor

Date