

**DRAFT MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**August 21, 2025**

**Attending:** Elected officials Mayor Scott Anderson; Councilmembers Pat Rice, Michael Johnson, Lucy Lauser, Chuck Oldfield, Dave Cox.

**Staff:** City Administrator Wesley Wootten; Community Development Director Ben Shumaker; Public Works Director Cody Rosander; Fire Chief Ray Broughton; City Attorney Robert Muth.

**Guests:** Tim Shell, Shell Engineering; Skamania County Undersheriff Tracy Wyckoff

**Public Attendees:**

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m., led the group and audience in reciting the pledge of allegiance and conducted roll call. He asked for the sign-up sheet for public commenters.

**2. PUBLIC COMMENTS:**

a) Public Comment Received:

- Bob Wertheimer commented on the sewer ordinance and the potential cost of hooking up to the system. He suggested looking at the brewing industry to reduce waste, and stated he had not received any data he has requested regarding analysis of the system.
- Michael Barry supported the purchase of a new fire engine for Stevenson.
- Dean Maldonado with FDM Development stated he was eager to begin the project at Rock Creek.
- Sam Kinestead commented on mowing needs for Iman Road. He also shared a notice sent by the city after he missed his water service payment by just two days. He urged the city to use a friendlier approach.

Written comments submitted by Mitch Patton received on 07/28/2025 were included in the meeting packet.

**3. CHANGES TO THE AGENDA**

a) Fire Department Report – **Stevenson Fire Chief Ray Broughton** to provide an update to Council on work and activities of the Fire Department.

b) USDA Loan Resolution - Council is asked to approve a resolution authorizing the USDA loan in the amount of \$873,000 and grant in the amount of \$70,600 for the city water and sewer system. An ordinance authorizing the bond was approved at the May 2025 City Council meeting.

**4. CONSENT AGENDA:**

The following items were presented for Council approval.

a) City Administrator Contract - **Wesley Wootten** – Stevenson City Council was asked to approve the employment contract of **Wesley Wootten for Stevenson City Administrator**.

b) Water Leak Adjustment - The Council was asked to authorize an adjustment for Account No. 23450. The excess usage was a result of a leaking sprinkler that is being addressed by the homeowners. Council was asked to authorize waiving \$157.60 from the customer's bill due to the leak.

c) Minutes of July 17, 2025.

- **MOTION** to approve consent agenda items a-c was made by **Councilmember Lauser**, seconded by **Councilmember Rice**.

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

##### **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 by Skamania County Undersheriff Tracy Wyckoff. He thanked **Councilmembers Cox and Rice**, and **City Administrator Wootten** for meeting that day with staff at the Sheriff's Office. No questions were asked concerning the July 2026 data presented.

**Mayor Anderson** moved several agenda items up closer to the top of the order.

a) Fire Department Report –**Stevenson Fire Chief Broughton** provided information on recent meetings with **City Administrator Wootten**, Ann Lueders from Skamania County EMS, and **City Councilmember Cox** regarding the work and activities of the Fire Department as transitions take place within fire department operations. Shared trainings with EMS will include emergency vehicle driving, extractions from road accidents, CPR and First Aid. He responded to questions recently raised about his volunteer status.

b) Tim Shell with Shell Engineering spoke about engineering standards plans. He is working on completing details with the city staff to ensure consistency within public infrastructure projects, including Right-of-Ways, streets, erosion control, storm water diversion and more. There are over 100 standards, many over 20 years old. Some standards have been newly created to help streamline permitting for single-family home construction.

**Councilmember Rice** had questions regarding the adoption of engineering standards that address fire prevention in new home construction. Shell noted the current work is mainly for public infrastructure projects, and the home building concern would be likely covered under Universal Building Codes.

**Cody Rosander, Stevenson Public Works Director** advised an ordinance would be coming before Council to adopt the new standards. Councilmembers agreed to consider the

ordinance at the September 2025 Council meeting rather than have the Planning Commission review the changed standards.

## **6. COUNCIL BUSINESS:**

a) \*Public Hearing - Proposed Short Plat Vacation for Rock Cove Hospitality (SP2025-01). The City Council was asked to hear public testimony and review a partial short plat vacation. The proposal removes a lot line/lot and realigns public access easements on the property.

**City Attorney Robert Muth** administered the Fairness Doctrine to Councilmembers. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact.

All Councilmembers reported no financial stake or conflict of interest in the proceeding before them; they could make a fair and impartial decision; and they had engaged in no ex-parte communications with any of the interested parties. **Councilmember Cox** reported he had talked with Dean Muldano a year ago, but noted no further communication. No objections were received.

The public hearing was opened at 6:21 p.m. by **Mayor Anderson**.

**Ben Shumaker, Community Development Director**, presented the staff report.

**Introduction:** The Planning Department received a short plat application for alteration of a plat along Rock Creek Drive. The proposal involves a) consolidation of the 2 lots into 1, and b) relocation of a public access easement on the site. Owned by an investment group, the 2 properties involved are currently vacant and the site of a development proposal. The tax lot numbers for the properties are 02-07-01-0-0-1302 and -1303.

Per the city code, the City Council must review these proposals and find the public use and interest prior to approval. The development has been approved through the Shoreline Master Program. All reviews have been found appropriate.

Comments received:  
None

The public hearing was closed by **Mayor Anderson** at 6:27 p.m.

- **MOTION** to approve this application for short plat vacation based on the public interest in aligning public use easements and public access areas was made by **Councilmember Rice**, seconded by **Councilmember Johnson**.

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

b) Fire Engine Purchase Authorization -

The City Council was asked to authorize the purchase of one Class A Pumper Fire Apparatus on a Freightliner chassis from Toyne, Inc., in accordance with the attached proposal. The base purchase price is \$535,420 (excluding applicable taxes), which includes pre-construction and inspection costs for two personnel.

Due to supplier volatility in the current marketplace, the vendor has noted that the City will be responsible for any price increases mandated by the chassis manufacturer or other suppliers after the order is placed. Any such increases will be documented in a change order and added to the final invoice.

- **MOTION** to authorize the purchase of one Class A Pumper Fire Apparatus on a Freightliner chassis from Toyne, Inc. for \$535,420 (excluding applicable taxes) was made by **Councilmember Lauser**, seconded by **Councilmember Oldfield**.

Following the motion a short discussion took place on the contract, the procurement process, contingency amounts, and final costs. **Fire Chief Broughton** provided details on the contract and additional items required prior to having the truck placed in service. He estimated the contingency cost at approximately 10%, with an ultimate price of possibly \$600,000 for the apparatus.

**Councilmember Rice** received details from **Chief Broughton** on final costs, refurbishment of vehicles, fire department contracts, usage of vehicles, and maintenance of apparatus by rural and city departments.

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

c) Ord. 2025-1228 - Business License Update (Exemption Threshold) - **City Administrator Wesley Wootten** presented and explained Ordinance 2025-1228, amending SMC 5.04 to raise the annual income threshold for business license exemptions from \$2,000 to \$4,000. He noted this action would bring Stevenson into compliance with Washington State's business licensing process.

- **MOTION** to approve Ordinance 2025-1228 Business License Update (Exemption Threshold) was made by **Councilmember Lauser**, seconded by **Councilmember Johnson**.

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

d) Res. 2025-457 - Fee Schedule Update (Business License Fee) - **City Administrator Wesley Wootten** presented and explained Resolution 2025-45, increasing the business license fee from \$10 to \$25. Currently Stevenson's fee is among the lowest in Washington.

- **MOTION** to approve resolution 2025-457 increasing the business license fee from \$10 to \$25 was made by **Councilmember Johnson**, seconded by **Councilmember Lauser**.

Following the motion **Councilmember Cox** suggested making sure changes are viable and necessary. **Councilmember Rice** questioned who will be affected, and how much extra revenue will be realized.

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

Voting nay: **Councilmember Rice**.

e) Ord. 2025-1229 - Sewer Billing Policy - **City Administrator Wesley Wootten** presented and explained Ordinance 2025-1229, amending SMC 13.10.080 to clarify that monthly sewer charges are to begin after installation and passage of inspection.

- **MOTION** to approve Ordinance 2025-1229 clarifying the initiation of monthly sewer charges was made by **Councilmember Lauser**, seconded by **Councilmember Oldfield**.

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

Voting nay: **Councilmember Rice**.

f) Ord. 2025-1230 - Small Works Roster - **City Administrator Wesley Wootten** presented Ordinance 2025-1230, reaffirming the city's Small Works Roster process and procedure. He asked **City Attorney Muth** to explain the purpose. **Muth** advised the state requires an ordinance and resolution to be in place in support of a policy regarding usage of the Small Works Roster, which reduces the need to go out for bids when projects are under a certain dollar amount. The ordinance will address the dollar amount and the policy will give direction to public works and how they can actually contact and contract with a business or individual. The City of Stevenson did not currently have any of those items in place.

- **MOTION** to accept Ordinance 2025-1230 reinforcing the Small Works process and procedure was made by **Councilmember Cox**, seconded by **Councilmember Rice**.

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

g) Res. 2025-458 - Small Works Roster Policy Manual - **City Administrator Wesley Wootten** presented Resolution 2025-458, outlining the procedures of the Small Works Roster Ordinance.

- **MOTION** to approve Res. 2025-458 outlining the procedures of the Small Works Roster Ordinance was made by **Councilmember Johnson**, seconded by **Councilmember Rice**

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

h) USDA Loan Resolution - Council was asked to approve a resolution authorizing the USDA loan in the amount of \$873,000 and grant in the amount of \$70,600 for the city water and sewer system. **Public Works Director Rosander** explained the details of the loan and grant process. An ordinance authorizing the bond was approved at the May 2025 City Council meeting.

- **MOTION** to approve the resolution to authorize the USDA loan in the amount of \$873,000 and grant in the amount of \$70,600 for the city water and sewer system was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

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

i) Discussion - Sewer Ordinance Implementation

**Public Works Director Rosander** provided information on the steps Public Works has taken to contact affected property owners regarding their intent to connect to the sewer system. **City Attorney Muth** is drafting a connection agreement form. Public Works is developing a tracking system to follow the progress of connections. An appeals process is explained in the letters. Appeals must be submitted within 90 days.

**Councilmember Oldfield** suggested clearer language inviting property owners to come and talk with Public Works staff, and the inclusion of a reference to the exemptions contained in the ordinance on page 12. There is a 5% threshold on assessed property values.

- **MOTION** to postpone implementation of the ordinance until after January 1, 2026 was made by **Councilmember Cox**, seconded by **Councilmember Rice**.

Following the motion, a discussion took place, with much of it centered on interpretations of how many readings of an ordinance are required and how many were held prior to passing the sewer ordinance at the July 2025 City Council meeting.

**Councilmember Cox** stated he believed the Council had not followed its policy regarding the reading of ordinances. Loan repayment schedules, an updated cost study to determine fees, and having a Finance Director in place were other items he requested.

**City Attorney Muth** advised the state does not require two readings of ordinances-a second reading can be waived.

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

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

## **7. 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.

b) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.

c) Planning Commission Minutes - No meeting was held in July 2025.

d) Public Works Director Report - The report from **Public Works Director Cody Rosander** was attached.

e) Community Development Director Report - The report from Community Development **Director Ben Shumaker** was attached.

f) City Administrator Report - The report from **City Administrator Wes Wootten** was attached.

## **8. VOUCHER APPROVAL:**

Vouchers were not available at the meeting to approve. **Mayor Anderson** will contact Councilmembers later to have them review and sign the vouchers.

## **9. MAYOR AND COUNCIL REPORTS**

**Councilmember Cox** reported negotiations with the Sheriff's Office are underway. An increase in the contract is expected, but no changes will be made within the contract and the deliverables.

**Councilmember Johnson** announced the recent library levy lift passed.

**10. ADDITIONAL PUBLIC COMMENT**

None received.

**12. ADJOURNMENT - Mayor Anderson** adjourned the meeting at 7:19 p.m.