

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 15, 2023
6:00 PM, City Hall and Remote

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Councilmember Cox 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: Councilmembers David Wyatt, Kristi McCaskell, Michael Johnson, Dave Cox. Mayor Anderson's absence was excused. Councilmember Hendricks was not in attendance.

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

Guests attending: Skamania County Undersheriff Tracy Wyckoff; Stevenson Pool Manager Andrea Byrd.

Public attending: Rick Leavitt, Lucy Lauser, Terry Steeves

2. PUBLIC COMMENTS: None

3. CHANGES TO THE AGENDA:

a) *6/14 changes include:

- Added liquor license renewals for Main Street and LDB (item 4c)
- Added comments received on the Shoreline Public Access Plan (item 9a)
- Added documents to discussion on sewer connection requirements (item 10b)
- Revised resolution surplussing items (item 10c)
- Added public works interlocal agreement (item 10h)
- Added contracts approved administratively report (item 11c)
- Addition of vouchers (item 13a)

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

- a) Special Occasion Liquor License Application** - Skamania County Fairgrounds on July 28th from 6 pm to 9 pm and July 29th from 6 pm to 9 pm for the Bluegrass Festival.
- b) Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 16th from 12-10pm, 17th from 12-10 pm, 18th from 12-11 pm, and 19th from 11 am-12 pm for the Skamania County Fair.

- c) ***Liquor License Renewal** - Main Street Convenience and LDB Beverage (Jester & Judge)
- d) **Stevenson City Council Meeting Minutes** of May 18, 2023.

MOTION to approve consent agenda items a-d was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

5. SHERIFF'S OFFICE REPORT:

- a) **Sheriff's Report** - Undersheriff Tracy Wyckoff presented the Skamania County Sheriff's report for activity within Stevenson city limits for the prior month.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Community Pool** – Pool Manager Andrea Byrd shared information on staff, programs, revenue, hours, and number of visits per month. A short discussion was held regarding having local schools bring students for swimming lessons as a way to increase revenue.

7. PUBLIC HEARINGS:

➤ The public hearing opened at 6:10.

- a) **Transportation Improvement Program** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second of two scheduled public hearings for the annual TIP update. **City Administrator Kinley** provided information and details on the program and projects. In reviewing the Street Fund budget for the next 5 years, the budget is short about \$70,000 annually to perform normal operations and maintenance work. She shared ideas on increasing revenue to help cover costs of maintenance, personnel and equipment. Snowplowing roads and clearing sidewalks increased costs this past winter.

➤ Greg Stafford provided a written comment requesting NW Alameda Street be paved. No other comments were received.

➤ The public hearing closed at 6:18.

MOTION to approve resolution 2023-411 adopting the 2024-2029 Transportation Improvement Plan was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

b) Capital Improvement Program Update - City Administrator Leana Kinley presented the Capital Improvement Program Update for public comment and council consideration. This was the second of two scheduled Public Hearings.

- The public hearing opened at 6:19.
- No public comments were received.
- The public hearing closed at 6:21.

MOTION to approve Resolution 2023-412 adopting the revised Capital Improvement Program was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

c) Latecomers Agreement for Tari Lane Sewer Mainline Extension - City Administrator Leana Kinley presented the latecomers agreement reimbursement area and assessment calculation for the Tari Lane sewer mainline extension for public comment, council discussion and consideration.

- The public hearing opened at 6:23.
- Rick Leavitt stated the only concerns he had on the project was the need for legal descriptions of where the pipes are going. He shared he understood his costs will be reimbursed through the environmental mitigation agreement.
- The public hearing closed at 6:29.

MOTION to approve the Tari Lane Extension latecomers agreement reimbursement area and assessment calculation as presented was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

8. SITUATION UPDATES:

a) Sewer Plant Update – Public Works Director Carolyn Sourek presented a report on the Stevenson Wastewater System and Compliance Schedule. The WWTP continues meeting TSS/BOD Bacteria goals. She provided information on construction projects for the Water Treatment plant upgrades. The focus is shifting to lab building renovations. The collection system project is complete, with one more inspection scheduled. Bids for the pump station project will be released next week. Cascade Ave utility improvement are still under consideration. **City Administrator Kinley** is working to get funds released from the EPA grant in order to reduce usage of loans and interest payments.

Councilmember Wyatt was advised no new commercial sewer connections have taken place since the moratorium was eased. **Kinley** noted the city is still working on system development charges revisions.

9. UNFINISHED BUSINESS:

- a) ***Shoreline Public Access Plan - Community Development Director Ben Shumaker** presented and provided details on the attached draft Shoreline Access report from The Watershed Company. There is not a June 30th deadline for council approval as originally thought. Discussion and direction on the draft will be used for revisions and council review at the July 20th meeting with possible approval. He noted the document is the first draft of the plan, and comments have been received concerning changes requested.
- i. Alex Capron with DCG/Watershed provided a short presentation on the work that went into developing the plan. He discussed the steps involved, highlighted the public engagement process and shared information on design methodology and the project's scoring matrix. He noted public involvement helped guide designers in determining where public access should occur. He provided several examples of projects with conditions that would need to be addressed in order to move forward, and suggested some projects may be long term.
- b) **Councilmember Cox** commented he was glad to see Rock Creek Falls identified as a possible project. **City Administrator Kinley** shared a reminder on the plan being a draft, with additional points to consider. She stated the plan will be on the July 2023 City Council meeting agenda for further review. **Community Development Director Shumaker** and Alex Capron were thanked for their work.

10. COUNCIL BUSINESS:

- a) **Approve Richards/Steeves Short Plat Right of Way Acceptance - Community Development Director Ben Shumaker** presented the staff memo regarding the Right of Way acceptance for the Richards/Steeves Short Plat SP23-02 for council review and consideration. He explained the plan has received Planning Department approval, but only the Mayor has authorization to accept a ROW dedication. The ROW for this would be a six foot strip on Kanaka Creek Road.

MOTION to accept the right of way as outlined in the conditions of acceptance for the Richards/Steeves short plat SP23-02 was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

- b) ***Discuss Sewer Connection Requirements - Public Works Director Carolyn Sourek** presented information regarding changing the sewer connection requirement under SMC Title 13 PUBLIC UTILITIES/Chapter 13.08 SEWER AND PRETREATMENT/Sections 13.08.070 and 13.08.120 to increase sewer connections to the public system for council discussion. She led a discussion on aligning current city code with the Comprehensive Plan, and initiate the use of an urban reserve system within city limits to help lower the cost of utility expansions for new housing. **Councilmember McCaskell** requested more information on what new system development fees would look like. It was agreed to hold a future workshop on the proposal.
- c) ***Approve Resolution Surplussing Items – City Administrator Leana Kinley** presented resolution 2023-409 surplussing equipment for council consideration. It has been updated to remove a truck already surplussed in 2013 and to add equipment already disposed of.

MOTION to approve resolution 2023-409 surplussing equipment was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

- d) **Approve Environmental Mitigation Agreement - Public Works Director Carolyn Sourek** presented the attached agreement extending the sewer line along Tari Lane for discussion and council consideration. This allows the city to pay for the developer to extend the sewer line farther than they are required to by law in order to incrementally address the expansion of sewer into the area. The city will only pay its proportionate share of the cost.
- i. **Carolyn Sourek, Public Works Director**, requested further discussion on the Chinedere extension as there is a cost effective opportunity to extend the main sewer line which involves easement exchanges and eventual plat adjustments. City Attorney Robert Muth explained the city has to follow approved preliminary plat procedures. **City Administrator Kinley** shared any decision will be quasi-judicial and will come before the City Council. She noted the latest version of the mitigation agreement contained in the meeting packet can be approved by Council with modifications as needed, then ratified at the next council meeting.

MOTION to approve the environmental mitigation agreement with Aspen Development, LLC to extend the sewer line along Tari Lane with modifications as needed was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

- e) **Approve Personnel Policy Update** - City Administrator Leana Kinley presented and explained the staff memo and resolution 2023-410 revising the personnel policy for council consideration. She shared the intent is to better clarify roles, identify employee promotions and pay rates, and streamline supervision. Minor revisions to several job descriptions were included.

MOTION to approve resolution 2023-410 revising the personnel policy was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**.

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

- f) **Approve CivicPlus Agreement** - City Administrator Leana Kinley presented the attached agreement with CivicPlus for codification and document storage services for council consideration. The original contract was with MuniCode, which was acquired by CivicPlus. They are changing the billing practice from a per ordinance/document billing to a subscription service based on prior years' billings. The average codification costs over the past six years is in line with the subscription service proposed.

MOTION to approve the agreement with CivicPlus for codification and services as outlined in the statement of work for the initial term amount of \$3,261.52 and a 5% annual increase was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson.**

- g) **Sewer Adjustment** - Wilder and Pine Riverside Cabins (meter No. 509070) requested an adjustment of \$3,270.61 in sewer consumption charges for a water leak, which they have since repaired. Because no water entered the sewer system they requested that portion be waived. They received a leak adjustment for the maximum \$1,000 in February and are ineligible for another leak forgiveness according to city policy. Their explanation for their calculation of the request was enclosed in the packet. The water usage billed was \$2,605.40. The combined usage for their bill in January was \$2,723.25.

MOTION to approve the wastewater flow adjustment of \$3,270.61 for Wilder and Pine Riverside Cabins was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson.**

- h) ***Approve Public Works Interlocal Agreement** - Public Works Director Carolyn Sourek presented the attached interlocal agreement with Skamania County for public works services for council consideration. Each project will be submitted as a separate statement of work for review and approval.

MOTION to approve the interlocal agreement with Skamania County for Public Works services as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

11. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month was presented for council review.
- b) **Planning Commission Minutes** - from the Planning Commission meeting for the prior month.
- c) ***Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached. Additional grant funds were received for the Shoreline Planning process.

12. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Carolyn Sourek, Public Works Director** –
 - i. Consumer Confidence Report is being drafted, users of the water system will receive the report with the next billing.
 - ii. The Water Use Efficiency report is being finalized. Several leaks have been found and repaired following a leak survey.
 - iii. She reported on several projects, including completion of the sewer extension on Iman Cemetery Road and chip sealing work on several city roads and streets.
 - iv. **Councilmember Cox** requested Public Works look at the intersection of Pine & Shepherd as truck traffic has been damaging pavement.
- b) **Leana Kinley, City Administrator** -
 - i. She is trialing a Cleargov/Clearplan program for information on overall status of programs and plans, can show strategies, action items, track tasks, etc.
 - ii. A Transportation Alternatives grant for First Street was received. She is working to find matching funds for it. Traffic calming projects, including roundabouts are being submitted to the Regional Transportation Council for consideration.

13. VOUCHER APPROVAL:

- a) ***May 2023 payroll, and June 2023 AP checks** were audited and presented for approval. May payroll checks 16956 thru 16958 total \$128,849.12 which included EFT payments. June 2023 AP checks 16941 thru 16955 and 16959 thru 17010 total \$260,294.19, which 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: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

14. MAYOR AND COUNCIL REPORTS:

- a) **Councilmember Cox** reported the Fire Department strategic planning session held the previous evening went well. June 22nd, 2023 at 6 p.m. will be a Council workshop with Fire District 2.

15. ISSUES FOR THE NEXT MEETING:

- a) **None presented.**

- 16. ADJOURNMENT** – **Councilmember Cox** adjourned the meeting at 7:51.

Scott Anderson, Mayor

Date