

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**February 16, 2023**  
**6:00 PM, City Hall and Remote**

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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.

**Elected officials in attendance:** Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell, David Wyatt, Paul Hendricks.

**Staff attending:** City Administrator Leana Kinley; Public Works Director Carolyn Sourek, City Attorney Ken Woodrich, City Attorney Robert Muth, Fire Chief Rob Ferris.

**Guests:** Executive Director for the Stevenson Downtown Association Kelly O'Malley-McKee; Skamania County Undersheriff Tracy Wyckoff, Skamania County Sheriff Summer Scheyer, Skamania County Assistant Fire Marshal Arnold Bell.

**Public attendees:** Ann and Ray Leuders, Mary Repar, Laura Graves.

2. **PUBLIC COMMENTS:**

>Mary Repar commented on city trees, Bridge of the Gods toll usage, and recent Shoreline Planning efforts within the city.

3. **CHANGES TO THE AGENDA:**

a) **2/14 changes include:**

- Added Karen Ashley Water Leak Adjustment Request (item 5e)
- Added Liquor License Renewals for A&J and Hotel Stevenson (item 5f)
- Revised Minutes to clarify storm water issues will be discussed at the May council meeting (item 5g)
- Added staff report to Sewer Update (item 7a)
- Added Year End update report to 2023 Budget Amendment (item 8i)
- Added Attorney Services Contract (item 8j)
- Added Type D Right of Way Request (item 8k)
- Added Housing Programs Report (item 9d)
- Removed Ben Shumaker from staff reports (formerly item 10a)
- Addition of Vouchers (item 11a)

4. **SHERIFF'S OFFICE REPORT:**

- a) **Sheriff's Report** - Undersheriff Tracy Wyckoff presented reports for activity within Stevenson city limits for the prior two months.

## 5. CONSENT AGENDA:

- a) **Liquor License Renewal** - Backwoods Brewing Company
- b) **Water Adjustment** - Mike Rankin (meter No. 203850) requests a water adjustment of \$385.76 for a water leak which has since been repaired.
- c) **Water Adjustment** - Sharon Madsen's estate (meter No. 703700) requests a water adjustment of \$616.22 for a water leak which has since been repaired.
- d) **Water Adjustment** - Wilder and Pines Riverside Cabins (meter No. 509070) requests a water adjustment of \$1,000 for a water leak which has since been repaired.
- e) **\*Water Adjustment** - Karen Ashley (meter No. 504500) requests a water adjustment of \$75.54 for a water leak which has since been repaired.
- f) **\*Liquor License Renewals** - A&J Stores, Inc. and Hotel Stevenson LLC
- g) **\*Minutes** of January 19th regular council meeting and February 9th council workshop.

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

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

## 6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Downtown Association Presentation** - Executive Director for the Stevenson Downtown Association Kelly O'Malley-McKee, provided an update on the association and its accomplishments over the past year. She noted several planning grants received and reported over 1,200 hours of volunteer time was tallied.

## 7. SITUATION UPDATES:

- a) **Sewer Plant Update – Public Works Director Carolyn Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule. The project's completion date has been pushed back almost a year, and she is in discussion with the construction management firm regarding options to shorten the timeline. Improvements to the collection system are nearly complete, and the three pump station designs are finishing up.

**Mayor Anderson** commented the delay in completion was affecting commercial sewer connections.

## 8. COUNCIL BUSINESS:

- a) **Fireworks Discussion - City Administrator Leana Kinley** presented and explained information from the January 21, 2021 public hearing on the matter, which included results from an online survey, public comments regarding fireworks use inside city limits, and a copy of the minutes from the former meeting for further discussion. A new memo from **Rob Farris, Fire Chief** was also included. After discussion, the matter will be reviewed at the April council workshop for inclusion into the Strategic Plan for possible future engagement and action.

**Mayor Anderson** called for a change in the agenda order to address item 8j:

- j) **Approve Contract for City Attorney - City Administrator Leana Kinley** presented a contract with Robert Muth for city attorney services for council consideration.

**MOTION** to approve the contract with Robert Muth for city attorney services as presented was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

- b) **Skamania County Incarceration Services Agreement - City Administrator Leana Kinley** presented and explained the 2022-23 contract with Skamania County for Incarceration services for council approval. A contract for last year seems to have been missed and this contract will close that gap. There are no changes from previous contracts.

**MOTION** to approve the 2022-23 contract with Skamania County for Incarceration services was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

- c) **Skamania County Building Inspector Agreement Addendum #1 - City Administrator Leana Kinley** presented and explained the attached addendum #1 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to include Fire Marshall services for council discussion and consideration.

**MOTION** to approve addendum #1 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County was made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

- d) **Approve Revised FireMed Radio Agreement - City Administrator Leana Kinley** presented the attached draft of the Fire/Med frequency radio users interlocal agreement on behalf of **Fire Chief Rob Farris** for council consideration. A copy of the tracked changes and a clean version of the contract were attached.

**MOTION** to approve the interlocal agreement between Skamania County and Skamania County Emergency Services Agencies was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

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

- e) **Water Adjustment** - Laura Graves requested an adjustment of \$433.30 for the sewer portion of a water leak which has since been repaired. The account was established less than six-months ago, which makes it ineligible for a leak adjustment according to the current policy. A copy of her request and the policy were attached for council consideration.

**MOTION** to approve the sewer portion of the utility bill due to a water leak at 304 SW Second St. be adjusted in the amount of \$433.30 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

- f) **Approve Revised Transportation Improvement Board (TIB) Contract – City Administrator Leana Kinley** presented and explained a revised TIB contract for the Loop Rd. project to include design funding, an additional \$63,507, for council consideration. The project is included in the 2023 budget and the change will have no increase on the ending cash balance for the project as both revenues and expenses will be increased.

**MOTION** to approve the revised agreement 6-W-974(006)-1 with the State of Washington Transportation Improvement Board in the amount of \$523,929 to rebuild, resurface and add sidewalks along Loop Road from Columbia Ave east to the city limits was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

- g) **Approve Contracts for Asset Management System - City Administrator Leana Kinley** presented and explained on behalf of **Public Works Director Carolyn Sourek** the contract with Cityworks for asset management software (AMS), with a term of three years at \$14,000 for the first year and \$16,000 per year for the last two, and a proposal from Centricity in the amount of \$39,500 for implementation support for council consideration. **Public Works Director Carolyn Sourek** provided additional details on its usage with GIS systems.

**MOTION** to approve the three-year contract with Cityworks for asset management software in the amount of \$14,000 for the first year and \$16,000 for the last two years was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

**MOTION** to approve the proposal from Centricity for AMS implementation/consultant support in the amount of \$39,500 was made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

**h) Strategic Plan Q1 2023 Update - City Administrator Leana Kinley** presented the update to the Strategic Plan established in 2022.

**City Attorney Woodrich** excused himself and asked **City Attorney Muth** to fill in for the remainder of the meeting.

**i) Proposed 2023 Budget Amendments - City Administrator Leana Kinley** presented proposed changes to the 2023 budget based on revised estimates due to changes in beginning cash balances, updating project costs for the Columbia Realignment project, updating project revenues based on revised funding estimates for the wastewater upgrades fund, and rolling-over the expenses for the preliminary design and engineering on the Park Plaza project. The ordinance needs to be passed and cannot wait for a second reading as it is holding up the state funding contract for the direct appropriation for the park plaza project.

**MOTION** to approve ordinance 2023-1193 amending the 2023 budget was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

**j)** This item was moved and addressed earlier in the meeting.

**k) \*Approve Type D Right of Way Permit for 725 NW Angel Heights Rd – Public Works**  
**Director Carolyn Sourek** presented and explained the staff report regarding the request for a Type D long-term use of the city right-of-way permit for a retaining wall at 725 NW Angel Heights Road for council consideration.

Council tabled the issue. **Councilmember Hendricks** requested the homeowners attend a meeting and provide more information.

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

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

**b) Planning Commission Minutes -** No minutes were presented as there was no Planning Commission meeting in January 2023.

- c) **Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.
- d) **\*Housing Programs Report** - The report for the prior months on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.

**10. CITY ADMINISTRATOR AND STAFF REPORTS:**

**a) Public Works Director Carolyn Sourek**

- i. The City is partnering with the PUD to place a needed culvert on Monda Road to divert excess water runoff.
- ii. Several grants have been awarded to use for improved way-finding signage. She is applying for a grant for sidewalk repair.
- iii. The City is continuing to evaluate recommendations on tree removal provided by a recent tree inventory report.
- iv. New vehicles are in use. Within a year or so the next item to replace will be the sweeper.

**b) Leana Kinley, City Administrator**

- i. Columbia Avenue realignment project is facing challenges due to current parking requirements. The requirements will be reviewed regarding possible changes.
- ii. The Port of Cascade Locks recently passed a resolution stating the Bridge of the Gods will only use tolls to fund bridge operations starting in 2030. \$6M from both the Oregon and Washington legislature has been requested to study seismic retrofits. Washington is looking to direct all its funds through a Washington agency in order to ensure they are spent only on this project. A bridge authority to oversee operations may be considered in the future.

**11. VOUCHER APPROVAL:**

- a) \*January 2023 payroll, December 2022 13th month payroll, and February 2023 AP checks have been audited and were presented for approval. January payroll checks 16650 thru 16652 total \$112,488.06 included EFT payments. December 2022 13th month payroll EFT payments total \$4,435.75. February 2023 AP checks 16649 and 16653 thru 16711 total \$1,314,560.48, 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 Hendricks**, seconded by **Councilmember McCaskell**.

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

**12. MAYOR AND COUNCIL REPORTS:**

- a) **Mayor Anderson** reported the recent Shoreline Access project meeting showed positive momentum, with good buy in from stakeholders. It was understood by those attending the goal is to ultimately develop a trail system.
- b) Spruce Up Stevenson will take place the first Saturday in May. Volunteers are needed.
- c) **Councilmember Cox** walked around the stormwater retention area at Angel Heights. He initiated a short discussion on brush and vegetation removal of the area, and asked if the city could potentially help dispose of the green waste.
- d) **Councilmember Cox** voiced appreciation to Johanna Roe for her work on the minutes.

**13. ISSUES FOR THE NEXT MEETING:** No issues were noted.

**14. ADJOURNMENT - Mayor Anderson** adjourned the meeting at 8:37 p.m.

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Scott Anderson, Mayor

Date