

MINUTES
CITY OF STEVENSON COUNCIL MEETING
August 08, 2023
6:00 PM, City Hall and Remote

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Anderson called the meeting to order at 6pm and lead the group in reciting the pledge of allegiance.

PRESENT

Councilmembers Paul Hendricks, Dave Cox, Kristy McCaskell, and Michael D. Johnson. City Attorney Robert Muth, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, Fire Chief Rob Farris and City Administrator Leana Kinley

ABSENT-Excused

Councilmember David Wyatt

2. PUBLIC COMMENTS: None.

3. CHANGES TO THE AGENDA:

- a) *8/7 changes include:
 - Added Stevenson Downtown Lease Agreement Revision (item 6b)
 - Added Fire Department Strategic Plan Update (item 8e)
 - Addition of vouchers (item 10a)

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

- a) **Approve Excusing Councilmember David Wyatt from the August 8, 2023 Council Meeting for a pre-arranged absence.**
- b) **Minutes** of the July 20, 2023 regular council meeting and July 27, 2023 special council workshop.

MOTION: To approve consent agenda items a-b.

Motion made by **Councilmember Hendricks**, Seconded by **Councilmember McCaskell**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

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.

6. UNFINISHED BUSINESS:

- a) **Approve Proposed 2023 Budget Amendments-Second Reading - City Administrator Leana Kinley** presented proposed changes to the 2023 budget based on revised estimates due to changes in project scopes, funding received, revised estimates, and staffing changes for council consideration. Two minor changes from the public hearing include \$25,000 in the First Street fund to get bid-ready documents and moving project costs for the Park Plaza to its own fund.

MOTION: To approve ordinance 2023-1195 amending the 2023 budget as presented.

Motion made by **Councilmember Johnson**, Seconded by **Councilmember McCaskell**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

- b) ***Approve Revised Lease Agreement for Stevenson Downtown Association - City Administrator Leana Kinley** presented 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. This has been revised to reflect the use of the backlot instead of the interior of the building.

MOTION: To approve the revised lease agreement with the Stevenson Downtown Association as presented.

Motion made by **Councilmember Johnson**, Seconded by **Councilmember Cox**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

7. COUNCIL BUSINESS:

- a) **Approve Interlocal Agreement for Dispatch Services - City Administrator Leana Kinley** presented the interlocal agreement for dispatch services on behalf of Fire Chief Rob Farris. This is a continuation of the previous agreement which expired in 2022.

MOTION: To approve the interlocal agreement for dispatch services as presented.

Motion made by **Councilmember McCaskell**, Seconded by **Councilmember Hendricks**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

- b) **Approve Ordinance 2023-1196 Amending Construction Code - First Reading - City Administrator Leana Kinley** presented ordinance 2023-1196 amending chapter 15.01 Construction Codes, section 15.01.030 General Requirements-All codes for council consideration. The wind speed requirement of 110 mph at 3 second gusts is not in line with the current building codes. The update to 135 mph will match Skamania County, North Bonneville and current building codes.

MOTION: To approve ordinance 2023-1196 amending chapter 15.01 Construction Codes, section 15.01.030 General Requirements-All codes as presented.

Motion made by **Councilmember Hendricks**, Seconded by **Councilmember Johnson**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

- c) **Approve Amending Noise Ordinance - First Reading - City Administrator Leana Kinley** presented an ordinance amending chapter 8.08 noise control, limiting the times construction vehicles can be used to the hours of 7am - 7pm Monday-Saturday and not on holidays, for council discussion.

MOTION: To approve ordinance amending chapter 8.08 noise control as presented.

Motion made by **Councilmember Johnson**, Seconded by **Councilmember Cox**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

8. INFORMATION ITEMS:

- a) **Financial Report** - The Preliminary Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- b) **Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- c) **Risk MAP Project Update** - An update on the Skamania County Risk Mapping, Assessment and Planning (Risk MAP) project was included for information. This project includes updating the current paper only flood maps last approved in 1986 to an interactive GIS map to better determine exact risk locations. Outreach has taken place with property owners whose parcel impact has changed (either now included or removed from the flood risk area).
- d) **Washington State Tax Structure Work Group Update** - The Final Report for the Washington State Tax Structure Work Group was enclosed for information.
- e) ***Fire Department Strategic Plan Update** - An update on the activities for the Fire Department Strategic Plan was attached, as a printed copy of a report out of Clear Plans. A dynamic version will be live on the website soon.

Councilmember Cox asked about the status of the Labor and Industries audit of the fire hall to make sure the safety issues are addressed.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- The Shoreline Public Access Planning process is still underway. The SEPA comment period closes August 9th, 2023. The Planning Commission will review the project at their August 14th, 2023 meeting and provide recommendations to the City Council.

- No change has occurred with the Broadband project. The intent is to bring fiber connections to area homes, with the work incumbent upon broadband providers to apply for the funding.
- The Annexation Policy Subcommittee is up and running. The next meeting will take place August 9th, 2023 to review what the City Council has requested be addressed.
- The parking study will take place the last weekend of August 2023. The intent is to perform a usage analysis, and add to the data from 2 years ago. A team of community volunteers will do hourly checks on routes within Stevenson. Adding additional ADA parking sites will be one area under review.
- A Parks Planning process has just begun. The Stevenson Planning Department is leading a coalition to provide consultant services to Skamania County, the City of Stevenson, the pool district and the Stevenson-Carson school district. The intent is to help these groups develop projects in order to become eligible for state Recreation and Conservation Office grant funds.

b) Carolyn Sourek, Public Works Director

- The pump is out at the Rock Creek intake. Public Works is devising strategies to find additional sources for that site. There is still ample water available at the well.
- The WWTP project is moving ahead. Pump station bids came through. A company called Ajax is the apparent winner. They are working at finalizing paperwork for project. **City Administrator Kinley** advised the Council would need to hold a special meeting next week to approve the awarding of the contract.
- The sidewalk replacement RFP is set to go out this week.
- Hiring is in process for a WWTP I Operator and a Utility Maintenance Worker.
- A second meeting for Public Works Strategic Planning will take place next week.
- Devon and Carson have obtained their Water Treatment Plant Operator certifications.
- Training on the City Works asset management system has been taking place.

c) Leana Kinley, City Administrator

- The audit is taking place.
- The 2024 budget is being prepared.
- She has reviewed the Scope of Work for Park Plaza project. Approval of the project will be on the Council's August 24th, 2023 meeting agenda.
- The contract with the Skamania County Sheriff's Office will be up for review. A September 2023 meeting date will be arranged with **Councilmembers Hendricks and Cox**.

10. VOUCHER APPROVAL:

- a) *July 2023 payroll, and August 2023 AP checks have been audited and are presented for approval. July payroll checks 17098 thru 17101 total \$123,320.92 which includes EFT payments. August 2023 AP checks 17097 and 17102 thru 17148 total \$327,194.65, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

Motion made by Councilmember Hendricks, Seconded by Councilmember McCaskell.
Voting Yea: Councilmembers Hendricks, Cox, McCaskell, Johnson

11. MAYOR AND COUNCIL REPORTS:

Councilmember Hendricks mentioned complaints he received regarding the quality of work and excess gravel on the Frank Johns chipseal project. Public Works Director Sourek responded noting the county did the work and has posted information regarding chipsealing to their website.

Councilmember Johnson shared that he was serving on the Annexation subcommittee, and wanted to ensure the City Council obtained the results it wanted regarding annexation policies. Mayor Anderson recalled several issues from past meetings-what services would a property owner be compelled to use, and what services would the city be compelled to provide. Timelines for connections were briefly discussed, as was what advantages the city would gain by having individual properties annexed in. Councilmember Hendricks suggested reviewing guidelines from other communities. Councilmember Johnson asked for ideas to be sent to him. City Attorney Muth reminded the Council that communications were to be sent via the city email accounts.

12. ISSUES FOR THE NEXT MEETING: None.

13. ADJOURNMENT -Mayor Anderson adjourned the meeting at 6:30 pm.

Scott Anderson, Mayor

Date