

MINUTES
CITY OF STEVENSON COUNCIL MEETING
September 19, 2024
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.

PRESENT

Councilmembers Dave Cox, Michael D. Johnson, Pat Rice, Lucy Lauser, and Chuck Oldfield

City Administrator Leana Kinley, Community Development Director Ben Shumaker, and Deputy Clerk/Treasurer Anders Sorestad

2. PUBLIC COMMENTS:

a) *Public Comments Received

Rick Jessel - Thanked the staff & Sewer Ordinance Committee for the work they have done, as well as a special thanks to Leana for her work for the City over the years. He also commented on the draft language of section F of the Sewer Ordinance.

Mary Repar - Commented on the Economic Development Council.

3. CHANGES TO THE AGENDA:

a) *9/16 changes include:

-Additional public comments (item 2a)

-Added memo from staff regarding the Sewer Ordinance Update (item 8a)

-Removed item 4e from the Consent Agenda at the request of Councilmember Cox (item 10f)

-Added Housing Programs Reports for August and September 2024 (item 11a)

-Added Legal memo to council (item 11c)

b) **9/17 changes include:

-Added memo from staff regarding scope of work for consulting services (item 9c)

-Added memo from staff regarding recent issues regarding building permit fees in CloudPermit (item 10c)

-Added Approval of Lasher Street Agreement (item 10g)

c) ***9/19 changes include:

-Added Financial Reports (item 11d)

-Added September Vouchers (item 13a)

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

a) **Liquor License Renewal** - El Rio Texicana

b) **Special Occasion Liquor License Application** - Friends of Stevenson Library/No. Bonneville Community Center at the Library on October 5 from 6-8pm.

c) **Water Adjustment** - Christian River Parsonage (meter No. 405800) requests a water adjustment of \$223.36 for a water leak which they have since repaired.

d) **Approve Resolution 2024-441 Personnel Policy Update** - City Administrator Leana Kinley presents a resolution revising the personnel policy for council consideration. The changes include the addition of a job description for Fire Chief and neutralizing all gender references.

e) **Minutes** of July 18th and August 7th 2024 Regular Council Meetings, August 5th, 21st, 22nd, 28th, September 10th and 11th 2024 Special Council Meetings.

MOTION to approve consent agenda items a-e was made by Councilmember Lauser, Seconded by Councilmember Rice.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

5. SHERIFF'S OFFICE REPORT:

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

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Chamber of Commerce** - Angie Martin, Skamania County Chamber of Commerce Executive Director, presented chamber activities for the past quarter.

7. PUBLIC HEARINGS:

- a) **Ordinance 2024-1221 Assuming the Rights, etc. of the Stevenson Transportation Benefit District - First Reading** - City Administrator Leana Kinley presented the staff memo and ordinance 2024-1221 for assumption of the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District.

The Public Hearing opened at 6:11 p.m.

Mary Repar asked for clarification what the public hearing was for.

The Public Hearing closed at 6:13 p.m.

MOTION to approve ordinance 2024-1221 assuming the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District pursuant to RCW 36.74 as presented was made by Councilmember Oldfield and seconded by Councilmember Johnson.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield

Voting Nay: Councilmember Rice

8. SITUATION UPDATES:

- a) ***Sewer Ordinance Update** - Staff presented a memo regarding the proposed ordinance as discussed at the August 7th meeting for council discussion and direction.

MOTION to authorize a public release draft of the sewer ordinance as presented was made by Councilmember Johnson, and seconded by Councilmember Oldfield.

Voting Yea: Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield

Voting Nay: Councilmember Cox, Councilmember Rice

9. UNFINISHED BUSINESS:

- a) **Discuss Communications Support** - City Administrator Leana Kinley presented the attached staff memo regarding outside communications support for council discussion and staff direction.

MOTION to accept the contract for time and materials for general communications support not to exceed \$35,000 was made by Councilmember Oldfield, Seconded by Councilmember Lauser.

Voting Yea: Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield

Voting Nay: Councilmember Cox, Councilmember Rice

- b) **Discuss Changes to Park Plaza Interlocal Agreement** - A copy of the current interlocal agreement regarding the use of the courthouse lawn for a park plaza was attached for council discussion.

Council agreed to work on the memo prior to the next meeting on the 26th.

- c) ****Discuss Scope of Work for Recruitment Consultant Services** - City Administrator Leana Kinley presented a staff memo regarding a scope of work for consultant services based on the council discussion at the September 11th council meeting for council discussion and consideration.

10. COUNCIL BUSINESS:

- a) **Discuss Utility Billing Issue** - City Administrator Leana Kinley presented the attached staff memo for council discussion.

- b) **Discuss Scan and Toss Policy** - City Administrator presents the attached resolution adopting a scan and toss policy for council discussion.

MOTION to approve the resolution for the scan and toss policy to be numbered later as presented was made by Councilmember Johnson and seconded by Councilmember Oldfield.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

- c) ****Discuss Building Permit Fees and CloudPermit** - City Administrator Leana Kinley presented a staff memo regarding recent issues discovered regarding building permit fees and CloudPermit.

- d) **Discuss Roofing of Lower Public Works Shop** - Public Works Director Carolyn Sourek presents the attached memo regarding roofing the lower public works shop for council discussion and consideration.

MOTION to authorize the Public Works Director to negotiate and consummate a contract for the repairing of the roof of the Lower Public Works shop not to exceed \$35,000 was made by Councilmember Oldfield, seconded by Councilmember Lauser.

Voting Yea: Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield
Voting Nay: Councilmember Cox, Councilmember Rice

- e) **Preliminary 2025 Budget** - City Administrator Leana Kinley will present a staff memo and preliminary 2025 budget for council review and discussion.

Council directed Staff to present a balanced budget at the next council meeting.

- f) ***Approve Resolution 2024-442 Authorizing Road Closure** - Public Works Director Carolyn Sourek presents the resolution regarding temporary road closure for road repair in Chinidere.

MOTION to approve resolution 2024-442 authorizing the temporary closure of a road to ensure public safety was made by Councilmember Oldfield, seconded by Councilmember Lauser.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

- g) ****Approve Agreement with Wallis Engineering for Lasher Street Project** - Community Development Director Ben Shumaker requests council approval of the Agreement with Wallis Engineering for design phase services for a cost not to exceed \$265,531.

MOTION to approve the Local Agency Consultant Agreement with Wallis Engineering for the Lasher Street Project for a cost not to exceed \$265,531 contingent on WSDOT approval was made by Councilmember Cox, Seconded by Councilmember Lauser.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

11. INFORMATION ITEMS:

- a) ***Housing Programs Report** - The report for the prior and current months on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- b) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) ***Memo to Council** regarding roles and responsibilities from City Attorney Robert Muth.
- d) *****Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

12. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director

He is getting prepared to take on new duties as Interim City Administrator.

Critical Areas Ordinance update. The Department of Commerce has provided \$10K every year for two years (2024 and 2025) to complete the update. A Scope of Work needs to be submitted to DOC. Collaboration with North Bonneville and Skamania County is likely.

Lasher Street update, an additional funding request to TIB has been made for costs, he is preparing a second request for CDBG (Community Development Block Grants) from the Department of Commerce. A public hearing will be held at the October 2024 City Council meeting.

Development is down from three years ago. There is a steady stream of small projects. No big projects have appeared lately.

- b) Carolyn Sourek, Public Works Director

Her report was included in the packet for Council review and consideration.

- c) Leana Kinley, City Administrator

She is working on getting staff up to speed regarding the new duties they will be assuming.

13. VOUCHER APPROVAL:

- a) ***August 2024 payroll and September 2024 AP checks have been audited and are presented for approval. August payroll checks totals \$138,459.79 which includes EFT payments. September 2024 AP checks 18044 thru 18107 total \$646,701.76, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

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

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

14. MAYOR AND COUNCIL REPORTS:

Mayor Anderson gave an update on the desire to better the appearance of downtown by addressing the landscaping of the downtown planters.

Councilmember Cox gave an update on the Opioid Abatement Committee.

15. ISSUES FOR THE NEXT MEETING:

- a) Attached is a list of items staff are working on for future meetings.

16. ADDITIONAL PUBLIC COMMENT:

Mary Repar - Commented on the downtown landscaping.

Rick Jessel - Commented on section F of the Sewer Ordinance.

17. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:15 p.m.

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Scott Anderson, Mayor

Date