

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**June 20, 2024**  
**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.

PRESENT

Elected City Officials: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Lucy Lauser, Pat Rice.

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

Public Attendees: Gregg Stafford, Mary Repar, Rick Jessel, Sam Kniesteadt.

2. **PUBLIC COMMENTS:**

>Sam Kniesteadt commented on the cost of the Courthouse Park Plaza Project.

>Gregg Stafford commented on the need for emergency vehicle turnaround on Maple Alameda Street.

>Rick Jessel commented on the cost of the Park Plaza project and requested the Council consider the financial implications.

3. **CHANGES TO THE AGENDA:**

- a) **\*6/20 changes include:**
  - Updated road closure resolution (item 4g)
  - Updated Transportation Benefit District documents (item 7e)
  - Updated First Street supplement (item 7f)
  - Added last FEMA Risk Map project update (item 8d)
  - Added Councilmember Kristy McCaskell letter of resignation (item 8e)
  - Added Vouchers (item 10a)

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

- a) **Item a)** was removed for further discussion at the request of **Councilmembers Cox and Rice** respectively.

- b) **Item b)** was removed for further discussion at the request of **Councilmembers Cox and Rice** respectively.
- c) **Water Adjustment** - Sheryn Olson (meter No. 606650) requested a water adjustment of \$398.27 for a water leak which they have since repaired.
- d) **Water Adjustment** - Larry Deski (meter No. 501725) requested a water adjustment of \$597.54 for a water leak which they have since repaired.
- e) **Liquor License Renewals** - Main Street Convenience and Jester and Judge/LDB Beverage Company.
- f) **Approve Resolution 2024-435 Regarding FEMA Representatives** - City Administrator Leana Kinley presented the attached resolution designating city agents for the FEMA disaster 4775-DR-WA for council consideration. This will allow the city to receive an estimated \$10,000 in costs related to the December 2023 winter storm.
- g) **Approve Resolution Authorizing Road Closure** - Public Works Director Carolyn Sourek presented the attached staff memo and resolution regarding temporary road closures.
- h) **Minutes** of May 16, 2024 regular Council meeting and May 23, 2024 special workshop.

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

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

#### **Removed from item 4. Consent Agenda**

- a) **Approve Contract Amendment with Understory Landscape Architecture, LLC** for Park Plaza Design Services - **City Administrator Leana Kinley** presented the staff report and contract amendment with Understory Landscape Architecture, LLC for design services of the Courthouse Park Plaza in the amount of \$349,423 plus expenses not to exceed \$355,000 for a total revised contract amount of \$570,752.

**MOTION** to lay on the table to the question of approving the Contract Amendment with Understory Landscape Architecture, LLC until the special meeting on June 27<sup>th</sup>, 2024 was made by Councilmember Cox, seconded by Councilmember Rice.

Voting aye: Councilmembers Rice, Cox

Voting nay: Councilmember Johnson

Abstained: Councilmember Lauser

- b) **Approve Skamania County Building Inspector Agreement Addendum #3** – City Administrator Leana Kinley presented and explained the attached addendum #3 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to remove using Cloudpermit Planning and Code Enforcement software services for council discussion and consideration. Council approved a separate contract with Cloudpermit for these services at the May 16<sup>th</sup> council meeting.

**MOTION** to approve the interlocal agreement #3 for building inspection and plan review services between the City of Stevenson and Skamania County removing the use of Cloudpermit Planning and Code Enforcement software services was made by Councilmember Johnson, seconded by Councilmember Rice.

Voting aye: Councilmembers Rice, Cox, Johnson, Lauser

**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. PUBLIC HEARINGS:**

- a) **Capital Improvement Program Update** - Public Works Director Carolyn Sourek presented the Capital Improvement Program Update for public comment and council consideration. This is the second of two scheduled Public Hearings. Project details may be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th, 2024 meeting packets.

The public hearing opened at 7:05

No public comments were received.

The public hearing closed at 7:09

Councilmember Rice asked for clarification on the proposed schedule for the Columbia Avenue realignment. It was agreed by council to keep it on the CIP, but move it further down the work list timeline. Councilmember Cox stated his preference for more immediate infrastructure projects such as water and sewer.

**MOTION** to approve Resolution 2024-433 adopting the revised Capital Improvement Program was made by Councilmember Lauser, seconded by Councilmember Johnson.

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

Voting nay: **Councilmember Rice.**

- b) **Transportation Improvement Program** - Public Works Director Carolyn Sourek 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. Project details may be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th meeting packets.

Public Works Director Sourek explained all street projects identified are listed in the program. If and when a funding source becomes available, being on the list is an initial requirement of many grant programs. Funding for TIP's grant programs comes from revenue generated by three cents of the statewide gas tax. The city provides a 5% match derived from sales and their portion of gas taxes.

Public hearing opened at 7:16

Public comments received:

>Greg Stafford questioned what happened to the 3 streets scheduled in 2022 to be paved. Public Works Director Carolyn Sourek responded explaining the funding expected from TIB was not received for those projects.

Public hearing closed at 7:21

**MOTION** to approve resolution 2024-434 adopting the 2025-2030 Transportation Improvement Plan was made by **Councilmember Cox**, seconded by **Councilmember Lauser**.

Prior to the vote additional discussion took place. Councilmembers asked about moving the Maple Alameda project up in priority, the paving policy in place, and the difference between overlay, gravel and chip sealing. **Public Works Director Sourek** shared the Maple Alameda project is complicated, with surveys and coordination between the city and residents living on the street needed.

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

Voting nay: **Councilmember Rice**.

## **7. COUNCIL BUSINESS:**

- a) **Discuss Upcoming Fireworks Season** - City Council adopted an ordinance allowing restrictions on the personal use of fireworks at the November 16, 2023 council meeting which will take effect on November 16, 2024. This topic was on the agenda in order to review the process for determining a restriction on recreational use as outlined in the adopted ordinance and what may be done if conditions become high risk this season as determined by the Fire Marshall. This ordinance is not declaring a state of emergency.  
Arnold Bell, Skamania County Fire Marshall has ascertained the current index is not as high for fuels and dry air as last year, and fire danger not a concern for upcoming fireworks season. This ordinance does not restrict sales, just personal use if conditions warrant.
- b) **Low-Income Housing Planning Commerce Grant** - City Administrator Leana Kinley presented the Commerce revised scope of work for the low-income housing planning grant offered by the Department of Commerce as discussed at the April

18th meeting. Due to funding restrictions, \$25,000 is available each fiscal year, which ends on June 30, 2024. Staff requested direction from Council on what to do—reduce the scope to match \$25,000 available, use \$25,000 of City funds and complete the entire scope of work as proposed by Commerce, or stop pursuing the grant based on the changes in grant amount and scope. The plan has changed due to leadership changes at WAGAP.

**MOTION** to direct staff to revise the scope of work to meet the \$25,000 budget was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

- c) **Complete Streets Ordinance-First Reading** - City staff presented an attached ordinance adopting a complete streets policy to better serve all users of the transportation and circulation system provided by the City for council review and consideration. This policy will also open up additional avenues of grant funding for transportation improvements.

**MOTION** to approve an ordinance of the City of Stevenson adopting a Complete Streets Policy to better serve all users of the transportation and circulation system provided by the City was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Prior to the vote a discussion was held on what the advantages the ordinance would bring to the City by opening additional opportunities to apply for grants.

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

- d) **Review and Discuss Updates to the Strategic Plan** - Council discussed the revised Strategic Plan and how it prioritizes and directs staff time and city resources to potential actions and projects. **Councilmember Rice** commented on several projects included in the plan that he was not in support of. **Mayor Anderson** noted it allows projects to be scored or weighted in importance by the Council.

**MOTION** to adopt the Strategic Plan as presented was made by **Councilmember Johnson**, seconded by **Councilmember Lauser**.

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

Voting nay: **Councilmember Rice**

- e) **Discuss Formation of Transportation Benefit District** - City Administrator Leana Kinley presented information regarding the formation of a Transportation Benefit District as discussed during the utility rate discussions. A TBD is approved by ordinance, following a public hearing. It would be funded through a slight increase in the local sales tax as approved by voters. The consensus by the Council was to work on getting the resolution approved and have the measure on the ballot as soon as possible.

- f) **Approve First Street Project Local Agency Agreement Supplement No. 2 and Revised Project Prospectus** - This item was moved to the June 27th Special Council meeting.

**8. INFORMATION ITEMS:**

- a) **Financial Report** - The 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) **Planning Commission Minutes** - from the Planning Commission meeting for the prior month.
- d) **\*Risk MAP Project Update** - The final update on the Skamania County Risk Mapping,
- e) **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. The project is complete with council adopting the ordinance updating the policy at the May 16, 2024 council meeting.
- f) **\*Councilmember Kristy McCaskell's resignation letter** was enclosed.

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

- a) **Ben Shumaker, Community Development Director** Shumaker reported on the following:
  - i. Planning staff is working to update the Critical Areas ordinance as required by the State Management Act. A \$20K grant was received from the state to support the work, with completion set for 2026.
  - ii. Staff is also working with the Department of Natural Resources and Skamania County PUD to preserve existing tree canopies by undergrounding overhead utilities.
  - iii. Lasher Street improvements: The city received an \$800K appropriation from the legislature for design purposes. Sidewalks and hydrants are needed, with lighting, street trees and a re-alignment possible to allow for additional sidewalks. Sewer, water and utilities are in good shape, stormwater is being assessed. Additional funding is being sought.
  - iv. The sewer and septic draft plan has not been publicly released yet due to legal considerations. Council will receive it once the issues are resolved.
  - v. Planning is looking to finish the parking study and initiate regulatory changes for parking.

Councilmember Cox expressed appreciation for the Planning Commission's work.

- b) **Carolyn Sourek, Public Works Director** reported on the following:

**i. Water**

- Evaluation of sustainability and cost of groundwater vs surface water is underway.
- The annual Consumer Confidence Report is completed. So is the Water Use Efficiency rule, which analyzes leakage from the system.
- An 8" water line was repaired on Loop Road.
- Standardized permits are helping applicants understand costs of water service.

**ii. Waste Water-**

- Pump station work is continuing, the Fairgrounds Pump Station expected to start July 1.
- Wastewater Treatment Plant project continuing, staff will return to the lab mid-July.
- The pipe inspection and cleaning contract is still being developed.
- WWTP outfall inspection is planned for last week of June.
- Temperature monitoring now required in reservoirs by Department of Ecology.
- Stellar J work completion expected by April 2025. \$630,600 remains to be paid.

An update on the WWTP project was requested by Councilmembers.

**iii. Streets-**

- West end streets are being prepped for resurfacing
- A compliance map to alert property owners of the need to clear brush from sidewalks has been developed. Councilmembers requested Public Works staff take proactive steps (phone calls, city website notices) to educate landowners of their responsibility.
- A Transportation Improvement Board workshop was hosted by Stevenson Public Works, Bingen and White Salmon attended.
- First Street project has received a notice to proceed. Construction will start within 10 days.
- Hazardous tree removal is taking place on east and west entrances to Stevenson.
- Complaints about speeding on Rock Creek Drive have been received. Councilmember Cox advised the Sheriff's Office has a trailer mounted radar set-up that could be requested as part of the contract with the SO.

**iv. Equipment-**

- A loader has been identified for procurement, and a sweeper with sidewalk arm is being tested.
- Walnut Park tree work clean-up is complete.

**c) Leana Kinley, City Administrator** reported on the following:

- i. She has talked with the state representative for the Safe Streets For All Phase I planning grant. It will be \$3K to all participating cities. She expects to get \$100K worth of work out of the program, with later opportunities available to leverage and pool projects.

- ii. Audits began this week. One is a financial audit to verify that processes and financials are sound, and numbers match. The other single audit will be reviewing the EPA grant.

**10. VOUCHER APPROVAL:**

- a) **\*May 2024 payroll and June 2024 AP checks** have been audited and were presented for approval. May payroll check 17839 totals \$134,252.86 included EFT payments. June 2024 AP checks 17840 thru 17909 total \$588,955.62 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 Lauser**, seconded by **Councilmember Johnson**.

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

**11. MAYOR AND COUNCIL REPORTS:**

- a) **Councilmember Cox** met with Opioid Abatement Council discussing how these funds will be distributed. He is suggesting they follow the same process as for lodging tax funds.

**12. ISSUES FOR THE NEXT MEETING**

- a) Attached is a list of items staff is working on for future meetings.
- b) A discussion on the American Rescue Plan Act/ARPA funds will be an agenda item for the July 2024 Council meeting.
- c) Interviews for new CC member.
- d) Ben Shumaker, Community Development Director pointed out items raised during public comment show the need for more communication and education to take place regarding permitting policies and requirements. More consistency is needed. All permit costs should be clearly explained. It was agreed it would be a good joint meeting topic with City Council and the Planning Commission.
- e) Councilmember Rice requested an executive session at the next Council meeting to review issues of code violations and enforcement with landowners.

**13. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 8:38 p.m.

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Scott Anderson, Mayor

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Date