

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 17, 2022
6:00 PM, City Hall and Remote

1. **CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order a 6:00 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

Elected officials attending: 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; Community Development Director Ben Shumaker; City Attorney Ken Woodrich.

Public attending: Mary Repar

2. **PUBLIC COMMENTS:**

>Mary Repar commented on City Hall hours, the Bridge of the Gods, and the upcoming budget.

3. **CHANGES TO THE AGENDA:**

- a) **11/16 changes include:** Revision of Park Plaza Contract to Discussion (item 7d); Addition of Shell Engineering contract (item 7e); Addition of HHPR contract (item 7f); Addition contract report (item 8e.)

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

- a) **Liquor License Renewal** - Red Bluff Brewing, LLC.
- b) **Water Adjustment** - Ann Lueders (meter no. 203850) requested a water adjustment of \$301.37 for a water leak which they have since repaired.
- c) **Water Adjustment** - James Woodford (meter no. 600420) requested a water adjustment of \$184.66 for a water leak which they have since repaired.
- d) **Minutes** of October 12th regular council meeting and November 1, 2022 special council meeting.

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

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

5. PUBLIC HEARINGS:

- a) **Public Hearing 2023 Proposed Property Tax Levy - City Administrator Leana Kinley** presented and explained resolution 2022-403 and ordinance 2022-1188 proposing the maximum 1% property tax increase for public comment and council consideration. As both are time sensitive, they must be approved by November 30th, 2022 to take effect in 2023.

The public hearing opened at 6:09 p.m.

>Mary Repar encouraged reduced spending by the city vs raising taxes.

The public hearing closed at 6:11 p.m.

MOTION to approve resolution 2022-403 authorizing an increase in property taxes for fiscal year 2023 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

MOTION to approve ordinance 2022-1188 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2023 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

- b) **Second Hearing 2023 Proposed Budget - City Administrator Leana Kinley** presented and explained the 2023 proposed budget and associated documents based on items discussed at the October 12, 2022 public hearing and the November 1, 2022 special meeting. It is available online at <https://city-stevenson-wa-budget-book.cleargov.com/7549>. A pdf version was uploaded prior to the meeting.

The public hearing opened at 6:15

>No public comments were received.

The public hearing closed at 6:20 p.m.

An ordinance regarding the 2023 budget will be presented in December.

6. SITUATION UPDATES:

- a) **Sewer Plant Update - Public Works Director Carolyn Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule. Recent heavy rainstorms affected the WWTP work. No overflow occurred. A vac truck has been purchased-its first job will be to clean pump stations. Several pumps have needed repairs.
- b) **City Administrator Kinley** is working on an application for a \$2.5M federal appropriation to help pay costs of the WWTP work.

7. COUNCIL BUSINESS:

- a) **Approval of 2023 Tourism Funding Awards** - **City Administrator Leana Kinley** presented the Tourism Advisory Committee's 2023 funding recommendations for council approval in the total amount of \$495,200.

MOTION to approve the 2023 lodging tax requests as recommended by the Tourism Advisory Committee in the amount of \$495,200 was made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

- b) **Approve Title VI Non-Discrimination Agreement** - **City Administrator Leana Kinley** presented and explained an updated Title VI Non-Discrimination Agreement, changing the responsible party from Leana Kinley and Karl Russell to Leana Kinley and Carolyn Sourek, for council review and consideration. This agreement, last updated in 2019, is required to receive funds from the Washington State Department of Transportation.

MOTION to approve the updated Title VI Non-Discrimination Agreement with the Washington State Department of Transportation was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

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

- c) **Approve Bridge of the Gods Letter** - **City Administrator Leana Kinley** presented a draft letter in support of the Port of Cascade Locks efforts to attain funding for the Bridge of the Gods seismic strengthening needs from Washington State. Port of Cascade Locks Government Affairs Director Mark Johnson had provided an update on the Bridge of the Gods seismic retrofitting and strengthening improvements at the October 12th, 2022 regular City Council meeting.

MOTION to approve, as presented, the letter of support for the Port of Cascade Locks request to Washington State for funding for seismic strengthening to the Bridge of the Gods was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

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

- d) **Discuss Park Plaza Contract** – The Council discussed the Park Plaza Interlocal Agreement with Skamania County ahead of a requested workshop with the County commissioners. A workshop will be held on November 29th, 2022 at 4 p.m. as a special meeting.
- e) **Approve Shell Engineering On-Call Contract** - **City Administrator Leana Kinley** presented and explained the three-year contract with Shell Engineering for on-call development review and engineering standards update support services for a cost not to exceed \$64,030. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be

individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to the city's procurement policy.

MOTION to approve the contract with Shell Engineering for on-call development review and engineering standards update support services for a cost not to exceed \$64,030 was made by **Councilmember Hendricks**, seconded by **Councilmember Wyatt**.

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

- f) Approve Harper Houff Peterson Righellis Inc. (HHPR) Engineering On-Call Contract**
City Administrator Leana Kinley presented the three-year contract with HHPR for on-call street engineering services for a cost not to exceed \$315,925. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to the city's procurement policy. Engineering services will include most street projects, including paving of gravel roads.

Kinley noted at the Infrastructure Assistance Coordinating Council Conference she learned of funding opportunities for bridge work, and has included that in the contract. She is preparing to apply for a grant to replace the Rock Creek Bridge and the Kanaka Creek underpass.

MOTION to approve the contract with HHPR for on-call street engineering services for a cost not to exceed \$315,925 was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

8. INFORMATION ITEMS: The following items and reports were presented for council review.

- a) The Skamania County Sheriff's Report** for activity within Stevenson city limits for the prior month.
- b) Skamania County Chamber of Commerce Report** for activities conducted in the prior month. Council agreed to have the current monthly reports by the Chamber be presented quarterly.
- c) Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County in the prior month.
- d) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- e) Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director** presented a brief update.
 - i)** He has seen an increase in the number of pre-development meetings taking place.

- ii) He is working on planning for public access to shoreline areas, and updating programs for boundary line adjustments, short plats, etc.
- b) Carolyn Sourek, Public Works Director** reported the following:
- i) Anticipating sediment from recent heavy rain, Public Works switched to the Hegewald well.
 - ii) Holiday decorations are being installed on the city's lampposts.
 - iii) A utility maintenance position will be filled soon.
 - iv) The walkway on Rock Creek Bridge will be closed to foot traffic for approximately 10 days to allow repairs to take place.
- c) Leana Kinley, City Administrator** provided the following information:
- i) She expects to hear by December 31, 2022 regarding an application recently submitted to the state's Recreation and Conservation Office for a planning grant to support a parks plan project. If awarded it will provide for additional grant and funding opportunities, and allow the Downtown Association to access funds for the project.
Mayor Anderson highlighted the opportunities provided by RCO offering both planning and park project grants.
Kinley added local agencies that manage lands for recreation, including the Port of Skamania County, Stevenson-Carson School District, and Skamania County have agreed to partner in the process.
 - ii) The laser fiche project is up and running. It will provide a more transparent and publicly accessible database for long term/permanent documents to aid in public information requests.
 - iii) Staff has been attending training on informed consent the last three days. **Kinley** noted the training will be useful on upcoming projects, and will help the city develop clear and recognizable mission statements for the city and each department.
 - iv) A financial audit for 2021 has started and will finish in mid-December. There will be an exit interview upon completion. A clean audit is required for the state drinking water revolving fund loan program.

10. VOUCHER APPROVAL:

- a) **October 2022 payroll and November 2022 AP checks** have been audited and are presented for approval. October payroll checks 16378 and 16402 through 16406 total \$123,818.73 which includes EFT payments. November 2022 AP checks 16379 thru 16401 and 16407 thru 16466 total \$984,220.76, 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 Hendricks**, seconded by **Councilmember Wyatt**.

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

11. MAYOR AND COUNCIL REPORTS:

- a) **Dave Cox** acknowledged the hard work Johanna Roe does as the Minute Taker for the City.
- b) **Mayor Anderson** reported the city's presentation on Safe Routes to Schools and other projects at the IACC was received favorably. Positive networking resulted in good information on grant writing possibilities.
- c) **Councilmember Johnson** shared he attended the recent Stevenson Planning Commission meeting and complimented their efforts in addressing complex issues.

12. ISSUES FOR THE NEXT MEETING: None

13. ADJOURNMENT – Mayor Anderson adjourned the meeting at 7:14 p.m.

Scott Anderson, Mayor

Date