

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 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 Robert Muth.

**Guests:** Skamania County Undersheriff Tracy Wyckoff, Jack Wallis with Wallis Engineering.

**Public attendees:** Mary Repar, Margie Hidalgo, Tom Owens.

2. **PUBLIC COMMENTS:**

> Mary Repar provided comments about the Courthouse Plaza project.

3. **CHANGES TO THE AGENDA:**

a) \* 3/14 changes include:

- Added Special Occasion Liquor License for Friends of the Library (item 4c)
- Added Environmental Mitigation Agreement (item 7e)
- Added Personnel Policy Revision (item 7f)
- Addition of Vouchers (item 11a)

4. **CONSENT AGENDA:**

- a) **Water Adjustment** - Carolyn Gailey (meter No. 600500) requested a water adjustment of \$65.81 for a water leak which they have since repaired.
- b) **Water Adjustment** - Fernando and Margie Hidalgo (meter No. 605500) requested a water adjustment of \$1,000 for a water leak which they have since repaired.
- c) \***Added Special Occasion Liquor License** - Friends of the Stevenson/N. Bonneville Libraries at the Stevenson Library on October 7th from 6pm-8pm.
- d) **Minutes** - February 16, 2023 regular meeting and March 8, 2023 special workshop.

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

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

**5. SITUATION UPDATES:**

- a) **Sewer Plant Update - Public Works Director Carolyn Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule. She noted the completion date for that portion of the project was now set for August of 2024. The pump station bids will go out in May, with completion expected to be in March of 2024. The city has been meeting with the Department of Ecology regarding the current moratorium on commercial sewer connections.

**6. UNFINISHED BUSINESS:**

- a) **Approve Type D Right of Way Permit for 725 NW Angel Heights Rd - Public Works Director Carolyn Sourek** presented background information regarding the request for a Type D long-term use permit of the city right-of-way for a retaining wall at 725 NW Angel Heights Road for council consideration. Tom Owens provided additional details.

**MOTION** to approve City of Stevenson Type D Right of Way Permit for 725 NW Angel Heights Rd. to build a retaining wall within City ROW, conditional upon the installation of a protective concrete collar around the sewer cleanout, replacement of the full sidewalk panel over the wall drain, and removable at parcel owner's expense if issues with any city infrastructure is observed was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

Following the vote, it was noted a time limit for installation of the sidewalk panel will be included in the permit conditions.

**7. COUNCIL BUSINESS:**

- a) **Approve Park Plaza Commerce Grant - City Administrator Leana Kinley** presented the contract from the Department of Commerce and provided details on the project in the amount of \$147,000 to complete design and have a shovel ready Park Plaza project by the end of 2024 for council review and consideration.

**MOTION** to approve the contract with Department of Commerce in the amount of \$147,000 to complete design of the Park Plaza project made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

- b) **Approve Resolution Appointing a Tort Claim Administrator - City Administrator Leana Kinley** presented resolution 2023-403 appointing the City Administrator as the agent to receive claims on behalf of the city for council consideration. This appointment is required according to RCW 4.96.020(2).

**MOTION** to approve resolution 2023-403 approving the appointment of the City Administrator as the agent to receive claims on behalf of the City of Stevenson made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

- c) **Skamania County Building Inspector Agreement Addendum #2 - City Administrator Leana Kinley** presented addendum #2 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to include using Cloudpermit software services for council discussion and consideration. The annual cost will be almost \$5,600, about \$2,400 more than the current system, and will provide greater functionality, improved efficiency, and better customer service and support.

**MOTION** to approve addendum #2 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

- d) **Discuss Council Workshop Calendar - City Administrator Leana Kinley** presented the 2023 council workshop calendar for further discussion regarding dates as there is a conflict with the Fair Board and the workshops. The next meeting will be the discussion of the Strategic Plan in preparation for the 2024 budget. Council members discussed optional dates and decided on the fourth Thursdays for workshops going forward.

- e) **\*Approve Environmental Mitigation Agreement - Public Works Director Carolyn Sourek** presented the agreement to extend the sewer line along NW Iman Cemetery Road for discussion and council consideration. This allows the city to pay for the property owner to extend the sewer line lateral farther than they are required to by law in order to incrementally address the expansion of sewer into the area. The city will only pay its proportionate share of the cost.

**MOTION** to approve the environmental mitigation agreement with Adam Miller to extend the sewer line along NW Iman Cemetery Road as presented was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Prior to the vote **City Attorney Muth** requested language be added to the motion to approve the agreement subject to any blue lines accepted by Administration and Council.

**MOTION** to amend the environmental mitigation agreement to include language proposed by **City Attorney Muth** was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

**Mayor Anderson called for a vote on the Amendment to the motion.**

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

**Mayor Anderson called for a vote on the original Motion as Amended**

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

- f) **\*Approve Personnel Policy Update - Public Works Director Carolyn Sourek** presented resolution 2023-407 revising the personnel policy for council consideration. The changes update the job descriptions for the Wastewater Treatment Plant Operator II and III for certification consistency and clarification of duties.

**MOTION** to approve resolution 2023-407 revising the personnel policy was made by **Councilmember McCaskell**, seconded by **Councilmember Wyatt**.

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

#### **8. INFORMATION ITEMS: The following items were presented for Council review.**

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month. **Skamania County Undersheriff Tracy Wyckoff** was present to answer additional questions.
- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- c) **Housing Programs Report** -Housing services provided by Washington Gorge Action Programs in Skamania County.

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

- a) **Carolyn Sourek, Public Works Director provided updates and information to Council.**
- i. Public Works is working on the GIS database. Asset management software is starting to be used.
  - ii. WWTP Operator Devon Groom passed the exam to become an Operator in Charge.
  - iii. The City partnered with the PUD to install a stormwater culvert along Monda Rd.
  - iv. Insurance will now be required when requesting ROW permits.
    1. The possibility of officially recording Conditional Use and Right of Way permits and the recording fees related to that were discussed.
  - v. ROW permits have been issued for a running event to be held March 17<sup>th</sup>.
  - vi. Several new meters froze this winter during the cold weather.
  - vii. There are several items expected to be surplussed next month.

viii. Contractors have scheduled pre-construction meetings for phase two of the Chinidere development project.

**b) Leana Kinley, City Administrator**

- i. A number of projects have been updated on the city website.
- ii. The Columbia Street Realignment is being reviewed. Different scenarios are being considered to determine project feasibility.
- iii. Councilmembers were reminded to file F1's (public disclosure forms) with the Public Disclosure Commission. Candidate filing opens in mid-May; three Stevenson Council seats are up for re-election.

**10. VOUCHER APPROVAL:**

- a)** \*February 2023 payroll, and March 2023 AP checks have been audited and presented for approval. February payroll checks 16714 thru 16718 total \$123,043.36 which included EFT payments. March 2023 AP checks 16712, 16713 and 16719 thru 16785 total \$1,187,940.66, which 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 Johnson, Cox, McCaskell, Hendricks, Wyatt.**

**11. MAYOR AND COUNCIL REPORTS:**

- a)** **Councilmember McCaskell** appreciated the meeting schedule change.

**12. ISSUES FOR THE NEXT MEETING:**

- a)** **The Skamania County Chamber of Commerce** will be attending the next Council meeting.

**13. ADJOURNMENT – Mayor Anderson** adjourned the meeting at 6:54 p.m.

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Scott Anderson, Mayor

Date