

MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 16, 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., led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

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

City Staff: City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker, City Attorney Robert Muth

Guests: Skamania County Undersheriff Tracy Wyckoff.

Public attendees: Mary Repar, Rick Jessel, Laurie Wheeler and others unidentified

2. PUBLIC COMMENTS:

- >Rick Jessel provided comments on the fee structure for sewers.
- >Laurie Wheeler commented on city proclamations for specific events.
- >Mary Repar commented on the Park Plaza project and Walnut Park.

3. CHANGES TO THE AGENDA:

- a) *5/14 changes** include:
- Added Liquor License Approval (item 4d)
 - Added minutes from April 18, 2024 (item 4e)
 - Added CIP project detail (item 6c)
 - Added sewer ordinance discussion documents (item 7a)
 - Added Housing Report (item 10c)
- b) **5/15 changes** include:
- Added public comments received (item 2a)
 - Added minutes from May 11, 2024 (item 4e)
 - Added updated Schedule 15 to Annual Financial Report (item 8e)
 - Added awarding First Street construction contract to Ajax NW (item 9d)
 - Added contract for lease of Walnut Park (item 9e)
 - Added Planning Commission meeting minutes (item 10d)
 - Added Vouchers (item 12)

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

- a) **Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 14th, 2024 from 12:00 p.m.-10:00 p.m., 15th from 12:00 p.m.-10:00 p.m., 16th from 12:00 p.m.-11:00 p.m., and 17th from 11:00 a.m.-11:00 p.m. for the Skamania County Fair.
- b) **Approve Proclamation Recognizing National Pride Month 2024** - Mayor Scott Anderson presented proclamation 2024-01 recognizing the month of June as National Pride Month for council consideration. Evergreen Counseling was added to the list of organizations supporting the proclamation. There will be a panel discussion at the Stevenson Library on June 30th from 2:00 p.m.-4:00 p.m. and a Pride picnic and march on June 15th from 10:00 a.m.-1:00 p.m.
- c) **Approve Proclamation Recognizing Public Works Week 2024** - Mayor Scott Anderson presented proclamation 2024-02 recognizing May 19th - 25th 2024 as Public Works Week for council consideration. Staff will have celebratory events throughout the week and Facebook posts are recognizing our hardworking crew.
- d) ***Liquor License Renewal** - Clark and Lewie's
- e) ****Minutes** of April 18 Regular Meeting, April 25, 2024 Special Meeting, and May 11, 2024 Joint Special Meeting.

MOTION to approve consent agenda items a-e was made by Councilmember Johnson, seconded by Councilmember McCaskell

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

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 by Undersheriff Tracy Wyckoff. Councilmember Cox asked questions about fire and medical calls and requested information on officers; Councilmember Rice asked about recent hirings.

6. **PUBLIC HEARINGS:**

- a) **Renaming Fir Street to Doug Fir Street** - Public Works Director Carolyn Sourek presented resolution 2024-432 renaming Fir Street to Doug Fir Street, for public comment and council consideration. All of the residents along the street have been contacted and provided their feedback prior to the resolution being drafted. The purpose is to reduce phonetical confusion between Fir St. and First St.

The public hearing opened at 6:16

>Joe Springfield on Fir Street spoke in favor.

>Mary Repar asked about costs of new street signs and map changes.

The public hearing closed at 6:19

MOTION to approve resolution ordinance 2024-432 renaming Fir Street to Doug Fir Street was made by Councilmember McCaskell, seconded by Councilmember Johnson.

Prior to the vote City Attorney Muth advised the name change needed to be by ordinance, not resolution. Changing the language from resolution to ordinance was approved by consensus.

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

- b) Comprehensive Fee Schedule** - City Administrator Leana Kinley presented the attached staff report and comprehensive fee resolution for public comment and council consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve the corresponding ordinances at the same meeting. A copy of the documents being repealed were attached, and she noted there had been several past council discussions regarding the fee schedule

The public hearing opened at 6:24

>Mary Repar stated costs should be passed on to developers.

The public hearing closed at 6:25

Councilmembers discussed the proposed fee structure. It was explained the primary focus was on cost recovery for services provided, not revenue to be received as outlined in the current financial policy. Councilmember Lauser asked for clarification regarding the time period when Type A permits for Right of Way usage are required.

MOTION to approve the resolution adopting a comprehensive fee schedule was made by Councilmember Johnson, seconded by Councilmember McCaskell.

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

Voting nay: Councilmember Rice

- c) Capital Improvement Program Update** - City Administrator Leana Kinley presented the Capital Improvement Program Update for public comment and council discussion. This is the first of two scheduled Public Hearings.

The public hearing opened at 6:37 p.m.

>No public comments were received.

The public hearing closed at 6:40 p.m.

Councilmember Cox requested there be further details provided to help the Council understand the full cost of projects. Councilmember Rice asked for and received an explanation of the term scoping.

- d) **Transportation Improvement Program** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update.

The public hearing opened at 6:52

>No public comments were received.

The public hearing closed at 6:53

Councilmembers held a discussion on the projects and the reason for their placement on the TIP list. It was noted that the city is striving to provide the same level of service throughout the city, and city staff relies on the council as a whole to set the priority list of projects based on staff recommendations.

7. SITUATION UPDATES:

- a) **Sewer Ordinance Discussion** - Staff presented a memo and a revised updated draft ordinance to SMC 13.08 Sewer Pretreatment for council review and direction. A request from staff was made regarding council's readiness to send the draft ordinance out for public comment.

Staff shared where prior requested changes had been made and asked if the document could be released for public review and comment. A discussion followed on clarifying who would be responsible for payments of connections and/or extensions. Further considerations included latecomer fees, administrative appeals, sewer connection timelines/requirements, standby charges, and how raising current rates an additional 1.5% to build a reserve could affect potential funding sources. New changes included retaining footnote 3 at the sections for new development for land divisions of two lots and single-family developments on septic where sewer is not available, while removing footnote 3 elsewhere. Staff reiterated existing septic systems are not the focus of the ordinance. It was agreed by consensus to release the revised draft with current changes for public comment.

8. UNFINISHED BUSINESS:

- a) **Ordinance Amending Chapter 15.01.030 Removing Temporary Construction Water - First Reading** - City Administrator Leana Kinley presented a staff memo and ordinance regarding temporary construction water, which had been presented and discussed at the February 15th and April 18th, 2024 council meetings for council consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve this ordinance without a formal second reading.

MOTION to approve ordinance amending Chapter 15.01 Construction Codes, Section 15.01.030 General Requirements effective for the June 2024 billing cycle was made by Councilmember Johnson, seconded by Councilmember Lauser.

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

- b) **Ordinance Revising Water and Sewer Charges and Low-Income Rate Eligibility - First Reading** - City Administrator Leana Kinley presented an attached ordinance which amends chapter 13.10 water and sewer service charges regarding the structure of system development charges; removes the senior or disability requirement for low-income rates, and adds another tier for moderate-income rate eligibility, for council review and consideration. This ordinance was presented and discussed at the February 15th and April 18th, 2024 council meetings.

MOTION to approve ordinance amending chapter 13.10 Water and Sewer Service Charges effective for the June 2024 billing cycle was made by Councilmember McCaskell, seconded by Councilmember Johnson.

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

- c) **Ordinance Adopting Utility Rates by Resolution - First Reading** - City Administrator Leana Kinley presented an attached ordinance allowing the adoption of utility rates by resolution, for council review and consideration.

MOTION to approve ordinance authorizing the adoption of water and sewer rates and charges by resolution, and repealing ordinances 2019-1153 and 2024-1208 was made by Councilmember Johnson, seconded by Councilmember McCaskell.

Councilmember Cox's remote connection was lost at some point before this vote.

Voting aye: Councilmembers McCaskell, Lauser, Johnson

Voting nay: Councilmember Rice

- d) **Floodplain Management Program Second Reading** - Community Development Director Ben presented an attached ordinance about amendments to the City's

Floodplain Management Regulations based on FEMA guidance for public comment and council discussion. The First Reading was on March 21, 2024 and this ordinance is time sensitive to remain in the National Flood Insurance Program.

Shumaker shared over two comment periods, no comments received except the state Department of Fish and Wildlife requested a notification process to F&W be included.

MOTION to approve ordinance amending the Floodplain Management Regulations, a component of the Critical Areas Regulations in order to maintain participation in the National Flood Insurance Program and repealing portions of ordinance 864 and 1123 was made by Councilmember Johnson, seconded by Councilmember Rice.

Voting aye: Councilmembers McCaskell, Lauser, Rice, Johnson

Councilmember Cox's remote connection was restored after this vote.

- e) ****Approve 2023 Annual Financial Report** - City Administrator Leana Kinley presented the final draft of the 2023 Annual Financial report for council review and consideration. Schedule 15 was updated on May 15th.

MOTION to approve the 2023 Annual Financial Report as presented was made by Councilmember Lauser, seconded by Councilmember McCaskell.

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

- f) **Discuss Community Survey Results** - City Administrator Leana Kinley presented and explained many of the results and responses from the recent Community Survey. She consolidated the information and graphs to make it easier to review.
- g) **City Hall Hours Ordinance** - City Administrator Leana Kinley presented the attached staff memo and ordinance regarding the hours of operation for city hall for council discussion and consideration. It was noted the current schedule (M-Th, 7:30 a.m. to 5 p.m.) provides 38.5 hours of availability, with Friday appointments an option.

MOTION to approve the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation as amended was made by Councilmember Lauser, seconded by Councilmember McCaskell.

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

Voting nay: Councilmember Rice

9. COUNCIL BUSINESS:

- a) **Discuss Dates for Joint Meeting with Planning Commission** - Staff requested a joint meeting with the Planning Commission to discuss expected level of service standards. This includes whether the developer is required to pay for improvements, the rate/taxpayers pay for improvements, or whether the standards are changed to not have improvements such as sidewalks or sewer. Ben Shumaker explained the purpose of a joint meeting will be to learn about and understand the levels of service standards. The Public Works Department is updating their engineering standards, and having clear language regarding developer responsibilities will be helpful. The Planning Commission spends the time to review applications and zoning changes and recommends actions on items that then come before the Council. It was agreed during the third quarter of the year (2024) to schedule a meeting.
- b) **Approve Agreement with Cloudpermit** - City Administrator Leana Kinley presented the attached contract with Cloudpermit for software services related to their Planning and Code Enforcement modules for council discussion and consideration. Initial discussions considered the city 'piggybacking' on Skamania County for these services, but that is now not an option. The annual cost is \$4,000 and the services allow improved communication and tracking over current tools.

MOTION to approve the contract with Cloudpermit for the Land Use and Code Enforcement modules for a subscription cost of \$2,000 per module and an implementation fee of \$500 per module for a total initial cost of \$5,000 was made by Councilmember Rice, seconded by Councilmember Cox.

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

- c) **Approve Agreement with Restorical Research** - City Administrator Leana Kinley presented the contract with Restorical Research for consulting services for the environmental cost recovery/contribution and/or insurance coverage for potential contamination sites in the amount of \$10 for council discussion and consideration. Restorical Research investigates identified brownfield sites to see if there are insurance policies that help to cover the costs of remediation. If there is, and the city moves to process a claim, Restorical Research will receive 10% of the insurance amount.

MOTION to approve the contract with Restorical Research for consulting services for the environmental cost recovery/contribution and/or insurance coverage for potential contamination sites in the amount of \$10 made by Councilmember Johnson, seconded by Councilmember Lauser.

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

- d) ****Award and Approve First Street Construction Agreement** - Public Works Director Carolyn Sourek presented the First Street construction bid tabulation results with Ajax Northwest being the low bidder in the amount of \$854,853 for council award and approval. She noted the Regional Transportation Council through the Washington Department of Transportation and the Transportation Improvement Program both recommend the contract be awarded to Ajax Northwest.

MOTION to award and approve the First Street construction agreement with Ajax Northwest in the amount of \$854,853 was made by Councilmember Johnson, seconded by Councilmember Cox.

It was clarified the construction was for the First Street Overlook.

Voting aye: Councilmembers McCaskell, Lauser, Johnson, Cox

Voting nay: Councilmember Rice

- e) ****Approve Walnut Park Lease Agreement** - City Administrator Leana Kinley presented the agreement with Justin Gross of Big River Grill for leasing Walnut Park over the summer at a rate of \$600 per month and annual increases at the CPI rate with other terms the same as the original agreement for council review and discussion. Councilmember McCaskell questioned if any other business has asked to lease the site and was advised one other entity had and decided against it. Councilmember Rice suggested revitalizing the site and using it as an example of what the city could do for local parks.

MOTION to approve the agreement with Justin Gross, dba Bigger River Grill, LLC for leasing Walnut Park as presented was made by Councilmember McCaskell, seconded by Councilmember Lauser.

Attorney Muth noted a change would need to be made to the business name, as the lessee is Bigger River Grill, LLC.

Voting aye: Councilmembers McCaskell, Lauser, Johnson,

Voting nay: Councilmembers Cox, Rice.

10. 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) **Strategic Plan Status Updates** - City Administrator Leana Kinley and city staff presented updates on the 2022-2025 Strategic Plan in process.

- c) ***Housing Programs Report** for housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- d) ****Planning Commission Minutes** from the prior month were attached.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director

- i. Appeal of Planning Commission's Rock Cove Hospitality Decision, the hearing is next week. He expects a decision within 30 days by Shoreline Board decision. The sole issue remaining to be determined is if the city complied with the Shoreline Master Program and the Shoreline Management Act.
- ii. A pre-school application for a Conditional Use Permit was denied due to being out of harmony and a public safety concern. He is anticipating an appeal.
- iii. Critical areas ordinance update is due. Mandated by state, so funds have been provided for work. It covers regulations that address frequently flooded areas, wetlands, and other sensitive habitat areas.
- iv. Received notice from Department of Natural Resources regarding the tree preservation grant received. The city is working to retain its tree canopy by removing conflicts with utilities to reduce fire hazards.
- v. Downtown parking plan getting ready. No ordinance amendments prepared yet. Data is helpful for Public Works in determining loading zones, painting of intersections, etc.
- vi. Lasher Street project received an \$800K legislative appropriation. A Community Development Block Grant is being sought to help fund expansion of the project to include additional sidewalks and fire hydrants, plus a full rebuild of Lasher Street. Closing the elementary school will not affect current funds. Routes go to the school as well as downtown and the fairgrounds.

b) Carolyn Sourek, Public Works Director

- i. Public Works is continuing to address long-term water supplies. A recent pump test demonstrated 612 gallons per minute over 12 hours. Low pH will need to be corrected.
- ii. Lead and copper testing on water lines is taking place. An inventory of consumer and provider service lines in city is taking place with state technical help. There are 800 lines, 300 are not lead. Of the remaining 500, 20% need to be identified as non-lead in order to project remaining 80% as non-lead.
- iii. Wastewater projects: fairground pump station project is advancing. Kanaka Creek pump station is also moving along. Cascade pump station had a change condition, as an unknown storm water outfall was discovered. Estimated cost of \$20K to address.
- iv. Waste Water Treatment Plant: work is moving along, lab remodel is main work item. Becoming a certified lab will allow in house testing.
- v. Pipe inspection: cleaning and repairs taking place.

- vi. Stormwater: outfall located under railroad tracks is rotten.
- vii. Streets: way-finding signs are being repainted.
- viii. Several sick/dying Second street trees removed.
- ix. Dan Black, local driving instructor contacted the City of Stevenson PWD regarding curb painting on Leavens Street intersections.
- x. Equipment: new fleet vehicle purchased \$73K, came in under budget. Two fleet vehicles were surplus and went to Port of Skamania. There are challenges with locating other equipment.
- xi. Staff: Public Works week, wear orange. Thank workers for their work.
- xii. Working with Chinedere developer re issues: groundwater management, crosswalk repairs, painting, and a major water line issue needs addressing.

c) Leana Kinley, City Administrator

- i. Retreat follow up, do you want it on next agenda or hold another special meeting? It was agreed to have it on the June 2024 City Council agenda.
- ii. June 27th, an affordable housing discussion is scheduled.
- iii. With the additional workload for the fire district and creation of a Transportation Benefit district, City Administrator Kinley briefly discussed with the City Council possible approval of consultant to help with the fire district's ballot measure. Councilmember Cox suggested the Fire District perform the work.

Community Development Director Shumaker highlighted City Administrator Leana Kinley's work in organizing, funding and managing the years of work on the pump station projects and the Waste Water Treatment Plant.

12. VOUCHER APPROVAL: Vouchers were presented for council review and approval:

- a) ****April 2024 payroll and May 2024 AP checks** were audited and a presented for approval. April payroll totals \$140,131.12 which included EFT payments. May 2024 AP checks 17776 thru 17838 total \$1,045,153.88, 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 McCaskell, seconded by Councilmember Lauser.

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

13. MAYOR AND COUNCIL REPORTS: none

14. ISSUES FOR THE NEXT MEETING

- a) A list of items staff is working on for future meetings was attached.

15. FINAL PUBLIC COMMENTS:

>None received

16. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:25 p.m.

Scott Anderson, Mayor

Date