

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 21, 2022
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.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell, Annie McHale, Paul Hendricks.

Staff attending: City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, City Attorney Ken Woodrich.

Guest presenters: Marlon Morat, Skamania County Building Inspector

Public attendees: Elizabeth Galloway and others unidentified.

2. **PUBLIC COMMENTS:**

Mayor Anderson called for public comments. None were presented.

3. **CHANGES TO THE AGENDA:**

- a) **4/21 changes include:** Addition of staff report for sewer plant update (item 6a), Removal of facilities maintenance services agreement (item 7a), Addition of engineer's recommendation for contract award (item 8c), Addition of Sheriff Department 2021 training report (item 9a), Addition of Fire Department report (item 9e), Addition of City Administrator staff report (item 10c), Addition of Vouchers (item 11a)

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

- a) **Water Adjustment** - Kristopher Wright (meter no. 900024) requested a water adjustment of \$460.86 for a water leak which they have since repaired.
- b) **Liquor License Application** - Columbia Gorge Interpretive Center
- c) **Liquor License Renewals** - Walking Man Brewing, LLC
- d) **Special Occasion Liquor License Application** - Choice Charities at the Skamania County Fairgrounds on June 24 from 5 pm - 11 pm and June 25 from 10 am - 11 pm. 1 2
- e) **Special Occasion Liquor License Application** - Skamania County Chamber of Commerce on May 7th from 12 pm-5 pm at: Fairgrounds Exhibit Hall, Farmers Insurance, Moon River Home and Living, North Bank Books, A&J Market, IQ Credit Union, Columbia Hardware and Skamania County Skates.
- f) **Approve Appointment of Tom Sikora to Lodging Tax Advisory Committee**
- g) **Approve Appointment of Valerie Hoy to the Boundary Review Board**
- h) **Acknowledge Final SMP Document after Ecology Approval - Community Development Director Ben Shumaker** presented the final Shoreline Management Program document correcting scrivener's errors and including Ecology's final approval. The effective date was April 18th, 2022.
- i) **Approve Contract for Farmers' Market Support - City Administrator Leana Kinley** presented the attached contract with the Stevenson Downtown Association to provide \$10,000 of reimbursable support to the Farmers' Market as discussed during the 2022 budget process.

j) **Stevenson City Council Meeting Minutes** of March 17, 2022.

MOTION to approve consent agenda items a-j made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Skamania County Public Works** - Skamania County Building Inspector Marlon Morat updated council on building inspection services as per the interlocal agreement.

6. SITUATION UPDATES:

a) **Sewer Plant Update (1)** - Staff presented an update on the Stevenson Wastewater System and Compliance Schedule.

- i. **City Administrator Kinley** reported the Wastewater Treatment Plant current operations.
- ii. **Public Works Director Sourek** updated the Council on construction projects along Loop Road and Rock Creek.

Another change order is expected due to the discovery the storm water pipe is deteriorating and material is being washed into the sewer trench. Excess water in the construction sites caused by large amounts of rainfall is causing filtering issues at the WWTP due to mud and soil particulates.

7. UNFINISHED BUSINESS:

a) **Approve Interlocal Agreement for Facilities Maintenance Services** - The City of Stevenson is waiting on the Port of Cascade Locks attorney to approve the interlocal agreement regarding the shared maintenance position. The POCL is also reviewing the job description with some changes forthcoming.

8. COUNCIL BUSINESS:

a) **First Reading Ordinance 2022-1182 Amending Comprehensive Plan - Community Development Director Ben Shumaker** presented and explained the staff memo and draft ordinance 2022-1182 amending the city's comprehensive plan. Public hearings for this revision are being held at the Planning Commission level. As this is a first reading no action by the Council is required.

Schumaker also described the Planning Commission's work on a policy change to reduce front yard setbacks in the public use and recreation district to 10' from the current 25'. Street side setbacks in the PR district are already 10'. They expect to make a decision at the May 9th, 2022 Planning Commission meeting. Shumaker shared a draft recommendation to the City Council for possible consideration at the May 19th, 2022 Council meeting.

b) **Approve Waiving Back-Billing for Billing Discrepancy - City Administrator Leana Kinley** presented and explained staff memo regarding a back-billing waiver request for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION to approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$13,285.85 made by **Councilmember McHale**, seconded by **Councilmember Johnson**.

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

c) **Award Wastewater Treatment Plant Construction Contract (1) - City Administrator Leana Kinley** presented the apparent low bidder Stellar J for award of the wastewater treatment plant construction contract for an amount of \$10,342,431.00 upon confirmation from the Department of Ecology. She reported the bid had been reviewed by the Department of Ecology. No bid protests were received.

MOTION to award the wastewater treatment plant construction contract to Stellar J for an amount of \$10,342,431.00 made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

d) **Approve Change Order 1 for the Main D Extension Project (1) - City Administrator Leana Kinley** presented and explained the Crestline contract change order 1 for the Main D extension project in the amount of \$8,850 excluding sales tax and an additional 12 calendar days for resetting two monuments which may be disturbed, and increasing the number of sewer manholes to correct a discrepancy between the contract plans and the bid schedule for council consideration.

MOTION to approve change order 1 for the Main D construction project in the amount of \$8,850 excluding sales tax and an extension of 12 calendar days as presented was made by **Councilmember Johnson**, seconded by **Councilmember McHale**.

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

e) **Approve Type D Right of Way Permit for 1030 Ryan Allen Road - Public Works Director Carolyn Sourek** presented and explained the request for a Type D long-term use of the city right of way for a fence at 1030 Ryan Allen Road for council consideration.

MOTION to approve the Type D right of way permit for 1030 Ryan Allen made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

f) **Approve Internal Equipment Rates - City Administrator Leana Kinley** presented and provided details on the attached resolution revising the rates billed internally for vehicle and equipment usage for council consideration.

MOTION to approve resolution 2022-394 adopting interdepartmental rates for equipment services made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

- g) Select Lower Columbia Fish Recovery Board Candidate - City Administrator Leana Kinley** presented the two candidates for Council to choose from to represent the Southwest Washington Cities.

MOTION to select Brian Wood as the City of Stevenson's candidate for Southwest Washington Cities representative to the Lower Columbia Fish Recovery Board made by **Councilmember McHale**, seconded by **Councilmember McCaskell**.

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

9. INFORMATION ITEMS presented for Council review:

- a) The Skamania County Sheriff's** report for activity within Stevenson city limits for the prior month. Additional detail regarding staff training for 2021 was also enclosed.
- b) Skamania County Chamber of Commerce** activities conducted in the prior month.
- c) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- d) Stevenson Planning Commission Minutes** from March 2022
- e) Stevenson Fire Department's** report of activities during March 2022.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director –**
 - i. The Planning Commission is reviewing two amendments to the comprehensive plan-the one for the Shoreline Management Program and one submitted by city staff in 2018.
 - ii. The Stewards of Success sub-committee has been meeting to review and recommend action on the draft downtown plan that was developed in the summer of 2019. They are expecting The Streatery (outdoor street-side seating for local restaurants) to open on Memorial Day.
 - iii. Pending grants-one for Safe Routes to Schools for sidewalks to/from Cascade Village; one for bike and pedestrian access for the Overlook project, and one for shoreline trail grant planning.
- b) Carolyn Sourek, Public Works Director**
 - i. WWTP construction work is about to begin.
 - ii. Training for the staff for WWTP Operations is in progress.
 - iii. Kudos to the PW staff for quickly repairing a large waterline break along Rock Creek Drive.
 - iv. She is considering the use of GIS mapping to help create an inventory of assets and develop a method of assessing street and road conditions for planning purposes.
 - v. She attended the American Public Works Association conference and is looking into gaining accreditation for Public Works and for the WWTP lab.
 - vi. The DOE granted permission to use goldfish in the Stevenson WWTP, but the fish did not survive due to cold weather.
- c) Leana Kinley, City Administrator**
 - i. The upcoming council retreat on May 27 & 28th will be facilitated by Hart Associates for a contract amount of \$12,000.

- ii. The Diversity, Inclusion and Equity workshop will be held June 7th, 2022, from 6 to 8 p.m. This will be an open public meeting.
- iii. The August 2022 Council meeting was rescheduled to August 11th due to the Skamania County fair.
- iv. The first public hearing for the annual review of the Transportation Improvement Program (TIP) will be held at the May 2022 Council meeting.
- v. **Councilmember Cox** asked about fireworks. **City Administrator Kinley** explained a use ban is being looked at via the county level.

11. VOUCHER APPROVAL:

- a) *March 2022 payroll and April 2022 AP checks have been audited and are presented for approval. March payroll checks 15890 thru 15895 total \$101,256.85 which includes EFT payments. April 2022 AP checks 15896 thru 15970 total \$254,954.08, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION to approve vouchers as presented made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

12. MAYOR AND COUNCIL REPORTS:

- a) **Councilmember Cox**
 - i. Soil and water samples were taken along Foster Creek/Ryan Allen/Rock Creek to determine the nature of the orange material seen in the roadside water. The lab results are pending.
- b) **Mayor Anderson**
 - i. Saturday, April 23rd will be Spruce Up Stevenson Day from 9 a.m. to noon. Volunteers are asked to bring tools.
 - ii. The Downtown Association is busy with workshops on strategic planning and economic vitality.
 - iii. Downtown business ribbon cuttings have been taking place.
 - iv. Riverview Bank donated \$5K to the Stevenson Downtown Association.

13. ISSUES FOR THE NEXT MEETING: None

14. EXECUTIVE SESSION:

Council convened into Executive Session at 7:45 p.m. for 15 minutes under RCW 42.30.110(1) to discuss with legal counsel representing the agency matters relating to agency enforcement actions.

Council came out of Executive Session at 8:00 p.m. No further action was taken.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:01 p.m.

Scott Anderson, Mayor

Date