

**DRAFT MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**February 17, 2022**  
**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, 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.  
Staff attending: City Administrator Leana Kinley, Community Development Director Ben Shumaker.  
Others attending included City Attorney Ken Woodrich.  
Public attendees: Bernard Versari, Chuck Oldfield, Mary Repar, Robert Keese, Katie Simpson

2. **CHANGES TO THE AGENDA:** [The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].

- a) **2/15 changes include:** Addition of Covenant for the Wastewater Collection System Improvement Project (item 8d); Addition of Fire Department Strategic Plan Agreements (item 8f); Addition of Interlocal Agreement with Stevenson Community Pool District (item 8g); Addition of SR Zoning Code Amendment - Initial Presentation (item 8h); Addition of Fire Department Report (item 9e); Addition of Vouchers (item 11)
- b) **2/16 changes include:** Revision of Interlocal Agreement with Stevenson Community Pool District (item 8g); Addition of Red Cross Proclamation (item 8i); Addition of Stevenson Downtown Association Report (item 9f)

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

- a) **Approve Resolution 2022-391 Banking Authorization - City Administrator Leana Kinley** presented resolution 2022-391 updating the banking authorization by removing former **Councilmember Robert Muth** and adding **Councilmember Dave Cox** for council consideration.
- b) **Approve Contract Amendment with Exigy LLC** - The attached contract amendment with Exigy LLC extended the contract through December 31st for a public workshop on diversity, equity and inclusion due to the recent rise in COVID cases, as discussed at the January 20th council meeting.
- c) **Skamania County Prosecuting Attorney Agreement - City Administrator Leana Kinley** presented the 2022 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2021 contract.
- d) **Water Adjustment** - Windermere Property Management (meter No. 106900) requested a water adjustment of \$1,000.00 for a leak with they have since repaired.

- e) **Water Adjustment** - Gary Dunphy (meter No. 809400) requested a water adjustment of \$209.65 for a leak which they have since repaired.
- f) **Liquor License Renewal** - A&J Select Market.
- g) **Minutes** of January 20, 2022 Council Meeting.

**MOTION** to approve consent agenda items a-g as presented made by **Councilmember Cox**, seconded by **Councilmember Hendricks**. **Mayor Anderson** elected to use roll call voting due to remote attendance by some Councilmembers.

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

#### 4. **PUBLIC COMMENTS:**

- >Chuck Oldfield provided comments opposing the proposed SR Zoning Code Amendments reducing front and side yard setbacks. He provided a letter with his points to be included with the minutes.
- >Robert Kessee spoke in favor of the zoning change.
- >Katie Simpson spoke in favor of the zoning change proposal.
- >Mary Repar offered comments and suggestions on addressing affordable housing.

**Mayor Anderson** responded that affordable housing has been identified as a priority and is discussed regularly.

#### 5. **PUBLIC HEARINGS:**

- a) **Shoreline Management Program Amendments - Community Development Director Ben Shumaker** presented and explained the required and recommended changes to the Shoreline Management Program issued by the Department of Ecology for public comment and council discussion. He provided a brief history and timeline of the SMP to Councilmembers and detailed the next steps that need to be taken.

Additional documents can be found on Ecology's website at <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/State-approved-Shoreline-Master-Programs/Stevenson> and the documents regarding the city's initial approval can be found in the December 20, 2018 council meeting packet on the city's website [ci.stevenson.wa.us](http://ci.stevenson.wa.us).

The public hearing opened at 6:15 p.m.

**Community Development Director Ben Shumaker** directed to the staff report beginning on page 23 of the meeting packet regarding DOE's conditional approval of the city's Shoreline Management Program. The Shoreline Advisory Committee will schedule a meeting within the next month to review and determine which recommendations to include in the program, with final adoption to be made by the City Council. DOE has issued both requirements and recommendations to the program.

In response to **Councilmember McHale's** questions regarding public input, he provided details on the steps taken to advertise the public hearing and to invite public comment and review. He added the SMP covers anything within 200' of Rock Creek, Rock Cove, the Columbia River and areas adjacent to Ash Lake if the city ever annexes land there.

Public Comment:

>Bernard Versari - Technical difficulties prevented his comments from being heard.

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

Further discussion took place by the Council. **Councilmember Cox** received information on how the program establishes goals that can be used when reviewing proposals and plans for public access.

No action was required by the City Council.

## 6. SITUATION UPDATES:

- a) **Sewer Plant Update (1) - City Administrator Leana Kinley** presented an update on the Stevenson Wastewater System and the Compliance Schedule. Devin Groom has been newly hired as the Stevenson WWTP operator. He already holds Level 1 certification. He is working with the state of Washington to get a designation as an Operator-In-Training level 2. He is on board to ensure in-house testing, which will save time and money. Other open public works positions have been filled.

She is reviewing the Main D extension bids which came in on February 16<sup>th</sup>. It appears Crestline is the low bidder, coming in just over \$10K higher than the original engineer's estimate.

The WWTP project went out to bid on Wednesday. There will be a pre-bid meeting in Mid-March to demonstrate soil and the de-watering situation. The final bids are due March 30<sup>th</sup>, 2022 with construction set to start in June.

The new Public Works Director is Carolyn Sourek and will begin March 14<sup>th</sup>, 2022.

Insta-pipe is wrapping up the slip lining and repairs on School Street.

The Gant chart has been updated regarding the various construction projects taking place. Construction on the lift station for Rock Creek will start in April.

## 7. UNFINISHED BUSINESS:

- a) **Discuss TextMyGov Proposal - City Administrator Leana Kinley** presented the proposal from TextMyGov for communication services with an initial set-up fee of \$1,200 and annual cost of \$3,000 for council discussion and consideration. She provided information on the intended usage of the system to enhance communication regarding routine city matters, and answered question regarding records retention, accessibility and data backup.

**MOTION** to approve the proposal from TextMyGov for communication services as presented for an initial fee of \$1,200 and an annual cost of \$3,000 made by **Councilmember McCaskell**, seconded by **Councilmember McHale**.

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

## 8. COUNCIL BUSINESS:

- a) **Approve Resolution 2022-393 Revising Purchasing Policy - City Administrator Leana Kinley** presented and explained a staff memo and resolution 2022-393 revising the purchasing policy for council review and consideration. She noted the recent audit had identified the policy regarding procurement as one that needed to be updated. **Councilmember Cox** stated he had reviewed the change and reported the change would provide more flexibility for city staff.

**MOTION** to approve resolution 2022-393 revising the purchasing policy and repealing resolution 227 in its entirety made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

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

- b) **Approve Contract Extension with WSP - City Administrator Leana Kinley** presented and explained the reasons behind the contract extension with WSP for the design phase of the First Street Overlook project. This provides a path forward on the project. It is separate from the ROW turn-back agreement, so it requires design changes and updated cost estimates.

The City is working with WSDOT on the design revision and will need to reapply for the grant to complete the construction phase. A geotech report has provided on the retaining wall and road condition and **City Administrator Kinley** related she would have the new Public Works Director review it and make any decisions needed.

**MOTION** to approve the contract extension with WSP as presented was made by **Councilmember McHale**, seconded by **Councilmember Cox**.

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

- c) **Approve WW Collection System Phase 1 Project Change Orders - City Administrator Leana Kinley** presented and provided details on the construction change orders 1 and 2 for the 2021 Wastewater Collection System Improvements Project.

**Change order 1** removes contractual language regarding commencement start date due to the change in contract date stemming from supply chain issues and concerns with seasonal rainfall. The project will start in April 2022 rather than the fall of 2021.

**Change order 2** is related to moving the lift station location slightly to allow building access, revising access hatch frames, and modifying the bridge crossing for an overall reduction in the amount of \$7,621.93. The total revised contract amount will be \$1,932,275.86.

**MOTION** to approve the 2021 wastewater collection system improvement project change orders 1 and 2 in the combined amount of a \$7,621.93 reduction for a revised total contract amount of \$1,932,275.86 was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

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

- d) **Approve Covenant of Purpose Use and Ownership - City Administrator Leana Kinley** presented and explained a 20-year covenant of purpose, use and ownership with the Economic Development Administration for the 2021 Wastewater Collection System Improvement project. This requirement is from the EDA. It essentially places a 20 year restriction on selling, leasing, mortgaging or otherwise changing the City's interest in the property.

**MOTION** to approve the 20 year covenant of purpose, use and ownership with the Economic Development Administration for the 2021 Wastewater Collection System Improvement project was made by **Councilmember McHale**, seconded by **Councilmember Johnson**.

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

- e) **Approve WWTP Improvements Phase I Major Equipment Procurement Revised Contracts (1) -City Administrator Leana Kinley** presented and provided details regarding two contracts with changes outside of what was already approved at the January 5th special council meeting.

APSCO updated their delivery date and has additional language in the contract.

Another contractor has been found non-responsive as the proposed delivery date is not acceptable. The alternate bidder on the item, Lakeside, will be awarded the project. The initial memo on the bid is included for reference as well as a copy of their contract modification requests, which are acceptable to City staff, consultants and attorney.

A third contract with Aquarius was expected ahead of the council meeting, but was not received due to limited time. City Administrator Kinley received an email from them summarizing the information from the intended contract with specific changes on schedule changes, performance bonds and payment arrangements. City Attorney Woodrich advised that performance and payments bonds are typically not needed for equipment or material purchases. He also noted the contract has already been approved, and the intended action is to allow the Mayor to act on the modifications.

**MOTION** to approve and authorize the Mayor to sign the revised equipment procurement contracts for the WWTP phase 1 as follows:

- Section 43 25 00 Submersible Screw Centrifugal Pumps with APSCO/Trillium in the amount of \$85,522.42, a delivery date of 294 days rather than 154 days, and additional contract language on page 10;
- Section 46 23 00 Grit Removal Equipment with Lakeside in the amount of \$161,485.38, a delivery date of 180 days rather than 154 days, with revised indemnification language and the final two payments will be paid within 270 days of the delivery date;
- Section 46 51 33 Fine Bubble Diffusers-Paragraph 1.05.B New Aeration Basin and Alternate 1: Section 46.51.33 Fine Bubble Diffusers; Paragraph 1.05.C Oxidation Ditch with Aquarius in the amount of \$90,037.20 with the removal of the requirement for performance and payment bonds, the schedule as mutually agreed upon by Buyer and Seller (no changes necessary to the current schedule), and under “Article 5-Assignment of Procurement Contract” payment to Seller shall not be contingent upon payment by others.

was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

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

It was agreed to bring the full Aquarius contract back to the Council at the March 17, 2022 meeting for ratification.

- f) **Approve Fire Department Strategic Plan Agreements - City Administrator Leana Kinley** presented the staff memo, the Participating Agency Endorsement and Authorization for NPPGov, and the Personal Services Contract with Emergency Services Consulting International (ESCI) for consultant services to conduct a Strategic Plan for the Stevenson Fire Department and Skamania County Fire District 2 for council review and consideration. There were two motions to consider.

She noted the recently authorized change to the procurement policy provides for approving inter-governmental co-op agreements. This allows the City to issue contracts without having to go to bid for certain services. \$20K has been budgeted for the Strategic Plan for the Stevenson Fire Department and Skamania County Fire District 2. The contract as presented is not to exceed \$16,350.

**MOTION** to authorize **City Administrator Leana Kinley** to sign the Participating Agency Endorsement and Authorization for participation in National Purchasing Partners (NPPGov) Intergovernmental Cooperative Purchasing Agreement on behalf of the City of Stevenson was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

**MOTION** to approve the Personal Services Contract with ESCI in the amount not to exceed \$16,350 was made by **Councilmember Johnson**, seconded by **Councilmember McHale**.

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

- g) **Approve Interlocal Agreement with Stevenson Community Pool District – City Administrator Leana Kinley** presented and explained the interlocal agreement with the Stevenson Community Pool District for a 2-year \$40,000 loan at 2% interest to help facilitate opening the pool as proposed by Paul Spencer at the January 20, 2022 council meeting for council review and consideration.

**Mayor Anderson** provided information on the past history regarding the City’s financial support of the pool, and the Pool District’s request regarding the loan agreement.

**MOTION** to approve the interlocal agreement with the Stevenson Community Pool District for a two-year \$40,000 loan at 2% interest was made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

- h) **Initial Presentation of SR Zoning Code Amendments - Community Development Director Ben Shumaker** presented and explained the staff memo regarding requested zoning code amendments in the SR district for setback caveats and a draft ordinance for council review. The Stevenson Planning Commission held a public hearing on Monday February 14<sup>th</sup>, 2022 on the matter and their recommendations for council approval are incorporated into the draft ordinance.

He provided additional details on the work the Planning Commission had done since October of 2021, and the efforts made to invite public input on the matter. The change would allow property owners to place small sheds or outbuildings nearer their property lines in the SR Suburban Residential District District. (Small = less than 12’ height and less than 200’<sup>2</sup>.)

He noted there had been opposition within the Planning Commission but a majority vote had agreed to recommend the proposed change. **Councilmembers Cox and Johnson** expressed appreciation for the work of the Planning Commission. It was agreed to consider the issue for a final vote at the March 2022 Council meeting.

- i) **Approve Proclamation** Recognizing March 2022 as Red Cross Month - **Mayor Scott Anderson** presented proclamation 2022-01 recognizing March 2022 as Red Cross Month for council consideration.

**MOTION** to approve proclamation 2022-01 recognizing March 2022 as Red Cross Month was made by **Councilmember McHale**, seconded by **Councilmember McCaskell**.

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

**9. INFORMATION ITEMS: The following items were presented for council review:**

- a) **Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County in January 2022.

- b) **Skamania County Chamber of Commerce** Activities in January 2022.
- c) **Financial Report - City Administrator Leana Kinley** presented the initial Treasurer's Report and year-to-date revenues and expenses through January 2022. The beginning balances have not been entered as 2021 is not closed out.
- d) **The Skamania County Sheriff's report** for activity within Stevenson city limits for January 2022.
- e) **The Stevenson Fire Department's report** for January 2022.
- f) **Stevenson Downtown Association Activities conducted during 2021.**

#### 10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director** - He expressed appreciation the Shoreline Management Plan will help the Planning Department be more proactive with public access issues.

Columbia Avenue Project is progressing. Some contamination was found on the vacant property at the corner of Columbia and Second Street. Outreach to adjacent landowners regarding having the city conduct testing for contamination on their property is taking place. The public ROW will also be sampled.

Chinidere is doing initial preparatory work before site grading takes place in April 2022. More than 50 lots will be available depending on how they release them for sale. He advised there will be new road connections in the area.

Getting ready for summer construction projects, with pre-application meetings taking place.

- b) **Leana Kinley, City Administrator** provided a brief update on the recent traffic study, noting a feasibility study is looking at different intersections along SR 14.

The Port of Cascade Locks is looking for a letter of support from the City of Stevenson concerning a seismic upgrade to the Bridge of the Gods. The POCL is asking the State of Washington for half the costs of the upgrade. A potential source of the funds would be from the infrastructure package recently passed in Congress. Councilmembers agreed to have **Kinley** create a Doodle Poll to determine a meeting time so Councilmembers could hear more about the project and proposal. She will mail out a one-page document with some further information on the proposal as well.

Repair of a water leak behind the High School stadium is delayed because parts are not available.

Vandalism occurred at the city shop, with windows broken out of some vehicles. A police report is in progress.

Bill Sexton has been hired as the new utility maintenance worker for Public Works. He has a CDL.

A Request for Proposals is going out for engineers to design and manage the Loop Road and Vancouver water line project scheduled to be done summer of 2022.



An insurance audit will take place beginning in March 2022. It will review personnel policies and procedures.

No federal audit will take place this year as the projects set to take place in 2021 were delayed.

She will contact Adam Kick, Skamania County's Prosecuting Attorney to get the contracts finalized for the Park Plaza project.

**11. VOUCHER APPROVAL:**

- a) **January 2022 payroll and February 2022 AP-** checks have been audited and are presented for approval. January payroll checks 15753 thru 15758 total \$78,541.32 which includes EFT payments. February 2022 AP checks 15759 thru 15822 total \$259,043.50. The AP check register with fund transaction summary is attached for review.

**MOTION** to approve the vouchers as presented was made by **Councilmember McHale**, seconded by **Councilmember Cox**.

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

**12. MAYOR AND COUNCIL REPORTS:**

**Councilmember Cox** thanked the Council for the letter sent to the County Commissioners regarding the additional water sampling along Rock Creek.

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

**Councilmember McHale** asked if the Sheriff's Office had provided the list of deputies that completed required annual training. **City Administrator Kinley** reported they had not, but she would make the request and have it available for the March 2022 Council meeting.

**Councilmember Cox** met with Fire Chief Farris regarding the firehall project.

**Mayor Anderson** reported the Stevenson Downtown Association applied for a grant through Burke Consulting. They were selected to work as a hub group on a downtown Strategic Plan.

**14. ADJOURNMENT - Mayor Anderson** adjourned the meeting at 7:29 pm.

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Scott Anderson, Mayor

Date

## An Unnecessary Change

Setback requirements, as outlined in City Table 17.15.060-1: Residential Dimensional Standards, currently in place for the city of Stevenson's SR Zoning District provide for the following:

Front: 30 ft.

Side, Interior: 15 ft.

Side, Street: 20 ft.

Rear, Interior Lot: 20 ft.

Rear, Through Lot: 20 ft.

There are no further notations nor caveats for these dimensional standards.

All lots currently in the Hidden Ridge development (which fall in the city's SR Zoning District) range in size from .34 to .59 acres. These are substantial lot sizes for residential development. The intent of adopting the city's dimensional standards currently in place for our development was to ensure a quality standard that would negate development and intrusion both physically and visually of buildings that would take away from the aesthetic quality and appearance of our neighborhood. We have all known (or should have known) the dimensional provisions and restrictions of our respective lots, and have planned our own personal construction accordingly. My wife and I spent a great deal of time and money making these provisions in order to comply with the city's requirements...We have met all setback requirements both in terms of the construction of our home and the shed that we placed on the property. Rather than placing a substandard work shed in full view of our neighbors, we planned and spent enough money to make sure it was constructed of appropriate materials and finishes to be consistent with our development's CCR's.

These paragraphs are to be summarized:

**12.1. Building Materials.** The exterior of all construction on any Lot shall be designed, built, and maintained in such a manner as to blend in with the natural surroundings and landscaping within the Property. All homes and other structures, including but not limited to storage sheds, play areas, or decks, constructed on each Lot shall comply with the following provisions:

**12.1.1. Materials of Construction.** All structures shall be built of new materials, with the exception of "decor" items such as used brick, weathered planking, and similar items. The ACC will determine whether a used material is a "decor" item. In making this determination, the character of the Property, and whether the material would add to the attractive development of the subdivision will be considered.

**12.1.2. Roofing Materials.** Roofing materials shall be composition or metal standing. Asphalt composition roofing of 400 pound rating or heavier will be considered acceptable if meeting the appearance criteria. Samples of roofing materials shall be submitted to the ACC for approval prior to proceeding with replacement. The ACC will maintain a list of approved materials meeting the above criteria, which will be provided to homeowners upon request.

**12.1.3. Siding and Trim.** All siding, and trim are to be wood or cementous fiber board (such as CertainTecd® or HardiPlank®) or alternative materials that have the appearance of wood. Vinyl siding will not be acceptable. Samples of siding materials shall be submitted to the ACC for approval prior to proceeding with replacement. The ACC will maintain a list of approved materials meeting the above criteria, which will be provided to homeowners upon request.

**12.1.4. Masonry.** All visible masonry shall be cultured stone, brick or stucco.

12.1.5. Exterior Colors. Exterior colors including siding, trim, eaves, and roofing must be approved by the ACC. Exterior trim, fences, doors, railings, decks, eaves, gutters, and the exterior finish of garages and other accessory buildings shall be designed built and maintained to be compatible with the exterior

We met all these requirements and stipulations willingly with the understanding that by doing so, we would preserve the nature and ensure the ambiance of our neighborhood for years to come.

I am sorry that some did not take these matters into consideration in planning their living spaces, but to change these stipulations now only rewards initial disregard and eliminates the enjoyment of a quality of life for existing properties that chose to comply with these requirements.

The existing setback requirements for the SR Zone are not onerous and do not impede the utility of one's property. It simply means that people who choose to place a shed in their back yard will need to choose a location closer to their home structure rather than imposing it on their neighbor. Simply putting it in the back corner of a lot may be more aesthetically pleasing to the homeowner, but not necessarily to a neighbor who otherwise has little to no choice in its placement.

My father once had a neighbor who liked to park his work truck in front of my dad's house instead of his own. When my father asked why he did so, he replied, "The truck doesn't look very good parked in front of my house." ...to which my father replied, "It doesn't look any better parked in front of my house."

If this zoning change takes place in conjunction with other existing city provisions, any homeowner can place as many as 4 outbuilding structures all in a row within 5 feet of any existing property line.

Rather than throwing the baby out with the bath water, I would like to suggest that existing setback regulations stay in place and for City Council and Planning to make a provision for home owners to get an exemption or waiver with the signed consent of any affected neighbor.

Making this change with no regard to the initial intent of this zoning nor any regard for those who have adhered to its requirements, would only codify the indifference others will have going forward in the development of our residential communities.

As an aside, I might remind our city council that well maintained and thoughtfully planned neighborhoods make our city a desirable place to live, maintain property values, and thereby ensure future city revenues. Our city is at a nexus in terms of its growth, and we need to start asking ourselves the question as to what kind of a city we want to live in as it develops and changes.

Respectfully submitted,  
Chuck Oldfield  
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Stevenson, WA 98648