

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 21, 2023**  
**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:

Elected Officials: Mayor Scott Anderson, Councilmembers David Wyatt, Michael Johnson, Dave Cox, Kristy McCaskell.

Staff: City Administrator Leana Kinley; Community Development Director Ben Shumaker; Public Works Director Carolyn Sourek, Deputy Clerk/Treasurer Anders Sorestad; City Attorney Robert Muth.

Guests: Skamania County Undersheriff Tracy Wyckoff, Skamania County Sheriff Summer Scheyer.

Public Participants: Mary Repar, Ezra Hammer, Rick Jessell, Tina Van Pelt, Pat Rice, Dave Prosser, Wes Houston, Neil Collins, Perry Colburn and other members of the public.

**Mayor Anderson** announced the first hour or so of the meeting would be devoted to a workshop on the potential sewer ordinance change.

**Public Works Director Carolyn Sourek** introduced herself and related information regarding the purpose of and reasoning behind the proposed changes. Attendees were encouraged to view the maps provided and discuss the options.

**2. WORKSHOP ON PROPOSED SEWER ORDINANCE:**

a) **\*Proposed Ordinance Changes to SMC 13.08 Sewer and Pre-treatment:** Staff provided background and an overview of the changes proposed as modified based on the August 24th council workshop, describe the workshop process and be available for questions. Enclosed was:

- a copy of the flyer distributed to residents the state policy regarding the requirement to connect to the public sewer system
- a description of Urban Reserve and a copy of the future land use map
- a map on the sewer system and affected parcels
- a copy of a workflow for moving through how or when a property owner may be impacted by this change
- a copy of the revised ordinance proposal a 2008 memo from the City Attorney regarding the connection requirement
- a staff memo on financing options and associated attachment

Staff is working on a map with lines indicating recent and planned sewer main line extensions which may be presented prior to or at the meeting. A summary of the impact and a list of some general questions answered can be found on the city website at <https://www.ci.stevenson.wa.us/publicworks/page/proposed-sewer-ordinance>.

**3. RECESS:** A recess was called at 6:55 in order to reorganize the room for the business meeting.

Meeting resumed at 7:05

**4. PUBLIC COMMENTS:**

> Perry Colburn commented on the City's contract with the Skamania County Sheriff's Office.

**5. CHANGES TO THE AGENDA:**

a) \*9/20 changes include:

- Revised the workflow, revised the map of affected areas, added a staff memo on financing options and a memo from the city attorney in 2008 regarding the legality of the proposed changes to the Workshop (item 2a)
- Revised Memo regarding Law Enforcement Contract (item 7b)
- Revised the Ordinance to include language for adoption, with no changes to chapter 13.08 and added public comments received (item 9a)
- Added Resolution 2023-418 Findings of Fact to the packet (item 10a)
- Added the Staff Memo and associated Budget documentation (item 11d)
- Added the September Financial Report (item 12b)
- Added the Homeless Housing Council Report (item 12c)
- Added report on contracts over \$10k administratively approved (item 12d)
- Addition of vouchers (item 14a)

b) \*\*9/21 changes include:

- Added additional public comments received (item 9a)

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

- a) **Liquor License Renewal** - El Rio Texicantina
- b) **Special Occasion Liquor License Application** - Rock Creek Hegewald Center on October 8th from 3pm to 9pm for the Skamania Democratic Central Committee.
- c) **Waive Water Utility Charges of \$243.96 for Alice Niedert** - City Administrator Leana Kinley requested council waive water fees of \$243.96 for Alice Niedert (account 14020) that date back to 2016 when the meter was shut off. The charge is outside of our ability to collect.
- d) **Water Adjustment** - Kim Bernheisel (meter No. 703250) requested a water adjustment of \$1,000 for a water leak which they have since repaired.
- e) **Approve Resolution 2023-417 Revising the Personnel Policy** - City Administrator Leana Kinley presented the staff memo and resolution 2023-417 revising the personnel policy for council consideration.
- f) **Approve RCO Parks Plan Grant Agreement 22-2504 in the Amount of \$100,000** - City Administrator Leana Kinley presented a contract with the state Recreation and Conservation Office (RCO) for the Stevenson Comprehensive Parks and Recreation Plan in the amount of \$100,000, with no match required, for council consideration.

The city has contracted with DCG Watershed for the services related to this contract.

- g) **Minutes** of August 8<sup>th</sup>, 2023 regular meeting and August 14<sup>th</sup> and August 24<sup>th</sup>, 2023 special meetings.

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

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

## 7. 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. **Councilmember Cox** asked about call numbers including medical calls for the previous month. Undersheriff Wyckoff explained the calls involve having to use dispatch services.
- b) **Discuss Interlocal Agreement for Law Enforcement - City Administrator Leana Kinley** presented the attached staff memo and draft Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council discussion.

**Councilmembers Hendricks** and **Cox** met with Sheriff Scheyer and Undersheriff Wyckoff. The request presented included a \$150K increase in the contract over 2 years to bring it in line with communities with similar call volume. A number of reasons were cited for the increase in costs, including road closures for parades.

**Councilmember Cox** requested further negotiations and additional breakdown of calls received by the SO. It was determined to continue negotiations and to return to the contract discussion at the October 2023 City Council meeting.

## 8. PUBLIC HEARINGS:

**The Public Hearing was opened at 7:25**

- a) **Approve Chinidere Phase 2-3 Extension - City Administrator Leana Kinley** presented information on the request for the fourth amendment to the Development Agreement for the Chinidere Mountain Estates Subdivision. The property owners for phases 2-3 request a six-month extension of substantial completion of the infrastructure and the follow-up required of the Development Agreement due to the impact of supply chain issues. A copy of the third amendment is attached for comparison.
- Community Development Director Shumaker** suggested passage of the extension to keep the development moving toward the next phase.
- Ezra Hammer, representing the Chinedere extension applicants, provided details on the delays of materials. He noted they were very close to completion and the six month extension request was being made out of caution.

**The public hearing was closed at 7:28**

**MOTION** to approve the fourth amendment to the development agreement with Aspen Development, LLC for the Chinidere Mountain Estates Subdivision as presented was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

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

## **9. COUNCIL BUSINESS:**

- a) **First Reading SMC 13.08 Sewer Connection Requirements** - Staff presented a revised draft of SMC 13.08 Sewer and Pre-treatment based on feedback from the August 24th council workshop and feedback from the workshop earlier on the agenda for council discussion. The document has been updated to include ordinance language-no change to proposed chapter 13.08 have been made. Public Comments received on the topic have also been added to the packet.

Following a detailed discussion by Council, it was agreed additional information was needed regarding connection requirements, financing, clarification between publications, rate studies, future density and other points. Forming a committee with citizen participation was proposed for early 2024. Actual scheduling is TBD.

## **10. PUBLIC HEARINGS (cont.):**

- a) **Private Sewer System (Septic) Moratorium - City Administrator Leana Kinley** presented and explained resolution 2023-418 adopting the findings of fact related to the moratorium passed at the August 2023 Council meeting on the new construction, expansion, or replacement of private sewage disposal systems for public comment and council consideration.

If findings of fact are approved, a six month extension of the moratorium can be approved. It can be lifted by another moratorium. The current moratorium is in place for six months (from August 2023.)

### **The Public Hearing was opened at 7:58**

Rick Jessell, Tina Van Pelt, Neil Collins, Dave Prosser, Mary Repar, Pat Rice, and Wes Houston all provided comments in favor of lifting the moratorium. Costs of connections, mapping of existing septic systems to determine failures, alternative funding sources to pay costs, problems with landlocked parcels, etc. were all mentioned.

### **The public hearing closed at 8:21**

**MOTION** to approve resolution 2023-418 adopting the findings of fact related to the moratorium on the new construction, expansion, or replacement of private sewage disposal systems within the Urban Reserve or within 300 feet of the public sewer system was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Johnson, Wyatt**.

Voting nay: **Councilmembers Cox, McCaskell**.

**Mayor Anderson** broke the tie by voting aye.

## 11. COUNCIL BUSINESS (cont.):

- a) **Shoreline Public Access Plan - Community Development Director Ben Shumaker** distributed a resolution pertaining to the Stevenson Integrated Shoreline Access Plan. He also presented and explained parts of the Shoreline Access Plan as recommended by the Planning Commission for council consideration. He highlighted a number of revisions made to the plan in response to public input and pointed to a specific direction regarding any future actions at Bob's Beach.

**MOTION** to approve the Stevenson Integrated Shoreline Access Plan Resolution 2023-419 as presented was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

- b) **Discuss Park Plaza Project - City Administrator Kinley** requested direction on the Park Plaza project over establishing a construction budget that is either aspirational (build the final design as funding comes over many years/phases regardless of cost) or to a set budget (we have \$x and that is what we will build to in one phase). A kick-off meeting is scheduled for the first week in October, and guidance on this question will help determine the design parameters and potential costs. Consultants need to know how the project will be paid for, or what the budget contains. The City Council is now managing the project, so answers will need to come from the Council.
- c) **Discuss Rescheduling November Council Workshop** - The November council workshop on the 2024 budget is currently scheduled to take place on Thanksgiving (fourth Thursday of November). It was agreed to schedule the meeting for November 8<sup>th</sup>, 2023. A joint Fire Department/City Council meeting was scheduled Oct. 5<sup>th</sup>. October 11<sup>th</sup> was set as a back-up date.
- d) **Preliminary 2024 Budget - City Administrator Leana Kinley** presented a staff memo and preliminary 2024 budget for council review and discussion prior to the meeting.

## 12. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes were attached from the August 2023 Planning Commission.
- b) **\*Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- c) **\*Housing Programs Report** - The report for the prior months on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- d) **\*Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.

### 13. CITY ADMINISTRATOR AND STAFF REPORTS:

a) **Ben Shumaker, Community Development Director**

The Shoreline Access Planning project is complete. The Chinedere Development is coming to finalization. The parking study is done. The data shows Thursday is busier than Saturday. Just 51% of downtown had cars parked, indicating a good reserve of parking.

b) **Carolyn Sourek, Public Works Director**

Seasonal work is occurring, including catch basins clean out and road striping. Wastewater upgrades are continuing. As part of the water capacity plan a stress test on the Hegewald well was performed. She is looking for funds to cover the test cost. Surplussed equipment brought in \$6K. Four staff will be taking CDL training. There are two new hires-one for the WWTP and one Utility worker.

c) **Leana Kinley, City Administrator**

The financial and single audits are done, the accounting audit has one finding. A law change in 2017 required a paper verifying bidders had not been banned or disbarred from state jobs in the past 3 years, and the city did not have that on record. The impact affects funding as the city's score is reduced. Policies and procedures will be updated.

### 14. VOUCHER APPROVAL:

- a) \*August 2023 payroll, and September 2023 AP checks have been audited and were presented for approval. August payroll checks 17169 thru 17173 total \$124,264.15 which includes EFT payments. September 2023 AP checks 17149 thru 17168 and 17174 thru 17243 total \$1,494,158.40, which includes EFT payments. The AP check register with fund transaction summary was attached for review.

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

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

### 15. MAYOR AND COUNCIL REPORTS:

**Councilmember Johnson** reported he was still attending meetings on annexation.

**Councilmember Cox** noted he will be meeting on tourism issues in the future.

13. **ISSUES FOR THE NEXT MEETING:** None reported.

14. **ADJOURNMENT - Mayor Anderson** adjourned the meeting at 9:20 p.m.