

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**April 18, 2024**  
**6:00 PM, City Hall and Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

**2. PUBLIC COMMENTS:** *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

**a) \*Public Comments Received**

**3. 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) \*4/17 changes include:**

- Added Public Comment received (item 2a)
- Added staff memo and draft documents for Utility Rates Public Hearing (item 7b)
- Updated DOWL Agreement (item 9a)
- Added staff memo regarding equipment (item 9e)
- Added additional survey analysis (item 9f)
- Added Resolutions for RCO Grants (item 9i)
- Added Financial Quarterly Report (item 10a)
- Added Housing Programs Report (item 10b)

-Added MCEDD CEDS ranking list (item 10c)

-Added vouchers (item 12a)

**4. CONSENT AGENDA:** The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Water Adjustment** - Bonnie Johnson (meter no. 500240) requests a water adjustment of \$300.29 for a water leak which they have since repaired.
- b) **Water Adjustment** - Janet Campbell (meter no. 506900) requests a water adjustment of \$160.66 for a water leak which they have since repaired.
- c) **Water Adjustment** - Kathleen Hargadine (meter no. 804625) requests a water adjustment of \$38.76 for a water leak which they have since repaired.
- d) **Liquor License Renewal** - Walking Man Brewing, LLC
- e) **Special Occasion Liquor License Application** - Skamania County Chamber of Commerce on May 11th from 12 pm-5 pm at: Skamania County Skates, Moon River Home and Living, North Bank Books, A&J Market, IQ Credit Union, Columbia Hardware and Skamania County Pioneer.
- f) **Minutes** of the March 21, 2024 regular meeting and the March 25, 2024 special meeting.

MOTION: To approve consent agenda items a-f.

**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 is presented for council review.

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Stevenson Downtown Association Presentation** - Kelly O'Malley-McKee, Executive Director for the Stevenson Downtown Association, will provide an update on the association.
- b) **Prosecuting Attorney Update** - Prosecuting Attorney Adam Kick will present to council how prosecutor services are provided to the City, including probation services and associated costs.

## 7. PUBLIC HEARINGS:

- a) **Commercial Wastewater Moratorium** - City Administrator Leana Kinley presents resolution 2024-408 adopting the findings of fact related to the moratorium extension and ordinance 2024-1209 extending a wastewater moratorium on sewer connections with BOD5 discharge character above 2,000 mg/L or loading greater than 5 percent of the wastewater treatment plant design loading rate that will impact the BOD5 or TSS load on the wastewater treatment plant for public comment and council consideration.

MOTION: To approve resolution 2024-408 adopting the findings of fact related to the moratorium extension on commercial connections.

MOTION: To approve ordinance 2024-1209 extending the wastewater moratorium on connections with BOD5 discharge character above 2,000 mg/L or loading greater than 5 percent of the wastewater treatment plant design loading rate that will impact the BOD5 or TSS load on the wastewater treatment plant.

- b) **\*Utility Rates and System Development Charges** - City Administrator Leana Kinley presents a staff memo and draft ordinances based on the direction given at the March 25th special council meeting and previous public hearings on the topic for council review and discussion.

## 8. SITUATION UPDATES:

- a) **Sewer Ordinance Discussion** - Staff presents a memo and a complete updated ordinance to SMC 13.08 Sewer and Pretreatment as discussed for council review and direction. If the draft is deemed suitable for public engagement, the next step will be to establish a timeline for future workshops and hearings and create informational materials for public distribution on the updated changes.

## 9. COUNCIL BUSINESS:

- a) **\*Approve Agreement with DOWL Construction Engineering** - Public Works Director Carolyn Sourek presents the contract with DOWL for construction engineering services related to the First Street Overlook project in the amount of \$159,105.

MOTION: To approve the contract with DOWL for First Street Overlook project construction engineering services in the amount not to exceed \$159,105.

- b) **Water Adjustment** - Moon River (meter No. 707800) requests an adjustment of \$1,874.68 for a burst waterline during the January cold-snap, which they have since repaired. The amount is above the policy limit of \$1,000 and represents only the sewer flow and surcharge amounts billed. The typical calculation for forgiveness would be \$2,630.47. A similar request was presented in the recent past for Skamania Lodge and approved.

MOTION: To approve the wastewater flow and surcharge adjustment of \$1,874.68 [or other amount as discussed] for Moon River.

- c) **Approve Ratification of the First Street Project Local Agency Agreement Supplement No. 1 and Revised Project Prospectus** - Public Works Director Carolyn Sourek requests council approval of the Agreement Supplement No 1 and revised Project Prospectus with the Washington State Department of Transportation, which increases the overall project costs by \$943,148, from a design phase cost of \$187,800 to design and construction phase cost of \$1,130,948.

MOTION: To approve the ratification of the Local Agency Agreement Supplement No. 1 and revised Project Prospectus for the First Street Project for a total project cost of \$1,130,948.

- d) **Approve Park Plaza Commerce Grant** - City Administrator Leana Kinley presents the attached letter of commitment and draft scope of work for the low-income housing planning grant offered by the Department of Commerce. A copy of the grant application instructions with more information.

MOTION: To authorize the mayor to sign the letter of commitment for the low-income housing planning grant as presented.

- e) **\*Authorize Equipment Purchase Financing** - Public Works Director Carolyn Sourek presents the attached ordinance and resolution regarding equipment financing through the LOCAL program as discussed during the 2024 budget process. Staff will present more information regarding the equipment being purchased ahead of the meeting. These documents are in review with the city attorney and may be modified ahead of the council meeting.

MOTION: To approve the ordinance for authorization for the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said personal property.

MOTION: To approve resolution requesting reimbursement for personal property purchased ahead of the closing of the financial contract.

- f) **\*Discuss Community Survey Results** - City Administrator Leana Kinley presents the results from the recent Community Survey. Additional analysis of the results was added on 4/17.

- g) **City Hall Hours Ordinance** - City Administrator Leana Kinley presents the attached staff memo and ordinance for council discussion and consideration.

MOTION: To approve the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation as amended. OR no motion and it moves to a second reading on May 16th.

- h) **Code Enforcement Discussion** - Council discussion as requested at the March 21st council meeting.
- i) **\*Resolutions Authorizing Recreation Conservation Office Grant Applications** - City Administrator Leana Kinley presents the attached draft resolutions authorizing the city to apply for grants through the Recreation and Conservation Office. These are for initial review and will be on the April 25th Special Meeting agenda for council approval as the grants are due May 1st.

**10. INFORMATION ITEMS:**

- a) **\*Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review. The first quarter financial report is also attached.
- b) **\*Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- c) **\*Mid-Columbia Economic Development District's CEDS List** - A copy of MCEDD's 2024 Comprehensive Economic Development Strategy (CEDS) project ranking enclosed for council information.

**11. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director
- c) Leana Kinley, City Administrator

**12. VOUCHER APPROVAL:**

- a) \*March 2024 payroll and April 2024 AP checks have been audited and are presented for approval. March payroll check 17719 total \$128,304.23 which includes EFT payments. April 2024 AP checks 17720 thru 17775 total \$705,705.27, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**13. MAYOR AND COUNCIL REPORTS:**

**14. ISSUES FOR THE NEXT MEETING:** *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

a) Attached is a list of items staff is working on for future meetings.

**15. ADJOURNMENT** - Mayor will adjourn the meeting.

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*UPCOMING MEETINGS AND EVENTS:*

-Tuesday, April 16th, 4pm-7pm, Park Plaza Open House at Hegewald Center Auditorium.

-Thursday, April 25th, 6pm, Special City Council Meeting

-Monday, May 13th, 6pm, Planning Commission Meeting

-Thursday, May 16th, 6pm, City Council Meeting