



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Minutes - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Chet Makinster
Council Member Mary Jane Melink
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin

Thursday, June 8, 2017

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**

Mayor Jensen called the meeting to order at 7:00 p.m.

2. **INVOCATION*/FLAG SALUTE**

After a moment of silent reflection, the flag salute was recited.

3. **ROLL CALL**

Present: 6 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Melink, Mayor Pro Tem Wallin and Council Member Vydra

Excused: 1 - Council Member Moon

STAFF PRESENT

City Manager David Campbell; City Attorney James McNamara, and City Clerk Kaylee Cody.

Also present: Kurt Sacha, Assistant City Manager/Finance Director; John Brickey, Director of Community Development; Jeff Cameron, Public Works Director; Todd Dodgin, Information Technology Director; Robert Huhta, Police Captain; Phil Jurmu, Fire Chief; Chris Skaugset, Library Director; Jenn Wills, Parks & Recreation Director; and Chris Smith, Human Resources Director; Brian Loos, Risk & Safety Manager; Leah Trammel, Recreation Specialist; Adam Trimble, Planner; Steve Langdon, Planning Manager; & Steve Haubner, Stormwater Manager.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held May 25, 2017, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

[17-4909](#)

COUNCIL MINUTES, MAY 25, 2017

Attachments: [05.25.2017 Minutes for Approval](#)

5. CHANGES TO THE AGENDA

6. PRESENTATIONS & AWARDS

Mayor Jensen invited Bill Kasch forward. The Council thanked Mr. Kasch for his work on the Veterans' Memorial at R.A. Long Park, dedicated on Memorial Day 2017.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Sarah Hancock addressed Council regarding the Emergency Support Shelter.

Jim Hill of Kelso addressed Council regarding fireworks.

James Hartley addressed Council regarding fireworks.

Debra Cotilla of Longview addressed Council regarding fireworks.

Cody Wells of Centralia addressed Council regarding fireworks.

Bill Kasch of Longview addressed Council regarding R.A. Long Park and the potential for a gazebo instead of a water fountain.

Councilmember Mary Jane Melink announced that she and Councilmember Botero are in the process of drafting an agenda summary regarding fireworks for an upcoming Council meeting.

7. A FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS

City Manager Dave Campbell reported that he had met with Laura Duplooy regarding her interest in volunteering for the City of Longview on a board or commission.

8. PUBLIC HEARINGS

[17-4896](#)

**PUBLIC HEARING TO COLLECT COMMENTS AND ALLOCATE 2017
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This public hearing will be held to review and consider 2017 Community Development Block Grant (CDBG) project designs submitted to the City, to

hear public comment and make funding allocations.

A total of 11 CDBG project designs have been received: three projects for Main Entitlement funding, 5 projects for Public Services and 3 Planning projects were received. Public Review of projects is available on the City's CDBG webpage <http://www.mylongview.com/CDBG>.

Funding for 2017 CDBG is at \$284,373.00, funded through the Federal Department of Housing and Urban Development (HUD).

A summary of submitted projects by category is as follows:

Main Entitlement

Amount Available: \$184,842 Amount Requested: \$236,000

Archie Anderson Playground Replacement - Archie Anderson is the oldest playground currently still in service at 21 years old and is first in line for replacement with new equipment. The playground is an integral part of this community park and used by the residents and visitors to the neighborhood. CDBG funds would be used for the installation of an accessible playground.

City of Longview Parks Department \$90,000

Ralph Kellogg Playground Replacement - Ralph Kellogg is the second oldest playground currently still in service at 21 years old and is next in line for replacement with new equipment after Archie Anderson Park. The playground is an integral part of this high density, low to moderate income multifamily neighborhood. CDBG funds would be used for the installation of an accessible playground.

City of Longview Parks Department \$66,000

Hope for the Highlands- Focus on three blocks surrounding Archie Anderson Park, provide front porch lights, landscaping, exterior improvements to owner occupied housing, and interior and exterior improvements to Lion's Den & Community Center buildings.

Cowlitz County Habitat for Humanity \$80,000

Public Service

Amount Available: \$42,655 Amount Requested: \$118,113

Help Warehouse - Distribute food and USDA commodities to persons in need and deliver food to Senior/Low income apartments.

Lower Columbia Community Action Program \$38,390

Cowlitz Youth Outreach Center Operations - provide services and housing to homeless youth in Cowlitz County.

Housing Opportunities of SW Washington, and Janus Youth Services
\$12,723

Improving Family Resiliency, Empowerment and Self-Sufficiency-

provide planning and career development training in the target neighborhoods over a 14 month period to improve low income residents' resilience, physical and emotional health, financial literacy and job preparedness. Also offer parenting skills, healthy lifestyles and developmental screening for children.

Cowlitz Community Network (CCN) \$23,000

Homeless Recovery Tenant Based Rental Assistance Administration-

Community House on Broadway **\$8,000**

Longview Super Summers- Provide free summer childcare to up to 60 low-income Longview residents living in the Highlands neighborhood. Collect data necessary to pursue future funding to ensure the program's sustainability.

City of Longview Parks and Recreation/Youth & Family Link/YMCA of SW Washington **\$36,000**

Planning

Amount Available: \$30,000 (estimated-combines previous year balance)

Amount Requested: \$53,625

The Future of Affordable Housing with Support Services for Children and Adults with Developmental Disabilities in Longview - A study of the Longview area for affordable housing for children and adults with intellectual and developmental disabilities. Assess need more housing in the next 5+ years and evaluate ability of community to fulfill the needs of this population.

Lifeworks **\$14,000**

Highlands Revitalization Plan 10-year Update - Conduct a formal assessment of current neighborhood conditions compared to the state of the neighborhood prior to the plan's development. The update will establish the best path forward for continuing the great work in revitalizing the Highlands neighborhood, determine what strategies should continue, and identify what adjustments are necessary based on outcomes and more recent findings regarding best practice for neighborhood revitalization.

Neighborhood Resource Coordination Council (NRCC), Longview Highlands Neighborhood Association and Cowlitz Habitat for Humanity (CCHFH)

\$25,000

Archie Anderson Park Master Plan Update- Update the existing park master plan to allow for expanded use as a community park and gathering place, and not as single sport specific park, to better meet the current needs of the park and residents.

City of Longview Parks **\$14,625**

RECOMMENDED ACTION:

Motion to allocate CDBG main entitlement as follows: \$90,000 to Archie Anderson Park playground replacement, \$14,842 to Ralph Kellogg Playground Replacement and \$80,000 to Hope for the Highlands.

For Public Service: Motion to allocate 10,000 to the Help Warehouse, \$8,000 to Community House on Broadway for TBRA administration and \$24,655 for Longview Super Summers affordable child care program.

For Planning: \$20,000 for Highlands Revitalization Plan 10-year Update and \$10,000 for Archie Anderson Park Master Plan update.

STAFF CONTACT:

Adam Trimble, Planner

Attachments: [2017 Longview CDBG Applications](#)

Community & Economic Development Director John Brickey and Planner Adam Trimble presented a staff report.

Mayor Jensen opened the public hearing at 7:44 p.m.

Megan Ritchie of Longview addressed the Council in support of the Cowlitz Youth Outreach Center Operations (Housing Opportunities of Southwest Washington & Janus Youth Services).

Dianne Quast of Longview addressed Council in support of the Archie Anderson Park Master Plan Update & the Archie Anderson Playground Replacement (City of Longview Parks Department).

John Deiter, representative of Housing Opportunities of Southwest Washington, & Tina Perduman, representative of Janus Youth Services, addressed Council in support of the Cowlitz Youth Outreach Center Operations (Housing Opportunities of Southwest Washington & Janus Youth Services).

Diane Perrin of Longview, representative of Habitat for Humanity, along with a large group of unknown individuals, addressed Council in support of Hope for the Highlands (Habitat for Humanity).

Leah Trammel addressed Council in support of the Archie Anderson Park Master Plan Update & the Archie Anderson Playground Replacement (City of Longview Parks Department) and other projects that would benefit the Highlands neighborhood.

Kim Hope of Longview addressed Council in support of Longview Super Summers (City of Longview Parks & Recreation Department/Youth & Family Link/YMCA of SW Washington).

Jeanine Manny, representative for the YMCA, addressed Council in support of Longview Super Summers (City of Longview Parks & Recreation Department/Youth & Family Link/YMCA of SW Washington).

Donna Belt of Longview addressed Council in support of collaborations between the Highlands Neighborhood Association and other agencies.

David Belt & Juan Rodriguez of Longview addressed Council in support of projects in the highlands and Habitat for Humanity projects.

Sharon Winehold addressed Council in support of Improving Family Resiliency, Empowerment & Self-Sufficiency (Cowlitz Community Network).

Jeremy (surname unknown) of Longview addressed Council in support of the Archie Anderson Park projects.

Parks & Recreation Director Jenn Wills addressed Council in support of the Longview Parks Department projects in the Highlands neighborhood.

Wendy Kiegen of Longview addressed Council in support of the Lifeworks proposal.

Ilona Kerby, Executive Director of Lower Columbia CAP, addressed Council in support of CAP's proposal.

Bob Therault of Longview, Board President of FISH of Cowlitz County, addressed Council in support of the HELP Warehouse proposal.

Frank Morrison of Longview addressed Council in support of Community House's proposal.

Jeff Ritchie of Longview addressed Council regarding the hierarchy of needs and how it relates to homelessness.

Mayor Jensen closed the public hearing at 8:45 p.m.

A motion was made by Council Member Scott Vydra, seconded by Council Member Mary Jane Melink, to allocate CDBG main entitlement as follows: \$90,000 to Archie Anderson Park playground replacement, \$14,842 to Ralph Kellogg Playground Replacement and \$80,000 to Hope for the Highlands; to allocate \$10,000 to the Help Warehouse, \$8,000 to Community House on Broadway for TBRA administration and \$24,655 for Longview Super Summers affordable child care program; \$20,000 for Highlands Revitalization Plan 10-year Update and \$10,000 for Archie Anderson Master Plan update. The motion passed unanimously.

[17-4895](#)

PUBLIC HEARING: 2017 HOME PROJECT ALLOCATIONS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT

This public hearing is to allocate 2017 HOME Investment Partnership Program funding, and Document Recording Fee project funding. The Public Hearing will be held to review and consider affordable housing projects submitted for funding and receive public comment for allocations.

Three (3) HOME projects and three (3) Document Recording Fee projects have been received. All project designs have been made available for Council review. Public Review has been made available at the Community Development Office and on the City's HOME Website.

Funding for 2017 for the Longview-Kelso HOME is estimated at \$244,413 of which Longview's portion is \$128,435.48

2017 Document Recording Fee funding from Cowlitz County totaling \$30,6200 will be available. This Longview program provides for a variety of housing projects for persons with incomes at or below 30% of the Median Income for Cowlitz County based on family size. Operation and maintenance of Housing Trust Fund projects and shelters are also eligible under this program.

The HOME projects are:

2016 Longview HOME Project Summaries

Amount Available: \$128,435.48 (estimated)	Amount Requested:
\$265,709.00	

Rehabilitation of Low-Income Homes- Rehabilitate 4 homes for low and moderate income households to a standard of eligibility for separately funded weatherization assistance. Lower Columbia Community Action Program

\$115,590

Foundation For the Challenged HOMES XI - Rehabilitate one home for 4 extremely low-income individuals with a developmental disability to receive 24/7 support services.

Foundation for the Challenged **\$55,000**

Neighborhood Revitalization (Highlands; Olympic West & Broadway Neighborhoods with priority in Highlands and Broadway) Construct one or two single family homes in a target neighborhood to create save, affordable housing.

Cowlitz County Habitat for Humanity 1 home \$39,000 2 homes \$78,000

Each year, 5% of the HOME program funds are set aside for operating costs for a community housing development organization:

Consortium Community Housing Development Organization (CHDO)

Designation and Funding

CHDO 5% Operating Costs

The Lower Columbia Community Action Program has applied to be the consortium's Community Housing Development Organization (CHDO). If designated, Lower Columbia CAP will receive funds for operating and capacity building costs including salaries and benefits, training, department pro-rated cost allocations (rent, phone, etc.), equipment, materials, supplies and tools. The amount will be 5% of the 2017 HOME allocation.

Lower Columbia Community Action Program \$12,231.95

Requires approval from Consortium Partners (Longview and Kelso City Councils)

The Document Recording Projects are:

2017 Longview Document Recording Fee

Amount Available: \$30,620 Amount Requested: \$47,723.00

Continued Operation Funding for Community House on Broadway -

Operational support for the area's homeless rehabilitation center.

Community House on Broadway **\$23,000**

Domestic Violence Shelter Program - Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes.

This project supports operating costs for the shelter. Emergency Support Shelter **\$12,000**

Cowlitz Youth Outreach Center Operations- provide services and housing to homeless youth in Cowlitz County.

Housing Opportunities Of SW Washington, and Janus Youth Services

\$12,723.00

RECOMMENDED MOTION(s)

1) Motion to award 2017 HOME program funds as follows: **Lower Columbia Community Action Program \$128,435 for a minimum of 4 homes.**

2) Motion to award 2017 Document Recording Fees projects to the Emergency Support Shelter for \$10,000 and the Community House on

Broadway for \$20,620.

3) Motion to approve Lower Columbia Community Action Program as the recipient of the Consortium Community Housing Development Organization (CHDO) set-aside and operating costs funds for 2017 and designated CHDO.

Attachments: [Longview 2017 HOME Program Project Applications summaries](#)

Planner Adam Trimble presented a staff report.

Mayor Jensen opened the public hearing for CHDO funding at 8:59 p.m.

Ilena Kerby, Executive Director of CAP, addressed Council in support of their proposed home rehabilitation project.

David Belt of Longview addressed Council in support of the Habitat for Humanity project.

Liz Heck of Longview addressed Council in support of the Habitat for Humanity project.

Donna Belt of Longview addressed Council in support of the Habitat for Humanity project.

Rory Robbins of Longview addressed Council in support of CAP's proposed project to rehabilitate homes.

Jacob Powlitz of Longview addressed Council in support of Foundation for the Challenged.

Tom Kramer of Longview addressed Council in support of Foundation for the Challenged.

Mayor Jensen closed the public hearing for CHDO funding at 9:13 p.m.

Mayor Jensen opened the public hearing for Document Recording Fee allocation at 9:13 p.m.

John Dieter addressed Council in support of the project proposed by Housing Opportunities of Southwest Washington.

Tina (surname unknown) addressed Council in support of Janus Youth Services.

Megan Ritchie of Longview addressed Council to propose that the allocations be changed for \$10,000 to be allocated for Janus Youth Services; \$10,000 for CAP; and \$10,620 to Community House on Broadway.

Mayor Jensen closed the public hearing for Document Recording Fee allocations at 9:20 p.m.

A motion was made by Mayor Pro Tem Mike Wallin, seconded by Councilmember Vydra, to award 2017 Home Program fund dollars as follows: \$55,000 to Foundation for the Challenged; \$73,435 for Cowlitz County Habitat for Humanity. The motion passed unanimously.

A motion was made by Councilmember Mary Jane Melink, seconded by Councilmember Vydra, to allocate 2017 Document Recording Fees as follows:

\$10,000 for the Emergency Support Shelter; \$10,000 for Janus Youth Services; and \$10,620 for Community House on Broadway. The motion passed unanimously.

9. **BOARD & COMMISSION RECOMMENDATIONS**

[PC 2017-1](#)
[6/8/17](#)

**PROPOSED DEVELOPMENT REGULATION CHANGES RELATING TO
STORMWATER MANAGEMENT**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Provide sustainable water quality & environmental infrastructure, Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Per its NPDES Phase II Municipal Stormwater Permit, the City is required to review its development codes and standards to make stormwater management low impact development (LID) methods the preferred and commonly-used approach to development. Community Development and Public Works staff has reviewed the existing development-related codes and produced a set of recommended revisions to code sections in LMC Titles 12 and 19 to incorporate LID principles and allow for the use of LID best management practices. In many cases, the changes are minor and represent a codification of existing practices.

The proposed changes to “Chapter 12.50 Street and Development Standards” are oriented towards reducing the amount of impervious surfaces in street rights-of-way. It includes a provision to allow reduced pavement widths on residential collector streets and provides for design standards for planter strips intended to enhance stormwater infiltration and treatment along sidewalks and roadways.

Proposed changes to landscaping requirements help incorporate stormwater LID methods into the landscaping standards creating efficiencies in land management. The most substantial change is bolstering the landscaping standards for most of the commercial districts that currently have few requirements. In *Chapter 19.46 Supplemental Commercial Zoning Standards* there are substantial landscaping requirements for Regional Commercial District but few standards for the other commercial districts. Under the proposal, the following would be required in the General Commercial, Office/Commercial, Central Business and Neighborhood Commercial districts: “A minimum of 5% of any site shall be landscaped.” (Note: no additional landscaping requirements are being proposed for the Downtown Commerce District.)

Using the 5% standard; a 6,000 square foot lot would need 300 square feet of landscaping, a one acre lot would need 2,178 square feet of landscaping and a five acre lot would need 10,890 square feet of landscaping. Any landscaping required for screening, parking lots or for stormwater facilities

would count towards meeting the 5% requirement.

Other recommended code changes provide for the use of permeable pavements and pavers as well as landscaping areas in parking lots to manage stormwater, clarification that required open space can be utilized for stormwater management through LID practices such as dispersion and infiltration, and a new requirement that all subdivision applicants complete a preapplication conference with City staff to discuss their design proposals

At their May 3 meeting, the Planning Commission was presented with the staff recommendations and then agreed to set a public hearing. On May 31, the Planning Commission held a public hearing on the proposed code changes. No one from the public spoke. Following the public hearing the Planning Commission voted unanimously to recommend approval of the amendments.

RECOMMENDED ACTION:

Motion to accept the Planning Commission recommendation and direct the City Attorney to prepare an ordinance for Council review and approval

STAFF CONTACT:

Steve Haubner, Stormwater Manager
Steve Langdon, Planning Manager

Attachments: [Proposed LMC Revisions for Stormwater LID](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Scott Vydra, to approve the Planning Commission's recommendation and directing the City Attorney to prepare an ordinance. The motion passed unanimously.

10. ORDINANCES & RESOLUTIONS

[17-4898](#)

**RESOLUTION NO. 2223 - ESTABLISHING AN ACCESSIBILITY
ADVISORY COMMITTEE**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

One of the Quality of Place strategies in the 2017 Work Plan is that the city will complete an ADA self-evaluation and develop a transition plan that addresses access to services, activities, buildings, and rights-of-way.

As a follow up to the Americans with Disabilities Act (ADA) program workshop that took place on April 27, council provided staff guidance to establish an accessibility advisory committee. Establishment of this advisory committee will be integral in the success of addressing this council strategy.

This committee will provide guidance to council and staff on Department of Justice requirements and general regulatory compliance as identified in the Americans with Disabilities Act (ADA) of 1990. In addition, the committee will assist the city:

- On accessibility determinations to current services, activities, buildings, and right-of-ways.
- In reviewing and advising on the prioritization of projects to improve city buildings, infrastructure, right-of-ways, parking, and new development accessibility.
- In reviewing and advising on the prioritization of means to improve accessibility to city services and activities.

This committee will be made up of nine members, whose membership and operation will be as set forth in the committee charter. The work of this committee will be advisory in providing recommendations to staff and council.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2223.

STAFF CONTACT:

Chris Smith, Human Resources Director
Brian Loos, Safety & Risk Manager

Attachments: [Reso 2223 8Jun17 - Accessibility Advisory Committee Resolution \(FINAL\)](#)
[8Jun17 - CoL Accessibility Advisory Committee Charter \(FINAL\)](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Scott Vydra, that Resolution 2223 be adopted. The motion passed unanimously.

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

11. A

MAYOR'S REPORT

11. B

COUNCILMEMBERS' REPORTS

Mayor Pro Tem Wallin reported on Southwest Washington Economic District Board activity. Mayor Pro Tem Wallin requested that Council formally appoint him as representative to the newly formed Public Health Advisory Board.

Councilmember Vydra reported on the activity of the Ad Hoc Committee for Emergency Shelter Zoning.

Councilmember Makinster reported on the activity of the Airport Board.

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, to appoint Mayor Pro Tem Wallin as Council representative to the Public Health Advisory Board. The motion passed unanimously.

[17-4897](#)**AUTHORIZE VOTING DELEGATES FOR AWC ANNUAL CONFERENCE****CITY ATTORNEY REVIEW: N/A****SUMMARY STATEMENT:**

The AWC Annual Conference is June 20 - 23, 2017. As part of the conference agenda, AWC will hold its annual business meeting on June 22nd. Each city has the opportunity to designate three voting delegates for the AWC business meeting. These delegates vote on important city issues.

RECOMMENDED ACTION:

Authorize voting delegates for the business meeting portion of the AWC Annual Conference.

STAFF CONTACT:

Dave Campbell, City Manager

Attachments: [AWC Annual Business Meeting Invitation June 22 2017](#)

A motion was made by Council Member Scott Vydra, seconded by Council Member Chet Makinster, to appoint Mayor Pro Tem Wallin, Councilmember Botero & Dave Campbell as AWC Voting Delegates. The motion passed unanimously.

12. CONSENT CALENDAR

There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

[17-4907](#)**APPROVAL OF CLAIMS**

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

FIRST HALF JUNE 2017 ACCOUNTS PAYABLE: \$948,573.43.

SECOND HALF MAY 2017 PAYROLL: DATA NOT AVAILABLE AT TIME OF AGENDA POSTING

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

Final audited accounts payable amount: \$1,109,248.10; checks numbered 352519-352863.

Second half May 2017 Payroll:

\$81,221.41, checks no. 206953-206973
\$665,243.63, direct deposits
\$877,111.06, wire transfers
\$1,623,576.10 Total

[17-4906](#)**LIABILITY CLAIMS/LAWSUITS**

The claim(s)/lawsuit(s) listed below was/were received by the City. Where applicable, the claim(s)/lawsuit(s) have been/are being researched and/or reviewed by Washington Cities Insurance Authority (WCIA). The claim(s)/lawsuit(s) status is/are as follows:

NEW:

William Lundberg, DOI: 05/18/2017. Claimant alleges costs incurred due to pothole on Cypress Street.

Lakeside Industries, DOI: 03/17/2017. Claimant alleges costs incurred due to pothole on Frontage Street in front of Swanson's Bark.

Lynne Covel, DOI: 05/01/2017. Claimant alleges city workers damaged sprinkler system while removing a stump from city right-of-way.

Brian Gomes, DOI: 05/16/2017. Claimant alleges costs incurred related to sewer.

STAFF CONTACT:

Kaylee Cody, City Clerk
Brian Loos, Risk & Safety Manager

[17-4900](#)**BID REVIEW - HILLCREST & HILLSIDE BOOSTER PUMP STATIONS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

This is a joint project between the City of Longview and Beacon Hill Water and Sewer District to replace deteriorated pump stations and increase pumping and reservoir storage capacity. The project involves demolishing two 0.5 million gallon capacity reinforced concrete reservoirs and two pump stations, constructing two new booster pump stations, installing approximately 1700 feet of ductile iron main of various sizes up to 20-inch, installing approximately 125 feet of storm drain piping, rehabilitating approximately 1000 feet of storm drain pipe using cured-in-place pipe, replacing perimeter vent screening, soffits, and roof drains on the remaining reservoirs, and improving access to the site.

On May 25, 2017, six bids were received as follows:

\$3,510,721.54 - Tapani Inc., Battle Ground, WA
\$4,122,994.54 - Strider Construction Co., Inc., Bellingham, WA
\$4,221,225.00 - James W. Fowler Co., Dallas, OR
\$4,305,203.57 - McClure & Sons, Inc., Mill Creek, WA
\$4,384,200.89 - TEK Construction Inc., Bellingham, WA

\$4,601,135.97 - Stellar J Corp., Woodland, WA

\$3,700,000.00 - Engineer's Estimate

All six bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded by the Water Construction Fund, Beacon Hill Water and Sewer District, and the Stormwater Fund.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to Tapani, Inc. in the amount of \$3,510,721.54

STAFF CONTACT:

Ivona Kininmonth, Project Engineer

Attachments: [Hillcrest PS Bid Review Vicinity Map](#)

[PROJ #96](#)

PROJECT COMPLETION - SCHOOL ZONE SAFETY PROJECT

COUNCIL INITIATIVES ADDRESSED:

Improve transportation systems

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The grant funded School Zone Safety project has been completed in accordance with the plans and specifications under Contract No. 16-C102-T entered into between the City of Longview and Northeast Electric, LLC. The City Council must accept the project as complete before final contract closeout can be accomplished.

RECOMMENDED ACTION:

Motion to accept as complete the School Zone Safety project.

STAFF CONTACT:

Manuel Abarca, Project Engineer

[RS 17 2224](#)

RESOLUTION NO. 2224 - INTERLOCAL AGREEMENT RELATING TO THE METROPOLITAN TRANSPORTATION PLANNING PROCESS IN THE LONGVIEW-KELSO-RAINIER PLANNING AREA

SUMMARY STATEMENT:

Code of Federal Regulations section 23 CFR 450.314(a) requires Metropolitan Planning Organizations (MPOs), the State, and providers of public transportation services to execute agreements identifying their responsibilities to carry out the metropolitan transportation planning processes. The Cowlitz-Wahkiakum Council of Governments (CWCOG) is the MPO for this region.

As the designated recipient of Federal Transit Administration grants, the City of Longview must execute an agreement to comply with the CFR. The proposed interlocal agreement was originally drafted by state Office of the Attorney General staff. City staff has been working with CWCOC staff to modify the draft agreement to meet the needs of our region. This agreement is a four-party agreement between the City, CWCOC, Cowlitz Transit Authority, and Washington Department of Transportation, and it covers work already performed by City staff as participants in the MPO planning processes.

FINANCIAL SUMMARY:

No additional staff costs will be incurred. Longview's proportionate share of the required local match for federal transportation planning funding received by the CWCOC to conduct MPO planning is already included in the City's Arterial Street Fund, Non-Departmental, and Public Transit budgets.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2224.

Attachments: [Res #2224 COG-CTA-LV-WSDOT 314 Agreement](#)
[Exhibit A to Res #2224 - 314 Agreement 05.22-17](#)

[17-4899](#)

BID REVIEW - PURCHASE OF TWO (2) 5/7 YARD DUMP BOX**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

The 2017/2018 Budget includes funding to purchase Two (2) 5/7 Yard Dump Trucks to purchase new council approved Stormwater equipment.

Bids were solicited for Two (2) 5/7 Yard Dump Boxes, examined and determined that the following did meet all aspects of the specifications and submitted the lowest bid.

On May 16, 2017, bids were received as follows:

Allied Body Works	\$58,374
Better Weigh Mfg.	\$60,138.19
Knapheide Truck Eq Center	\$61,344.56

Taxes included

These items will be mounted on Two (2) 2017 Freightliner M2106 Cab Chassis to make up the Stormwater 5/7 Yard Dump Truck.

Two (2) Dump Truck chassis were purchased thru Northwest Freightliner using the Washington State Contract 01513. Chassis delivery dates June 1, 2017 and Aug 24, 2017.

Northwest Freightliner will deliver each chassis to the City's selected dump

box vendor. Once the purchase order is issued, the vendor has 120 day to complete installation of the dump box.

RECOMMENDED ACTION:

Motion to accept the bid and award the contract to: Allied Body Works for Two (2) 5/7 Yard Dump Box in the total amount of \$58,374

STAFF CONTACT:

Dan Zenger

Attachments:

[Two \(2\) 5-7 Yard Dump Box bid tabulation.xlsx](#)

[17-4901](#)

BID REVIEW - DOVER/FIR, 28TH/30TH SEWER MAIN REPLACEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

This project will replace approximately 385 feet of 10-inch sewer main and 775 feet of 8-inch sewer main, along with 45 sewer laterals. The work will occur in the alley in 2800 and 2900 blocks between Dover Street and Fir Street.

On May 31, 2017, three bids were received as follows:

\$476,731.81 - Clark & Sons Excavating, Inc., Battle Ground, WA -

Non-Responsive

\$540,137.87 - Advanced Excavating Specialists LLC, Longview, WA

\$556,628.52 - Tapani Inc., Battle Ground, WA

\$525,000.00 - Engineer's Estimate

Two bids received were determined to be regular and responsive. The bid received from Clark & Sons Excavating, Inc., was determined to be non-responsive under the City of Longview's Apprenticeship policy (Resolution No. 1938) because their bid did not include documentation verifying enrollment as a training agent in an apprenticeship program at the time of the bid, and staff has confirmed they are not enrolled as a training agent.

FINANCIAL SUMMARY:

This project is funded by the Sewer Construction Fund.

RECOMMENDED ACTION:

Motion to reject the bid from Clark & Sons Excavating as non-responsive, and accept the low bid and award a contract to Advanced Excavating Specialists in the amount of \$540,137.87.

STAFF CONTACT:

Sam Barham, Project Engineer

Attachments: [2017 Sewer Bid Review Vicinity Map](#)

[17-4904](#)

**ORDINANCE NO. 3347 AMENDING THE 2017-2018 BIENNIAL BUDGET
(FIRST READING)**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The subject ordinance has been prepared to amend the 2017-2018 biennial budget to authorize expenditures unforeseen at the time the 2017-2018 biennial budget was adopted.

Ordinance No. 3347 is hereby presented in an effort to ensure that adequate reserves are available to protect the City's investment in facilities and infrastructure; and because a fiscally sound city government is in the best interests of citizens of the City of Longview.

Ordinance No. 3347 provides for a transfer of \$400,000.00 from the General Fund to the Building Depreciation Fund. Based on 2017 first quarter projections, the General Fund will maintain reserves at a level of at least fifteen percent after providing for this transfer to the Building Replacement Fund.

Under general governmental activities, the City's investment in buildings and infrastructure before depreciation at year-end 2016 was \$75,473,414. Current Building Replacement Fund reserves prior to transfer amount to \$732,969.

The most recent transfer to the Building Replacement Fund occurred in 2008.

This amendment affects the General Fund in the 2017-2018 biennial budget.

Budget amendment ordinances require two readings before the Council. This evening's reading of Ordinance No. 3347 represents the first reading.

RECOMMENDED ACTION:

First reading only. No action required.

STAFF CONTACT:

Kurt Sacha, Assistant City Manager/Finance Director

Expenditure Required: \$400,000.00

Amount Budgeted: \$0

Appropriation Required: \$400,000.00

Attachments: [Budget Amendment 2017-18 ~ ORD NO 3347 \(2017 0608\)](#)

[17-4910](#)

FOOD AND BEVERAGE CONCESSION AGREEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address Quality of Place Issues

Strengthen Economic Conditions and Create New Opportunities

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:

The City of Longview Parks and Recreation Department issued a RFP to provide up to two food and beverage concessions permits at the lake that were non-competing items. The City only received one proposal from the 2015 vendor Big Kahuna Shave Ice. The Lake Concessions Ad Hoc Committee reviewed the proposal and approved going forward to recommend an agreement with Big Kahuna Shave Ice.

Attached is the proposed agreement to provide for a temporary permit to Big Kahuna Shave Ice for the term of July 5 through September 5, with 10% daily gross receipts and 15% special event gross receipts as payment to the City. The agreement lists the responsibilities of the vendor, including but not limited to staffing, insurance, safety, payment, hours of operations, equipment, and other requirements.

RECOMMENDED ACTION:

Motion to authorize the City Manager to finalize and sign the Agreement Governing the Operation of Food and Beverage Concession in Lake Sacajawea Park with Big Kahuna Shave Ice.

STAFF CONTACT:

Jennifer Wills, Director of Parks & Recreation

Attachments: [Big Kahuna Shave Ice Concession Agreement 2017](#)

13. CITY MANAGER'S REPORT

[17-4908](#)

2016 LIBRARY ANNUAL REPORT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Address Quality of Place

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Library Director Chris Skaugset will present the Longview Public Library's 2016 Annual Report.

RECOMMENDED ACTION:

Presentation

STAFF CONTACT: Chris Skaugset, Library Director

Attachments: [Library Annual Report 2016.pdf](#)

Library Director Chris Skaugset presented the 2016 Library Annual Report.

[17-4902](#)

2017 STORMWATER CODE UPDATE**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

In order to comply with the City's NPDES Phase II Municipal Stormwater Permit, staff has prepared an update of the stormwater regulations in Longview Municipal Code (LMC) Title 17, which specifies stormwater requirements for development and land disturbing activities, and prohibits illicit connections and discharges to the municipal storm sewer system.

The City last updated its stormwater codes in 2009 to comply with the 2007 Stormwater Permit. The 2012 Stormwater Permit included new requirements and provisions that require the LMC to be updated no later than June 30, 2017.

Staff reviewed the existing stormwater code in LMC 17.80 and proposes to separate those codes into two chapters, LMC 17.80 and 17.90, and update those sections to comply with the 2012 Stormwater Permit. As required by the 2012 Stormwater Permit and the LMC, these proposed code sections have been prepared in conjunction with the Longview Stormwater Advisory Committee (LSAC).

The 2012 Stormwater Permit also specifies that Low Impact Development (LID) best management practices be considered the preferred and commonly used method to control runoff and water quality at a project site. Staff proposed updates to LMC Titles 12 and 19 to allow greater flexibility for the use of LID practices. The proposed changes in LMC Titles 12 and 19 have been reviewed by the planning commission and are being presented to the city council as a separate item for consideration.

Attached for your review are the proposed drafts of LMC 17.80 and 17.90, along with a staff report providing information about the proposed stormwater code updates.

FINANCIAL SUMMARY:

The costs associated with additional development plan review, site

inspections and customer service required under the 2012 Stormwater Permit and these updated stormwater regulations have been included in the 2017-2018 budget.

RECOMMENDED ACTION:

Motion directing the City Attorney to draft an ordinance for Council approval to adopt the updated stormwater regulations.

STAFF CONTACT:

Steve Haubner, Stormwater Manager

Attachments: [LMC 17.80 Stormwater Management DRAFT 6-1-17](#)
 [LMC 17.90 Illicit Discharge DRAFT 6-1-17](#)
 [Staff Report 2017 Stormwater Code Update](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, to direct the City Attorney to draft an ordinance for Council approval to adopt the updated stormwater regulations. The motion passed unanimously.

14. MISCELLANEOUS

The following item(s) were presented for Council's information. No Council action was taken or required.

[17-4893](#)

WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS

Attachments: [LL Roland Wines Added Priv 5-17.pdf](#)
 [MJ-Emerald City change-ofcrs.stkhldrs.pdf](#)
 [LL Shamrock Assumption.pdf](#)
 [LL Canterbury.pdf](#)
 [LL Renewals 6-1-17.pdf](#)
 [MJ Renewals 6-1-17.pdf](#)

15. ADJOURNMENT

City Manager Dave Campbell scheduled a workshop for July 27th; Chris Pegg of Housing Opportunities of Southwest Washington will be the guest.

The meeting was adjourned at 9:51 p.m. The next scheduled meeting of the Council is June 22, 2017.

Kaylee L. Cody
City Clerk

Approved: _____

Mayor

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, JUNE 22, 2017 - 7:00 P.M.

THURSDAY, JUNE 6, 2017 - 7:00 P.M. (SPECIAL MEETING)

NEXT COUNCIL WORKSHOPS:

**THURSDAY, JUNE 15, 2017 - 6:00 P.M. JOINT WORKSHOP WITH
PLANNING COMMISSION REGARDING MULTIFAMILY DEVELOPMENT
INITIATIVE**

THURSDAY, JUNE 22, 2017 - 6:00 P.M. TAXI ORDINANCE