



# 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*

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Thursday, October 27, 2016

7:00 PM

2nd Floor, City Hall

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**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**

3. **ROLL CALL**

**Present:** 7 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Melink, Council Member Moon, Mayor Pro Tem Wallin and Council Member Vydra

**STAFF PRESENT**

*City Manager David Campbell; City Attorney James McNamara, and Deputy City Clerk Sarah Corral.*

*Also present: Kurt Sacha, Assistant City Manager/Finance Director; Steve Langdon, Community Development; Craig Bozarth, City Engineer; Todd Dodgin, Information Technology Director; Phil Jurmu, Fire Chief; Jennifer Wills, Recreation Director; and Chris Skaugset, Librarian.*

4. **APPROVAL OF MINUTES**

[16-4573](#)

**COUNCIL MEETING MINUTES FROM OCTOBER 13, 2016**

**Attachments:** [Council Minutes 10-13-16](#)

**A motion was made by Council Member Steve Moon, seconded by Council Member Mary Jane Melink, that the council meeting minutes from October 13, 2016 be approved. The motion passed unanimously.**

**5. CHANGES TO THE AGENDA****6. PRESENTATIONS & AWARDS**[16-4571](#)**INTRODUCTION OF WAKO DELEGATION**

*City leaders representing Wako, Japan, thanked city council members for welcoming them to Longview. A total of 25 Wako citizens visited Longview from October 27th-30th, 2016 to promote the goodwill exchange.*

[16-4566](#)**WEYERHAEUSER GIVING GRANT RECIPIENT - JUNIOR FLL & FLL ROBOTICS TEAM**

*Participants from the Lego Leagues thanked council for the time and contributions, and demonstrated some of the items they had built.*

[16-4567](#)**MOVIES AT THE LAKE SPONSOR APPRECIATION - FIBRE FEDERAL CREDIT UNION, PEAK 98.3, ROCKET 107**

*Matt Ruland and Bruce Polluck, representing Bicoastal Media, and Heather Snyder representing Fibre Federal Credit Union, were acknowledged for their participation in sponsoring the Movies at the Lake.*

**7. CONSTITUENTS' COMMENTS (Thirty Minutes)**

*Ken Springs, Longview resident, requested that council inform him when Public Works staff releases a formal statement on plans for water quality improvement. He also expressed concern about potentially allowing a homeless shelter to reside on 3rd Ave as currently zoned for industrial purposes; he worries it could have a negative impact on the local businesses.*

*Jeff Ritchie, from NW Psychological Resources, asked council to keep in consideration how the homeless feel with nowhere to call home.*

[7.A](#)**FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****8. PUBLIC HEARINGS****9. BOARD & COMMISSION RECOMMENDATIONS**[16-4565](#)**PARKS AND RECREATION UPDATED DONATION/GIFT/MEMORIAL ACCEPTANCE POLICY, PROCEDURE, AND GUIDELINES****COUNCIL INITIATIVE ADDRESSED:**

Address Quality of Place Issues

**CITY ATTORNEY REVIEW:** Required

**SUMMARY STATEMENT:**

One of the deliverables in the 2016 work plan is to review and update parks

and recreation commemorative donation program policies. It falls under the initiative to address quality of place issues and strategy to construct recreation facilities that are currently not available or are in need of improvement because updating the commemorative donation program policy is one avenue to allow for a broader scope of future opportunities within the parks and recreation system.

The purpose of updating the Donation, Gift, and Memorial Acceptance Policy is to establish policies and procedures for considering proposals, accepting, and receiving gifts and donations along with applicable recognition requests. Donations are important to the vitality of the City of Longview and its mission to preserve, enhance and strengthen the quality of life in the community. The update provides a more comprehensive policy that provides additional structure and guidelines for potential donors, city staff, and the Parks and Recreation Advisory Board.

The updated document defines and establishes a process for accepting gifts and donations along with celebrating and commemorating events or lives of individuals who have lived in Longview or significantly contributed to the City. This policy covers all monetary, property, endowment, and memorial donations. This policy does not cover signage, display boards, banners or public artworks. Donations of artworks are to be submitted to the Longview Visual Arts Commission through the Parks and Recreation Department.

The Parks and Recreation Advisory Board worked with staff during the drafting process by providing comment and input. The Board made a motion to recommend approval of the updated Donation/Gift/Memorial Acceptance Policy, Procedure, and Guidelines at their regular meeting on October 17.

**RECOMMENDED ACTION:**

Motion to direct the City Attorney to draft a resolution approving the updated Donation/Gift/Memorial Acceptance Policy, Procedure, and Guidelines for council consideration.

**STAFF CONTACT:**

Jennifer Wills, Director of Parks and Recreation

**Attachments:**     [Donation, Gift, Memorial Acceptance Policy & Procedure](#)  
                                  [Donation, Gift, Memorial Acceptance Guidelines](#)

**A motion was made by Council Member Chet Makinster, seconded by Council Member Steve Moon, that this matter be approved. The motion passed unanimously.**

**10. ORDINANCES & RESOLUTIONS**

[RS 16 2190](#)

**RESOLUTION NO. 2190 - INTERLOCAL AGREEMENT WITH PUBLIC UTILITY DISTRICT NO. 1 FOR TRANSFER OF OWNERSHIP OF STREET LIGHTS AROUND R.A. LONG PARK**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems  
Continue effective financial management

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Cowlitz Co. P.U.D. (PUD) recently completed a maintenance and upgrade project on four street lighting circuits around and near R.A. Long Park. The project included new meter and service cabinets, and underground conduit, junction boxes, and wiring on the four circuits. Street light poles, bases, and lights were not upgraded as part of the project.

These lighting circuits and associated poles and street lights are currently owned and operated by the PUD. The City pays a street light facility charge to the PUD in the amount of \$230.80 per month for ongoing maintenance of these poles and lights. The City pays a separate flat fee to the PUD per light for the energy to power the lights. That fee is currently based upon estimated energy consumption for the various size and types of lights in the system, but will change to a metered consumption charge upon execution of this agreement. The change from a flat fee rate to a metered rate is not expected to result in a change in the overall energy cost for the forty-eight lights on these circuits.

The PUD has offered to transfer ownership of the four lighting circuits and forty-eight poles and lights to the City. In exchange, the PUD has requested payment in the amount of \$23,852.62 to be paid over a period of 10 years with no finance charges. The requested amount covers the installation cost of the four meter cabinets installed as part of the recent maintenance and upgrade project.

Taking over ownership will result in better control of the operation, maintenance, technology, aesthetics, and condition of the lights. The City will now be able to schedule and/or respond to bulb replacements, repairs, knock-down replacements, pole replacements, upgrades, etc. and will not be reliant on the PUD.

Repairs, replacements, or upgrades of the poles and lights have not been a priority for the PUD. Approximately 10 of the lights on these circuits are in poor condition and will need to be replaced with new bases, poles, and lights over the next 10 years, at a total cost of approximately \$15,500.

The PUD also has been un-willing to convert their lights to energy efficient LED's in the past. The City will now have the option to upgrade the lights to save on energy costs and further implement Resolution No. 1961, the City's greenhouse gas emission reduction policy.

After factoring the transfer payment to the PUD, elimination of the facility charge, cost to upgrade to LED's and the associated energy savings, and cost for 10 replacement poles and bases, the financial payback on this investment is approximately 11 years.

The proposed interlocal agreement provides for transfer of ownership of the four lighting circuits and lights, and the associated payment to the PUD.

**FINANCIAL SUMMARY:**

The \$230.80 per month street lighting facility charge would be replaced with a \$198.77 per month repayment plan for the next 10 years. Additionally, the estimated electrical consumption charge would be replaced with metered actual consumption charges.

**RECOMMENDED ACTION:**

Motion to approve Resolution No. 2190.

**STAFF CONTACT:**

Craig Bozarth, City Engineer

**Attachments:**

[Res No 2190 - RA Long Lights Ownership](#)

[Res No. 2190 - EXHIBIT A - Interlocal - RA Long Park Lights](#)

[RA Long PUD Lights Transfer Map](#)

A motion was made by Council Member Scott Vydra, seconded by Council Member Steve Moon, that this matter be adopted. The motion passed unanimously.

[RS 16 2191](#)

**RESOLUTION NO. 2191 - INTERLOCAL AGREEMENT WITH THE CITY OF KELSO, COWLITZ COUNTY AND THE CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1 FOR REGIONAL COOPERATION ON STORMWATER PUBLIC EDUCATION AND OUTREACH**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure  
Continue effective financial management

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Under the provisions of the Western Washington Phase II Municipal Stormwater Permit, the City of Longview is required to *“develop and implement an education and outreach program designed to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts and encourage the public to participate in stewardship activities.”*

The Permit specifies that this program may be developed and implemented locally or regionally. Accordingly, the City of Longview has been working with other municipal stormwater permittees in Cowlitz County to develop a cooperative stormwater public education and outreach initiative.

Known as the “Cowlitz Clean Water Partners,” this collaboration seeks to pool resources, ideas, talents, capabilities and audiences from the various participants to create more wide-reaching and impactful education and

outreach efforts than could be achieved by any of the participants individually. Namely, working together would result in a larger and more cost effective program than could be achieved alone by the City, in addition to providing for more consistent messaging regionally to a larger audience.

The proposed Interlocal Agreement between the City of Longview and the City of Kelso, Cowlitz County and CDID #1 provides the framework for this collaboration and the financial contribution from each participant towards the regional efforts.

**FINANCIAL SUMMARY:**

The Interlocal Agreement specifies the annual total cost and expenses for the regional program shall not exceed \$10,000, and that CDID #1 shall assume 5% of the total cost and expenses, with 56%, 18%, and 21% of the remainder shared by Longview, Kelso and the County, respectively. Therefore, the annual maximum total contribution from the City would be \$5,320. This funding would be provided from the Stormwater Utility budget for public education.

**RECOMMENDED ACTION:**

Motion to approve Resolution No. 2191.

**STAFF CONTACT:**

Steve Haubner, Stormwater Manager

**Attachments:** [Res No 2191 - Stormwater Public Education Collaboration](#)  
[Res No 2191 - EXHIBIT A - Interlocal - Stormwater Public Education Collaboration](#)

**A motion was made by Council Member Scott Vydra, seconded by Council Member Steve Moon, that this matter be adopted. The motion passed unanimously.**

**11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS**

[11.A](#)

**MAYOR'S REPORT**

[16-4563](#)

**APPOINTMENT OF CAMERON CARSON TO THE PARKS & RECREATION BOARD**

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

Due to the resignation of Louis LaPierre, the Parks & Recreation Board is in need of a new member. The Council Appointments Committee met on October 18, 2016 to review and consider applications. The Committee recommends the appointment of Cameron Carson to an unexpired term through 12/31/16.

**RECOMMENDED ACTION:**

Motion to appoint Cameron Carson to the Parks & Recreation Board to an

unexpired term that will expire 12/31/16.

**STAFF CONTACT:**

Don Jensen, Mayor and Council Appointments Committee member  
Mike Wallin, Mayor Pro-tem and Council Appointments Committee member  
Chet Makinster, Councilmember and Council Appointments Committee member

*Councilmember Botero pointed out that Cameron would have to reapply after two months of being appointed, and therefore requested that he be appointed for the subsequent three year term as well, as part of the motion to approve.*

**A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, that this matter be approved as amended. The motion passed unanimously.**

[11. B](#)

**COUNCILMEMBERS' REPORTS**

*Councilmember Botero provided an update regarding Longview School District's community outreach.*

*Councilmember Makinster gave an update on the Airport Board.*

*Councilmembers Vydra and Moon reported they are in the process of setting a date and creating an agenda for the Ad Hoc Water Quality Committee.*

**12. CONSENT CALENDAR**

**A motion was made by Council Member Steve Moon, seconded by Council Member Scott Vydra, that the consent calendar be approved in its entirety. The motion passed unanimously.**

[16-4568](#)

**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:

**SECOND HALF OCTOBER 2016 ACCOUNTS PAYABLE: \$1,732,742.90**

**FIRST HALF OCTOBER 2016 PAYROLL:**

\$ 6,645.21	checks no. 206746-206754
\$ 666,540.04	direct deposits
<u>\$ 447,043.43</u>	wire transfers
\$1,120,228.68	Total

**STAFF CONTACT:**

Sarah Corral, Deputy City Clerk  
John Baldwin, Fiscal Analyst  
Jackie Rodgers, Human Resources Specialist

[16-4569](#)

**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:**

E. Hudson, DOI: 09/26/16. Claimant alleges damages due to injury from tripping on raised sidewalk in front of 1909 Larch St., Longview.

M. Toloeva, DOI: 08/05/2016. Claimant alleges costs incurred as a result of backflow of sewer lines.

V. Matthews, DOI: 12/16/2015: Claimant alleges costs and damages due to injury - fell into sinkhole on the 600 block of 17th Ave., Longview.

**STAFF CONTACT:**

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

[16-4564](#)

**BID REVIEW - 2017 WATER TREATMENT CHEMICAL PURCHASES**

**COUNCIL INITIATIVE ADDRESSED:**

Continue effective financial management

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

Each year, the cities of Longview and Kelso combine their quantities of water treatment chemical purchases to obtain more favorable prices. Bids were received from seven (7) chemical suppliers, with staff's award recommendations as follows for the chemicals Longview uses:

Bid Item #2 Fluorosilicic Acid - Cascade Columbia  
\$3.18 / gallon

Bid Item #3 Sodium Hydroxide - Northstar Chemical  
\$0.7088 / gallon

Bid Item #4 Sodium Hypochlorite - HASA  
\$0.725 / gallon

(Note: Bid Item #1 shown on the bid tabulation sheet is used by the City of Kelso only.)

The bids submitted by the low bidders noted above are regular and responsive. The total estimated chemical cost for Longview in 2017 is \$102,675, approximately \$9,060 higher than projected 2016 chemical costs.

**FINANCIAL SUMMARY:**

Funds for purchasing these chemicals are budgeted in the Filter Plant Operations Fund for 2017.

**RECOMMENDED ACTION:**

Motion to award chemical purchase bids to the bidders identified in the agenda summary.

**STAFF CONTACT:**

John Axford, Engineer

**Attachments:** [2017 Chemical Purchase Bid Tab - 10-19-16](#)

**13. CITY MANAGER'S REPORT**

[16-4570](#)

**REPORT ON LOAN STATUS OF THE INTERFUND LOAN FROM THE GENERAL FUND TO THE ARTERIAL STREET FUND****COUNCIL INITIATIVE ADDRESSED:**

Continue effective financial management

**CITY ATTORNEY REVIEW: N/A****SUMMARY STATEMENT:**

On February 11, 2016 Council approved Resolution No. 2166 authorizing interfund loans from the General Fund to the Arterial Street Fund and Community Development Block Grant Entitlement Fund. Resolution No. 2166 provided for an interfund loan from the General Fund to the Arterial Street Fund in the amount of \$1,435,000.00; and an interfund loan to the Community Development Block Grant Entitlement Fund in the amount of \$55,000.00. These interfund loans were necessary to provide for the respective 2015 year-end cash deficits in each of the aforementioned funds.

The purpose of this agenda item is to report that as of September 30, 2016 the Community Development Block Grant Entitlement Fund loan in the amount of \$55,000.00 has been repaid in its entirety from Community Development Block Grant Entitlement proceeds received from the U.S. Department of Housing and Urban Development.

As it relates to the Arterial Street Fund loan, this agenda item is to inform Council that on September 30, 2016 the Arterial Street Fund paid \$300,000.00 against the \$1,435,000.00 principal loan balance outstanding. In addition to the loan principal, the General Fund received loan interest in the amount of \$4,895.74. Loan interest is based on the average interest rate of the Washington State Treasurer's Local Government Investment Pool for the period in which the loan was outstanding. For the period January 1, 2016 through September 30, 2016, the average Local Government Investment Pool interest rate was 0.34%.

On September 30, 2016 the remaining principal balance on the interfund loan from the General Fund to the Arterial Street Fund is \$1,135,000.00.

**RECOMMENDED ACTION:**

None

**STAFF CONTACT:**

David Campbell, City Manager  
Kurt Sacha, Assistant City Manager/Finance Director

**14. MISCELLANEOUS**

[16-4562](#)

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD - LICENSE SERVICES REQUESTS**

**Attachments:**     [Liquor Lic Renewal Apps](#)  
[Spec Occ-Lower Columbia School Gardens - 11-12-16](#)

**15. ADJOURNMENT**

*The meeting was adjourned at 7:47 p.m. The next scheduled meeting of the Council is Thursday, November 3, 2016.*

*Sarah E. Corral  
Deputy City Clerk*

Approved: \_\_\_\_\_  
Mayor

**NEXT REGULAR COUNCIL MEETINGS:  
THURSDAY, NOVEMBER 3, 2016  
THURSDAY, NOVEMBER 17, 2016**

**NEXT COUNCIL WORKSHOPS:  
THURSDAY, NOVEMBER 3, 2016  
THURSDAY, DECEMBER 1, 2016**

**\* 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.**