



City of Longview

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

Minutes - Final - Not Approved

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, July 28, 2016

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; Jim Duscha, Police Chief; Phil Jurmu, Fire Chief; Jenn Wills, Parks & Recreation Director; Chris Smith, Human Resources Director; and Brian Loos, Safety & Risk Manager.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held July 14, 2016, 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.

[MN 16-0343](#)

COUNCIL MINUTES, JULY 14, 2016

Attachments: [07.14.2016 Minutes for Approval](#)

5. CHANGES TO THE AGENDA

6. PRESENTATIONS & AWARDS

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Dan Johnson of Longview addressed council regarding which vehicles would be subject to a vehicle tab fee if a Transportation Benefit District is formed. Mr. Johnson requested that the council consider only imposing the fee on vehicles that have engines. Public Works Director Jeff Cameron advised that the vehicle exemptions are set by state law, not by council.

7. A

FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS

City Manager Campbell advised that he and staff had met with Jerry Marston, who spoke at the July 14th regular council meeting, and Mr. Marston is now aware of the process he would need to follow to have a fence installed along the 14th Avenue right of way.

8. PUBLIC HEARINGS

9. BOARD & COMMISSION RECOMMENDATIONS

10. ORDINANCES & RESOLUTIONS

[16-4434](#)

**RESOLUTION NO. 2184, DECLARING PROPERTY SURPLUS AND
AUTHORIZING DISPOSITION THEREOF**

COUNCIL INITIATIVE ADDRESSED:

Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The equipment identified in Exhibit "A" of the attached resolution has been determined by staff to be no longer needed. Before these items can be sold, traded-in, or otherwise disposed of, they must be declared surplus. This resolution will declare these items surplus and authorize the City Manager to sell or otherwise dispose of it.

RECOMMENDED ACTION:

Adopt the resolution declaring the equipment identified in Exhibit "A" surplus and authorize the City Manager to sell or dispose of it in the most

advantageous manner.

STAFF CONTACT:

Dan Zenger, Fleet/Facilities Maintenance Manager

Attachments: [Resolution No 2184 - Surplus Property](#)

[Exhibit A - Surplus Lists 2016 07](#)

A motion was made by Council Member Scott Vydra, seconded by Council Member Chet Makinster, that Resolution No. 2184 be adopted. The motion passed unanimously.

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

11. A MAYOR'S REPORT

11. B COUNCILMEMBERS' REPORTS

Council Member Botero reported that he has been discussing the recent Department of Corrections notification with the AWC, legislators and Mark Brown to address why the DOC only gave the city ten days to respond to the notification. Council Member Botero also brought attention to upcoming Parks & Recreation events and the success of the recent Cop Chat.

Council Member Melink suggested that the council invite the 911 staff to present information at a workshop regarding the proposed 1/10 of 1% tax. City Manager Campbell advised that he had reached out to the Director of the Communications Center and they are working together to schedule a workshop presentation for sometime in September.

Council Member Makinster advised that things are going in a good direction at the Southwest Washington Regional Airport and also praised staff involved with the recent Cop Chat.

Council Member Wallin advised that the Southwest Washington Economic Development District is updating its governing documents, which will result in an increase in cost for Longview's participation. Council Member Wallin also advised that the county is consolidating the health and human services boards; there will be more information available on that in the near future.

Council Member Vydra advised that the COG will be moving forward with an SR 432 project related to funds relinquished by the city of Longview.

Mayor Jensen requested that his fellow council members forward any minutes they receive from their various boards & commissions meetings, to keep everyone informed about current events.

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.

[16-4458](#)

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 JULY 2016 ACCOUNTS PAYABLE: \$1,914,106.01

FIRST HALF JULY 2016 PAYROLL:

\$5,971.03, checks no. 206669-206675

\$690,692.35, direct deposits

\$458,316.31, wire transfers

\$1,154,979.69 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

The final audited second half July claims amount: \$2,286,636.06. Checks issued: 345369 through 345806.

[16-4457](#)

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:

Bill Baker, DOI: 01/01/2016. Claimant alleges that a city owned tree was not properly maintained and caused damage to his roof.

Jim Chenoweth, DOI: 06/02/2016. Claimant alleges costs incurred to fix damage to tankless Navian water heater caused by the city plunging the main line on May 26, 2016.

Colleen Goodrich, DOI: 06/25/2016. Claimant alleges costs incurred as a result of a broken sewer line when problem was on city side.

Pam Hendrickson, DOI: 05/01/2016. Claimant alleges property damage to lawn mower caused by city owned tree stump.

William Kasch, DOI: 06/01/2015. Claimant alleges property damage as a result of the Washington Way Bridge construction project. Claim tendered to contractor's insurer.

DENIED:

Bill Baker, DOI: 01/01/2016. Claimant alleges that a city owned tree was not properly maintained and caused damage to his roof.

Jim Chenoweth, DOI: 06/02/2016. Claimant alleges costs incurred to fix damage to tankless Navian water heater caused by the city plunging the main line on May 26, 2016.

SETTLED:

Patricia Burke, DOI: 04/12/2016. Claimant alleges injuries sustained as a result of a trip-and-fall over poorly maintained city sidewalk located at 2225 Hemlock St, Longview.

Colleen Goodrich, DOI: 06/25/2016. Claimant alleges costs incurred as a result of a broken sewer line when problem was on city side.

STAFF CONTACT:

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

[16-4459](#)

BID REVIEW - REMOVE AND REMOUNT 5 YARD DUMP BOX**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

The 2015/2016 Equipment Rental Reserve Fund includes funding for the purchase of one 5-yard dump truck in the City's Stormwater division.

This unit was originally scheduled to be replaced in 2014 but the life cycle was extended. At this time, the life cycle cannot be extended any longer due to increasing mechanical issues. After reviewing 5-yard dump truck options, it was determined by staff to replace the chassis instead of repair since repair would exceed the value of the truck. However the 5-yard dump box is in good condition and can be remounted on a newer chassis.

On July 12, 2016, one bid was received as follows:

Remove and Remount - \$23,328.00, Randco Tank Inc; Kelso WA

New 5-Yard Dump Box - \$54,000, Washington State contract

\$30,672 - savings

FINANCIAL SUMMARY:

Funds for this vehicle conversion are budgeted in the 2015/2016 budget.

RECOMMENDED ACTION:

Motion to accept the bid and award a contract to: Randco Tank in the amount of \$23,328.

STAFF CONTACT:

Dan Zenger, Fleet/Facilities Maintenance Manager

Attachments: [07.28.2016 Bid Review - Remove & Remount 5 Yard Dump Box](#)

[16-4461](#)

PROFESSIONAL SERVICES AGREEMENT WITH IDAX DATA

**SOLUTIONS FOR AMERICANS WITH DISABILITIES ACT INVENTORY OF
SIDEWALKS AND ACCESSIBLE RAMPS IN THE RIGHT-OF-WAY****COUNCIL INITIATIVE ADDRESSED:**

Improve Transportation System

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

The City of Longview is required to develop an ADA Transition Plan in accordance with the requirements of Title II of the Americans with Disabilities Act (ADA). Failure to prepare an ADA Transition Plan will subject the City to losing all federal funding, and the City may be the subject of third party lawsuits regarding compliance with the ADA. To prepare the ADA Transition Plan, the City must evaluate all city-owned or operated facilities, buildings, and service programs to identify barriers that limit access for individuals with disabilities; and then create a plan identifying how the City will upgrade its facilities, buildings, and programs to remove accessibility barriers.

The ADA Transition Plan must include the following components and processes:

- Policies and practices regarding how the City will comply with ADA requirements;
- Evaluation of City-owned or operated facilities, buildings, and programs;
- Methods and procedures describing how to make the facilities and programs accessible;
- Schedule for implementation of the identified ADA upgrades;
- Cost estimates for the identified ADA upgrades;
- Public outreach and involvement during development of the Plan.

Phase I of preparing the ADA Transition Plan is to complete an assessment and inventory of ADA compliance regarding sidewalks and accessible ramps (curb ramps) within the public right-of-way. Staff evaluated the cost and time to conduct the assessment and inventory, and during the May 5th Budget Workshop, provided Council three options for completing this work: In-House using existing Staff; a combination of using In-House Staff and hiring Part-Time Staff; or by hiring an Outside Firm to complete the work. At that time, Council provided direction to hire an Outside firm.

In accordance with state law, staff selected IDAX Data Solutions and negotiated a scope of work and cost to provide the services outlined in the proposed scope of work. The proposed scope of work with IDAX will take 10 weeks to complete the inventory. The information collected will be integrated into the City's Geographic Information System and Lucity asset management system for further analysis during preparation of the ADA Transition Plan.

FINANCIAL SUMMARY:

The estimated cost of the contract with IDAX Data Solutions is \$52,700, which will be funded by the Arterial Street fund.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the agreement with IDAX Data Solutions.

STAFF CONTACT:

Ivona Kininmonth, Engineer

Attachments: [Longview ADA Asset Collection Scope of Work](#)

[PROJ #90](#)**PROJECT COMPLETE CERTIFICATION - 20th & OCEAN BEACH
SUBSTATION WATER RELOCATION****COUNCIL INITIATIVES ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

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

This action is to certify the 20th & Ocean Beach Substation Water Relocation project has been completed in accordance with the plans and specifications under Contract No. 16-0197-W entered into between the City of Longview and Nutter Corporation, and the same is hereby accepted and approved.

RECOMMENDED ACTION:

Motion to accept and approve as complete the 20th & Ocean Beach Substation Water Relocation project.

STAFF CONTACT:

Sam Barham, Project Engineer

[16-4451](#)**APPOINT GIAN MORELLI (COLUMBIA THEATRE), BILL MARCUM
(KELSO LONGVIEW CHAMBER OF COMMERCE), AND BETTY
WILSON (QUALITY INN & SUITES) TO THE LODGING TAX ADVISORY
COMMITTEE****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities
Continue effective financial management

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

There are three candidates (two reappointments and one new appointment) willing to serve on the Lodging Tax Advisory Committee (LTAC). It is recommended that Council appoint Gian Morelli (Columbia Theatre for the Performing Arts), Bill Marcum (Kelso Longview Chamber of Commerce), and Betty Wilson (Quality Inn & Suites) to the LTAC for one-year terms each, to expire on December 31, 2016.

RECOMMENDED ACTION:

Motion to appoint Gian Morelli, Bill Marcum and Betty Wilson to the Lodging Tax Advisory Committee for one-year terms to expire on December 31, 2016.

STAFF CONTACT:

Kurt Sacha, Finance Director/Assistant City Manager

[16-4452](#)

APPOINTMENT OF MARIE BOISVERT TO THE SISTER CITY COMMISSION

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Due to the resignation of Margit Brumbaugh, the Sister City Commission would like to appoint Marie Boisvert (LCC Director of International Programs) to fulfill this unfulfilled term, to expire 12/31/17.

RECOMMENDED ACTION:

Council to appoint Marie Boisvert to serve as a Sister City Commission member until 12/31/17.

[16-4460](#)

APPOINTMENT OF ALLAN RUDBERG AND KATIE BONUS TO THE DOWNTOWN ADVISORY COMMITTEE

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Downtown Advisory Committee (DAC) is currently lacking two important membership positions: a resident of the downtown; and a Housing Opportunities of SW Washington (formerly Longview Housing Authority) representative.

The resident position vacated term expires at the end of 2017; therefore, the Council Board & Commission Appointment Committee is recommending the appointment of Allan Rudberg to serve out the balance of the term expiring December 31, 2017. Katie Bonus has been recommended as the new appointee of the Housing Opportunities member for a term that will expire on December 31, 2018.

RECOMMENDED ACTION:

Motion to confirm Council's appointment of Allan Rudberg and to fulfill a current unexpired term that will end on December 31, 2017; and Katie Bonus to the Downtown Advisory Committee, a term that will expire on December 31, 2018.

[16-4463](#)

APPOINTMENT OF SHAWN MARVIN TO THE PLANNING COMMISSION

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The resignation of a Planning Commission member occurred earlier this year. The vacated term expires at the end of 2017 and the Council Board & Commission Appointment Committee is recommending the appointment of Shawn Marvin to serve out the remaining balance of that term.

RECOMMENDED ACTION:

Motion to confirm the appointment of Shawn Marvin to the Planning Commission to fulfill a current unexpired term that will end on December 31, 2017.

13. CITY MANAGER'S REPORT

[PC 2015-8
7/28/16](#)

**PROPOSED ZONING CODE AMENDMENTS REGARDING THE SITING
OF NEW EMERGENCY SHELTERS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods, address quality of place issues

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

The city council has concerns regarding the siting of new emergency shelters and the impacts they could have on surrounding neighborhoods. On October 22, 2015, the city council adopted Ordinance No. 3302 that implemented a six-month moratorium on the siting of emergency shelters within the city. The council appointed a four-member committee consisting of council and planning commission members to review the existing zoning code regulations and develop recommendations on the siting of emergency shelters. The committee met five times. The meetings included discussions with service providers and video-conferencing with State agency representatives. At their fifth meeting, the committee produced draft recommendations.

On May 5, the planning commission held a workshop on the committee's recommendations and then a public hearing during their July 6 regular meeting. The planning commission heard from persons who said the proposal was too restrictive and from others who said the proposal was not restrictive enough. After closing the public hearing and discussing the matter the planning commission voted four to one (with one abstention) to forward the committee's recommendation to the council with a recommendation for approval.

Since the planning commission's public hearing, additional comments and/or questions have been received by staff. They include the attached letter from Suzanne Skinner representing the following organizations: Seattle University School of Law's Homeless Rights Advocacy Project, the National Law Center on Homelessness and Poverty, Columbia Legal Services, and the Interfaith Task Force on Homelessness. Councilmember Melink had also received a series of questions (attached) prior to the commission's hearing from

Christina Pegg, Executive Director for Housing Opportunities for Southwest Washington (formerly Longview Housing Authority).

Councilmembers who were members of the review committee have expressed an interest in holding a workshop to introduce the planning commission's zoning code amendment proposal to all of the councilmembers. If the council wants staff to address the issues raised by the above correspondence, more time is needed. Staff is suggesting a workshop be held no earlier than August 25. Staff also recommends that the council schedule its own public hearing on the proposal following the workshop.

Note: Ordinance No. 3318 extended the moratorium for another six months to October 14, 2016.

RECOMMENDED ACTION:

Motion to schedule a workshop on the proposed zoning code amendments regarding the siting of new emergency shelters for August 25.

STAFF CONTACT:

Steve Langdon, Planning Manager

Jim McNamara, City Attorney

Attachments: [Emergency shelters - committees' recommendation](#)
[C Pegg email questions re emergency shelter siting proposal](#)
[S Skinner letter to Longview City Council](#)
[DOJ Statement on Criminalization of Homeless](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Ken Botero, to schedule a workshop on the proposed zoning code amendments regarding the siting of new emergency shelters for August 25. The motion passed.

14. MISCELLANEOUS

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

[16-4455](#)

WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS

Attachments: [WSLCB Renewals](#)
[Corks & Bottles & Wines New App](#)

15. ADJOURNMENT

The meeting was adjourned at 7:23 p.m. The next scheduled meeting of the Council is August 11, 2016.

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, AUGUST 11, 2016

THURSDAY, AUGUST 25, 2016

NEXT COUNCIL WORKSHOPS:

THURSDAY, AUGUST 11, 2016

THURSDAY, AUGUST 25, 2016