



City of Longview

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

Minutes - Draft

City Council

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

Thursday, March 27, 2014

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

3. ROLL CALL

Present: 6 - Mayor Don Jensen, Council Member Botero, Council Member Hutchinson, Council Member Makinster, Council Member Moon and Council Member Wallin

Excused: 1 - Mayor Pro Tem Melink

Staff present:

Assistant City Manager/Director of Parks & Recreation David Campbell; City Attorney James McNamara, and City Clerk Ann Davis.

Also present: John Brickey, Director of Community Development; Craig Bozarth, City Engineer; Jim Duscha, Police Chief; Judy Jones, Information Technology Director; Phil Jurmu, Fire Chief; Chris Smith, Human Resources Manager; Kurt Sacha, Finance Director; and Chris Skaugset, Library Director.

4. APPROVAL OF MINUTES

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held March 13, 2014, 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 14-0233

COUNCIL MEETING MINUTES, MARCH 13, 2014

Attachments: [CNCL MIN 03123014](#)

5. CHANGES TO THE AGENDA

Mayor Jensen added Resolution No. 2108 to the agenda, adopting the City Manager's Emergency Declaration regarding landslide activity on Columbia Heights Road.

6. PRESENTATIONS & AWARDS

14-3229 PROCLAMATION: ARBOR DAY - APRIL 9, 2014

Attachments: [Arbor Day - April 9, 2014](#)

Parks Supervisor Curt Nedved accepted the Proclamation celebrating Arbor Day. Mr. Nedved invited the public to attend the scheduled tree planting ceremony on April 9, at 10 a.m., in front of City Hall.

14-3247 NATIONAL SERVICE RECOGNITION DAY - APRIL 1, 2014

Attachments: [National Service Recognition Day - April 1, 2014](#)

Sarah Clark, CAP's RSVP Program Manager, accepted the Proclamation for National Service Recognition Day. The RSVP Program provides volunteers age 55+ to assist where needed. Jennie Bergman and Marsha Tredwick, with Cowlitz Americorps, arrived with a number of Americorps volunteers. The volunteers introduced themselves and told Council where they were currently volunteering their services.

Mayor Jensen noted his thanks to all citizens who volunteer.

**14-3254 PRESENTATION OF CERTIFICATES OF APPRECIATION TO
VOLUNTEERS SERVING ON BOARDS AND COMMISSIONS FOR
TERMS THAT EXPIRED IN 2013**

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

We would like to recognize the following individuals who have served terms on various boards and commissions, and their terms expired at the end of 2013:

Ed Holloway, Appeal Board of Adjustment
Justin Bell, Downtown Advisory Committee
Bob Brooks, Downtown Advisory Committee
Dan Ouellette, Downtown Advisory Committee
Charlie Phromnopavong, Golf Advisory Committee
Barbara Doran, Lodging Tax Advisory Committee
Sarah Temples, Parks & Recreation Board
Barbara Lancaster, Sister City Commission
Al Dieschel, Stormwater Advisory
Howard Nagel, Stormwater Advisory

Carol Boudreau, Visual Arts Commission
Steven Heitert, Visual Arts Commission

Mayor Jensen and Assistant City Manager/Director of Parks & Recreation David Campbell read the names of volunteers who have completed their service on various City Boards and Commissions. Of the individuals named above, only Tim Temples was present to accept the certificate on behalf of his daughter Sara.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Mt. Solo Prevention Club gave an update on its activities. Scout and Kelsey said the club's purpose is to educate teens about underage drinking, drugs and distracted driving. Each week the club members research a certain topic and present their findings at a meeting. Attendance at the meetings is good; they also serve cookies.

Citizen Ray Van Tongeren complimented the Parks Department and Street Department staff for getting the 20th Avenue Bridge opened in time for the after-school commute.

Bill Kasch also noted his appreciation of all the work Parks employees do. Regarding his comment made last month, concerning debris on Tennant Way, he spoke with an individual at the Department of Corrections and two teams were provided to clean up the trash. 300 bags, almost one ton of trash, was picked up. He also spoke with Waste Control people; they are willing to work to keep garbage from blowing off their trucks.

In conjunction with Historic Preservation Month in May, Mr. Kasch has been working with student artists to encourage them to draw Longview landmarks.

8. PUBLIC HEARINGS

**14-3252 PUBLIC HEARING TO COLLECT COMMENTS AND ALLOCATE 2014
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This public hearing will be held to review and consider 2014 Community Development Block Grant (CDBG) project designs submitted to the City, to hear public comment and make funding allocations.

A total of 7 CDBG project designs have been received: 4 projects for Main Entitlement funding, 2 projects for Public Services, and 1 project for Planning. Public Review of projects has been available on the City's CDBG Website <http://www.mylongview.com/index.aspx?page=497>

Funding for 2014 CDBG is \$310,150 with additional entitlement funding made available through the use of project deobligations, and unobligated funding. A summary of submitted projects by category is under the full agenda body.

Funded through the Federal Department of Housing and Urban Development (HUD).

RECOMMENDED ACTION:

Motion to fund projects by category.

Main Entitlement

Estimated Amount Available: \$253,666.75 Amount Requested: \$431,880

Community Opportunity Sprinkler System - Install sprinkler system and fire monitoring at 748 14th Avenue for homeless clients. Community House on Broadway **\$194,400**

Microenterprise/Small Business Development Program - Provide micro-enterprise assistance through classroom and coaching in four to six week classes. Provide revolving loans to creditable micro-enterprises in Longview.. Longview Center for Business Growth **\$60,000**

Longview Senior Center HVAC Improvements - Install new HVAC units in Senior Center to heat and cool rooms efficiently. Parks and Recreation Dept. **\$75,110**

Roy Morse Park Improvement - Provide improvement of a 20' x 20' picnic shelter, 18 hole disk golf course, 11 station outdoor fitness equipment and field fence improvements. Parks and Recreation Dept. **\$102,370**

Public Service

Estimated Amount Available: \$47,662.80 Amount Requested: \$57,662

Help Warehouse - Distribute food and USDA commodities to persons in need and deliver food to Senior/Low income apartments...Lower Columbia Community Action Program **\$47,662**

Self Help Plus Pilot-Legal Aid for Vulnerable Populations - Provide 150 hours of contracted attorney time to help veterans, domestic violence victims, and third-party custodial cases. Cowlitz-Wahkiakum Legal Aid **\$10,000**

Planning

Estimated Amount Available: \$15,887.60 Amount Requested: \$4,000

Longview Outdoor Gallery - Provide a plan for the Longview Outdoor Gallery which describes the administration and funding phases for the downtown area. Longview Outdoor Gallery **\$4,000.**

Attachments: [CDBG Entitlement Funding amended](#)
[2014 CDBG Project Selection Power Point \[Read-Only\]](#)
[CDBG Entitlement Funding](#)

Director of Community Development John Brickey recapped the CDBG program, eligible projects, how agencies and projects were solicited, and described the 7 projects submitted for 2014 funding. Staff had provided Council a spreadsheet with recommendations for funding.

Mr. Brickey read excerpts from an email from Melissa Taylor, Planning Manager with Cowlitz-Wahkiakum Council of Governments, clarifying some aspects of the Community House project proposal. Mr. Brickey also noted that Community House Executive Director Frank Morrison had subsequently indicated he may be able to find additional sources of funding, and therefore he could reduce Community House's initial request from \$194,400 to \$130,000, freeing up funding for other proposals.

Mayor Jensen noted he had been given some corrections to the Longview Outdoor Gallery application.

Mayor Jensen opened the public hearing at 7:48 p.m.

Frank Morrison introduced P. J. Peterson, one of the local physicians who had donated the building at 748 - 14th Avenue to Community House. Installing a sprinkler system will allow Community House to maximize use of this space. Longview Community Church has donated some funds to equip play areas for children.

Mayor Jensen thanked Dr. Peterson for her generous contribution.

Laurie Bashor spoke in favor of funding the self-help legal program. This program has been operating to date with volunteer attorney hours, now the group needs to hire a contract attorney to assist with cases involving veterans and benefits, domestic violence violations and third-party custodial cases.

Hans Schaufus, speaking on behalf of the Longview Outdoor Gallery Planning project, stated his organization is like a "mustard seed" to help revitalize Downtown Longview. The planning grant will develop administration and funding phases.

Michael Torres, with CAP HELP food warehouse, said his organization applied for the full amount of funding available, but will take anything the Council will award them. The HELP food warehouse distributes food to eight other distribution centers and also distributes USDA commodities.

Marcel Goulet spoke about his proposed micro/small business development proposal. He will be establishing his own 501(3)(c) nonprofit organization to operate the program. The program will consist of training sessions, guidance and a revolving loan fund. The difference between his program and the Small Business Administration is the size of the businesses helped: his goal is businesses with between one and five employees, while the SBA fosters larger medium-size businesses.

Council asked Mr. Goulet numerous questions regarding cost of administration and particulars about the revolving loan fund. Several Councilmembers expressed concern with providing funding to a private enterprise.

There being no further comment, either written or oral, the public hearing was closed

at 8:19 p.m.

Council was reminded that monies could not be moved around between the entitlement, public services and planning funds.

Councilmember Wallin moved to fund projects as follows: Entitlement funds: Community House, \$130,000; Micro/small business development, \$48,556.75; Senior Center HVAC, \$75,110; Public Service funds: HELP Food Warehouse, \$37,652.80; Self-help legal project, \$10,000; and Planning funds: \$4,000 to Longview Outdoor Gallery. Councilmember Botero seconded the motion.

Councilmember Hutchinson moved to amend the motion that \$11,507.50 in unobligated planning funds be returned to administration. This motion was seconded by Councilmember Makinster. Upon a vote duly held, the motion to amend was unanimously approved.

Director of Community Development entered the proposed funding levels into the spreadsheet. It was determined the figure listed as "available" was different from that originally projected. The actual available funds were inserted into the spreadsheet, necessitating some funding levels be lowered.

Councilmember Wallin moved to reduce the award to Micro/small business development by \$4,941.30 to \$43,615.45. Councilmember Makinster seconded the motion, and, upon a vote duly held, it was unanimously approved.

Councilmember Wallin moved to reduce the grant award to HELP food warehouse to \$36,522.50. This motion was seconded by Councilmember Moon, and, upon a vote duly held, was approved with one "nay" vote cast by Councilmember Makinster. Councilmember Makinster stated he felt distributing food was very important, and he could not support reducing the grant amount.

Councilmember Wallin noted that the self-help legal proposal is also a valuable program; Council has wished to fund such a project before but this is the first year adequate funding is available.

Councilmember Makinster said he would support the main motion, even though he was uncomfortable spending \$60,000 to fund a private enterprise (Micro/small business development). Councilmember Wallin clarified that the funding level is currently \$43,615.45, not \$60,000.

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

9. BOARD & COMMISSION RECOMMENDATIONS

14-3255

2014 NEIGHBORHOOD PARK GRANT PROGRAM AND KUNTZ FAMILY TRUST FUNDING RECOMMENDATIONS

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the city council as a means of giving community groups the opportunity to improve and invest in their parks, and the city the ability to stretch its capital funds. Annually since 1997 the parks and recreation board has evaluated applications from neighborhood and community groups, sports organizations, service clubs, and occasionally individuals. The board's recommendations are then presented to the council for final approval.

The \$25,000 that the council has usually budgeted each year for the NPG Program has been used to fund a wide variety of projects. (See the attached list of past sponsors and their projects.) Along with whatever city funds are approved, project applicants are required to contribute a matching amount in cash and/or the value of labor and materials; in other words, they contribute to projects on at least a 1:1 ratio, and sometimes much more.

The NPG Program is normally quite competitive. Project applications are evaluated on the basis of community need, community impact (who will benefit from a project), extent of facility usage or availability during the year, project life span and cost-benefit, future maintenance requirements, readiness to proceed, partnering, enhancement of safety and security, and other factors.

Kuntz Family Trust funds were donated to the city in phases in the mid-1990s, initially for improvements and upkeep for Lions Island and Lake Sacajawea Park, and then to the parks department in general. After the first donation was spent on improvements to the island and the park, many years passed during which only some of the interest earnings on the remaining principal were spent sporadically on a variety of parks and recreation projects and activities. In 2012 the council passed Resolution No. 2044, adopting a set of policies to guide allocation of the trust funds. Among other things, those policies call for promoting, evaluating, and submitting applications for funding to the council at the same time and through the same process as ones for the Neighborhood Park Grant Program.

The parks board met last month to review applications for funding from the various NPG Program and Kuntz Family Trust "pots of money" available and now submits the recommendations as shown on the attached matrix for council consideration. Copies of all of the applications received are also attached for the council's information.

RECOMMENDED ACTION:

Motion to approve the parks board's recommendation for the 2014 Neighborhood Park Grant Program and Kuntz Family Trust funding.

Attachments:

[Council Overhead Matrix- Grants](#)

[Neighborhood Park Grants 2014](#)

[Kuntz Family Trust Grants 2014](#)

[Park Grant Summary 1997 - 2013](#)

[Kuntz Family Trust Fund Grant Summary 2013](#)

Assistant City Manager/Director of Parks & Recreation David Campbell recapped the projects that had been submitted for funding and the Parks Board's recommendations for funding from the various sources. Mr. Campbell explained the reasons some projects were not recommended for funding.

The Disc Golf course project submitted by Larry Wood was proposed to be sited on Memorial Park Drive and School District property. The Parks Board recommended funding this project in the amount of \$5,000, but only if the course could be installed at Roy Morse Park.

Councilmember Hutchinson moved to fund the projects as recommended by the Parks Board; this motion was seconded by Councilmember Moon.

Mr. Campbell refreshed Council on the policy adopted pertaining to allocations from the Kuntz Fund(s). One portion is dedicated entirely to Lions Island. Distribution of the the other fund is intended to be limited to 20% of the principal per year divided into two separate categories: projects that are listed on the Capital Improvement Plan (CIP) and projects that are not on the CIP. Mr. Campbell noted Council's policy can be modified or disregarded at Council's discretion.

Parks Board Chairman Tim Temples explained only the capital improvement portion of the Girls Softball request was funded. The remainder was for a soil amendment, which is a consumable item, not a capital improvement. He did suggest this expenditure could be funded from the Kuntz Fund non-capital projects monies in the amount of \$1,080.

Citizen Martin Wells instructed Council to leave the Kuntz fund alone; it is intended for use only at the Lake.

Laurie Bashor spoke in favor of the proposal to study an indoor sports facility, since she and other parents have to take their children to Vancouver and Portland to practice soccer during the winter. She was told the project was submitted late and was proposing a feasibility study be conducted, not a capital projects expenditure. This project had not been recommended for funding.

Councilmember Hutchinson moved to amend the motion to allocate \$1,080 toward the Girls Softball field maintenance from the the Kuntz non-capital project fund. This motion was duly seconded, and, upon a vote duly held, unanimously carried.

Councilmember Wallin stated Council should do everything possible to show appreciation for the Kuntz' generous donation.

Assistant City Manager/Director of Parks & Recreation David Campbell noted staff has been trying to honor the Kuntz contribution by installing plaques on items purchased for or constructed in the parks. In the case of repairing playground equipment, it would be overkill to sign every piece of equipment. Parks Superintendent Curt Nedved came to the podium and said he would be more than willing to install a plaque in each park wherever Kuntz funds are spent.

A motion was made by Council Member Tom Hutchinson, seconded by Council Member Steve Moon, that this matter be approved as amended. The motion passed unanimously.

Recess

Mayor Jensen declared a recess at 9:20 p.m. The meeting was reconvened at 9:29

p.m.

10. **ORDINANCES & RESOLUTIONS**

**14-3253 RESOLUTION NO. 2107 - COOPERATIVE PURCHASING AGREEMENT
WITH NATIONAL PURCHASING PARTNERS (NPP)**

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

It has been the usual practice for the Longview Fire Department (LFD) to make individual purchases of \$2,000 or less for its Personal Protective Equipment and Clothing (suppression clothing). Recently, LFD selected a standard specification for its suppression clothing and found vendors listed with National Purchasing Partners (NPP). Consequently, the LFD wishes to make purchases from NPP by following the guidelines outlined in the City of Longview Purchasing Manual, for Purchase of Goods, Supplies & Equipment, not Constituting Public Works greater than \$10,000.

Cooperative purchasing agreements increase efficiency and savings by offering group purchasing advantages such as volume discounting and government pricing. NPP has also followed the advertising and call for bid process requirements, eliminating further costs to the city.

RECOMMENDED ACTION: Adopt the resolution authorizing the City Manager to enter into an interlocal agreement with National Purchasing Partners and for cooperative purchasing of goods, supplies and equipment for the fire department.

Attachments: [Resolution No. 2107 - Cooperative Purchase Agreement](#)
[National Purchasing Partners Interlocal Agreement for Group Purchasing](#)

A motion was made by Council Member Chet Makinster and duly seconded, that this Resolution be adopted. The motion passed unanimously.

**RS 14 2108 RESOLUTION NO. 2108 - RATIFYING AND CONFIRMING THE
DECLARATION OF EMERGENCY PROCLAMATION -- STATE OF
CIVIL EMERGENCY, CITY OF LONGVIEW, COWLITZ COUNTY,
WASHINGTON, MARCH 2014 COLUMBIA HEIGHTS ROAD LAND
SLIDE, AS SIGNED BY THE CITY MANAGER ON MARCH 27, 2014,
PURSUANT TO CHAPTER 10.60. LMC**

CITY ATTORNEY REVIEW: REQUIRED or N/A

SUMMARY STATEMENT:

City Manager Bob Gregory issued a Proclamation of Emergency in order to waive public bidding requirements for road work on Columbia Heights

Road. This Declaration of Emergency needs Council ratification and confirmation.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2108.

Attachments: [Res 2108 Emergency Declaration](#)
 [Proclamation of Emergency-Columbia Heights 3-27-14](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Ken Botero, that this Resolution be adopted. The motion passed unanimously.

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

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.

14-3245 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 March, 2014 Accounts Payable: \$1,439,984.08

First Half March, 2014 Payroll:
 \$16,325.79, Checks No. 205942 - 205945
 \$614,026.51, direct deposits
 \$391,831.05, wire transfers
\$1,022,183.35 Total

Final audited accounts payable: \$1,423,519.05. Checks issued: 326756 - 327121.

14-3246 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:

Michael Carrillo, DOI: 2/26/2014. Claimant alleges he was struck from behind by police vehicle traveling without headlights. \$1,248.31 claimed

Jeffery & Kim Walters, DOI: 1/3/2013. Claimants allege City maintenance or negligence caused groundwater to pool, triggering a

landslide and undercutting foundation of residence. \$126,000 claimed; costs still being incurred

Megan Getchell, DOI: 2/24/2014. Claimant alleges out-of-pocket expenses incurred to clear sewer line when problem was on City side. \$216.00 claimed

PROJ #67**PROJECT COMPLETE CERTIFICATION - 2013 WATER MAIN IMPROVEMENT PROJECTS****COUNCIL INITIATIVES ADDRESSED:**

Provide sustainable water quality & environmental infrastructure.

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

This action is to certify that the 2013 Water Main Improvement Projects has been completed in accordance with the plans and specifications under Contract No. 13-0190-W entered into between the City of Longview and 3 Kings Environmental, Inc., and the same is hereby accepted and approved.

RECOMMENDED ACTION:

Motion to accept and approve as complete the 2013 Water Main Improvement Projects.

13. CITY MANAGER'S REPORT**14. MISCELLANEOUS**

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

14-3234**LIQUOR CONTROL BOARD REQUESTS**

Attachments: [LL June Renewals 001](#)
 [Legal Beverages MJ 001](#)

15. ADJOURNMENT

Councilmember Botero requested an excused absence for the April 24, 2014 Council meeting. Councilmember Wallin advised he may need to be excused from that meeting also. The meeting was adjourned at 9:34 p.m. The next scheduled meeting of the Council is April 10, 2014.

Ann C. Davis
City Clerk

Approved: _____
Mayor

NEXT REGULAR COUNCIL MEETINGS:

Thursday, April 10, 2014 at 7 p.m.

Thursday, April 24, 2014 at 7 p.m.

NEXT COUNCIL WORKSHOP:

Thursday, April 17, 2014 at 6 p.m.