



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 Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin
Council Member MaryAlice Wallis

Thursday, September 27, 2018

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 7:03 p.m.

2. **INVOCATION*/FLAG SALUTE**

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

3. **ROLL CALL**

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

STAFF PRESENT

City Manager Kurt Sacha; City Attorney Jim McNamara; City Clerk Kaylee Cody; Public Works Director Jeff Cameron; Community & Economic Development Director John Brickey; Parks & Recreation Director Jen Wills; Interim Fire Chief Jim Kambeitz; Police Captain Robert Huhta; Human Resources Director Chris Smith; Library Director Chris Skaugset; Information Technology Director Todd Dodgin; & Risk & Safety Manager Brian Loos.

4. **APPROVAL OF MINUTES**

[18-5596](#)

COUNCIL MINUTES, SEPTEMBER 13, 2018

Attachments: [9.13.2018 Regular Meeting Minutes for Approval](#)

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held September 11, 2018, 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.

5. CHANGES TO THE AGENDA

Mayor Pro Tem Wallin proposed to move agenda sections 12 & 13 (Mayor's Report & Councilmembers' Reports) to directly after section 6 (Presentations and Awards). There was no objection.

6. PRESENTATIONS & AWARDS

[18-5581](#)

ACCEPTANCE OF ART DONATION FROM THE LONGVIEW MASONIC LODGE

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Longview Masonic Lodge would like to donate a framed print of Gilbert Stuart's 1796 iconic portrait of George Washington known as the Lansdowne Portrait to the City of Longview to be hung at the Longview Public Library. The portrait portrays Washington as "a civilian commander in chief."

RECOMMENDED ACTION:

No action required

Attachments: [Gift Agreement with Longview Masonic Lodge.pdf](#)

Greg Keller, Masonic Lodge Master, presented the Lansdowne replica portrait of George Washington.

[18-5605](#)

PROCLAMATION: NATIONAL FIRE PREVENTION WEEK, OCT. 7 - 13, 2018

RECIPIENT: JIM KAMBEITZ, INTERIM FIRE CHIEF

STAFF CONTACT: Maureen Wingler, Executive Office

Attachments: [National Fire Prevention Week, October 7-13, 2018.pdf](#)

Mayor Jensen presented the proclamation to Interim Fire Chief Jim Kambeitz.

[18-5604](#)

LIFE SAVE AWARDS

SUMMARY STATEMENT:

Interim Fire Chief Jim Kambeitz will make three Life Saving Award Presentations.

On August 31, 2018 a citizen was in distress on the river while fishing and through the cooperation of three key individuals, CPR was performed; which saved the citizens life.

Today we will honor:

Trevor Brunelle, who noticed his friend in distress and immediately started CPR.

Justin Noel, Longview Master Firefighter, who noticed someone in distress and headed that way to help with CPR.

Jim Trussell, Longview Master Firefighter, who also noticed someone in distress and helped with CPR.

On behalf of the Longview Fire Department, we would like to thank them for their courage, initiative and lifesaving work. They made a difference and the citizen is alive and well today because of it.

STAFF CONTACT:

Jim Kambeitz

Interim Fire Chief Jim Kambeitz presented Life Save Awards to Trevor Brunelle, Justin Noel, and Jim Trussell.

12. MAYOR'S REPORT

13. COUNCILMEMBERS' REPORTS

Councilmember Moon provided a Sister Cities Commission update and reminded Council that a delegation from Wako, Japan will be visiting on Wednesday, October 10th.

Councilmember Makinster provided a 911 Public Authority Board update.

Mayor Pro Tem Wallin provided a County Health Impact Assessment update.

Councilmember Vydra provided a Housing Opportunities of Southwest Washington update.

Councilmember Wallis requested to have a proclamation scheduled for the regular meeting on October 11th, expressing Council's concerns and opinions on Initiative 1631.

A motion was made by Mayor Pro Tem Wallin, seconded by Council Member Vydra, directing the City Manager to Proclaim in writing the existence of a State of a Civil Emergency, and

Directing the City Manager to make such written proclamation within five business days, and to give adequate written notice to all local news media and to take other necessary actions to adequately inform the public, and

Directing the City Manager to proclaim such an existence of State of Civil Emergency because a threat of riot is imminent and an unlawful assembly exists, occurring in the city and may result in, or threaten to result in, the death or injury of persons or the destruction of property, now requiring extraordinary measures to protect the public peace, safety and welfare, and

Directing the City Manager to make and proclaim the following orders;

Enforce a general curfew of all the city's public parks that it be unlawful for any person to be in any City park between the hours of 10:00PM and 5:00AM the following morning, without the written approval of the City Manager, and

The City Manager shall cause the following City Codes to be fully and equally enforced by the city's police department and its officers;

1. Enforcing Longview Municipal Code (LMC) 9.22.040 Disorderly Conduct, and
2. Enforcing LMC 9.24.070 Urinating/Defecating in Public, and
3. Enforcing LMC 9.24.080 Lewd Conduct, and
4. Enforcing LMC 7.32.040 Litter in General, and
5. Enforcing LMC 13.01.190 Possession or Consumption of Alcoholic Beverages in Public Parks, and
6. Enforcing LMC 13.01.063 Tobacco Prohibited, and
7. Enforcing LMC 9.16.220 and RCW 9A.56.270 Shopping Cart Theft, and

The City Manager shall take appropriate actions to coordinate and communicate with Cowlitz County Department of Health and Human Services for the immediate protection and enhancement of public health, safety and welfare, and

The City Manager shall take other such necessary actions as needed to protect and enhance the health and safety of all area residents, and

The City Manager shall cause to have all City Park's Public Comfort Stations / Public Restrooms adequately maintained for the proper use by park users, and

The City Manager shall cause to have adequate garbage and litter collection and removal at all City Parks, and

A Council Sub-Committee of three Council Members shall be immediately formed as a work group to determine long-term strategies and report back to council prior to the adoption of the 2019-2020 biennial budget.

The motion passed by the following vote:

Ayes: 6 - Mayor Don Jensen, Mayor Pro Tem Wallin, Council Member Vydra, Council Member Wallis, Council Member Makinster and Council Member Moon

Nays: 1 - Council Member Botero

FURTHER DISCUSSION

Council Member Vydra, Council Member Makinster & Council Member Botero will serve on the newly formed sub-committee to address homelessness.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Robert Klinefelter of Longview addressed Council regarding homelessness at Lake Sacajawea.

Damn Campbell of Longview addressed Council regarding homelessness at Lake Sacajawea.

Bill Josh of Longview addressed Council regarding homelessness at Lake Sacajawea.

Linda Wells of Longview addressed Council regarding homelessness at Lake Sacajawea.

Diana, surname unknown, of Castle Rock addressed Council regarding homelessness at Lake Sacajawea.

Jennifer DesArmo of Castle Rock addressed Council in support of Harlie's Hoops and to request a workshop to discuss the status of the project.

Connor Wymore of Longview addressed Council in support of Harlie's Hoops at Lake Sacajawea.

Travis Hanley of Longview addressed Council in support of Harlie's Hoops at Lake Sacajawea.

Kolby Hanley of Longview addressed Council in support of Harlie's Hoops at Lake Sacajawea.

Kaley Hanley of Longview addressed Council in support of Harlie's Hoops at Lake Sacajawea.

Regarding Harlie's Hoops, Council Member Moon & Council Member Wallis indicated that they would be using the two-signature process to bring the topic back before Council for further discussion.

Audrey Jurst of Longview addressed Council regarding homelessness at Lake Sacajawea.

Tammy Wyst of Longview addressed Council regarding homelessness at Lake Sacajawea.

Dawn Allen of Longview addressed Council regarding homelessness at Lake Sacajawea.

Dani Oliver of Longview addressed Council regarding the proposed Pacific Coast Fertilizer plant.

Gary Wallace of Kalama, president of the Lower Columbia Stewardship Community,

addressed Council to express opposition to the location of the proposed Pacific Coast Fertilizer Plant. Mr. Wallace provided a petition to Council.

Susan Lee Schwartz of Longview addressed Council in opposition to the proposed Pacific Coast Fertilizer plant.

Linda Horston of Kelso addressed Council in opposition to the proposed Pacific Coast Fertilizer plant.

Chris Higgins of Longview addressed Council regarding the proposed Pacific Coast Fertilizer plant.

Spencer Boudreau of Longview addressed Council regarding homelessness.

Bill Kasch of Longview addressed Council regarding the new "Welcome to Longview" sign funded by Fibre Federal Credit Union, the Sari Family (Columbia Ford), Jerry Storedahl, Watkins Tractor, Bill Boatman & Family, and Tom & Bev Anderson.

RECESS

Mayor Jensen called for a short recess at 8:50 p.m. The meeting readjusted at 9:00 p.m.

8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

[18-5599](#)

RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE ON OUTSIDE AGENCY REQUESTS FOR 2019-2020 TOURISM FUNDS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

In June the City extended its biennial invitation to submit requests for funding from the Tourism Fund. A news release announcing that the City was taking applications for the funding of projects or events that support tourism in Longview was distributed to various media outlets. The deadline for submitting applications for this funding cycle was June 30. The application process was then opened, and advertised, for a second round, with a deadline of August 30.

The Executive Office received 14 applications. Four applications were also received for General Fund support. The total amount requested for Tourism Fund support was \$85,050 for 2019 and \$81,250 for 2020. The total amount requested for General Fund support was \$32,080 for 2019 and \$32,400 for

2020. Estimated revenues for the 2019-2020 Tourism Fund are \$40,000 annually. The applications of organizations requesting lodging tax funds are included with the agenda summary. Additional financial documentation is available upon request.

On September 13 the Lodging Tax Advisory Committee met and unanimously recommended funding per the attached document called "OAR Applications 2019-2020.

RECOMMENDED ACTION:

Motion to approve the recommendations of the Lodging Tax Advisory Committee and to include in the 2019-2020 Tourism Fund budget the outside agency requests and the amounts as presented in the summary statement above, and to include the requests for the General Fund budget. Council may either approve or reject the recommended individual amounts in full, or refer any recommendation back to the LTAC for further consideration, but cannot increase or decrease an individual amount.

STAFF CONTACT:

Kurt Sacha, City Manager
Steve Moon, LTAC Council Rep

Attachments:

[OAR applications 2019-2020](#)
[Lodging Tax Ad Committee Minutes 09-13-18](#)
[Kasch - Historic walking tour of civic circle](#)
[Kasch - Longview Tourist - Information Brochure](#)
[Kelso Longview Chamber - sQuatchFest](#)
[Longview Downtowners Promotional Activities](#)
[Longview Parks Recreation - Swim-Dash-Splash Triathlon](#)
[Longview Soccer Club - Cowlitz Kick Off Classic](#)
[Meals on Wheels - CAP](#)
[Southwest Washington Symphony](#)
[Squirrel Fest - Longview Rotary](#)
[Unique Tin Car Show and Cruise](#)
[Childrens Justice and Advocacy Center](#)
[City of Kelso - Visitors Center Operations](#)
[Columbia Artists Association - Art in the Park and Spring Art Show](#)
[Community Health Partners](#)
[Cowlitz Historical Museum](#)
[Crafted - Rotary Foundation of Longview](#)
[Go 4th Festival](#)
[International Festival - Ethnic Support Council](#)

A motion was made by Council Member Scott Vydra, seconded by Council Member MaryAlice Wallis, to approve the recommendations of the Lodging

Tax Advisory Committee and to include in the 2019-2020 Tourism Fund budget the outside agency requests and the amounts as presented in the summary statement above, and to include the requests for the General Fund budget. The motion passed unanimously.

11. **ORDINANCES & RESOLUTIONS**

[18-5598](#)

**ORDINANCE 3388: PROPOSED AMENDMENT TO LMC 5.05
"BUSINESS AND OCCUPATION TAX" TO COMPLY WITH THE
WASHINGTON LEGISLATURE'S REQUIREMENTS UNDER HB 2005**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Ensure enforceability of business licensing requirements
Create a unified definition with other statewide entities for simplicity
Foster a business friendly environment
Allow relaxed regulations for emerging business

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Washington State Legislature passed HB 2005 in 2017. That requires that all statewide municipalities adopt a uniform definition of "Engaging in business" so as to allow businesses to conduct operations without running into disparate and redundant regulatory schemes across various municipalities.

Longview has previously adopted substantially a similar definition of "Engaging in business," but there are several small changes to be made to come into conformity with the new definition.

The same State level legislation also sought to lighten the burden on small and emerging businesses. Changes are proposed to exempt small and emerging businesses from licensing requirements.

As written the motion allows for businesses outside city limits doing less than \$2,000 a year in gross sales to avoid registration. That \$2,000 may be amended at the time of the council meeting. Once a number is set, no changes may be made for four years to ensure a stable business requirement.

Failure to adopt legislation as required in HB 2005 will result in City business licensing code being rendered unenforceable.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3388.

Attachments: [ORDINANCE NO 3388 Final](#)

Assistant City Attorney Sean Kelly presented.

A motion was made by Council Member Chet Makinster, seconded by Council Member Steve Moon, to adopt Ordinance No. 3388. The motion passed unanimously.

14. **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.

[18-5597](#)

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 SEPTEMBER 2018 ACCOUNTS PAYABLE: \$1,303,310.05

FIRST HALF SEPTEMBER 2018 PAYROLL:

\$5,283.42, checks no. 207454-207458 & 19-22

\$776,090.50, direct deposits

\$528,304.20, wire transfers

\$1,309,678.12 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Chresta Larson, Human Resources Specialist

Final accounts payable: \$1,326,840.41, checks issued: 8149-8429

[18-5606](#)

**CONSULTANT AGREEMENT - KITTELSON & ASSOCIATES FOR
TRAFFIC SIGNAL IMPROVEMENTS ON WASHINGTON WAY & 15TH
AVENUE CORRIDORS**

COUNCIL INITIATIVE ADDRESSED:

Improve transportation systems

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In response to pedestrian fatalities and serious injury left turn crashes on 15th Avenue and Washington Way, the City received federal grants from the Highway Safety Improvement Program and the Surface Transportation Program for Urban Areas to fund traffic signal improvements at intersections on those corridors. The project limits are 15th Avenue from Tennant Way to Washington Way, and Washington Way from 15th Avenue to 9th Avenue.

To reduce left turn crashes, the project will replace 5-section "doghouse style" signal heads providing protected/permissive left turn movements, with new

flashing yellow arrow signal heads to increase safety for the protected/permissive left turn.

To reduce crashes involving pedestrians, the project will implement leading pedestrian intervals for all pedestrian actuated crossings. Leading pedestrian intervals provide a 3 to 7 second head start for pedestrians to begin crossing the street before vehicles are given a green light. The extra time allows a pedestrian to move outside of the vehicle and pedestrian conflict area and become more visible to motorists, before vehicles are given a green light. These leading intervals have been shown to reduce vehicle vs. pedestrian crashes by over 60%, with only minor delays to motorists.

To accomplish these changes, the project will upgrade traffic signal controllers and timing at intersections in the project area. The project will also replace failed detection equipment, and will upgrade other detection equipment at as many of the intersections as funding will allow.

In accordance with Washington state law regarding selection of professional engineering services, staff selected Kittelson & Associates as the most qualified firm to provide the analysis and signal timing services necessary for this project. Attached for your information is the proposed scope of work.

FINANCIAL SUMMARY:

The Kittelson & Associates contract amount is \$149,692. The total estimated project cost is \$875,000, including a local match of \$73,000. The local match is programmed to be paid from the Public Safety Fund.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the agreement with Kittelson & Associates.

STAFF CONTACT:

Manuel Abarca, P.E., Traffic Engineer

Attachments: [Washington Way_15th Ave_Scope_081718.pdf](#)

[18-5600](#)

SET PUBLIC HEARING: PROPOSED REVENUE SOURCES FOR THE 2019 GENERAL FUND BUDGET

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

RCW 84.55.120 requires cities that collect regular property tax levies to hold a public hearing on the revenue sources for the following year's current expense budget. The hearing must include consideration of possible increases in the property tax revenues and shall be held prior to the time that the City levies the taxes or makes the request to have the taxes levied. Adoption of the 2019

property tax levy and Ad Valorem Tax Ordinance has been scheduled for November 15th, 2018.

RECOMMENDED ACTION:

Motion to set public hearing on 2019 proposed current expense budget revenue sources for November 1, 2018.

STAFF CONTACT:

Kurt Sacha, City Manager

15. CITY MANAGER'S REPORT

[18-5602](#)

FIRE DEPARTMENT STAFFING FOR ADEQUATE FIRE & EMERGENCY RESPONSE (SAFER) GRANT ACCEPTANCE

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Enhance Public Safety and Emergency Response

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

On April 19, 2018, the Longview City Council met in a workshop to discuss a federally funded opportunity (SAFER) to add additional Fire Fighter/Paramedics. During that workshop the Council was provided information regarding the requirements of the SAFER grant. Operational options were discussed regarding how the increase in staffing would improve daily operational performance. The Council approved staff's request to apply to FEMA for the SAFER grant.

Staff views the grant request as an opportunity to seek alternative funding in the event the Council approves service enhancement to Fire and EMS Services to the city. The grant request has been reviewed favorably by a panel of peers and has been selected for funding, pending the acceptance of the grant by the Longview City Council.

Acceptance of the SAFER Grant will provide financial assistance to hire 3 Firefighter/Paramedics over a 3 year performance period. During the first and second years, the grant funds approximately 75% of wage and benefits and approximately 35% in year three. 3 additional Firefighter/Paramedics will enhance emergency response capabilities in the following ways:

- NFPA 1710 (Standard on Fire Department Deployment) recommends a minimum of 20 firefighters to industrial fire incidents and 15 firefighters for single-family dwelling structure fires. Currently, at minimum staffing we have 10 firefighters on duty from LFD and up to 13 with automatic aid from Cowlitz 2 Fire & Rescue. Additional firefighters on scene will move us closer to the NFPA 1710 Standard.
- Private ambulance availability is a continuing concern. Increased staffing of the LFD Ambulance will work towards improving emergency medical services to the citizens of Longview. With our latest improvements in

Cardiac Survivability, it is our goal to continue this success.

The grant amount to the City, if awarded would be \$578,976.00 over a three-year performance period which would offset wage & benefit costs of additional firefighter staffing.

RECOMMENDED ACTION:

Motion to accept the SAFER grant

STAFF CONTACT:

Jim Kambeitz, Interim Fire Chief

Interim Fire Chief Jim Kambeitz presented.

A motion was made by Council Member Scott Vydra, seconded by Council Member Chet Makinster, to accept the SAFER grant. The motion passed unanimously.

[18-5603](#)

UPDATE OF THE CURRENT REVOLVING LOAN FUND PLAN TO MEET ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) REQUIREMENTS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions and create new opportunities

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City of Longview and the Cowlitz-Wahkiakum Council of Governments (CWCOG) have jointly administered the Revolving Loan Fund since the CWCOG originally applied for EDA funds. The City of Longview was the only local entity providing local match funding for the program. The program has been operating under a plan approved by the parties and EDA. EDA requires an update of the plan every five years.

EDA recently published revisions to the regulations implementing the Public Works and Economic Development Act, which govern EDA's Revolving Loan Fund (RLF) Program. The updated regulations establish the risk analysis system, which is designed to provide more efficient oversight of the RLF Program. The Plan addresses this requirement as well as the historic requirements.

The draft plan was recently reviewed by the Loan Administration Board (LAB) appointed by the City of Longview. The LAB recommended approval of the Plan to the CWCOG Board of Directors and to the Longview City Council.

Approval of this agenda item is meant to meet program requirements set forth by the Economic Development Administration. The Plan will govern the operations of the Revolving Loan Fund.

RECOMMENDED ACTION:

Motion to approve the update of the current Revolving Loan Fund Plan as necessary to meet the Economic Development Administration requirements.

STAFF CONTACT:

Kurt Sacha, City Manager

Attachments: [Longview Revolving Loan Fund Plan Final Draft Sept 2018](#)

City Manager Kurt Sacha presented.

A motion was made by Council Member Scott Vydra, seconded by Council Member Chet Makinster, to approve the update of the current Revolving Loan Fund Plan as necessary to meet the Economic Development Administration requirements. The motion passed unanimously.

16. **MISCELLANEOUS**

17. **ADJOURNMENT**

Council Member Botero requested an excused absence for the October 11th meeting. There was no objection.

The meeting was adjourned at 9:47 p.m. The next scheduled regular meeting of the Council is October 11th, 2018.

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, OCTOBER 11, 2018 - 7:00 P.M.

THURSDAY, OCTOBER 25, 2018 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:

**THURSDAY, OCTOBER 4, 2018 - 6:00 P.M. MINT VALLEY GOLF OPERATIONS
PLAN**

SATURDAY, OCTOBER 6, 2018 - 8:30 A.M. BUDGET WORKSHOP