



# 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, December 8, 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 7:04 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, Council Member Makinster, Council Member Melink, Council Member Moon, Mayor Pro Tem Wallin and Council Member Vydra

### **STAFF PRESENT**

*City Manager David Campbell; Assistant City Attorney Stephen Shuman, and Administrative Assistant Maureen Wingler.*

*Also present: Kurt Sacha, Assistant City Manager/Finance Director; John Brickey, Director of Community Development; Craig Bozarth, Engineering Manager; Jim Duscha, Police Chief; Chris Skaugset, Library Director; Jenn Wills, Parks & Recreation Director; and Chris Smith, Human Resources Director.*

4. **APPROVAL OF MINUTES**

*On a motion duly made and passed, the reading of the minutes of the regular Council meeting held November 17, 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 16-0357](#)**COUNCIL MINUTES, NOVEMBER 17, 2016**

**Attachments:** [11.17.2016 Regular Council Meeting Minutes](#)

**5. CHANGES TO THE AGENDA**

*City Manager Campbell advised that the Mayor would be adding a discussion regarding the Citizen's Summit under Mayor's Report.*

**6. PRESENTATIONS & AWARDS****7. CONSTITUENTS' COMMENTS (Thirty Minutes)****7. A FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****8. PUBLIC HEARINGS**[16-4636](#)**PUBLIC HEARING: PROPOSED 2017 - 2018 BIENNIAL BUDGET AND 2017 - 2021 CAPITAL IMPROVEMENT PLAN (CIP)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management of the City.

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

RCW 35A.34.110 requires cities to conduct a formal public hearing on the proposed biennial budget. Copies of the Biennial Budget and 2017 - 2021 Capital Improvement Plan have been made available to Council and to members of the public. A staff presentation on the 2017 - 2018 Biennial Budget and 2017 - 2021 Capital Improvement Plan will be presented at the public hearing on December 8, 2016. In addition, an electronic copy of the 2017 - 2018 Biennial Budget presentation is posted on the City's website. Public Hearing Notices on the 2017 - 2018 Preliminary Biennial Budget and 2017 - 2021 Capital Improvement Plan were published on November 25, 2016 and December 2, 2016.

The 2017 - 2018 Biennial Budget can be accessed at:

<http://www.mylongview.com/Modules/ShowDocument.aspx?documentid=2838>

**RECOMMENDED ACTION:**

Hold public hearing. Continue public hearing to December 15, 2016 Council meeting.

**Attachments:** [2017-18 Budget Public Hearing \(2016 1208\)\(F\)](#)

*Mayor Jensen opened the public hearing at 7:10 p.m. There being no one wishing to*

*speak, Mayor Jensen closed the public hearing at 7:10 p.m.*

9. **BOARD & COMMISSION RECOMMENDATIONS**

[16-4638](#)

**NEIGHBORHOOD PARK GRANT RECOMMENDATION**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address Quality of Place

**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 individuals wishing to invest in a project within the park system. The board's recommendations are then presented to the council for final approval.

In July, the department solicited for applications for the remaining \$10,500 that was remaining in the program. The only application received was from the Friends of Longview as a resubmission of their earlier grant for the Shay Locomotive Lighting Project. Previously, the Parks and Recreation Advisory Board could only recommend \$7,000 for funding as the application only provided for such match. With new information presented, the Parks and Recreation Advisory Board would like to recommend increasing the total amount \$3,620 for a total grant of \$10,620. There is still \$6,880 remaining in the program for 2016.

**RECOMMENDED ACTION:**

Motion to approve the Parks and Recreation Advisory Board recommendation to increase the funding for the Shay Locomotive Lighting Project through the Neighborhood Park Grant Program.

**STAFF CONTACT:**

Jennifer Wills, Director Parks and Recreation

**Attachments:** [2016 NPG Shay](#)

**A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, to approve the Parks & Recreation Advisory Board recommendation to increase the funding for the Shay Locomotive Lighting**

Project through the Neighborhood Park Grant Program. The motion passed unanimously.

[16-4639](#)

### **NEIGHBORHOOD PARK GRANT POLICY**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address Quality of Place Issues

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The Neighborhood Park Grant Program was created in 1997 as a way to allow those wishing to invest in projects within the park system a way to do so while allowing the City to stretch capital funds. The Parks and Recreation Advisory Board is tasked to evaluate and recommend projects for funding to City Council. Over the years, there have been questions that arise as to what is and is not available or allowable for funding. The Advisory Board has worked with staff to establish policies and procedures for considering future applications for the Neighborhood Park Grant Program.

#### **RECOMMENDED ACTION:**

Motion to direct the City Attorney to draft a resolution approving the Neighborhood Park Grant Policy for council consideration.

#### **STAFF CONTACT:**

Jennifer Wills, Director Parks and Recreation

*Attachments:* [NPG Policy](#)

A motion was made by Council Member Mary Jane Melink, seconded by Council Member Chet Makinster, to direct the City Attorney to draft a resolution approving the Neighborhood Park Grant Policy. The motion passed unanimously.

## **10. ORDINANCES & RESOLUTIONS**

[16-4635](#)

### **ORDINANCE NO. 3331: AMENDING THE 2015-2016 BIENNIAL BUDGET (SECOND READING)**

#### **COUNCIL INITIATIVE ADDRESSED:**

Continued effective financial management.

#### **CITY ATTORNEY REVIEW: Required**

#### **SUMMARY STATEMENT:**

The subject ordinance has been prepared to amend the 2015-2016 biennial budget to authorize expenditures unforeseen at the time the 2015-2016 biennial budget was adopted. This amendment affects the

Public Safety Fund in the 2015-2016 biennial budget. Budget amendment ordinances require two readings before Council. This evening's reading of Ordinance No. 3331 represents the second reading.

Expenditure required: \$300,000.00  
Amount budgeted: \$0  
Appropriation required: \$300,000.00

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3331.

**STAFF CONTACT:**

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

Attachments: [Ordinance 3331](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Steve Moon, that Ordinance No. 3331 be adopted. The motion passed unanimously.

[OR 16 3333](#)

**ORDINANCE NO. 3333 ADOPTING UPDATES TO THE MUNICIPAL CODE REGARDING THE SITING OF WIRELESS FACILITIES**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

During their September 22 regular meeting, the City Council considered Planning Commission recommended amendments to the municipal code regarding wireless facilities. The Council decided to accept the Planning Commission recommendation and to direct the City Attorney to prepare an ordinance for their review and approval.

The ordinance, if adopted, will repeal the existing Chapter 16.75 and replace it with a new Chapter 16.75 titled "Wireless Communication Facilities." This chapter will regulate the siting of new wireless communication facilities. In addition, a new chapter will be created; Chapter 16.80 titled "Eligible Wireless Facilities Modifications." This chapter will regulate modifications to existing facilities such as adding antennas to an existing cell phone tower. Also included in the ordinance are amendments to the zoning code that provide references to Chapter 16.75.

The Planning Commission held a public hearing on the code amendments on October 5. Following the public hearing, the Planning Commission voted unanimously to recommend approval of the municipal code amendments.

The new wireless facilities chapters will be applicable citywide.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3333

**STAFF CONTACT:**

Jim McNamara, City Attorney

Steve Langdon, Planning Manager

**Attachments:**     [Ordinance No. 3333](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, that Ordinance No. 3333 be adopted. The motion passed unanimously.

[16-4632](#)

**RESOLUTION NO. 2198 - FINANCIAL MANAGEMENT POLICIES**

**COUNCIL INITIATIVE ADDRESSED:**

Continue effective financial management

**CITY ATTORNEY REVIEW:** Required

**SUMMARY STATEMENT:**

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Because a fiscally sound city government is in the best interest of citizens of the City of Longview, Resolution No. 2198 and Attachment "A" - the Financial Management Policy Document are being recommended as the guiding management principles which are to be applied in the management of the City's finances.

**RECOMMENDED ACTION:**

Motion to adopt Financial Management Policy Resolution No. 2198.

**STAFF CONTACT:**

Kurt Sacha, Finance Director and Assistant City Manager

**Attachments:**     [Financial Management Policies-\(F\)](#)  
                              [Resolution No 2198 - Financial Policies](#)

A motion was made by Council Member Steve Moon, seconded by Council Member Scott Vydra, that Resolution No. 2198 be adopted. The motion passed unanimously.

[16-4615](#)

**RESOLUTION NO. 2220: APPROVING A NEW INTERLOCAL COOPERATION AGREEMENT CONCERNING THE SOUTHWEST WASHINGTON REGIONAL AIRPORT**

**COUNCIL INITIATIVE ADDRESSED:**

Improve transportation systems.

**CITY ATTORNEY REVIEW:** Required

**SUMMARY STATEMENT:**

The current Southwest Washington Regional Interlocal Cooperation Agreement expires in early 2017. The attached resolution authorizes the city manager to execute a proposed extension of the agreement (also attached) that would terminate at the end of 2018. The two-year term and most of the other amendments to the agreement have been proposed by the Port of Longview as a condition of them remaining a party to the agreement along with the cities of Longview and Kelso and Cowlitz County.

The other proposed amendments include:

\*changing from a five-member board to a four-member board, with one member for each party to the agreement and elimination of the 'at large' member; and

\*fixed annual dollar contributions for management, operation, repairs, and improvements as identified from each of the parties in place of financial contributions based on percentages.

The council reviewed the proposed new agreement on November 3 and directed the city attorney to prepare a resolution approving it.

**FINANCIAL IMPACT:**

The annual budgetary contributions specified for the City of Longview have been included in the City's preliminary 2017-2018 biennial budget.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2220.

**STAFF CONTACT:**

Chet Makinster, City Councilor and Member of the Airport Board  
Joe Phillips, Economic Development Coordinator and Member of the Airport Board

Dave Campbell, City Manager

Steve Taylor, Kelso City Manager

**Attachments:** [Resolution for SW Washington Regional Airport Amended Interlocal Agreement](#)  
[SWRA ILA - Amended - FINAL - Clean 10242016](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Steve Moon, that Resolution No. 2220 be adopted. The motion passed unanimously.

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

**11. A MAYOR'S REPORT****11. B COUNCILMEMBERS' REPORTS**

*Council discussed holding a Citizens' Summit in 2017 before the council retreat.*

*Councilmember Vydra provided an update on the progress of the shelter zoning ad hoc committee.*

*Councilmember Botero discussed inviting citizens to attend the pre-legislative dinner scheduled for December 14th.*

*Councilmember Moon provided an update from Project Longview.*

[16-4629](#)

**APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS****SUMMARY STATEMENT:**

At the end of 2016, some terms on several City boards and commissions will expire or some members are resigning.

A committee of three Council members (Chet Makinster, Mike Wallin, and Don Jensen) reviewed applications and recommend the following appointments:

**Downtown Advisory Committee:**

JoAnn Maynard, reappointment to a three-year term that will expire 12/31/2019.

**Lodging Tax Advisory Committee**

Bill Marcum reappointed to a one-year term that will expire 12/31/2017.  
Gian Morelli reappointed to a one-year term that will expire 12/31/2017.  
Betty Wilson reappointed to a one-year term that will expire 12/31/2017.

**Parks & Recreation Board:**

Austi Baudro, reappointment to a 3-year term that will expire 12/31/2019.

**Project Longview:**

Gitta Makinster, reappointment to a 3-year term that will expire 12/31/2019.  
Cam Hanna, reappointment to a 3-year term that will expire 12/31/2019.  
Valerie Tinney, reappointment to a 3-year term that will expire 12/31/2019.  
Bill Marcum, reappointment to a 3-year term that will expire 12/31/2019.  
Austi Baudro, appointment to a 3-year term that will expire 12/31/2019.  
Octavio Camba, appointment to a 3-year term that will expire 12/31/2019.  
Shawn Green, appointment to a 3-year term that will expire 12/31/2019.  
Gary Fadden, appointment to a 3-year term that will expire 12/31/2019.

**Sister City Commission:**

Lars Pedersen, reappointment to a 3-year term to expire on 12/31/2019.

The following boards and commissions are appointed by the mayor and

require council concurrence. Mayor Don Jensen recommends the following appointments:

**Library Board:**

Jerry Zimmerman, reappointment to a 5-year term that will expire 12/31/2021.

Marquita Green, appointment to an unfulfilled term that will expire 12/31/2017 and an additional full five-year term that will expire 12/31/2022.

**Salary Commission:**

**The mayor is not recommending any appointments at this time.**

The following boards and commissions are appointed by the city manager and require council concurrence. City Manager Dave Campbell recommends the following appointments:

**Appeal Board of Adjustments:**

Tracy Goldsmith, reappointment to a 5-year term that will expire 12/31/2021.

**Golf Advisory Committee:**

Brenda Athey, reappointment as the Women's Club rep to 1-year term that will expire 12/31/2017.

Chuck Bergquist, reappointment to a 3-year term that will expire 12/31/2019.

Kenneth Pence, appointment as the Men's Club rep to 1-year term that will expire 12/31/2017.

**RECOMMENDED ACTION:**

Approve above recommended appointments.

**STAFF CONTACT:**

Don Jensen, Council Appointments Committee

Mike Wallin, Council Appointments Committee

Chet Makinster, Council Appointments Committee

Dave Campbell, City Manager

**A motion was made by Council Member Mary Jane Melink, seconded by Council Member Scott Vydra, to approve the recommended appointments. 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.*

[16-4634](#)

**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 NOVEMBER ACCOUNTS PAYABLE: \$1,897,216.04**

**FIRST HALF NOVEMBER PAYROLL:**

\$8,620.86, checks no. 206773-206776  
\$680,514.27, direct deposits  
\$455,488.49, wire transfers  
\$1,144,623.62 Total

**FIRST HALF DECEMBER ACCOUNTS PAYABLE: \$964,374.23****SECOND HALF NOVEMBER PAYROLL:**

\$66,028.22, checks no. 206777-206793  
\$649,680.03, direct deposits  
\$831,904.65, wire transfers  
\$1,547,612.90 Total

**STAFF CONTACT:**

Kaylee Cody, City Clerk  
John Baldwin, Fiscal Analyst  
Jackie Rodgers, Human Resources Specialist

*The final audited accounts payable amount was: \$1,341,997.92. Checks numbered 348343 - 348671.*

[16-4633](#)**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:**

David Alexy, DOI: 11/25/2016. Claimant alleges costs incurred to clear blockage in sewer line.

Margaret Atkins, DOI: 09/22/2016. Claimant alleges injuries sustained as a result of a trip-and-fall over medic's bag placed on ground during emergency response.

Nathan Bopp, DOI: 10/12/2016. Claimant alleges that a city employee did not properly research the location of sewer lines on his property and he was given the approval to begin digging a trench. After digging began, sewer line was damaged and costs were incurred by claimant to repair the sewer line.

Eva Carrasco, DOI: 11/19/2016. Claimant alleges that a police officer damaged her vehicle's window during a traffic stop.

Jeffery Mahitka, DOI: 06/11/2016. Claimant alleges costs incurred to clear blockage in main sewer line.

Molly Monroe, DOI: 11/05/2016. Claimant alleges sewer back-up caused by the City, resulting in extensive property damage.

Michael Swindell, DOI: 11/25/2016. Claimant alleges that a city employee

caused water and sewage to back up on property.

Dale Bennett, DOI: 11/28/2016. Claimant alleges costs incurred to clear blockage in sewer line.

**SETTLED:**

Toloeva, DOI: Claimant alleged costs incurred to clear blockage in sewer line.

Villalobos, DOI: Claimant alleged that a fire truck rear ended her vehicle; costs incurred to repair damage.

**STAFF CONTACT:**

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

[16-4631](#)

**NOMINATION OF JENNIFER WILLS TO THE TRANSPORTATION ALTERNATIVES PROGRAM RANKING COMMITTEE FOR THE SOUTHWEST WASHINGTON REGIONAL PLANNING ORGANIZATION**

**COUNCIL INITIATIVE ADDRESSED:**

Improve transportation systems

**CITY ATTORNEY REVIEW:**

N/A

**SUMMARY STATEMENT:**

The Cowlitz-Wahkiakum Council of Governments is seeking volunteers to assist with the project selection and ranking of Transportation Alternative Program (TAP) projects. The volunteers are nominated by public agencies involved in the Southwest Washington Regional Transportation Planning Organization (SWRTPO). The committee members will participate in the selection/ranking of TAP applications in an unbiased manner. Committee members will not be asked to rank projects from their employer or others where a conflict or perceived conflict of interest may exist.

The SWRTPO is currently seeking a nomination from Cowlitz County. Jennifer Wills is not only a dedicated Parks & Recreation Director for the City of Longview, she is also an active community member who given a great deal of her personal time towards the health, welfare, and improvement of Cowlitz County. The TAP Committee would benefit from Jennifer's energy, enthusiasm and commitment to this appointment.

**RECOMMENDED ACTION:**

Motion to nominate Jennifer Wills to the SWRTPO Transportation Alternatives Program Ranking Committee

**STAFF CONTACT:**

Craig Bozarth, City Engineer

13. **CITY MANAGER'S REPORT**

14. **MISCELLANEOUS**

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

[16-4630](#)

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS**

**Attachments:**     [LL New-Chen & Lu](#)

15. **ADJOURNMENT**

*The meeting was adjourned at 8:25 p.m. The next scheduled meeting of the Council is December 15, 2016.*

*Maureen Wingler, Deputy  
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, DECEMBER 15, 2016 (SPECIAL MEETING IN LIEU OF  
CANCELLED REGULAR MEETING ON 12/22/16)  
THURSDAY, JANUARY 12, 2016**

**NEXT SPECIAL COUNCIL MEETINGS:  
WEDNESDAY, DECEMBER 14, 2016 - 6:00 P.M. PRE-LEGISLATIVE  
DINNER**