



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 Chet Makinster
Council Member Mary Jane Melink
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin

Thursday, January 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**

Following observance of 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; 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; Chris Skaugset, Library Director; Chris Smith, Human Resources Director; and Jenn Wills, Parks and Recreation Director.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held January 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 16-0311](#)**COUNCIL MINUTES, JANUARY 14, 2016****Attachments:** [01142016 MINUTES DRAFT](#)

5. **CHANGES TO THE AGENDA**
6. **PRESENTATIONS & AWARDS**
7. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

Shawn Higgins of Longview addressed council to voice a concern about a recently established no parking zone in the alley of the 1200 block of Commerce Avenue, behind the Longview police station. Ms. Higgins explained that there does not appear to be any official police business occurring in this area of the alley and the no parking zone interferes with the ability of citizens to make donations to the thrift stores, such as the Red Hat, on Commerce Avenue. City Manager Dave Campbell invited Ms. Higgins to make an appointment with Police Chief Duscha to discuss her concerns about the alley parking behind the police station. Chief Duscha explained that the area recently designated as no parking is directly in front of the entrance and exit to the police officer's parking garage and police officers often have to stop and get out of their cars to ask people to move their vehicles that are blocking the alley. Chief Duscha also advised that there are spots designated for making donations in the alley that aren't blocking the police entrance and exit. Council Member Wallin asked whether establishing this area as a no parking zone has been effective in keeping individuals from parking their cars in the alley and Chief Duscha responded that it has been effective.

Ray Van Tongeren of Longview addressed council to share his concern about the number of citizens disobeying traffic laws in Longview, particularly in school zones and crosswalks. Mr. Van Tongeren has observed that citizens don't appear to care about speed limits in the community. Mayor Jensen commented that protecting the city's youth is an important priority, and even small increases in speeds dramatically reduce the survival rate for individuals struck by cars.

Ruben Byman of Longview addressed council to share his opinion that the traffic cameras used in school zones have reduced the safety of school zones because traffic cameras cannot catch drivers under the influence. Mr. Byman also shared a concern about the smell of the marijuana farms near Industrial Way possibly causing nausea and headaches to citizens.

8. **PUBLIC HEARINGS**
9. **BOARD & COMMISSION RECOMMENDATIONS**
10. **ORDINANCES & RESOLUTIONS**
11. **MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS**

11. A**MAYOR'S REPORT**

11. B**COUNCILMEMBERS' REPORTS**

Council Member Vydra advised that the Emergency Shelter Regulations Committee had met twice as a group and will be making zoning recommendations in the near future. Council Members Vydra and Moon represent the council on the committee. Council Member Moon advised that the committee had met with legislators at the state level to receive information about how the state and federal governments are handling the issue of homelessness.

Council Member Melink thanked staff for their hard work on the Citizens' Summit; citizens provided positive feedback about the event. Council Member Melink also advised as council representative on the Cowlitz-Wahkiakum Council of Governments (COG) that a resolution was adopted to amend the metropolitan planning organization to include the red light cameras in front of Mark Morris High School.

Council Member Makinster advised that on February 5th, the Airport Board and the Port of Longview will hold a joint meeting to discuss the proposed contract with the City of Kelso for airport administration.

[16-4196](#)**CITY MANAGER EVALUATION****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

On January 14, 2016 Council approved a Council Sub-Committee comprised of Mary Jane Melink, Ken Botero and Mike Wallin to develop and propose a City Manager Evaluation Process, to include the involvement of an outside Human Resources professional, if needed.

The Sub-Committee is recommending the use of an outside Human Resources professional and proposes to enter into a Professional Service Agreement with David Mercier of Kenbrio Incorporated of Portland, Oregon to assist in the development and facilitation of the City Manager Evaluation Process.

RECOMMENDED ACTION:

Motion to approve the Assistant City Manager/Finance Director, Kurt Sacha, to enter into a Professional Service Agreement with David Mercier of Kenbrio Incorporated for the purpose of assisting Council in development and facilitation of the City Manager Evaluation Process.

Council Member Melink explained that the council has for many years considered changing the forms used to perform the city manager's annual evaluation. A sub-committee was formed at the January 14, 2016 regular council meeting to address changing the evaluation process, including the forms. With council's approval, the sub-committee will move forward with the proposed timeline and contract.

A motion was made by Council Member Scott Vydra, seconded by Council

Member Chet Makinster, that this matter be approved. 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.

[16-4195](#)

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 JANUARY 2016 ACCOUNTS PAYABLE: \$3,118,329.16

FIRST HALF JANUARY 2016 PAYROLL:

\$4,683.12, checks no. 206538-206542

\$682,755.31, direct deposits

\$453,995.47, wire transfers

\$1,141,433.90 Total

Final audited first half January accounts payable: \$3,118,480.61. Checks issued: 341294-341659.

[16-4194](#)

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:

Victoria Ames, DOI: 01/11/2016. Claimant alleges that a manhole cover is protruding into the street at 2515 34th Avenue, which has caused damage to her vehicle tire on two occasions. \$149.28 claimed.

Elice Nipp, DOI: 12/4/2015. Claimant alleges costs incurred to clear sewer line when problem was on the city's side. \$3,253.20 claimed.

Gregg Myklebust, DOI: 12/03/2015. Claimant alleges that while a city crew was repaving the street, they raised the bed of the dump truck too high and damaged his power line. Amount unspecified.

Rick Elkins, DOI: 01/14/2016. Claimant alleges costs incurred to clear sewer line when problem was on the city's side. \$513.00 claimed.

Konstantin Kostenko, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained and fell on his vehicle during a windstorm.

Amount unspecified.

Leslie Auman, DOI: 01/21/2013. Claimant alleges injuries and damages as a result of a collision with a police vehicle. \$750,000 claimed.

Eulalia Liedle, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained and fell on her fence. Amount unspecified.

William Lappe, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained and fell on his home during a windstorm. \$1,933.00 claimed.

Rita Kell, DOI: 01/18/2016. Claimant alleges that her vehicle's airbags deployed when she drove over a steel plate in the intersection of Commerce and Hudson on January 18, 2016 (Downtown Streetscape Project). The claimant sustained injuries and her insurance company deemed the vehicle a total loss. Amount unspecified.

Victoria Dehler, DOI: 08/15/2015. Claimant alleges that she sustained injuries when she trip and fell over a raised section of sidewalk at 1950 Louisiana Street. \$54,688.00 claimed.

DENIED:

Kathryn Woods, DOI: 12/19/2015. Claimant alleges that a pothole located at Tennant Way and Frontage Road damaged her vehicle's tire. \$106.59 claimed.

Miranda Maki, DOI: 12/28/2015. Claimant alleges that a pothole on 38th Avenue South of Prudential Way damaged her vehicle's tire. \$332.77 claimed.

Sandra Wilson, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained and fell on her vehicle during a windstorm. Amount unspecified.

SETTLED:

Gladys Fink, DOI: 05/27/2015. Claimant alleged out-of-pocket expenses incurred to clear sewer line when problem was on city's side. \$329.55 paid.

13. CITY MANAGER'S REPORT

[16-4176](#)

**CONSIDER AN ORDINANCE OF THE CITY OF LONGVIEW,
WASHINGTON AMENDING LMC 7.40.080 REGARDING INSURANCE
REQUIREMENTS FOR SPECIAL EVENTS TO CORRESPOND WITH
ACTIVITY DATES**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management
Strengthen economic conditions and create new opportunities

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

Currently the City code provides that special event insurance must be written for a period of not less than 24 hours prior to the event and extending for a period of not less than 24 hours following the completion of the event.

Most special events that require a permit also require insurance, including single day events. The cost of event insurance for the duration of the event is significantly more expensive for 3-day coverage than for the duration of a single day event. Event insurance is typically issued as a 24-hour insurance.

Amending LMC 7.40.080 to provide that special event insurance shall be written for the days of the event will provide economic savings to community groups while providing sufficient coverage for the City.

RECOMMENDED ACTION:

Motion to direct the City Attorney to draft an ordinance amending LMC 7.40.080 to provide that special event insurance shall be written for the days of the event, providing economic savings to community groups while providing sufficient coverage for the City.

Attachments: [Ordinance No. 3315](#)

City Attorney McNamara presented the proposed ordinance for consideration.

A motion was made by Council Member Chet Makinster, seconded by Council Member Mary Jane Melink, that this matter be approved. The motion passed unanimously.

[16-4184](#)

APPROVAL OF 2016 COUNCIL RETREAT AGENDA**CITY ATTORNEY REVIEW: N/A****SUMMARY STATEMENT:**

Attached is a draft agenda for the Council's 2016 retreat to be held on Saturday, February 6, 2016. Presented for information and finalization.

RECOMMENDED ACTION:

Motion to approve the 2016 Longview City Council Retreat Agenda.

Attachments: [DRAFT 2016 Council Retreat Agenda](#)

City Manager Dave Campbell presented the proposed retreat agenda and discussed some of the suggested changes that can be made on the day of the retreat.

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

14. MISCELLANEOUS

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

[16-4185](#)

WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS

Attachments: [LL -Hong Fa](#)
 [New MJ-Cascade Growers](#)
 [Special Occ CJAC](#)

15. ADJOURNMENT

Mayor Jensen advised that the notebooks for the council retreat are available for council members to pick up in the mayor's office.

The meeting was adjourned at 7:28 p.m. The next scheduled meeting of the Council is February 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, FEBRUARY 11, 2016 (7:00 P.M.)

THURSDAY, FEBRUARY 25, 2016 (7:00 P.M.)

NEXT SPECIAL COUNCIL MEETINGS:

SATURDAY, FEBRUARY 6, 2016 - COUNCIL RETREAT

NEXT COUNCIL WORKSHOPS:

THURSDAY, JANUARY 28, 2016 (7:30 P.M.)

THURSDAY, FEBRUARY 11, 2016 (6:00 P.M.)