



# City of Longview

1525 Broadway  
Longview, WA 98632  
[www.ci.longview.wa.us](http://www.ci.longview.wa.us)

## Agenda - 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, October 13, 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
2. INVOCATION\*/FLAG SALUTE
3. ROLL CALL
4. APPROVAL OF MINUTES

[16-4555](#)

*Attachments:* [Council Minutes 09-08-16](#)  
[Council Minutes 09-22-16](#)

5. CHANGES TO THE AGENDA
6. PRESENTATIONS & AWARDS

[16-4533](#) PROCLAMATION: KEEPING THE LIGHTS ON AFTER SCHOOL - OCT. 20, 2016

*Attachments:* [Lights on After School - Oct 20 2016.pdf](#)

[16-4534](#) DOMESTIC VIOLENCE ACTION MONTH - OCTOBER 2016

STAFF CONTACT: Maureen Wingler, Executive Office

*Attachments:* [Domestic Violence Awareness Month - October 2015.pdf](#)

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

[7. A](#)**FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****8. PUBLIC HEARINGS**[16-4535](#)**EMERGENCY SHELTER MORATORIUM EXTENSION****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address quality of place issues

**CITY ATTORNEY REVIEW:** N/A

**SUMMARY STATEMENT:**

At their September 22, 2016 meeting, the City Council adopted Ordinance No. 3328 that extends by six months a moratorium on the siting of emergency shelters within the City. This is the second extension of a moratorium that was first put in place by the adoption Ordinance No. 3302 in October 2015. Per RCW 35A.63.220, the City Council needs to hold a public hearing within sixty days of the adoption of the ordinance extending the moratorium. As part of the extension process findings of fact also need to be adopted. Resolution No. 2187 contains findings in support of the retention of the moratorium on the siting of emergency shelters.

**RECOMMENDED ACTION:**

Hold public hearing

**STAFF CONTACT:**

Jim McNamara, City Attorney  
Steve Langdon, Planning Manager

**9. BOARD & COMMISSION RECOMMENDATIONS****10. ORDINANCES & RESOLUTIONS**[OR 16 3329](#)**ORDINANCE NO. 3329 - ZONING CODE AMENDMENT TO ALLOW BOWLING CENTERS IN THE MIXED USE - COMMERCIAL/INDUSTRIAL DISTRICT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiatives: Preserve and enhance neighborhoods, strengthen economic conditions & create new opportunities

**CITY ATTORNEY REVIEW:** Required

**SUMMARY STATEMENT:**

During their September 22 regular meeting, the City Council considered a Planning Commission recommendation to amend the zoning code to allow bowling centers in the City's Mixed Use - Commercial/Industrial District. The Council decided to accept the Planning Commission recommendation and direct the City Attorney to prepare an ordinance for their review and

approval.

Kurt Bogner, representing Triangle Bowl, is the applicant for the zoning text amendment. The Planning Commission held a public hearing on the application on September 7. Following the public hearing, the Planning Commission voted unanimously to recommend approval of the zoning code amendment.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance Number 3329

**STAFF CONTACT:**

Steve Langdon, Planning Manager

**Attachments:** [Ord No 3329 Bowling Centers in the MU - Commercial Industrial District](#)

[Res 16 2187](#)

**RESOLUTION NO. 2187 - EMERGENCY SHELTER MORATORIUM  
EXTENSION**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address quality of place issues

**CITY ATTORNEY REVIEW:** Required

**SUMMARY STATEMENT:**

At their September 22, 2016 meeting, the City Council adopted Ordinance No. 3328 that extends by six months a moratorium on the siting of emergency shelters within the City. This is the second six month extension of a moratorium originally put in place by the adoption of Ordinance No. 3302 in October 2015. Per RCW 35A.63.220, the City Council needs to hold a public hearing within sixty days of the adoption of the ordinance extending the moratorium. As part of the extension process findings of fact also need to be adopted. Resolution No. 2187 contains findings in support of the retention of the moratorium on the siting of emergency shelters. A work plan and schedule for completing the zoning code amendment process is attached.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2187

**STAFF CONTACT:**

Jim McNamara, City Attorney

Steve Langdon, Planning Manager

**Attachments:** [Resolution No. 2187](#)

[Work Plan & schedule](#)

[16-4531](#)

**RESOLUTION NO. 2188 - INTERLOCAL AGREEMENT WITH KELSO  
REGARDING MASTER WAYFINDING SIGNAGE PROJECT**

**COUNCIL INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The cities of Longview and Kelso are working together to create a Master Wayfinding System (MWS) for our communities. Beckwith Consulting Group has been selected to work with Longview and Kelso on the project. Longview will serve as the lead for the project and bill Kelso for their portion of the consultant costs. The attached Interlocal Agreement has been prepared to establish the working relationship between Longview and Kelso for this project.

The proposed budget for the MWS design is \$50,000. Tasks 1-8, identified in the proposed scope of work (attached), represent \$32,350 in costs to be split equally between Longview and Kelso. Tasks 9-12 represent \$17,650 in costs to be split 2/3 Longview and 1/3 Kelso, or \$11,766 and \$5,883 respectively.

The source of funding for the MWS design and implementation is the Tourism Fund, including the "Big Idea Money" allocated in the 2015-16 budget, amounting to a total of \$85,000. The total estimated cost for the design phase of the MWS project for Longview will be \$27,941 with \$57,059 remaining to implement the construction and installation of wayfinding signs for our community.

**FINANCIAL SUMMARY:**

Master Wayfinding System Design estimated cost (Longview) - \$27,941

Source of funding - Tourism Fund

Authorized by Council in the 2015-16 budget

**RECOMMENDED ACTION:**

Motion to adopt Resolution 2188 authorizing the City Manager to execute the agreement with the City of Kelso for the creation of a master wayfinding signage system.

**Attachments:** [BECKWITH - Longview-Kelso wayfinding scope of work](#)

[Resolution Kelso Longview Wayfinding Signs](#)

[16-4532](#)

**RESOLUTION NO. 2189, APPROVING THE 2017 AIRPORT BUDGET**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The interlocal cooperation agreement for operation, repair, improvement, and regulation of the Southwest Washington Regional Airport calls for the airport board to submit a proposed annual budget to the parties to the agreement. That proposed budget becomes the actual budget for the succeeding calendar year upon its approval by a majority of the four jurisdictions (the Cities of Longview and Kelso, Cowlitz County, and the Port of Longview).

Attached Resolution No. 2189 incorporates the proposed 2017 budget as recommended by the board and reviewed by the city council on September 22.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2189.

**STAFF CONTACTS:**

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

**Attachments:** [Copy of 2017 SWRA Budget \(Draft 9 21 16\)](#)  
[Resolution 2189](#)

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

[11. A](#) **MAYOR'S REPORT**

[11. B](#) **COUNCILMEMBERS' REPORTS**

**12. CONSENT CALENDAR**

[16-4537](#) **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:

**FIRST HALF OCTOBER 2016 ACCOUNTS PAYABLE: \$1,668,981.36**

**SECOND HALF SEPTEMBER 2016 PAYROLL:**

\$ 69,658.73 checks no. 206724-206745  
\$ 639,229.41 direct deposits  
\$ 832,883.59 wire transfers  
\$1,541,771.73 Total

**STAFF CONTACT:**

Sarah Corral, Deputy City Clerk  
John Baldwin, Fiscal Analyst  
Jackie Rodgers, Human Resources Specialist

[16-4538](#) **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:**

P. Jones, DOI: 09/13/16. Claimnant alleges a sharp corner of a broken curb at

1510 15th Ave punctured the right rear tire and side wall of his vehicle.

J. Jesska, DOI: 09/20/16. Claimant alleges costs incurred as a result of flooding due to water and sewer line backup.

**SETTLED:**

R. Sgambati, DOI: 09/03/16. Claimant alleges costs incurred due to property damage as a result of sewer backup at their residence.

First Baptist Church, DOI: 05/16/15. Claimant alleges that the sewer backed up into the Church due to a collapsed main line. Costs were incurred to repair the damage.

Hop N Grape, DOI: 05/05/16. Claimant alleges costs incurred to clear sewer line when problem was on city side.

**STAFF CONTACT:**

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

[PROJ #92](#)

**PROJECT COMPLETE CERTIFICATION - MARK MORRIS TRAFFIC SIGNAL**

**COUNCIL INITIATIVES ADDRESSED:**

Improve transportation systems

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

This action is to certify the Mark Morris Traffic Signal project has been completed in accordance with the plans and specifications under Contract No. 16-C101-T entered into between the City of Longview and Mill Plain Electric, Inc., and the same is hereby accepted and approved.

**RECOMMENDED ACTION:**

Motion to accept and approve as complete the Mark Morris Traffic Signal project.

**STAFF CONTACT:**

Manuel Abarca, Traffic Engineer

[PROJ #93](#)

**PROJECT COMPLETE CERTIFICATION - 15th AVENUE CORRIDOR SAFETY IMPROVEMENTS**

**COUNCIL INITIATIVES ADDRESSED:**

Improve transportation systems

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

This action is to certify the 15th Avenue Corridor Safety Improvements project has been completed in accordance with the plans and specifications under

Contract No. 15-C098-T entered into between the City of Longview and Halme Excavating, Inc., and the same is hereby accepted and approved.

**RECOMMENDED ACTION:**

Motion to accept and approve as complete the 15th Avenue Corridor Improvements Safety project.

**STAFF CONTACT:**

Chris St. Onge, Project Engineer

**13. CITY MANAGER'S REPORT**

[16-4536](#)

**DRAFT INTERLOCAL AGREEMENT WITH PUBLIC UTILITY DISTRICT NO. 1 FOR TRANSFER OF OWNERSHIP OF STREET LIGHTS AROUND AND NEAR R.A. LONG PARK**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems  
Continue effective financial management

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Cowlitz Co. P.U.D. (PUD) recently completed a maintenance and upgrade project on four street lighting circuits around and near R.A. Long Park. The project included new meter and service cabinets, and underground conduit, junction boxes, and wiring on the four circuits. Street light poles, bases, and lights were not upgraded as part of the project.

These lighting circuits and associated poles and street lights are currently owned and operated by the PUD. The City pays a street light facility charge to the PUD in the amount of \$230.80 per month for ongoing maintenance of these poles and lights. The City pays a separate flat fee to the PUD per light for the energy to power the lights. That fee is currently based upon estimated energy consumption for the various size and types of lights in the system, but will change to a metered consumption charge upon execution of this agreement. The change from a flat fee rate to a metered rate is not expected to result in a change in the overall energy cost for the fifty-three lights on these circuits.

The PUD has offered to transfer ownership of the four lighting circuits and fifty-three poles and lights to the City. In exchange, the PUD has requested payment in the amount of \$23,852.62 to be paid over a period of 10 years with no finance charges. The requested amount covers the installation cost of the four meter cabinets installed as part of the recent maintenance and upgrade project.

Taking over ownership will result in better control of the operation, maintenance, technology, aesthetics, and condition of the lights. The City will now be able to schedule and/or responds to bulb replacements, repairs, knock-down replacements, pole replacements, upgrades, etc. and will not be

reliant on the PUD.

Repairs, replacements, or upgrades of the poles and lights have not been a priority for the PUD. Approximately 10 of the lights on these circuits are in poor condition and will need to be replaced with new bases, poles, and lights over the next 10 years at a total cost of approximately \$15,500.

The PUD also has been un-willing to convert their lights to energy efficient LED's in the past. The City will now have the option to upgrade the lights to save on energy costs and further implement Resolution No. 1961, the City's greenhouse gas emission reduction policy.

After factoring the transfer payment to the PUD, elimination of the facility charge, cost to upgrade to LED's and the associated energy savings, and cost for 10 replacement poles and bases, the financial payback on this investment is approximately 11 years.

The proposed interlocal agreement provides for transfer of ownership of the four lighting circuits and lights, and the associated payment to the PUD.

**FINANCIAL SUMMARY:**

The \$230.80 per month street lighting facility charge would be replaced with a \$198.77 per month repayment plan for the next 10 years. Additionally, the estimated electrical consumption charge would be replaced with metered actual consumption charges.

**RECOMMENDED ACTION:**

Direct the City Attorney to draft a Resolution to approve an interlocal agreement with the PUD for transfer of ownership of the four lighting circuits.

**STAFF CONTACT:**

Craig Bozarth, City Engineer

**Attachments:** [Interlocal Agreement with PUD](#)  
[PUD Lights Transfer Map](#)

**14. MISCELLANEOUS**

[16-4528](#)

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS**

**Attachments:** [Knights of Columbus - Liquor Lic App](#)  
[Liquor Lic Renewals 9-16](#)  
[Marijuana renewals 9-17](#)  
[LL app-Bleu Bison](#)

**15. ADJOURNMENT**



**NEXT REGULAR COUNCIL MEETINGS:****THURSDAY, OCTOBER 27, 2016****THURSDAY, NOVEMBER 3, 2016****NEXT COUNCIL WORKSHOPS:****THURSDAY, OCTOBER 20, 2016****THURSDAY, NOVEMBER 3, 2016**

**\* 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.**