



# City of Longview

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

## Agenda - Final-Amended

### 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*

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Thursday, August 9, 2018

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**

[18-5543](#)

**MINUTES OF:**

June 21, 2018 workshop  
July 12, 2018 regular meeting  
July 21, 2018 workshop  
July 26, 2017 regular meeting

**Attachments:** [6.21.2018 Workshop Minutes for Approval](#)  
[7.12.2018 Regular Meeting Minutes for Approval](#)  
[7.26.2018 Regular Meeting Minutes for Approval](#)  
[7.26.2018 Workshop Minutes for Approval](#)

5. **CHANGES TO THE AGENDA**
6. **PRESENTATIONS & AWARDS**

[18-5546](#)

**CITY OF LONGVIEW URBAN FORESTRY TREE INVENTORY  
REPORT**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance Public Safety & Emergency Response  
Address Quality of Place  
Preserve and Enhance Neighborhoods  
Continue Effective Financial Management  
Provide Sustainable Water Quality & Environmental Infrastructure

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

The City of Longview's Urban Forestry Department oversees 17,000 park and street tree planting spaces and maintains a wide variety of native and exotic tree species. In February of 2018, the City contracted with Plan-It Geo to update the inventory of trees management the Urban Forestry Division. This inventory updated and indexed of the type, condition, size, location, health, and potential hazards for all individual trees in the parks and streetscape managed by the Department. The original inventory was completed in 1990.

The tree inventory will allow the division to:

- Prioritize maintenance schedules in order to reduce the potential liability that results from hazardous trees. It also streamlines the efficiency of the arborist crews and facilitates long-term budgeting.
- Educate residents about the benefits of a healthy, well-managed community forest, and to inform them about species best suited to the community.
- Facilitate the planning that is essential to the community's quality of life.
- Provide the basis for our comprehensive community forestry management plan.

The Tree Inventory Report is an executive summary snap shot of the urban forest on the day it was completed and provided to the city. The tree inventory, which has been incorporated into Lucity, will remain a flexible updated program using newly integrated technology allowing for internal adjustments. Our electronic tree inventory already includes steps we've taken to remedy the recommendations for removal and required maintenance provided by Plan-It Geo.

**RECOMMENDED ACTION:**

No action required

**STAFF CONTACT:**

Curt Nedved, Urban Forest Manager  
Jennifer Wills, Parks and Recreation Director

**Attachments:** [Longview WA Tree Inventory Summary Report Plan-It Geo 2018](#)

7. **CONSTITUENTS' COMMENTS (Thirty Minutes)**8. **FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**9. **PUBLIC HEARINGS**[18-5540](#)**PUBLIC HEARING - REQUEST TO VACATE THE NORTHERLY 290-FEET OF ALLEY RIGHT OF WAY LOCATED BETWEEN 7TH AND 8TH AVENUES SOUTH OF HUDSON STREET (IN BLOCK #12, PLAT OF LONGVIEW #7)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

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

Vince Penta, who represents 100% of the abutting property, has submitted a request to vacate the northerly 290 feet of alley right-of-way in Block #12, Plat of Longview #7, located between 7th & 8th Avenues, south of Hudson Street

In accordance with state law, Resolution No. 1732 provides for charges to the abutting property owners of up to 100% of the appraised value of the vacated area if the right-of-way has been dedicated for 25 years or more. The alley right of way was dedicated over 25 years ago, thereby allowing the City to charge 100% of the appraised value of the vacated area.

In lieu of a formal appraisal, staff has historically used the assessed land value of the abutting properties to develop right of way vacation fee recommendations. Based on 100% of the assessed value of abutting land, the vacation fee for this right of way would be \$35,920.83. Staff recommends that if the vacation request is approved, the vacation fee be set at 100% of the assessed value.

Since the petitioner does not represent the entire alley block, and granting of this request would result in a dead end alley, causing disruption to the public and remaining residents in this block, staff requests that in addition to retention of a public utility easement, a public access easement be retained by the City. Vehicular access to the alley will be necessary unless the remaining section of the alley is vacated in the future. If the alley is vacated, the City loses a significant amount of control over what happens in the alley because access rights would be by easement rather than public right of way. Additionally, special conditions would need to be placed on use and maintenance of the private alley to avoid the property owner creating hazardous obstructions and disruption to the public.

**RECOMMENDED ACTION:**

Hold public hearing

THEN

Consider the alley vacation request. If the City Council desires to grant the vacation request, adopt the following:

Motion to:

1. Approve the proposed alley vacation contingent upon retaining full public ingress/egress access and utility easements, and payment of vacation fees.
2. Include easement conditions to keep the access and utility easements free from damage, debris and obstructions at all times until such time that the remaining section of the alley is vacated.
3. Direct the City Attorney to prepare an ordinance for adoption after access/utility easements have been obtained and vacation fees have been paid.
4. Set the vacation fees at \$35,920.83.

**Attachments:** [Vince.Penta Req.](#)  
[7th.8th ROW Vac Map](#)

#### 10. **BOARD & COMMISSION RECOMMENDATIONS**

[18-5545](#)

#### **PARK AND RECREATION ADVISORY BOARD'S RECOMMENDATION FOR ALLOCATION OF 2018 NEIGHBORHOOD PARK GRANT FUNDS**

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

Address Quality of Place

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

#### **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.

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 paid labor and materials; in other words they contribute out of pocket expenses for projects on at least a 1:1 ratio, and sometimes much more. Applicants must complete their projects in entirety and then submit for reimbursement for out of pocket expenses up to 50% of the total cost project.

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. The parks board met last month to review applications for funding 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.

No applications were submitted during the February grant solicitation period. The Department reopened the grant period in June for the second time. Two applications were submitted for recommendation:

Harlie's Angles - Harlie's Hoops Project: \$20,000  
Longview Babe Ruth - Field Improvements: \$5,000

These projects mark an amazing milestone within the Neighborhood Park Program. From 1997 to current, the City has provided \$487,665 in Matching Neighborhood Park Grants. This means over \$975,330 at a minimum has gone back into improving the park system. These recommended projects once complete will mean that the city's grant program has provided for over a million dollars in citizen driven park improvements.

**RECOMMENDED ACTION:**

Motion to approve the Parks and Recreation Advisory Board's recommendations for the 2018 Neighborhood Park Grant Program.

**STAFF CONTACT:**

Jennifer Wills

**Attachments:** [NPG Harlies Hoops 2018](#)

[NPG Babe Ruth 2018](#)

[NPG History 1997 - 2017](#)

[18-5542](#)

**ANIMALS PROHIBITED IN CERTAIN AREAS OF LAKE  
SACAJAWEA DURING JULY 4TH CELEBRATION**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address Quality of Place

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

The Parks and Recreation Advisory Board would like to recommend a change to the Longview Municipal Code that pertains to animals prohibited in certain areas of Lake Sacajawea Park on July 4th (LMC 13.01.115)

**Code 13.01.115: Animals prohibited in certain area of Lake Sacajawea Park on July 4th**

It shall be a Class IV civil infraction for the owner or keeper of any domestic animal to cause, permit or allow such domestic animal to be within the area of Lake Sacajawea Park bounded by Washington Way, Louisiana Street, Kessler Boulevard and Nichols Boulevard between the hours of 8:00 a.m. and midnight on the fourth day of July; provided, however, this section shall not be applicable to animals that are a part of a concession permitted to occur in Lake Sacajawea Park, dog guides, service animals or dogs owned by a governmental agency for use in connection with law enforcement.

During the July 24th Parks and Recreation Advisory Board meeting, the board approved recommending that staff bring forth an addition to the code. The board would like to have the LMC include July 2 and July 3 or more broadly to read "during the City's permitted celebration of the Independence Day holiday", which allows for changes to festival length and days.

**RECOMMENDED ACTION:**

Motion to direct staff to bring back an ordinance for Council consideration.

**STAFF CONTACT:**

Jennifer Wills, Parks & Recreation Director

**11. ORDINANCES & RESOLUTIONS**

[OR 18 3384](#)

**ORDINANCE NO. 3384 AMENDING THE ZONING CODE TO ADDRESS PARKING IN SIDE YARD SETBACKS AND REDUCED FRONT YARD BUILDING SETBACKS FOR MULTIFAMILY DEVELOPMENT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

**CITY ATTORNEY REVIEW:** Required

**SUMMARY STATEMENT:**

At their July 12 meeting, the City Council considered a recommendation from the Planning Commission to amend the zoning code. The proposed code changes apply where vehicle access to parking is from an alley. They are:

- Allowing a 50% reduction in the side yard setback for parking spaces in the rear yard that would apply to all residential zoning districts
- Reducing the front yard setback from 20 feet to 10 feet for buildings on existing lots in the R-3 and R-4 Residential Districts.

The City Council unanimously passed a motion to accept the Planning Commission's recommendation and direct the City Attorney to prepare an ordinance for council review and approval. Ordinance No. 3384 is attached.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3384

**STAFF CONTACT:**

Jim McNamara, City Attorney  
Steve Langdon, Planning Manager

Attachments: [Ordinance No. 3384](#)

[18-5529](#)

**ORDINANCE NO. 3385 AMENDING THE 2017-2018 BIENNIAL BUDGET  
(SECOND READING)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative:

Address Quality of Place Issues

Strengthen Economic Conditions & Create New Opportunities.

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

The subject ordinance has been prepared to amend the 2017-2018 biennial budget to authorize expenditures for an Athletic Facility Master Planning Project that was unforeseen at the time the 2017-2018 biennial budget was adopted. This amendment affect the Capital Projects Fund in the 2017-2018 biennial budget. Budget amendment ordinances require two readings before the Council.

At the July 12 council meeting, City staff provided three scope of work options to move forward to begin planning an Athletic Facility. Council approved entering into a Professional Services Agreement with Hough, Beck, & Baird, Inc. (HBB) from Seattle, Washington for the first option: The Full Scope of Work.

Prior to proceeding with an initial feasibility study of the existing sites, Roy Morse Park and the decommissioned sewer lagoon (the lagoon site), staff is suggesting Council may wish to consider an alternative site in lieu of the lagoon site.

The Full Scope of Work includes:

**Full Scope: (\$260,880.00)**

The full scope of work proposed by HBB will include an initial feasibility study of two sites, Roy Morse Park and the decommissioned sewer lagoon (the lagoon site). After the initial feasibility study is completed, a single site will be selected and a master plan prepared for that site. This project will also involve a collaborative and engaging public process to ensure the concepts developed for each site reflects our community's identity and the city's overall goals for a new athletic facility complex. The master planning process will generally include a review and analysis of the existing sites, a public process to gather input and feedback from initial feasibility through the final master plan, cost estimates on the preferred and final master plans, and associated phasing and funding strategies.

This evening's reading represents the second reading of Ordinance No. 3385

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3385

Attachments: [Budget Amendment 2017-18 ~ ORD NO 3385 \(2018 0726\)](#)

[OR 18 3386](#)**ORDINANCE NO. 3386 - CREATE LOCAL IMPROVEMENT DISTRICT NO. 352****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation system, enhance public safety & emergency response, Strengthen economic conditions & create new opportunities.

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

A petition representing 73% of the area within the proposed district was received and certified by the Engineering Division, requesting the formation of a Local Improvement District (L.I.D.) for the purpose of constructing a new roadway on Beech Street from Oregon Way to California Way. On July 12, 2018, the City Council held a public hearing regarding the proposed L.I.D. and a motion directing staff to prepare an ordinance to form the L.I.D. failed. The City Council then directed staff to review the preliminary assessments and L.I.D. boundary.

On July 26, 2018, staff presented the findings its review and Valbridge Property Advisors explained and defended the preliminary assessments and L.I.D. boundary recommendations contained in their Formation Special Assessment/Proportionate Assessment Study. After hearing the information requested by the City Council, the Council adopted a motion to reconsider its July 12, 2018 action regarding formation of L.I.D No. 352.

After their decision to reconsider, Council approved a motion directing the City Attorney to prepare an ordinance to form L.I.D. No. 352. The proposed ordinance creates L.I.D. No. 352 and provides a funding source to be used towards the construction of Beech Street.

**FINANCIAL SUMMARY:**



The total project cost is estimated to be \$4,430,000 and the total available assessment is estimated to be \$3,699,232. To cover the funding gap and to reduce property owner assessments, the City will use \$575,000 in Cowlitz Rural Public Facilities Grant funds awarded by Cowlitz County. The City has also applied for a federal Economic Development Administration (EDA) grant and has passed the phase one application review. The EDA considers the project to be worth funding and requested the City complete phase two of the application process to be eligible for project selection and award of funding.

After the Rural Public Facilities Grant and potential EDA grant are applied to this project, staff estimates the preliminary LID assessments would be reduced by 49% to a total assessment of \$1,905,000. If an EDA grant is not obtained, the LID improvement would have a funding shortfall of about \$155,800.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3386.

**STAFF CONTACT:**

Craig Bozarth, City Engineer

[Attachments: Ordinance 3386 forming LID 352 - 08.06.18](#)

[18-5537](#)

**RESOLUTION NO. 2275 JAG GRANT**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

An Interlocal Agreement with Cowlitz County is required as part of the 2018 Justice Assistance Grant application. A resolution is required in order for the City Manager to sign the agreement. The Justice Assistance Grant funding (\$14,271.00) will be used towards the Longview School Officer Program.

The public will be given the opportunity to comment on the use of these grant funds at this meeting.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2275 and authorize the City Manager to sign the Interlocal Agreement with Cowlitz County.

**STAFF CONTACT:**

**Jim McNamara, City Attorney**

**Mary Chennault, Administrative Manager, Longview Police Dept.**

[Attachments: FY 2018 JAG Application.pdf](#)

**12. MAYOR'S REPORT****13. COUNCILMEMBERS' REPORTS****14. CONSENT CALENDAR**[18-5544](#)**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 JULY 2018 ACCOUNTS PAYABLE: \$1,195,659.44**

**SECOND HALF JULY 2018 PAYROLL:**

\$83,676.95, checks no. 207432-207446  
\$740,592.70, direct deposits  
\$935,881.78, wire transfers  
\$1,760,151.43 Total

**STAFF CONTACT:**

Kaylee Cody, City Clerk  
John Baldwin, Fiscal Analyst  
Chresta Larson, Human Resources Specialist

[18-5538](#)**BID REVIEW - R.A. LONG PARK IMPROVEMENTS - PHASE 1****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues

**SUMMARY STATEMENT:**

The project includes construction of a new concrete plaza, steps, sidewalks, gazebo, park lights, electrical service, traffic and pedestrian control.

On July 31, 2018, three bids were received as follows:

\$664,782.57 - Advanced Excavating Specialists LLC, Longview, WA  
\$780,211.75 - Tapani, Inc., Battle Ground, WA  
\$819,452.05 - 3 Kings Environmental, Inc., Battle Ground, WA

**\$660,000.00 - Engineer's Estimate**

All bids received were determined to be regular and responsive.

**FINANCIAL SUMMARY:**

- Kuntz Family Trust = \$400,000 (\$100,000 allocated to replace defective walkways)
- State Capital Budget = \$287,120
- Private Donation = \$75,000 (toward the gazebo)
- Capital Projects Fund = \$44,000
- **Total Funding = \$806,120**

The estimated project cost including engineering, gazebo materials, inspection, testing, and administration is \$779,150, leaving approximately \$27,000 for contingencies.

The bid includes \$54,050 in walkway replacement costs. The City Council had previously allocated \$100,000 of the project budget to replace defective walkways in the park. In order to have adequate budget to complete the Phase 1 work and perform the full \$100,000 in sidewalk replacement, staff recommends prioritizing R.A. Long Park to receive approximately \$46,000 of sidewalk replacement efforts currently budgeted in the City's Sidewalk Repair Program.

**RECOMMENDED ACTION:**

Motion to accept the bid and award a contract to Advanced Excavating Specialists LLC in the amount of \$664,782.57 and prioritize R.A. Long Park to receive about \$46,000 of City sidewalk repair activity.

**STAFF CONTACT:**

Ivona Kininmonth, Project Engineer

[18-5539](#)

**BID REVIEW - MINT FARM SEWER PUMP STATION VFD REPLACEMENT**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

**SUMMARY STATEMENT:**

This project consists of removal and replacement of two existing 150-hp Siemens Robicon Variable Frequency Drive (VFD) units at the Mint Farm Sewer Pump Station on Prudential Boulevard. This project was previously bid on June 27, and on July 12, the City Council rejected all bids because they substantially exceeded the budget amount.

After re-advertising for bids, on August 1, 2018, two bids were received as follows:

\$81,615.50 - Hamer Electric Inc., Longview, WA

\$83,209.98 - Advanced Electrical Technologies, Longview, WA

**\$83,000.00 - Engineer's Estimate**

All bids received were determined to be regular and responsive and the bidders are licensed to perform the work.

**FINANCIAL SUMMARY:**

Rejecting all previous bids and re-advertising this project resulted in a low bid savings of about \$47,700. This project is funded by the Sewer construction fund.

**RECOMMENDED ACTION:**

Motion to accept the low bid and award a contract to Hamer Electric Inc., in the

amount of \$81,615.50.

**STAFF CONTACT:**

Chris St.Onge, Project Engineer

15. **CITY MANAGER'S REPORT**

[18-5541](#)

**ALCOHOL GUIDELINES - CITY OF LONGVIEW PARKS**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address Quality of Place

Strengthen Economic Conditions & Create New Opportunities

**CITY ATTORNEY REVIEW:** Yes

**SUMMARY STATEMENT:**

During a Council workshop on August 15, department staff discussed the history of outside user groups in the parks, the role the department has had in the use, what other cities are doing, and plans for park event use in the future. Support for expanded use of the parks for special events and providing equal opportunities and standards for user groups both internally and externally were expressed.

With the direction provided by Council to allow for expansion of special events, the Department and the Parks and Recreation Advisory Board worked together to create guidelines that would provide direction in executing the current park code LMC 13.01.190.

Park Code (LMC 13.01.190 reads - Possession or consumption of alcoholic beverages in public parks) states that it is unlawful for any person to consume or possess any unsealed or opened container of alcoholic beverage in a public park; ***provided, this prohibition shall not apply to organized groups which have secured a permit from the director*** and, if required, from the Washington State Liquor Control Board.

The consumption of alcoholic beverages continues to be prohibited at all City of Longview parks and other outdoor public places, unless a Special Event Permit has been awarded, permission for serving and consuming of alcohol has been granted, the event takes place within approved sites, and the subsequent conditions and requirements laid out within the guidelines are followed.

**RECOMMENDED ACTION:**

Motion to direct staff to take Council consideration and bring back final Alcohol Guidelines for the City of Longview Parks for approval.

**STAFF CONTACT:**

Jennifer Wills, Parks & Recreation Director

**Attachments:** [Alcohol Guidelines - City of Longview Parks](#)

[18-5547](#)

**ACCESSIBILITY ADVISORY COMMITTEE COUNCIL LIAISON**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address quality of place issues

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

The Accessibility Advisory Committee has requested that a Council liaison be appointed to their Committee. The Committee would like to have a Council liaison meet with them on a regular basis so as to maintain an awareness of the issues brought before the Committee; to assist with the prioritization of Americans with Disabilities Act (ADA) improvements; and to advocate on behalf the Committee.

The Accessibility Advisory Committee meets every other month on the third Monday at 4:00 p.m. The next Accessibility Advisory Committee meeting is scheduled for Monday, September 17, 2018 in the Small Conference Room here at Longview City Hall.

**RECOMMENDED ACTION:**

Motion to appoint \_\_\_\_\_ as Council liaison to the Accessibility Advisory Committee.

**STAFF CONTACT: Kurt Sacha, City Manager**

16. **MISCELLANEOUS**

[18-5549](#)

**EXECUTIVE SESSION: REAL ESTATE TRANSACTION**

17. **ADJOURNMENT**

**\* 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, AUGUST 23, 2018 - 7:00 P.M.**

**THURSDAY, SEPTEMBER 13, 2018 - 7:00 P.M.**

