



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

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Thursday, December 6, 2018

7:00 PM

2nd Floor, City Hall

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NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Thursday, December 6th, at 7:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

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

[18-5695](#)

COUNCIL MINUTES, NOVEMBER 8, 2018 - WORKSHOP  
COUNCIL MINUTES, NOVEMBER 15, 2018 - SPECIAL MEETING

Attachments: [11.8.2018 Workshop Minutes for Approval](#)  
[11.15.2018 Special Meeting Minutes for Approval](#)

5. CHANGES TO THE AGENDA
6. PRESENTATIONS & AWARDS

[18-5687](#)

STREETLIGHT BANNERS FOR DOWNTOWN

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

Dawn Gregg, who is a downtown business owner, is offering to fundraise for and provide as a donation to the city, attractive banners for placement on the downtown streetlight poles.

**RECOMMENDED ACTION:**

Motion to accept donation of streetlight pole banners for display.

Attachments: [Downtown Lightpole Banners 2018](#)

7. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

8. **FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**

9. **PUBLIC HEARINGS**

[18-5696](#)

**PUBLIC HEARING: PROPOSED 2019 - 2020 BIENNIAL BUDGET AND  
2019 - 2023 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. Preliminary copies of the Biennial Budget and 2019 - 2023 Capital Improvement Plan have been made available to Council and are available for the public. A staff presentation on the 2019 - 2020 Biennial Budget and 2019 - 2023 Capital Improvement Plan was presented at the public hearing on November 15, 2018. Public Hearing Notices on the 2019 - 2020 Preliminary Biennial Budget and 2019 - 2023 Capital Improvement Plan were published on November 1, 2018 and November 8, 2018.

The 2019-2020 Biennial Budget can be accessed at:  
<http://mylongview.com/index.aspx?page=469>.

**RECOMMENDED ACTION:**

Hold public hearing.

10. **BOARD & COMMISSION RECOMMENDATIONS**

11. **ORDINANCES & RESOLUTIONS**

[18-5691](#)**ORDINANCE NO. 3392: ADOPTING 2019-2020 BIENNIAL BUDGET****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

This ordinance depicts the revenues and appropriations as presented in the 2019-2020 Biennial Budget and formally adopts the 2019-2020 Biennial Budget.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3392.

**STAFF CONTACT:**

Kurt Sacha, City Manager

**Attachments:** [ORDINANCE NO 3392](#)[18-5690](#)**RESOLUTION NO. 2284: ADOPTING 2019-2023 CAPITAL IMPROVEMENT PLAN****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

The attached resolution provides for the 2019-2023 Capital Improvement Plan included in the 2019-20 biennial budget. Approval of the 2019-23 Capital Improvement Plan authorizes funding only for the 2019-2020 projects approved in conjunction with the 2019-2020 Biennial Budget.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2284 approving the 2019-2023 Capital Improvement Plan for the City of Longview.

**STAFF CONTACT:**

Kurt Sacha, City Manager

**Attachments:** [RESOLUTION NO 2284](#)[18-5699](#)**ORDINANCE 3391: AMENDING THE 2017-2018 BIENNIAL BUDGET (FIRST READING)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management.

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The subject ordinance has been prepared to amend the 2017-2018 biennial budget to authorize expenditures unforeseen at the time the 2017-2018 biennial budget was adopted. These amendments affect the General Fund, Economic Development Fund, Public Safety Fund, 2007 LTGO Fund, Building Replacement Fund, Equipment Rental Fund and Unemployment Compensation Fund in the 2017-2018 biennial budget.

Budget amendment ordinances require two readings before the Council. This evening's reading represents the first reading of Ordinance No. 3391.

**RECOMMENDED ACTION:**

No action required - first reading.

**STAFF CONTACT:**

Kurt Sacha, City Manager

Attachments: [ORDINANCE NO 3391](#)

[18-5692](#)

**RESOLUTION NO. 2283 - UTILITY RATE REDUCTION PROGRAM FOR TRANSITIONAL HOUSING PROVIDERS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continue effective financial management

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

The City Council has established a utility rate reduction program for low-income senior citizens and low-income disabled citizens of the City. Currently, low-income seniors and disabled citizens participating in the utility rate-relief program have utility service established in their name and reside in single family households. Resolution No. 2283 expands the existing program to include utility rate relief for transitional housing providers.

The City Council is cognizant of the financial hardship on low-income and disabled transitional housing providers that provide living quarters free of rent. Therefore, in addition to providing a rate reduction to low-income single family households, the rate reduction program is being expanded to transitional housing providers that provide living quarters to those with the greatest need free of rent. Preliminary estimates indicate that total program benefits including those for transitional housing providers will approximate \$200,000.00 annually.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2283 providing for the utility rate reduction program for low-income seniors and disabled citizens.

**STAFF CONTACT:**

Kurt Sacha, City Manager

Attachments: [FINAL - Resolution 2283-2018 Utility Rate Reduction Program \(Includes Low In](#)  
[RLV - Resolution 2283-2018 Utility Rate Reduction Program \(Includes Low Inco](#)

**12. MAYOR'S REPORT****13. COUNCILMEMBERS' REPORTS****14. CONSENT CALENDAR**

[18-5697](#)

**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 2018 ACCOUNTS PAYABLE: \$1,391,504.67**

**FIRST HALF NOVEMBER 2018 PAYROLL:**

\$2,282.36, checks no. 72-76

\$765,046.01, direct deposits

\$512,823.03, wire transfers

\$1,280,151.40 Total

**STAFF CONTACT:**

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Chresta Larson, Human Resources Specialist

[18-5693](#)

**WASHINGTON WAY BRIDGE INTERFUND LOAN UPDATE****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continue effective financial management

**CITY ATTORNEY REVIEW:** N/A

**SUMMARY STATEMENT:**

Resolution No. 2166 established an interfund loan in the amount of \$1,435,000.00 from the General Fund to the Arterial Street Fund for the purpose of providing for the City's share of costs for the Washington Way Bridge. This Resolution calls for City staff to present to Council the status of the loan on an annual basis.

The effective date of the original interfund loan was January 1, 2016. In September 2016, the Arterial Street Fund repaid \$300,000.00 principal to the General Fund, reducing the principal balance of this loan to \$1,135,000.00. For the period January 1, 2016 through September 30, 2016 the interest paid on this

loan totaled \$4,895.74. The average interest rate for this period was less than one-half of one percent (0.4548%).

In December 2017, the Arterial Street Fund repaid an additional \$300,000.00 principal on this loan which left the remaining principal balance on this interfund loan at \$835,000.00.

In December 2018, the Arterial Street Fund will repay an additional \$100,000.00 principal on this loan. Following the principal repayment of \$100,000.00 in December, the remaining principal balance on this interfund loan will total \$735,000.00. The interest payment for the period January 1, 2018 through December 31, 2018 totals \$16,101.10. For the period October 2016 through December 2016, the average interest rate was 1.1027%.

Had the City sought conventional bond financing for its share of the Washington Way bridge project life-to-date interest costs at 3 percent, interest would have totaled \$98,150.00. Having borrowed the money internally from ourselves, life-to-date interest charges total \$33,169.63, resulting in an interest savings of \$64,980.37.

**RECOMMENDED ACTION:**

No action required.

**STAFF CONTACT:**

Kurt Sacha, City Manager

**Attachments:** [Washington Way Bridge Interfund Loan Interest](#)

**PROJ #106**

**PROJECT COMPLETION - LONGVIEW POLICE STATION REMODEL**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety & emergency response

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

The Longview Police Station Remodel project has been completed in accordance with the plans and specifications under Contract No. 17-2357-B entered into between the City of Longview and J.H. Kelly, LLC. The City Council must accept the project as complete before final contract closeout can be accomplished.

**RECOMMENDED ACTION:**

Motion to accept as complete the Longview Police Station Remodel project.

**STAFF CONTACT:**

Craig Bozarth, City Engineer

**18-5694**

**AMENDMENT TO INDIGENT DEFENSE CONTRACT**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

**SUMMARY STATEMENT:**

The City contracts with the 5 attorneys of Longview Municipal Defense for indigent public defense service. Per the terms of the Agreement, the contract expires at the end of 2018. Under the terms of the current contract, the City pays \$49,583.33 per month. That is not proposed to change.

**RECOMMENDED ACTION:**

Authorize the City Manager to amend the contract for indigent defense services with Longview Municipal Defense, to extend the term of the contract to the end of 2020.

**STAFF CONTACT:**

Jim McNamara, City Attorney

Attachments: [Contract December 2018 Amendment](#)

[18-5689](#)

**APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS**

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

At the end of 2018, some terms on several City boards and commissions will expire or some members are resigning.

The following boards and commissions are appointed by the city manager and require council concurrence. City manager Kurt Sacha recommends the following appointments:

**Appeal Board of Adjustment:**

- Daniel Peterson, reappointment to a 5-year term that will expire 12/31/2023.

**Golf Advisory Committee:**

- Kimberly Higgins, appointment as the Women's Club rep to 1-year term that will expire 12/31/2019.
- Kenneth Pence, reappointment as the Men's Club rep to 1-year term that will expire 12/31/2019.
- David Schloss, reappointment to a 3-year term that will expire 12/31/2021.

The following boards and commissions are appointed by the mayor and require council concurrence. Mayor Don Jensen recommends the following appointments:

**Library Board:**

- Ryan Searcy, appointment to an unfulfilled term that will expire 12/31/2019.

**Salary Commission:**

- George Brajcich, reappointment to a 4-year term that will expire 12/31/2022.

A committee of three council members (Chet Makinster, Mike Wallin, and Don Jensen) reviewed applications and recommend the following appointments to be appointed by the city council:

**Downtown Advisory Committee:**

- Jerry McGee, reappointment to a three-year term that will expire 12/31/2021.
- Bill Hallanger, reappointment to a three-year term that will expire 12/31/2021.
- Dawn Gregg, reappointment to a three-year term that will expire 12/31/2021.
- Katie Bonus, reappointment to a three-year term that will expire 12/31/2021.
- Karl Salzsieder, reappointment to a three-year term that will expire 12/31/2021.

**Historic Preservation Commission:**

- Nathanael Light, reappointment to a 3-year term that will expire 12/31/2021.
- Nicholas (Nick) Higgins, reappointment to a 3-year term that will expire 12/31/2021.
- Gary Nordin, reappointment to a 3-year term that will expire 12/31/2021.

**Lodging Tax Advisory Committee:**

- Bill Marcum reappointed to a one-year term that will expire 12/31/2019.
- Gian Morelli reappointed to a one-year term that will expire 12/31/2019.

**Parks & Recreation Board:**

- Jenny Oskey, reappointment to a 3-year term that will expire 12/31/2021.

**Planning Commission:**

- Ramona Leber, reappointment to a 4-year term that will expire 12/31/2022.
- Ray VanTongeren, reappointment to a 4-year term that will expire 12/31/2022.
- Craig Collins, reappointment to a 4-year term that will expire 12/31/2022.
- Christine Schott, reappointment to a 4-year term that will expire 12/31/2022.
- Bill Josh, appointment to a 4-year term that will expire 12/31/2022.

**Sister City Commission:**

- Eileen Bergeson, reappointment to a 3-year term to expire on 12/31/2021.
- Christopher Wills, appointment to a 3-year term to expire on 12/31/2021.
- Marissa Carpentier, appointment to a 3-year term to expire on 12/31/2021.



- Mikayla Springob, appointment to a 3-year term to expire on 12/31/2021.

As an FYI:

Additionally, the city manager has made the following appointments that **do not** require council concurrence:

**Stormwater Advisory:**

- Matt Swanson, reappointment to a 2-year term to expire on 12/31/2020.
- Carol Ruiz, reappointment to a 2-year term to expire on 12/31/2020.
- Dean Gehrman, reappointment to a 2-year term to expire on 12/31/2020.

**Visual Arts Commission:**

- Deborah Andersen, reappointment to a 3-year term to expire on 12/31/2021.
- Yvette Raynham, appointment to a 3-year term to expire on 12/31/2021.

Additionally, the mayor has made the following appointments that **do not** require council concurrence:

**Civil Service Commission**

- Steve Morrill, appointed to a 2-year term that will expire 12/31/2020.

**Housing Opportunities of Southwest Washington**

- Marchelle Knapp, reappointed to a 5-year term that will expire 12/31/2023.
- David Spurgeon, appointed to a 5-year term that will expire 12/31/2023.
- Jenny Oskey, appointment to an unfulfilled term that will expire 12/31/2020.

**RECOMMENDED ACTION:**

Approve above recommended appointments.

**STAFF CONTACT:**

Don Jensen, Council Appointments Committee  
Mike Wallin, Council Appointments Committee  
Chet Makinster, Council Appointments Committee  
Kurt Sacha, City Manager

**15. CITY MANAGER'S REPORT**

[18-5698](#)

**AGREEMENT FOR ANIMAL CONTROL SERVICES BETWEEN THE CITY OF LONGVIEW, WASHINGTON AND HUMANE SOCIETY OF COWLITZ COUNTY**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response  
Strengthen economic conditions & create new opportunities

Address quality of place issues

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The City has historically contracted with the Humane Society of Cowlitz County for animal control services. The current contract is set to expire at the end of 2018. A new contract is required to continue to provide for animal control services.

The three year contract provides for payment of \$312,030 in 2019, \$327,630 in 2020, and \$344,001 in 2021, billed in four equal quarterly installments.

**RECOMMENDED ACTION:**

Authorize the City Manager to execute an Agreement for Animal Control Services with the Humane Society of Cowlitz County

**STAFF CONTACT:**

Kurt Sacha, City Manager

Jim McNamara, City Attorney

**Attachments:** [Longview Humane Society Animal Control Agrmnt 2019-21 FINAL](#)

[18-5688](#)

**LEASE WITH LONGVIEW TACTICAL, INC. FOR INDOOR SHOOTING RANGE**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Enhance Public Safety and Emergency Response

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The attached lease agreement provides for the Longview Police Department (LPD) to enter into a lease agreement with Longview Tactical Inc. at 645 California Way Longview, WA for use of the 50 yard range side of the premises and the adjacent training room. In addition to this 8400 total square feet of the Indoor Shooting Range Building, the Lessor agrees to make available 12 parking spaces for the police department's exclusive use during those hours we are using the premises. The term of the lease is twenty-five (25) years. The range will be used as a firearms training facility allowing the use of rifles, pistols, and shotguns. LPD will use the range for its quarterly firearms certification training, new firearm certification, detective training and Special Weapons and Tactics Training (SWAT) as well as any additional training needed by LPD.

The City of Longview was awarded \$271,000.00 from the State of Washington towards this project and is in the process of applying for a FARR Grant, which requires a signed lease to complete the application. This Grant is for \$150,000.00.

The Longview Police Department will soon have no local place to do the required training and qualification with weapons. This would require LPD to go

out of town for range time resulting in extra costs to the city.  
The new range would also benefit the community as there are very few places for citizens to shoot their firearms. This range will have lessons as well as gun rentals for use at the range.

**RECOMMENDED ACTION:**

Motion to approve the lease with Longview Tactical, Inc. and authorize the City Manager to sign the lease agreement.

**STAFF CONTACT:**

Jim McNamara, City Attorney  
Jim Duscha, Chief of Police

**Attachments:** [Range Lease 2018\\_11\\_05 \(JS\) - Full Version with Exhibits](#)

**16. MISCELLANEOUS**

**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:**

**WEDNESDAY, DECEMBER 19, 2018 - 5:00 P.M. (SPECIAL MEETING)**

**THURSDAY, JANUARY 10, 2019 - 7:00 P.M.**

**NEXT SPECIAL COUNCIL MEETINGS:**

**WEDNESDAY, DECEMBER 12, 2018 - 6:00 P.M. PRE-LEGISLATIVE DINNER**