



City of Longview

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

Minutes - Final - Not Approved

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, May 12, 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 7:02 p.m.

2. **INVOCATION*/FLAG SALUTE**

After a moment of silent reflection, the flag salute was recited.

3. **ROLL CALL**

Present: 6 - Mayor Don Jensen, Council Member Makinster, Council Member Melink, Council Member Moon, Mayor Pro Tem Wallin and Council Member Vydra

Excused: 1 - Council Member Botero

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; Phil Jurmu, Fire Chief; Chris Skaugset, Library Director; Jenn Wills, Parks & Recreation Director; Chris Smith, Human Resources Director; Robert Huhta, Police Captain; and Adam Trimble, Planner.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held April 28, 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 16-0334](#)

COUNCIL MINUTES, APRIL 28, 2016

Attachments: [04282016 Minutes Draft for Approval](#)

5. CHANGES TO THE AGENDA

City Manager Dave Campbell suggested that Resolution No. 2179 be considered directly after the public hearing for the emergency shelter moratorium extension. There being no objection to the change, Mayor Jensen moved the item up to be considered directly after the public hearing.

Council Member Wallin requested that item 16-4335, Appointment of Appeal Board Member John Hinkleman, be postponed until the May 26th regular meeting in order for council to receive more information about the appointment. There being no objection to the change, Mayor Jensen removed the item from the agenda.

6. PRESENTATIONS & AWARDS

[16-4327](#)

PROCLAMATION: NATIONAL LAW ENFORCEMENT DAY - MAY 15, 2016

STAFF CONTACT:

Maureen Wingler, Administrative Assistant (Executive Office)

Attachments: [National Law Enforcement Day - May 15, 2016.pdf](#)

Mayor Jensen presented the proclamation to Tom Haan and Mario Gambaro of Cowlitz Chaplaincy.

[16-4330](#)

PROCLAMATION: HISTORIC PRESERVATION MONTH - MAY 2016

STAFF CONTACT:

Maureen Wingler, Administrative Assistant (Executive Office)

Attachments: [Historic Preservation Month - May 2016.pdf](#)

Mayor Jensen presented the proclamation to Adam Trimble, Planner for the City of Longview, and staff representative for the Historic Preservation Commission.

[16-4331](#)

PROCLAMATION: NATIONAL SALVATION ARMY WEEK, MAY 9 - 14, 2016

STAFF CONTACT:

Maureen Wingler, Administrative Assistant (Executive Office)

Attachments: [National Salvation Army Week, May 9-14, 2016.pdf](#)

Mayor Jensen presented the proclamation to Lieutenant Jonathan Woollin of the Salvation Army Longview Corps.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Jeff Wilson of Longview addressed council regarding the progress of the Shay Locomotive restoration, to discuss local issues, and to express his appreciation for the city council.

7. A**FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**

Director of Community & Economic Development John Brickey advised that he had followed up with two constituents who had spoken at the previous regular council meeting on April 28, 2016. Regarding Kelly & Enrique Lemus' concerns about the city livestock ordinances, Director Brickey explained that the Lemus family has been offered an opportunity to make their concerns known to the Planning Commission and to pursue a zoning text amendment. In the meantime, the Lemus family will be offered a voluntary compliance agreement allowing them to reduce the number of animals on the property to two. Regarding Rick Geier's concerns about zombie properties, Director Brickey advised that staff had worked with the occupant of one of the units who had family members help with the clean up of the property, and coupons for the dump were also offered to the occupants by the City. Mr. Geier recently sent a thank you e-mail to staff for contributing to the clean up of the property.

8. PUBLIC HEARINGS[16-4328](#)**PUBLIC HEARING TO COLLECT COMMENTS AND ALLOCATE 2016 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

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

This public hearing will be held to review and consider 2016 Community Development Block Grant (CDBG) project designs submitted to the City, to hear public comment and make funding allocations.

A total of five CDBG project designs have been received: one project for Main Entitlement funding, and one project for Public Services and three Planning projects were received. Public Review of projects is available on the City's CDBG webpage <http://www.mylongview.com/CDBG>.

Funding for 2016 CDBG is at \$284,373.00, funded through the Federal Department of Housing and Urban Development (HUD). CDBG projects and funding amounts between 2007 and 2016 are listed on the attached document.

A summary of submitted projects by category is as follows:

Main Entitlement**Amount Available: \$184,842****Amount Requested: \$200,000**

Downtown Corridor Improvement Phase III - Provide streetscape improvement on Commerce Ave. between Hudson St. and Hemlock St.
\$200,000

Public Service

Amount Available: \$42,655 Amount Requested: \$42,655

Help Warehouse - Distribute food and USDA commodities to persons in need and deliver food to Senior/Low income apartments...Lower Columbia Community Action Program **\$42,655.**

Planning

Amount Available: \$14,218 Amount Requested: \$31,818

Lower Columbia Community Action Program- Longview Neighborhood Stabilization Program. Assessment of low-income geographic areas within the City of Longview to identify and prioritize specific distressed and blighted areas which have the potential for neighborhood transformation. **\$14,218**

Cowlitz Wahkiakum Legal Aid- Planning for Open Door Program. Twelve legal clinics will be held with residents of Longview who are homeless or at risk of homelessness to determine legal barriers to stability and use the data to plan for increased capacity within the agency. **\$3,600**

Lifeworks- The Future of Affordable Housing with Support Services for Children and Adults with Developmental Disabilities in Longview. A study of the Longview area for affordable housing for children and adults with intellectual and developmental disabilities. Assess needs for more housing in the next 5+ years and evaluate ability of community to fulfill the needs of this population. **\$14,000**

RECOMMENDED ACTION:

Motion to allocate \$184,842 to Downtown Corridor Improvement project and \$42,655 to the Help Warehouse and to retain the funds available for Planning projects for administration costs.

STAFF CONTACT:

Adam Trimble, Planner

Attachments: [CDBG Entitlement Funding 2007-2016](#)
[2016 City Lv Downtown streetscape II-](#)
[2016 Help Warehouse](#)
[2016 CAP Lv Nbhd Stabilization plan](#)
[2016 Legal Aid Open Door prgm planning](#)
[2016 Life Works Capacity plan](#)

Adam Trimble, Planner for the Community & Economic Development Department, presented the 2016 Community Development Block Grant (CDBG) project designs submitted to the city. Mr. Trimble also presented the staff recommendation for council to allocate \$184,842 to Downtown Corridor Improvement project; \$42,655 to the Help Warehouse; and to retain the funds available for planning projects to use towards administration costs.

Mayor Jensen opened the public hearing at 7:39 p.m.

Ilona Kerby, Executive Director of Lower Columbia CAP, spoke in support of the Lower Columbia CAP's proposed Longview Neighborhood Stabilization Program.

Dave Hill, Executive Director of Lifeworks, spoke in support of the study proposed by Lifeworks - The Future of Affordable Housing with Support Services for Children and Adults with Developmental Disabilities in Longview.

Lori Basher, Cowlitz Wahkiakum Legal Aid Program Coordinator, spoke in support of the proposed Planning for Open Door Program.

Patrick Cuban of Longview spoke in support of the Planning for Open Door Program proposed by Cowlitz Wahkiakum Legal Aid.

Mayor Jensen closed the public hearing at 7:54 p.m.

Council Member Wallin had stepped away from the dais momentarily, during which time the vote was taken.

A motion was made by Council Member Mary Jane Melink, seconded by Council Member Scott Vydra, that \$184,842 be allocated to the Downtown Corridor Improvement project, \$42,655 be allocated to the Help Warehouse, \$3600 be allocated to Cowlitz Wahkiakum Legal Aid, and to retain the balance of funds for administration costs. The motion carried by the following vote:

Ayes: 4 - Mayor Don Jensen, Council Member Melink, Council Member Moon and Council Member Vydra

Nayes: 1 - Council Member Makinster

Non-voters: 1 - Mayor Pro Tem Wallin

[16-4340](#)

EMERGENCY SHELTER MORATORIUM EXTENSION

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

At their April 14, 2016 meeting, the City Council adopted Ordinance No. 3318 that extends by six months a moratorium on the siting of emergency shelters within the City. On October 22, 2015, the first six months of the moratorium was put in place by the adoption of Ordinance No. 3302. Per RCW 35A.63.220, the City Council needs to hold a public hearing with sixty (60) 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. 2179 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

Mayor Jensen opened the public hearing at 7:59 p.m. There being no one wishing to

speak, Mayor Jensen closed the public hearing at 7:59 p.m.

[Res 16 2179](#)

**RESOLUTION NO. 2179 - EMERGENCY SHELTER MORATORIUM
EXTENSION**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

At their April 14, 2016 meeting, the City Council adopted Ordinance No. 3318 that extends by six months a moratorium on the siting of emergency shelters within the City. On October 22, 2015, the first six months of the moratorium was put in place by the adoption of Ordinance No. 3302. Per RCW 35A.63.220, the City Council needs to hold a public hearing with sixty (60) 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. 2179 contains findings in support of the retention of the moratorium on the siting of emergency shelters.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2179

STAFF CONTACT:

Jim McNamara, City Attorney

Steve Langdon, Planning Manager

Attachments: [Resolution No 2179 Findings in support of emergency shelter moratorium](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Steve Moon, that Resolution No. 2179 be adopted. The motion passed unanimously.

9. BOARD & COMMISSION RECOMMENDATIONS

10. ORDINANCES & RESOLUTIONS

[OR 16 3319](#)

**ORDINANCE NO. 3319 AMENDING THE ZONING CODE TO PROHIBIT
MEDICAL MARIJUANA COLLECTIVE GARDENS AND COOPERATIVES**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Longview Municipal Code (LMC) Chapter 19.72 Medical Cannabis provides regulations for the siting of medical marijuana collective gardens. Per 2015 State legislation, collective gardens are no longer allowed in Washington State as of July 1, 2016. Thus, that LMC chapter needs to be repealed.

In place of collective gardens, 2015 State legislation authorized the establishment of Liquor and Cannabis Board-certified "cooperatives." Cooperatives can have up to four members and each member can grow up to 15 plants. The cooperative is required to be located in one of the member's "domicile." Therefore, a domicile could have up to 60 marijuana plants growing within it. State law allows local jurisdictions to regulate cooperatives including banning them.

Both the City Council and the Planning Commission have held workshops on this matter. The Planning Commission held a public hearing on the zoning code amendments at their April 6 regular meeting. After the public hearing, the Planning Commission voted unanimously to recommend approval of the proposal to ban collective gardens and cooperatives. During the amendment process, concerns were raised about growing up to 60 plants in a domicile especially when the majority of the City's domiciles are located in residential zoning districts. Concerns expressed included odor, humidity, and the additional electrical load on existing systems. There were also concerns about cooperatives being a target for crime.

At their April 28 meeting, the City Council considered the Planning Commission's recommendation and unanimously voted to accept the Planning Commission recommendation and to direct the City Attorney to prepare an ordinance for their review and approval.

RECOMMENDED ACTION:

Motion to adopt Ordinance Number 3319

STAFF CONTACT:

Steve Langdon, Planning Manager
Jim McNamara, City Attorney

Attachments: [Ordinance Number 3319](#)

A motion was made by Council Member Scott Vydra, seconded by Council Member Mary Jane Melink, that Ordinance No. 3319 be adopted. The motion passed unanimously.

[RS 16 2171](#)

RESOLUTION NO. 2171 - INTERLOCAL AGREEMENT WITH BEACON HILL WATER AND SEWER DISTRICT (BHWSO) FOR REPLACEMENT BHWSO HILLSIDE PUMP STATION

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality and environmental infrastructure

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The City of Longview and Beacon Hill Water and Sewer District (BHWSO) have identified the need to replace the existing City of Longview Hillcrest

Reservoir pump station and the BHWSD Hillside pump station, due to age, capacity, and to provide a better utilization of the City's Main Reservoir operational storage capacity.

The City and BHWSD propose to design and construct the pump station replacements as a joint project because these two pump stations are located on the same site and require a deep excavation of provide new pump suction connections from the same water main. Designing and constructing a joint project will provide mutual benefit to each party, resulting in savings in design, construction and administration costs, coordination of construction activities on a small site, and minimize disruption to nearby residents.

The City will design and advertise the project for construction and provide construction management for the project.

Additional improvements included in this project are demolition of reservoirs 1 and 2 to make room for the new pump stations, replacement of reservoirs 3, 4 and 5 vents, screens, and roof drains, site drainage improvements, and improvements to the access road and site security.

Resolution No. 2171 authorizes the proposed interlocal agreement establishing the financial and management responsibility for each party for the duration of the project.

FINANCIAL SUMMARY:

The estimated cost to the City is \$1,450,000, which is included in the budget and will be funded from the Water Construction fund. The BHWSD portion of the project is estimated at \$850,000, which is included in the BHWSD budget. Total project cost is estimated at \$2,300,000.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2171.

STAFF CONTACT:

Ivona Kininmonth, Engineer

Attachments:

[Res #2171 - City and BHWSD Interlocal](#)

[Res #2171 Exhibit A - BHWSD Interlocal Agreement Hillside PS](#)

[HILLCREST PROJECT SITE MAP](#)

A motion was made by Council Member Mary Jane Melink, seconded by Council Member Steve Moon, that Resolution No. 2171 be adopted. The motion passed unanimously.

[16-4333](#)

RESOLUTION NO. 2177 - DESIGNATING THE AMERICAN SQUIRREL AS THE OFFICIAL MASCOT OF THE CITY OF LONGVIEW

INTRODUCED BY: Ken Botero

SUPPORTED BY: Scott Vydra

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

SUMMARY STATEMENT:

See attached letter from the Longview Sandbagger Fraternity.

RECOMMENDED ACTION:

At the April 14th Council Meeting, Council directed the City Attorney to draft a resolution naming the squirrel as the official mascot of the City of Longview.

STAFF CONTACT:

Dave Campbell, City Manager

Attachments: [04-14-16 Request for naming of Longview mascot](#)
[04-14-16 Request for naming of Longview mascot - Attachment](#)
[Resolution No 2177.pdf](#)

The Sandbaggers Club attended in support of Resolution No. 2177.

A motion was made by Council Member Scott Vydra, seconded by Council Member Mary Jane Melink, that Resolution No. 2177 be adopted. The motion passed unanimously.

[16-4324](#)

RESOLUTION NO. 2178 - ADOPTION OF THE 2016 - 2022 CITY OF LONGVIEW PARKS AND RECREATION COMPREHENSIVE PLAN

COUNCIL STRATEGIC INITIATIVES ADDRESSED:

Address Quality of Place Issues
Strengthen Economic Conditions and Create New Opportunities
Preserve and Enhance Neighborhoods

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:

The City of Longview Parks and Recreation Comprehensive Plan is the primary tool used to guide the long term growth and development of the City's parks and open space. Planning for the future of parks and recreation is vital to enhancing the quality of place and the quality of life for Longview residents and visitors. Planning that engages people, participants and nonparticipants alike, will help ensure that the right actions are taken for the right reasons at the right time. The process for preparing the 2016 - 2022 City of Longview Parks and Recreation Comprehensive Plan has been comprised of six phases:

- 1) Phase 1: (Complete)
 - ☐ Analysis and review of the previous plan began in the summer of 2015
- 2) Phase 2: (Complete)
 - ☐ Community needs assessment took place during the fall of 2015
- 3) Phase 3: (Complete)
 - ☐ Plan development which included department, board, and commission recommendations occurring fall - winter

- 4) Phase 4: (Complete)
 - ☐ Approval of draft comprehensive plan (2/25/16)
 - ☐ SEPA review and public comment (4/21/16)
- 5) Phase 5: (Current)
 - ☐ Resolution addressing plan adoption (5/12/16)
- 6) Phase 6: (Future)
 - ☐ Plan implementation

The City Council, advisory boards and commissions, department staff, and the public have worked together to develop the six-year goals and objectives, gather input, produce an inventory of facilities, analyze needs, and brainstorm ways to implement the plan. The attached City of Longview Parks and Recreation Comprehensive Plan is the culmination of the work of all the groups' combined efforts to produce a community supported road map. This document identifies how to provide for high quality parks, trails, facilities, programs, and open spaces throughout Longview. This plan includes current and future parks and recreation needs, and sets forth goals, objectives, standards and guidelines to improve the aforementioned areas. This plan will also enable the City to be eligible for state and federal grants.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2178, adopting the City of Longview 2016 - 2022 Parks and Recreation Comprehensive Plan

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

<u>Attachments:</u>	<u>Resolution 2178 - Adoption of the 2016 -2022 P&R Comprehensive Plan</u>
	<u>1 - Title Page</u>
	<u>2 - Acknowledgements</u>
	<u>3 - Table of Contents</u>
	<u>4 - Introduction</u>
	<u>5- Goals & Objectives</u>
	<u>6 - Planning Area</u>
	<u>7 - Inventory & Classifications</u>
	<u>8- City of Longview Parks</u>
	<u>9 - Proposed Parks</u>
	<u>10 - City of Longview Park and Recreation Facilities</u>
	<u>11 - City of Longview Trails</u>
	<u>12 - Proposed Trails</u>
	<u>13 - Maintenance & Operations</u>
	<u>14 - Analysis & Recommendations</u>
	<u>15 - Plan Implementation</u>
	<u>16 - Community Survey Results</u>
	<u>17 - Parks and Recreation Improvements Municipal Code</u>
	<u>18 - Interlocal Agreement for Recreational Use of Ditch Banks</u>
	<u>19 - Parks and Recreation Capital Improvement Plan</u>

A motion was made by Council Member Mary Jane Melink, seconded by Mayor Pro Tem Michael Wallin, that Resolution No. 2178 be adopted. The motion passed unanimously.

[16-4343](#)

RESOLUTION NO. 2180 - UPDATED LAKE SACAJAWEA FOOD AND BEVERAGE CONCESSION POLICY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

Strengthen economic conditions and create new opportunities

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:

In 2012, the council adopted the original resolution which set forth policies for the provision of a food and beverage concessionaire operation at Lake Sacajawea on a one year trial basis. The policies included the purpose, expectations, responsibilities, and criteria for awarding a concession. A request for proposals was sent out for the summer of 2013 with no response. In 2014, a contract was negotiated with a boating vendor and a food vendor. The non-motorized boating operation was successful in conducting business during the summer, but the food vendor was ultimately unable to operate due to mobile unit construction difficulties and other unforeseen circumstances with licensing and permitting.

In 2015, the city successfully awarded two contracts and was able to provide for both a boating vendor and a mobile food vendor at Lake Sacajawea. Both operations began in July and ended in early September. The lake concessions ad-hoc committee consisting of department staff, a park and recreation board member, and city council members met in the fall to evaluate the operations. It was determined that our trial experiences overall have been successful for both the city and the vendors.

In February of 2016, the ad-hoc committee met to make recommendations to update the policy to reflect observations made from last summer. A request for proposals for food and beverage concessionaires was publicized in April to provide for two (2) vendors at the lake whose products are considered to complement and not be in direct competition with each other. Once the committee has vetted the proposals and worked with chosen vendors, it will bring them forward for council approval.

RECOMMENDATION ACTION:

Motion to approve Resolution Number 2180 repealing Resolution Number 2045 and adopting revised policies for food and beverage concessions at Lake Sacajawea.

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments: [Resolution No 2180](#)
 [Updated Lake Sacajawea Policy](#)

Jonathan Rodeback of Longview addressed council regarding how Resolution No. 2180 would affect his shaved ice business that operates at the lake during the summer. Vendors may now seek permission from the city council to operate during non-profit events such as the summer concerts. Director of Parks & Recreation Jenn Wills instructed Mr. Rodeback to make his request to the Parks Department directly; the request will then be placed on a council agenda for consideration at a regular meeting.

A motion was made by Council Member Scott Vydra, seconded by Council Member Steve Moon, that Resolution No. 2180 be adopted. The motion passed unanimously.

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

11. A MAYOR'S REPORT

11. B COUNCILMEMBERS' REPORTS

Council Member Makinster advised that an Aiport Board item regarding excess emergency funds will be coming before council for consideration at an upcoming meeting.

12. CONSENT CALENDAR

Item 16-4335, Appointment of Appeal Board Member John Hinkleman, was removed from the agenda at the request of Council Member Wallin previously in the meeting, under Changes to the Agenda. There being no other 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.

16-4336**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:

Patricia Burke, DOI: 04/12/2016. Claimant alleges injuries sustained as a result of a trip-and-fall on poorly maintained city sidewalk located at 2225 Hemlock St, Longview. \$58.99 claimed.

Kenneth Hudson Sr., DOI: 04/07/2016. Claimant alleges costs incurred to repair broken sewer line. \$967.22 claimed.

STAFF CONTACT:

Kaylee Cody, City Clerk

16-4337**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 MAY 2016 ACCOUNTS PAYABLE: \$1,065,939.40

SECOND HALF APRIL 2016 PAYROLL:

\$64,697.52, checks no. 206598-206614

\$635,460.68, direct deposits

\$827,319.96, wire transfers

\$1,527,478.16 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

The final audited first half May claims amount: \$1,277,065.44. Checks issued: 343737 through 344069.

Second Half Special Pay Period April 2016:

\$64,697.52, checks no.206598-206614

\$635,460.68, direct deposits

\$827,319.96, wire transfers

\$1,527,478.16 Total

[16-4335](#)

APPOINTMENT OF APPEAL BOARD MEMBER JOHN HINKLEMAN

COUNCIL INITIATIVE ADDRESSED: N/A

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Due to a resignation from the Appeal Board of Adjustment appointment of a new member is necessary. Planning staff have recommended the appointment of Mr. John Hinkleman. After reviewing the staff recommendation and Mr. Hinkleman's application, the City Manager has appointed Mr. Hinkleman to serve the remaining term of the position vacated by Mr. Rex Whiteaker in accordance with the provisions of LMC 19.12.010. Council confirmation is required for the appointment. The staff recommendation and Mr. Hinkleman's application to serve are attached for review.

RECOMMENDED ACTION:

Council confirmation of the City Manager's appointment of Mr. Hinkleman to the Appeal Board of Adjustment

Attachments: [ABA Appointment](#)

[PROJ #86](#)

PROJECT COMPLETE CERTIFICATION - MINT VALLEY GOLF CART STORAGE FACILITY PROJECT

COUNCIL INITIATIVES ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This action is to certify that the Mint Valley Golf Cart Storage project has been completed in accordance with the plans and specifications under Contract No. 15-2356-C entered into between the City of Longview and Brookhart Excavation LLC, and the same is hereby accepted and approved.

RECOMMENDED ACTION:

Motion to accept and approve as complete the Mint Valley Golf Cart Storage project.

STAFF CONTACT:

Sam Barham, Engineer

[16-4339](#)

PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH RH2 ENGINEERING FOR HILLCREST AND HILLSIDE PUMP STATIONS DESIGN

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality and environmental infrastructure

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The City of Longview and Beacon Hill Water and Sewer District (BHWSD) have identified the need to replace the existing City of Longview Hillcrest pump station and the BHWSD Hillside pump station, due to age, capacity, and to provide a better utilization of the City's Main Reservoir operational storage capacity. Additional improvements included in this project are demolition of reservoirs 1 and 2 to make room for the new pump stations, replacement of reservoirs 3, 4 and 5 vents, screens, and roof drains, site drainage improvements, and improvements to the access road and site security.

This project will be designed and constructed as a joint project between the City and BHWSD with each party's responsibility for project delivery outlined in an interlocal agreement. The City will prepare the final plans and specifications for the project, with RH2 Engineering providing hydraulic modeling analysis, geo-technical investigation and foundation design, and electrical and telemetry design.

In accordance with state law, staff selected RH2 Engineering as the most qualified firm and negotiated a scope of work and cost to provide design services as outlined in the proposed scope of work.

FINANCIAL SUMMARY:

The estimated cost of the contract is \$171,871, which will be funded the Water Construction fund and by BHWSD reimbursements.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the agreement with RH2 Engineering.

STAFF CONTACT:

Ivona Kininmonth, Engineer

Attachments: [RH2 Engineering Scope of Work](#)

13. CITY MANAGER'S REPORT

[16-4338](#)

LONGVIEW POLICE STATION REMODEL PLANNING UPDATE

COUNCIL INITIATIVE ADDRESSED:

Enhance public safety and emergency response

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Longview Police Department was originally a bank building, acquired by the City and partially remodeled in 1999, with the intent of further remodeling

later to add office space. The building lacks adequate facilities for officers to conduct investigations and interviews without interruption, maintain confidentiality, and properly process and store evidence during investigations. The proposed remodel adds 3,400 square feet of finished office and working space, and improves 520 square feet of existing work area to address functional issues and allow detective, patrol, and street crimes officers to work more efficiently as units and individually.

Improvements include offices and work stations, interview rooms, evidence processing area, file storage, a conference room which will also support critical incident response command and planning, and the necessary electrical, mechanical, plumbing, communication and security systems to support the new spaces. Minor HVAC upgrades in other parts of the building are also included to correct ongoing heating and cooling deficiencies.

Additionally, while investigating the causes of heating and cooling complaints, the existing mechanical and HVAC systems which serve the entire building were identified as beyond their design life and needing to be replaced. The existing system is an antiquated electric boiler and chiller system dating back to 1968, and although inefficient, its replacement can't be justified on energy savings alone. The recent energy savings performance contract captured savings with upgraded controls and VFD's enabling night time shutoff or temperature setback in some areas of the building. However, the major components might have three to five years of remaining life and should be considered for replacement. The system requires near monthly repairs and constant re-adjustment in the summer. With good repair planning, down time is limited to seven or eight days per year but spare parts support is an issue due to the age of the unit; repair parts are expensive, if even available. Further, replacement of the full system at this time might prompt selection of a different HVAC technology and method for serving the newly finished Phase 2 remodel areas. And full replacement of the full system at this time will reduce disruption to the Police Department's 24/7 workplace activities because the remodeled areas will be upgraded before staff occupies the area.

FINANCIAL SUMMARY:

Because the full extent and complexity of a remodel is difficult to reasonably determine in advance, a more detailed conceptual and cost estimate was developed by Collins Architectural Group to compare against the project's original \$900,000 estimated budget before proceeding to final design and construction.

Based on the 20% design, the total remodel project cost is estimated at \$1,273,750 with 30% contingency and including \$396,500 to replace the entire building HVAC system.

During its May 5 workshop, the City Council considered this project among many initiatives identified for the 2017-2018 budget and developed a plan to finance the total project including the new HVAC system using \$877,250 from the Public Safety Fund and \$396,500 from the Building Replacement Fund.

RECOMMENDED ACTION:

Motion authorizing the City Attorney to prepare an ordinance expanding the eligible uses of the Public Safety Fund expenditures, and authorizing staff to finalize the proposed remodel design including replacement of the entire building HVAC system.

STAFF CONTACT:

Amy Blain, Engineer

Attachments:

[LPD Remodel Plan A3.0 - Option 3 \(Preferred Option\)](#)

[LPD Remodel Plan A3.0 - Option 2](#)

[LPD Remodel Plan A3.0 - Option 1](#)

[LPD 2nd Floor Plan - Existing Layout](#)

[LPD Remodel Budget](#)

Council discussed broadening the language of Ordinance No. 3131, which dictates how the Public Safety Fund can be used. City Attorney McNamara will draft an ordinance for consideration at the next regular meeting, at which time the council will refine how the eligible uses of the Public Safety Fund expenditures should be expanded to potentially pay for upcoming traffic safety and law enforcement projects.

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

[16-4342](#)

REQUEST FOR CITY COUNCIL APPROVAL TO APPLY FOR A STATE HERITAGE CAPITAL PROJECTS GRANT FOR THE SHAY LOCOMOTIVE PAVILION (SHAY STATION)**COUNCIL STRATEGIC INITIATIVES ADDRESSED:**

Preserve and enhance neighborhoods
Continue effective financial management.

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

The City of Longview, in cooperation with the non-profit Friends of Longview has an opportunity to apply for grant funding through the State Heritage Capital Projects Fund to complete the Shay Station. The grant opportunity requires City Council authorization for the application to be considered. An advantage of this opportunity is that expenses incurred over the past 3 years may be counted toward the 2:1 match requirement for the application. City Council funded the project with a \$37,500 matching grant from the Kuntz Family Trust fund and \$10,000 for design work in past three years, and the Friends of Longview non-profit has pledged \$10,000 in matching funds for the grant. If successful, this grant will provide funding for remaining site work including accessible sidewalks, benches, lighting, and interpretive panels for the Shay Station and the the potential to install the preserved clock and mechanism from Longview's train station, formerly located at 7th and Broadway.

The City of Longview has benefited in the past from nearly one million dollars of funding through this program to restore the Columbia Theatre. About the Heritage Capital Projects Fund:

"On June 30, 2015, Governor Jay Inslee signed the State Capital Budget for the 2015-2017 biennium, and in so doing, authorized \$10 million to fund the 10th round of Heritage Capital Projects. State funding for the Heritage Capital Projects will be matched 2:1 by the grantees, and interpretation and preservation of Washington's history and heritage will be strengthened by projects throughout the state; capital improvements to existing facilities, construction of new facilities, preservation of historic buildings, structures, vessels, and locomotives, and improvements at historic or archaeological sites that are culturally or historically significant."

RECOMMENDED ACTION:

Motion to authorize and approve the submittal of a State Heritage Capital Projects Fund grant application by the City of Longview for completion of the Shay Station and enhancements of the site including installation of the Longview train station clock.

STAFF CONTACT:

Adam Trimble, Planner/Grant Coordinator

Attachments: [SHAY STATION SIDEWALK LAYOUT 12-2-2014](#)

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

14. MISCELLANEOUS

[16-4334](#)

WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS

Attachments: [LL Assump-Shell](#)
 [05062016 Liquor License Renewals](#)
 [05062016 Marijuana Renewals](#)

[HPC min
3-28-16](#)

**MINUTES OF THE MARCH 28, 2016 REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION**

Attachments: [MINUTES OF THE MARCH 28, 2016 REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION](#)

15. ADJOURNMENT

The meeting was adjourned at 8:39 p.m. The next scheduled meeting of the Council is May 26, 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, MAY 26, 2016

THURSDAY, JUNE 9, 2016

NEXT COUNCIL WORKSHOPS:

THURSDAY, MAY 26, 2016

THURSDAY, JUNE 16, 2016