



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, June 9, 2016

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**

Mayor Jensen called the meeting to order at 7:00 p.m.

2. **INVOCATION*/FLAG SALUTE**

[16-4382](#)

INVOCATION

Invocation to be provided by Pastor Tony Ward, New Life Fellowship, Longview.

After the invocation was provided by Pastor Tony Ward, the flag salute was recited.

3. **ROLL CALL**

Present: 7 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Melink, Council Member Moon, Mayor Pro Tem Wallin and Council Member Vydra

STAFF PRESENT

City Manager David Campbell; City Attorney James McNamara, and Deputy City Clerk Sarah Corral.

Also present: Kurt Sacha, Assistant City Manager/Finance Director; John Brickey, Director of Community Development; Jeff Cameron, Public Works Director; Todd Dodgin, Information Technology Director; Jim Duscha, Police Chief; Phil Jurmu, Fire Chief; Chris Skaugset, Library Director; Jenn Wills, Parks & Recreation Director; and Chris Smith, Human Resources Director.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held May 26, 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 16-0338](#)

COUNCIL MINUTES, MAY 26, 2016

STAFF CONTACT:

Kaylee Cody, City Clerk

Attachments: [05262016 Minutes Draft for Approval](#)

5. CHANGES TO THE AGENDA

6. PRESENTATIONS & AWARDS

[16-4377](#)

AMERICAN LEGION PUBLIC SAFETY OFFICER AWARDS

SUMMARY STATEMENT:

On behalf of The American Legion, former Cowlitz County Chaplain Steve White will honor an employee from the Longview Police and Fire departments by presenting a commendation.

Longview Police Department - Steve Dennis
Officer of the Year

Longview Fire Department - Graham Lasee
Firefighter of the Year

STAFF CONTACT:

Maureen Wingler, Administrative Assistant (Executive Office)

Former Cowlitz County Chaplain Steve White presented the commendations to Officer of the Year, Steve Dennis, and Firefighter of the Year, Graham Lasee.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Tarlok Mann of Battle Ground, Washington, addressed council regarding the water quality in Longview; municipal codes regarding concessionaires at Gearhardt Gardens Park; and his concerns about the Longview Police Department's response to an incident involving Mr. Mann in 2015.

Ray Van Tongeren of Longview addressed council to thank Dave Grambois, and expressed that he is proud of the progress in West Longview.

Ian Thompson of Longview addressed council regarding the proposal at the May 26th council meeting to add a new zoning code chapter to allow farmers' markets on religious establishments or school grounds.

Octavio Cambo of Longview addressed council regarding community emergency preparedness.

In regards to the farmers' markets topic brought forward by constituent Ian Thompson, a motion was made by Council Member Makinster, seconded by

Council Member Vydra, to not send the proposal back to the Planning Commission, but rather to hold a workshop on farmers' markets at the earliest convenience, in order to better give the Planning Commission direction. The motion carried unanimously.

7. A FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS

8. PUBLIC HEARINGS

9. BOARD & COMMISSION RECOMMENDATIONS

[16-4385](#)

REQUEST TO REVIEW POTENTIAL ALTERNATIVES TO DEMOLITION OF R. A. LONG PARK PLAZA

COUNCIL STRATEGIC INITIATIVES ADDRESSED:

Preserve and enhance neighborhoods

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The historic preservation commission has reviewed a request for a certificate of appropriateness to allow demolition of the central plaza in R. A. Long Park. The park is the central feature in the city's civic center which is listed on both the local and national historic registers. City engineering staff applied for the certificate as a prelude to proceeding with demolition this summer in light of one of the top priority deliverables on the 2016 work plan, i.e., to propose R. A. Long Park plaza and sidewalks project designed to eliminate safety hazards.

The commission would like to meet with representatives of the council (three members suggested) to explore alternatives to demolition, such as making repairs to the worst identified potential tripping hazards on and around the plaza or pursuing an improvement project limited to replacement of the project only with no fountain included at this time. Without presupposing what the result or outcome of these discussions might be, they understand the council wants to make a decision about work that could be done this summer to be completed in time for Squirrel Fest to take place with identified safety hazards having been eliminated.

RECOMMENDED ACTION:

Appoint up to three councilors to meet with representatives of the historic preservation commission for this purpose.

STAFF CONTACTS:

Adam Trimble, Planner

Dave Campbell, City Manager

Craig Bozarth, City Engineer

Chairman Cam Hanna spoke to council on behalf of the Historic Preservation Commission.

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, that Mayor Jensen, Council Member Botero and Council Member Moon be appointed to meet with representatives of the Historic Preservation Commission to discuss potential alternatives to demolition of R.A. Long Park Plaza. The motion passed unanimously.

10. **ORDINANCES & RESOLUTIONS**

[16-4390](#)

ORDINANCE NO. 3323 AMENDING THE 2015-2016 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 2015-2016 biennial budget to restore expenditures previously withheld from the 2015-2016 biennial budget. On December 23, 2015, Council amended the 2015-2016 General Fund biennial budget and directed staff to withhold payment of the 2016 second-half membership dues for the Cowlitz-Wahkiakum Council of Governments pending a review of the benefits associated with the City's membership. A review of the City's benefits derived from participating as a member of the Cowlitz-Wahkiakum Council of Governments was provided at a Council workshop held on May 26, 2016.

This amendment affects the General Fund in the 2015-2016 biennial budget.

Budget amendment ordinances require two readings before the Council. This evening's reading of Ordinance No. 3323 represents the first reading.

RECOMMENDED ACTION:

First reading only. No action required.

STAFF CONTACT:

Kurt Sacha, Finance Director

Attachments: [Ordinance No. 3323](#)

First reading only, no action was taken or required.

[16-4376](#)

RESOLUTION NO. 2182, DECLARING PROPERTY SURPLUS AND AUTHORIZING DISPOSITION THEREOF

COUNCIL INITIATIVE ADDRESSED:

Effective Financial Management

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

The equipment identified in Exhibit "A" of the attached resolution has been determined by staff to be no longer needed. Before these items can be sold, traded-in, or otherwise disposed of, they must be declared surplus. This resolution will declare these items surplus and authorize the City Manager to sell or otherwise dispose of it.

RECOMMENDED ACTION:

Adopt the resolution declaring the equipment identified in Exhibit "A" surplus and authorize the City Manager to sell or dispose of it in the most advantageous manner.

Attachments:

[Resolution No 2182](#)

[Exhibit A - Surplus Equipment June 2016](#)

A motion was made by Council Member Moon, seconded by Council Member Vydra, that Resolution No. 2182 be adopted. The motion passed unanimously.

[16-4379](#)

RESOLUTION NO. 2183, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF KELSO TO CONTINUE RECIPROCAL LIBRARY BORROWING**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address Quality of Life Issues

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

We would like to continue the pilot project beginning July 1, 2016 for three years ending June 30, 2019 and will continue to allow library patrons, in good standing, from Longview and Kelso to receive a card from the other library with all rights available to current resident cardholders. Before the end of the third year the project will be evaluated and it will be determined at that time whether the agreement will be taken back to both councils to continue into the future. During this first year 382 Kelso cardholders received Longview cards and 310 Longview cardholders received Kelso cards. Nearly 13,000 items were checked out from both libraries with a larger majority being borrowed from Longview. In this era of limited resources we believe we can work together to provide library services, and promote literacy, in our communities. During the next 3 years we will look at ways to work together in the purchasing of materials so as not to duplicate and to enhance both collections. We have partnered with Kelso in many ways over the years including our joint integrated library system (the software and database that is both our catalog, patron database, and checkout systems) and the countywide summer reading and adult winter reading programs.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2183

STAFF CONTACT: Chris Skaugset, Library Director

Attachments: [Resolution No 2183 - Reciprocal Library Borrowing](#)
 [Interlocal Services Agreement - Reciprocal Library Borrowing](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Mary Jane Melink, that Resolution No. 2183 be adopted. The motion passed unanimously.

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

11. A MAYOR'S REPORT

11. B COUNCILMEMBERS' REPORTS

Council Member Melink provided an update to council regarding the 911 council, which recently passed a motion that will have an impact on the budget.

Council Member Wallin provided an update to council regarding a trip to Washington D.C. to meet with the congressional delegation.

[16-4329](#)

AUTHORIZE VOTING DELEGATES FOR AWC ANNUAL CONFERENCE

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The AWC Annual Conference is June 21 - 24, 2016. As part of the conference agenda, AWC will hold its annual business meeting on June 23rd. Each city has the opportunity to designate three voting delegates for the AWC business meeting. These delegates vote on important city issues.

RECOMMENDED ACTION:

Authorize voting delegates for the business meeting portion of the AWC Annual Conference.

STAFF CONTACT:

Dave Campbell, City Manager

Attachments: [2016 AWC Business Meeting](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, that Council Members Melink, Botero & Vydra be appointed as voting delegates for the business meeting portion of the AWC

Annual Conference. The motion passed unanimously.

[16-4389](#)

**POTENTIAL RETURN OF UNEXPENDED FUNDS FOR AIRPORT
UNDERGROUND STORAGE TANK UPGRADES**

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Last year the city, along with the other three intergovernmental partners in the Southwest Washington Regional Airport, contributed an extra \$6,250 each (beyond our regular annual contributions) for what was initially estimated to be a \$25,000 project to complete upgrades for an underground storage tank at the airport. The project was eventually completed at an actual cost of \$19,349.63, leaving a balance of \$5,650.37. The airport board had previously agreed that any funds remaining after completion of this project would be returned to the participating jurisdictions. The city's share of those unexpended funds is \$1,412.59. An alternative to taking that refund would be to allow those funds to remain with the airport for its use.

RECOMMENDED ACTION:

Discussion and decision as to whether or not to request that \$1,412.59 to be returned from the airport to the city.

CONTACT:

Chet Makinster, Councilor and SWRA Airport Board representative

A motion was made by Council Member Steve Moon, seconded by Council Member Scott Vydra, that the airport retain the \$1,412.59 in excess funds that was contributed for a project to complete upgrades for an underground storage tank at the airport in 2015. The motion passed.

12. CONSENT CALENDAR

There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

[16-4384](#)

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 JUNE 2016 ACCOUNTS PAYABLE: \$407,015.36

SECOND HALF MAY 2016 PAYROLL:

\$63,083.36, checks no. 206619-206634

\$651,634.21, direct deposits

\$835,814.01, wire transfers

\$1,550,531.58 Total

STAFF CONTACT:

Kaylee Cody, City Clerk
John Baldwin, Fiscal Analyst
Jackie Rodgers, Human Resources Specialist

The final audited first half June claims amount: \$606,689.14. Checks issued: 344429 through 344724.

[16-4383](#)

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:

Longview Yacht Club, DOI: 05/23/2016. Claimant alleges costs incurred to repair property damage as a result of a broken water line. \$1,637.40 claimed.

Hop N Grape, DOI: 05/05/2016. Claimant alleges costs incurred to clear sewer line when problem was on city side. \$788.40 claimed.

Elaina Russell, DOI: 05/25/2016. Claimant alleges that a city street sweeper damaged her vehicle's mirror and windshield. \$400.00 claimed.

DENIED:

Elaina Russell, DOI: 05/25/2016. Claimant alleges that a city street sweeper damaged her vehicle's mirror and windshield. \$400.00 claimed.

SETTLED:

Michelle Wallace, DOI: 07/26/2013. Claimant alleges personal injuries, lost wages, pain and suffering, and future medical bills as a result of stepping into a low post in right-of-way.

STAFF CONTACT:

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

[PROJ #88](#)

**PROJECT COMPLETE CERTIFICATION - CITY WIDE SAFETY PROGRAM
- WASHINGTON WAY & COMMERCE AVENUE IMPROVEMENTS****COUNCIL INITIATIVES ADDRESSED:**

Improve streets and roads
Improve transportation systems
Provide sustainable water quality & environmental infrastructure

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

This action is to certify the Citywide Safety Program - Washington Way & Commerce Avenue Improvements project has been completed in accordance with the plans and specifications under Contract No. 15-C099-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 Citywide Safety Program - Washington Way & Commerce Avenue Improvements project

STAFF CONTACT:

Chris St. Onge, Project Engineer

[PROJ #87](#)

PROJECT COMPLETE CERTIFICATION - TENNANT WAY IMPROVEMENTS

COUNCIL INITIATIVES ADDRESSED:

Improve streets and roads

Improve transportation systems

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This action is to certify the Tennant Way Improvements project has been completed in accordance with the plans and specifications under Contract No. 15-2643-D entered into between the City of Longview and Sterling Breen Crushing, Inc., and the same is hereby accepted and approved.

RECOMMENDED ACTION:

Motion to accept and approve as complete the Tennant Way Improvements project.

STAFF CONTACT:

Craig Bozarth, City Engineer

[16-4386](#)

BID REVIEW - 2016 WATERMAIN REPLACEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

This project will replace existing deteriorated 6-inch cast iron water main with approximately 5,200 feet of 8-inch and 305 feet of 6-inch ductile iron pipe, reconnect 132 water services, and relocate 3 fire hydrants. The work will occur in the 400 and 500 blocks of the alley between Oregon Way and 15th Ave.; in the 400, 500 and 600 blocks of the alley between 19th and 20th Ave.; and on Nichols Boulevard from 20th Ave. to the alley between 16th and 17th Ave.

On June 1, 2016, three bids were received as follows:

\$1,299,852.36 - Advanced Excavating Specialists LLC, Longview, WA

\$1,428,362.64 - Halme Excavating, Inc., Battle Ground, WA

\$1,925,712.22 - Nutter Corporation, Vancouver, WA

\$1,500,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded by the Water Construction Fund.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to Advanced Excavating Specialists LLC, in the amount of \$1,299,852.36

STAFF CONTACT:

Craig Bozarth, City Engineer

Attachments: [2016 Waterline Bid VICINITY MAP](#)

[16-4387](#)

**SET PUBLIC HEARING TO AMEND CURRENT
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.)
2016-2021**

COUNCIL INITIATIVE ADDRESSED:

Improve streets and roads
Improve transportation systems

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

On June 11, 2015, the City Council adopted the 2016-2021 Six Year Transportation Improvement Program (T.I.P.) for the City. The City subsequently submitted applications for federal transit and transportation grants, requiring the 2016-2021 T.I.P. to be amended to include these projects. Staff recommends the City Council set a public hearing for its July 14, 2016 regular city council meeting to receive comments on this proposed T.I.P. amendment.

Copies of the draft amended 2016-2021 T.I.P. will be distributed prior to the public hearing.

RECOMMENDED ACTION:

Motion to set the city council meeting on July 14, 2016, as the date and time of a public hearing to amend the 2016-2021 Six-Year Transportation Improvement Program.

STAFF CONTACT:

Craig Bozarth, City Engineer

[16-4388](#)

**SET PUBLIC HEARING
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.)
2017-2022**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve streets and roads
Improve transportation systems.

SUMMARY STATEMENT:

State law requires that each city update its Six-Year Transportation Improvement Program (T.I.P.) annually and file a copy of the adopted program with the Secretary of Transportation. In order to obtain federal funding, a project must appear on the T.I.P. After adoption, the T.I.P. can be subsequently amended to include new projects and funding sources.

Copies of the draft T.I.P. will be distributed to the city council at least one week prior to the public hearing.

RECOMMENDED ACTION:

Motion to set the city council meeting on July 14, 2016, as the date and time for a public hearing on the 2017-2022 Six-Year T.I.P.

STAFF CONTACT:

Craig Bozarth, City Engineer

[16-4391](#)

FOOD AND BEVERAGE CONCESSION AGREEMENT**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

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

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

An ad hoc committee consisting of department staff, park and recreation board representation, and council members, met earlier this year to make arrangement for issuing a RFP to provide food and beverage concessions at the lake. The original intent of the meeting was to review the results of 2015. It was determined the previous year was successful for the city and park patrons. It was determined by the group with the support of department staff and park and recreation board members to open the RFP for the daily concessions to two separate non-competition food and beverage permits.

The city received two proposals, one from the previous year's vendor (Big Kahuna Shave Ice) and a new vendor (Lucky Dog Juice Company). The committee reviewed the proposals and made some suggestions going forward to ensure the city would be able to provide the vendor service this summer. Both vendors were selected and were offered concession services agreements. At this time Big Kahuna Shave Ice has declined to enter into an agreement.

Attached is the proposed agreement to provide for a temporary permit to Lucky Dog Juice Company for a term of June 21 through August 30, with 15% of gross monthly receipts payment to the city. The agreement lists the

responsibilities of the food vendor, including but not limited to staffing, insurance, safety, payment, hours of operations, equipment, and other requirements.

RECOMMENDED ACTION:

Motion to authorize the City Manager to finalize and sign the Agreement Governing the Operation of Food and Beverage Concession in Lake Sacajawea Park with Lucky Dog Juice Company.

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments: Lucky Dog Concession Agreement 2016

13. CITY MANAGER'S REPORT

14. MISCELLANEOUS

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

16-4380

WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS

Attachments: [LL-Porky's-addpriv](#)
[LL-Grocery Outlet change](#)

16-4378

WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS

Attachments: LifeWorks Special Occasion Liquor License App

15. ADJOURNMENT

The meeting was adjourned at 8:10 p.m. The next scheduled meeting of the Council is July 14, 2016.

Sarah Corral
Deputy 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, JULY 14, 2016

THURSDAY, JULY 28, 2016

NEXT COUNCIL WORKSHOPS:

THURSDAY, JUNE 16, 2016

THURSDAY, JUNE 30, 2016