



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, August 11, 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**

[16-4466](#)

INVOCATION

Invocation to be provided by Mark Ford, First Baptist Church, Longview

After invocation was provided by First Baptist Church Youth Pastor Aaronn Nelson, the flag salute was recited.

3. **ROLL CALL**

Present: 6 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Melink, Council Member Moon and Council Member Vydra

Excused: 1 - Mayor Pro Tem Wallin

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; Jim Duscha, Police Chief; Phil Jurmu, Fire Chief; Jenn Wills, Parks & Recreation Director; Chris Smith, Human Resources Director; and Brian Loos, Safety & Risk Manager.

4. APPROVAL OF MINUTES

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held July 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.

[16-4467](#)**JULY 28, 2016 COUNCIL MINUTES FOR APPROVAL**

Attachments: [07.28.2016 Minutes for Approval](#)

5. CHANGES TO THE AGENDA

Mayor Jensen added a couple presentations to the agenda.

6. PRESENTATIONS & AWARDS

Council Member Botero presented a canvas photograph of the Cloney Skate Park to Parks & Recreation Director Jenn Wills in honor of the recent municipal excellence award from the Association of Washington Cities for the Neighborhood Park Grant project.

Mayor Jensen presented a 1931 map of the region, gifted to the City by local resident Bill Kasch. Mayor Jensen thanked Mr. Kasch on behalf of the City.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Tarlok Mann of Battle Ground addressed council to express his concerns about the Longview Police Department.

7. A FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**8. PUBLIC HEARINGS****9. BOARD & COMMISSION RECOMMENDATIONS**[16-4468](#)**RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE
ON OUTSIDE AGENCY REQUESTS FOR 2017-2018 TOURISM FUNDS**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

In early June the City extended its biennial invitation to submit requests for funding from the Tourism Fund. A news release announcing that the City was taking applications for the funding of projects or events that support tourism in Longview was distributed to various media outlets. The deadline for submitting applications for this funding cycle was July 6.

The Executive Office received 12 applications. Two applications were also received for General Fund support. The total amount requested for Tourism Fund support was \$88,632 for 2017 and \$84,032 for 2018. The total amount requested for General Fund support was \$15,000 for 2017 and \$15,000 for 2018. The applications of organizations requesting lodging tax funds are included with the agenda summary. Additional financial documentation is available upon request.

On August 2 the Lodging Tax Advisory Committee met and unanimously recommended funding of the following applications:

Agency Project	LTAC Recommendation	
	2017	2018
Columbia Artists Association		
Spring Invitational Art Exhibit & Art in the Park	\$2,500	\$2,500
Cowlitz County Historical Museum		
Special exhibits and programs	\$5,000	\$5,000
Ethnic Support Council		
International Festival	\$1,700	\$1,800
Longview Noon Rotary		
SquirrelFest	\$10,000	\$10,000
Go-4th Festival Association		
Go-4th Festival	\$10,000	\$10,000
Longview Soccer Club		
Cowlitz Kickoff Classic Soccer Tournament	\$5,000	\$5,000
Unique Tin Car Club		
Unique Tin Car Show and Cruise	\$3,000	\$3,000
Longview World Series Committee		
2018 Babe Ruth World Series	\$5,000	\$20,000
Longview Recreation		
Swim, Dash, Splash Triathlon	\$1,500	\$1,500
Kelso/Longview Chamber of Commerce		
Squatch Fest	\$2,500	\$2,500
Longview Early Edition Rotary		
Catlin Spray Park Repair	\$0^	\$0^
City of Kelso		
Visitor Center Operations	\$0*	\$0*
Big Idea	\$3,632	\$3,632
TOTAL:	\$49,832	\$64,932

General Fund requests:

Children's Justice Advocacy Center		
CJAC Operating Costs	\$11,000*	\$11,000*
Community Health Partners		
CHP Free Medication Program	\$4,000*	\$4,000*

Estimated revenues for the 2017-2018 Tourism Fund are \$40,000 annually.

^ Capital Projects Fund Neighborhood Park Grant Program consideration suggested for this request.

*General Fund consideration recommended for this request.

RECOMMENDED ACTION:

Motion to approve the recommendations of the Lodging Tax Advisory Committee and to include in the 2017-2018 Tourism Fund budget the outside agencies' requests and the amounts as presented in the summary statement above, and to include the requests for the General Fund budget. Council may either approve or reject the recommended individual amounts in full, or refer any recommendation back to the LTAC for further consideration, but cannot increase or decrease an individual amount.

STAFF CONTACT:

Kurt Sacha, Finance Director/Assistant City Manager

Attachments:

[2017-18 Outside Agency Requests](#)

[Lodging Tax Ad Committee Minutes 08-02-16](#)

[Children's Justice & Advocacy Center](#)

[City of Kelso - Visitor Center Operations](#)

[Columbia Artists Association](#)

[Community Health Partners](#)

[Cowlitz County Historical Museum](#)

[Ethnic Support Council - International Festival](#)

[Go 4th Festival](#)

[Kelso Longview Chamber of Commerce - Squatch Fest](#)

[Longview Early Rotary - Catlin Spray Park Repair](#)

[Longview Recreation - Swim Dash Splash Triathlon](#)

[Longview Soccer Club - Cowlitz Kick Off Classic](#)

[Longview World Series Committee - 2018 Babe Ruth World Series](#)

[Squirrel Fest](#)

[Unique Tin Car Show & Cruise](#)

Assistant City Manager/Finance Director Kurt Sacha presented the Lodging Tax Advisory Committee recommendations on outside agency requests for the 2017-2018 tourism funds.

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, to approve the recommendations of the Lodging Tax Advisory Committee and to include in the 2017-2018 Tourism Fund budget the outside agencies' requests and the amounts as presented in the summary statement above, and to include the requests for the General Fund Budget.

The motion passed unanimously.

10. **ORDINANCES & RESOLUTIONS**

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

11. A **MAYOR'S REPORT**

11. B **COUNCILMEMBERS' REPORTS**

Council Member Melink reminded Council that in regards to the proposed resolution for government transparency considered at the July 14th regular meeting, Council had discussed forming a committee to discuss what kinds of things the Council wants staff to report to Council immediately. Council Member Melink requested a status update, as no formal action was taken to form a committee after the motion to direct the City Attorney to draft the resolution failed. Mayor Jensen requested time to research the issue.

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.

[16-4465](#)

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 AUGUST 2016 ACCOUNTS PAYABLE: \$1,037,072.26

SECOND HALF JULY 2016 PAYROLL:

\$69,736.08, checks no. 206676-206697
\$657,080.02, direct deposits
\$832,716.46, wire transfers
\$1,559,532.56 Total

STAFF CONTACT:

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

Final audited claims amount: \$1,084,423.78. Checks numbered 345807-346161.

[16-4464](#)

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:

Stephen Kurtz, DOI: 06/01/2016. Claimant alleges costs incurred to fix sewer line when problem was on city side.

Briana Guthrie, DOI: 02/01/2016. Claimant alleges costs incurred due to employee negligence in handling a water leak.

Phil Olin, DOI: 01/2014-Present. Claimant alleges costs incurred to repair sewer line when problem was on city side; also caused flooding in basement and property damage.

Sadie Petersen, DOI: 07/28/2016. Claimant alleges that a city owned tree was not properly maintained, resulting in a tree branch falling on her vehicle on Olympia Way.

SETTLED:

Brian Streissguth, DOI: 02/17/2016. Claimant alleges damage to front vehicle bumper caused by city vehicle backed into personal vehicle (parked).

Victoria Dehler, DOI: 08/15/2015. Claimant alleges that she sustained injuries when she trip and fell over a raised section of sidewalk in front of 1950 Louisiana Street.

STAFF CONTACT:

Kaylee Cody, City Clerk

Brian Loos, Risk & Safety Manager

13. CITY MANAGER'S REPORT

[16-4469](#)

MID-YEAR 2016 BIENNIAL BUDGET REVIEW (GENERAL FUND)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

STAFF CONTACT:

Kurt Sacha, Finance Director

Attachments: [2016 Q2 GENERAL FUND REVIEW](#)

Assistant City Manager/Finance Director Kurt Sacha presented the Mid-Year 2016 Biennial Budget Review (General Fund). It was noted by Council that the City has not been in Stage 1 budget status since 2007, before the economic recession.

14. MISCELLANEOUS

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

15. ADJOURNMENT

Member Botero reminded Council that he will be absent from the August 25th and September 8th regular meetings.

The meeting was adjourned at 7:51 p.m. The next scheduled meeting of the Council is August 25, 2016.

*Kaylee L. Cody
City Clerk*

*Approved: _____
Mayor/Council*

*** 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 25, 2016

THURSDAY, SEPTEMBER 8, 2016

NEXT COUNCIL WORKSHOP:

THURSDAY, AUGUST 25, 2016

THURSDAY, SEPTEMBER 1, 2016