



# 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*

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Thursday, September 28, 2017

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**

*Mayor Jensen called the meeting to order at 7:08 p.m.*

2. **INVOCATION\*/FLAG SALUTE**

*After a moment of silent reflection, 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 Dave Campbell; City Attorney Jim McNamara; City Clerk Kaylee Cody; Assistant City Manager/Finance Director Kurt Sacha; Public Works Director Jeff Cameron; Community & Economic Development Director John Brickey; Parks & Recreation Director Jenn Wills; Fire Chief Phil Jurmu; Police Chief Jim Duscha; Human Resources Director Chris Smith; IT Director Todd Dodgin; Library Director Chris Skaugset; Planning Manager Steve Langdon; Fleet & Facilities Manager Dan Zenger; and Risk & Safety Manager Brian Loos.*

4. **APPROVAL OF MINUTES**

[17-5101](#)

### **COUNCIL MINUTES, SEPTEMBER 14, 2017**

*On a motion duly made and passed, the reading of the minutes of the regular Council meeting held September 14, 2017, 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.*

5. **CHANGES TO THE AGENDA**

6. **PRESENTATIONS & AWARDS**

[17-5097](#)

**PROCLAMATION: ADULT EDUCATION & FAMILY LITERACY WEEK,  
SEPTEMBER 24-30, 2017**

**RECIPIENT:** LCC PRESIDENT CHRIS BAILEY & I-BEST ALUMNI  
ALEJANDRA (ALE') SANCHEZ

**STAFF CONTACT:** Maureen Wingler, Executive Office

**Attachments:** [Adult Education & Family Literacy Week 2017doc.pdf](#)

*Mayor Jensen presented the proclamation to Chris Bailey of Lower Columbia College.*

[17-5090](#)

**PROCLAMATION: NATIONAL FIRE PREVENTION WEEK, OCT. 8 - 14,  
2017**

**RECIPIENT:** PHIL JURMU, FIRE CHIEF

**STAFF CONTACT:** Maureen Wingler, Executive Office

**Attachments:** [National Fire Prevention Week, October 8-14, 2017.pdf](#)

*Mayor Jensen presented the proclamation to Fire Chief Phil Jurmu.*

[17-5109](#)

**PORT OF LONGVIEW REQUEST FOR REMEDIATION OF  
MAINTENANCE FACILITY AREA**

*Port of Longview Chief Executive Officer Norman Krehbiel and Port Commissioner Jeff Wilson requested that the Council write a letter of support to the Department of Ecology regarding the Port's remedial alternative for cleaning up a contaminated site at the port.*

*Constituents Bill Roberts (President of ILWU 21) and Darren Norton spoke in support of the Port.*

**A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, to write a letter of support for the Port, and allow the City Manager and the Mayor to sign it. The motion passed unanimously.**

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

*Bill Josh of Longview addressed Council to applaud them for the projects underway throughout the city. Mr. Josh read out a long list of projects that have been completed this year and those that are scheduled to be completed in the future.*

*Bill Kasch of Longview addressed Council to suggest that half of the Koelsch funds*

*available be used for a fountain at the end of Lake Sacajawea on Oregon Way.*

*Tracy King of Longview addressed Council to ask for their thoughts and prayers for the first responders providing aid to the victims of the recent forest fires and hurricanes.*

**7. A****FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****8. PUBLIC HEARINGS**

[PC 2017-6](#)  
[9/28/17](#)

**SPECIAL PROPERTY USE APPLICATION IN THE DOWNTOWN  
COMMERCE DISTRICT - TRANSIT CENTER UPGRADES****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Improve transportation systems, address quality of place issues, preserve and enhance neighborhoods

**CITY ATTORNEY REVIEW:** N/A

**SUMMARY STATEMENT:**

River Cities Transit and the City of Longview have applied for a special property use permit to upgrade the transit center located at 1135 12th Avenue. The property is within the Downtown Commerce (D-C) District. Per LMC 19.44.030, the City Council is charged with holding the public hearing for a special property use application in the D-C district.

At their September 6 meeting, after reviewing a staff report, the Planning Commission unanimously passed a motion to recommend approval of the special property use permit based upon the findings in the staff report. On September 11, after hearing the staff report, the Downtown Advisory Committee also unanimously passed a motion to recommend approval of the special property use permit application.

The existing site, 42,360 square feet in size, is fully developed as a transit center. The transit center includes a 1,250 square foot building that houses a lobby, ticket sales, restrooms and a staff break-room. The existing site has 31 parking stalls. The rest of the site is dedicated to bus circulation with eight bus berths and four passenger shelters.

Under the proposed upgrade, the existing 1,250 square foot building will be demolished and replaced with an approximately 4,300 square foot building. The new building will house the same functions as the existing building with the addition of new administrative offices and a training room facility. Administrative staff, currently housed off-site, will be located to the new transit center.

Under the proposal, 20 parking stalls will be eliminated leaving 11 existing or repaved stalls. The site currently has four driveway access points; two are dedicated to bus entry and exiting and will remain as-is. The other two driveways are for parking lot entering and exiting. One of driveways will be relocated and the other will be eliminated. Parking lot exiting will then occur at the bus exit. The upgrade project reconfigures the bus berths for a total of six.

Each berth will have a passenger shelter. In addition, one of the existing bus lanes will be converted to a newly paved plaza area to provide for more functional pedestrian circulation. The proposed project intends to re-use the existing utility connections for sewer and water.

The Planning Commission's recommendation was based upon the following findings:

1. Because the proposal is a major expansion of a transit center, a special use permit is needed.
  2. The use for which such permit is sought will not be detrimental to the public health, safety, morals and general welfare.
  3. The proposal is consistent with the purpose section of the commercial zoning chapter (LMC 19.44.010) and there is no conflict with the general provision provided in LMC Section 19.44.090.
  4. The proposal meets the criteria given in LMC Subsection 19.12.050(3).
- The staff report that was provided to the Planning Commission and Downtown Advisory Committee is attached.

**RECOMMENDED ACTION:**

Move to approve the special property use permit based upon the recommended findings.

**STAFF CONTACT:**

Steve Langdon, Planning Manager

**Attachments:**      [Staff Report to Planning Commission](#)  
[Exhibit A - application with attachments](#)  
[LMC commercial general provisions](#)  
[Comp Plan-Downtown goals\\_obj\\_pol](#)  
[SEPA documents](#)

*Community & Economic Development Director John Brickey presented a staff report.*

*As this is a quasijudicial hearing, City Attorney McNamara explained the appearance of fairness doctrine and asked the Council Members to disclose whether they have had ex parte discussions with any individuals who are pro or con regarding this proposal as part of the first inquiry.*

*Council Member Wallin disclosed that he has had a number of communications on this subject, as he represents the City of Longview and worked with a congressional delegation in Washington D.C. to secure funding for this project.*

*City Attorney McNamara asked whether his ex parte communications would affect his ability to be impartial in deciding on this matter.*

*Council Member Wallin stated that he has been an advocate for the project.*

City Attorney McNamara then inquired as to whether any member of the public is challenging the impartiality of the city council.

Megan Ritchie of Longview addressed Council to express her concern that it would be a conflict of interest for Council Member Wallin to vote on this matter, due to his occupation as a realtor and his involvement with the Lower Columbia Realtor's Board.

Bill Josh of Longview addressed Council to oppose Ms. Ritchie's opinion.

Council Member Wallin recused himself and left the room.

Mayor Jensen stated for the record that he serves on the Transit Authority Board, and Council Member Makinster serves as a second for the Transit Authority Board for Mayor Jensen.

Mary Jane Melink stated for the record that she serves on the Transit Authority Board as well.

The consensus was that the Council Members could be impartial despite their interactions with the Transit Authority Board.

Mayor Jensen opened the public hearing at 7:57 p.m.

Susan Lee Schwartz addressed Council to support the special property use application.

Spencer Boudreax of Longview addressed Council in support of the special property use application.

Larry Wilhelmson of Longview addressed Council in support of the special property use applicatoin, and suggested that the building be used for other services to the public as well, such as a homeless shelter.

Mayor Jensen closed the public hearing at 8:01 p.m.

**A motion was made by Council Member Botero, seconded by Council Member Vydra, that this [matter] be recommended for adoption . The motion carried by the following vote:**

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

**Recused:** 1 - Mayor Pro Tem Wallin

## **9. BOARD & COMMISSION RECOMMENDATIONS**

[17-5098](#)

### **RECOMMENDATION FOR REMAINING ALLOCATION OF NEIGHBORHOOD PARK GRANT FUNDS FOR 2017**

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

Council Initiative: Address Quality of Place

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

During the month of August, the Parks and Recreation Department solicited applications for the remaining \$10,600 left over in the 2017 Neighborhood Park Grant Program. The department received four applications from local organizations looking to enhance the park system. Attached are the applications for review. The total cost of all four projects is \$52,413 in park improvements with \$23,956 in grant funds being requested. The request funds exceed the available amount by \$13,356. At the September 18 Parks and Recreation Advisory Board meeting the board reviewed the four applications and rated them against the eight grant criteria and determined a recommendation to council for funding. Applicants were in attendance to give an overview of their projects and answer questions that the board may have. The board recommends funding Vandercook Park Court Revitalization for \$7,383 and the Lake Sacajawea Electrical Upgrade for \$3,000. The board encouraged the other two applicants to apply for the February round of solicitation.

**RECOMMENDED ACTION:**

Motion to approve the Parks and Recreation Advisory Board project recommendations allocating the remaining funds in the Neighborhood Park Grant Program.

**STAFF CONTACT:**

Jennifer Wills, Director of Parks and Recreation

**Attachments:**     [2017 September NPG Overview Matrix](#)  
[go 4th npg app- 2017](#)  
[pickleball npg app 2017](#)  
[dog park npg app 2017](#)  
[soccer npg app 2017](#)

*Parks and Recreation Director Jenn Wills presented a staff report.*

**A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, to approve the Parks and Recreation Advisory Board project recommendations allocating the remaining funds in the Neighborhood Park Grant Program. The motion passed unanimously.**

**10. ORDINANCES & RESOLUTIONS**

[OR 17 3358 rev](#)

**ORDINANCE NO. 3358 ADOPTING ZONING CODE AMENDMENTS REGARDING THE SITING OF EMERGENCY SHELTERS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods, address quality of place issues

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

At their August 24 workshop, the city council was given a presentation on proposed zoning code amendment to address the siting of new emergency shelters. The proposal was developed by a committee appointed by the council. The committee was comprised of two council members and two planning commission members. The planning commission reviewed the committee's recommendation and then held a public hearing on August 2. Following the hearing, the planning commission recommended approval of the proposal without any changes to it.

At their August 31 special meeting, the city council held a public hearing on Ordinance No. 3358 that would adopt the recommended zoning code amendments. Following the public hearing, the council considered some amendments to the ordinance. Some of the amendments were adopted and others were tabled. The city council then decided to hold a workshop on September 28 to further consider amendments to the ordinance.

A revised Ordinance No. 3358 is attached. The amendments adopted by the council at the August 31 meeting are incorporated with the modified text highlighted.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3358

**STAFF CONTACT:**

Jim McNamara, City Attorney

Steve Langdon, Planning Manager

**Attachments:**     [Ord No 3358 Emergency Shelters Ordinance\\_revised](#)

*Council discussed Ordinance No. 3358 at great length. Constituents were invited to speak to this issue.*

*Susan Lee Schwartz of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Megan Ritchie of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Bob Beal of Longview (Bob Beal State Farm Insurance) addressed Council to oppose the siting of emergency shelters in the office/commercial district.*

*Bill Josh of Longview addressed Council to oppose the siting of emergency shelters in the office/commercial district.*

*Tracy King of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Shawn Nyman of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Donna McLain of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Unknown name and city of residence - addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Dianne Quast of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

*Mitchell Norton of Sharp Property Management addressed Council to oppose the siting of emergency shelters in the office/commercial district.*

*Michael O'Neill of Longview addressed Council to oppose Chet Makinster's proposed amendment to prohibit emergency shelters in the office/commercial district.*

**At a special meeting on August 31, 2017, Council Member Wallin made a motion, seconded by Council Member Botero, to amend Ordinance 3358 as follows:**

**Page 5, 19.44.110 Emergency Shelters, Section A, Sub Section (2) Prohibited Areas, Section (2) Sub Section (b) to read as follows: (b) Within 1,000 feet of an established elementary or secondary school whether public or private; or any day care or any preschool whether public or private;**

**The Council voted to table this motion to this regular September 28th meeting.**

**Council Member Wallin made a motion, seconded by Chet Makinster, to amend Ordinance 3358 as stated in the original motion made on August 31, 2017, and above for reference.**

**Council Member Moon made a motion, seconded by Scott Vydra, to amend the proposed amended language as follows: "any daycares or any preschools serving more than 12 children" whether public or private.**

**Upon a vote duly held, the motion to amend passed by the following vote:**

**Ayes - Mayor Jensen; Council Member Makinster; Council Member Moon; Council Member Wallin; and Council Member Vydra**

**Nayes - Council Member Melink & Council Member Botero.**

**Council Member Wallin made a motion to amend Ordinance 3358 as follows:**

**Pages 8, 9, and 10, 19.20-020 Uses, Table 19.20.020-1 Permitted Uses in Residential Districts, by creating and inserting a new use type titled "Homeless Family Shelter Group Homes" and inserting "SPU" in the table for R-1, R-2, R-3, R-4, and TNR Zoning Districts, and creating a new Section 5 creating a new Section 19.22.060 as follows:**

**Section 5 That a new Section 19.22.060 shall be added to the Longview Municipal Code shall be, and is hereby to read as follows; provided, manifest and numbering errors shall be corrected prior to publication:**

**19.22.060 Homeless Family Shelter Group Home**

**Homeless Family shelter group homes shall adhere to the following standards:**

**(1) Definition. Homeless Family shelter group home is a facility offering lodging and/or emergency shelter to homeless families for up to 365 days.**



These group homes are intended to provide residential facilities in a home-like non-prescribed drug and alcohol free environment with 24 hour supervision. The number of clients is limited to two per bedroom plus an additional two (e.g. a 3 bedroom facility could have up to 8 clients) with no more than 10 clients allowed in any one group home. These facilities shall be available to clients 24 hours a day.

(2) The number of clients shall at all times include at least one youth who have not yet reached the age of 20 for every two adults over 21 years of age.

(3) Homeless family shelter group homes shall be subject to the standards and approval criteria as provided in LMC Section 19.44.110 Emergency Shelters except for the following:

(a) The definition given in Subsection 19.22.060(1) applies; and

(b) Homeless family shelter group homes are not subject to buffers given in Subsections 19.44.110(2)(a-c); and

(c) Homeless family shelter group homes shall not house registered sex offenders; and

(d) The Good Neighbor Agreement, required by LMC 19.44.110(B), shall include procedures ensuring that the shelter residents are free of alcohol and non-prescribed drugs.

The motion died for lack of a second.

Council Member Makinster made a motion, seconded by Council Member Vydra, to amend Ordinance 3358 striking special use property use from office/commercial and leaving a blank field.

Upon a vote duly held, the motion failed by the following vote:

**Ayes - Council Member Makinster and Council Member Vydra**

**Nayes - Mayor Jensen; Council Member Botero; Council Member Melink; Council Member Moon; Council Member Wallin**

Council Member Mary Jane Melink made a motion, seconded by Council Member Moon, to amend Ordinance 3358 to eliminate the words "alcohol and" and then move that use of alcohol to the Good Neighbor Agreement.

Upon a vote duly held, the motion passed by the following vote:

**Ayes - Mayor Jensen; Council Member Botero; Council Member Makinster; Council Member Melink**

**Nayes - Council Member Wallin & Council Member Vydra**

The main motion to adopt Ordinance 3358, now as amended, was made by Council Member Melink, seconded by Council Member Botero, at the August 31st workshop. The motion was tabled to this regular meeting, September 28th, 2017.

Upon a vote duly held, the motion to adopt Ordinance 3358 as amended passed by the following vote:

**Ayes - Mayor Jensen; Council Member Botero; Council Member Makinster; Council Member Melink; Council Member Moon; Council Member Vydra**

**Nayes - Council Member Wallin**

**Council Member Melink made a motion, seconded by Council Member Makinster, to direct the city attorney to draft an ordinance to lift the moratorium on emergency shelters, to coincide with the effective date of Ordinance 3358. The motion passed unanimously.**

## **RECESS**

*Mayor Jensen adjourned the meeting at 8:56 p.m. for a short recess. The meeting readjusted at 9:08 p.m.*

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

#### **11. A MAYOR'S REPORT**

#### **11. B COUNCILMEMBERS' REPORTS**

*Councilmember Melink brought up the topic of the City of Longview's 100 year anniversary and asked whether the Council should begin forming a committee to make plans for the celebration.*

*Spencer Boudreaux of Longview addressed Council to report that a group of citizens has formed a committee and they will reach out to city staff to coordinate.*

*Councilmember Vydra reported that the newly formed Homeless Housing Task Force had met for the first time that day, and they are in the process of reviewing the ten-year homeless plan.*

*Councilmember Wallin passed around a red brick for everyone's observation and reported that a suggestion has been put forth that donor bricks be used for R.A. Long Park Plaza. Councilmember Wallin also reported that we have a workshop to review how the new stormwater regulations have been implemented and impacts on the community. City Manager Campbell agreed to schedule a workshop. Council Member Wallin also reported that the Lions Clubs re-did the pavilion, lions shelter near 16th and Nichols Blvd and there have been a number of complaints about traffic, congestion and speeds. Council Member Wallin requested that the City Manager follow-up with where we are at with reviewing that crossing and what we can do to enhance the crossing. City Manager Campbell agreed that now that we know the costs for the LPD remodel, it is a good time to review the remaining funds in the Public Safety Fund and what projects Council may be interested in.*

*Councilmember Moon reported that he will be absent on October 5th and October 12th, as he will be traveling to Japan with the sister city delegation.*

### **12. CONSENT CALENDAR**

*Kurt Sacha presented a brief staff report on the Retail LockBox agreement.*

*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.*

[17-5104](#)

**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 SEPTEMBER 2017 ACCOUNTS PAYABLE: \$2,373,212.01**

**FIRST HALF SEPTEMBER 2017 PAYROLL:**

\$4,783.40, checks no. 207129-207141

\$721,175.23, direct deposits

\$504,395.66, wire transfers

\$1,230,354.29 Total

**STAFF CONTACT:**

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

*Final accounts payable: \$2,373,478.86; checks numbered 354946-355336*

[17-5103](#)

**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:**

Katie Couthran, DOI: 4/17/2017. Claimant alleges damage to her vehicle caused by a city employee.

Summit Cafe DBA Urban Saloon & Grille, DOI: 5/1/2017. Claimant alleges lost business revenues caused by construction in downtown Longview.

Robert Feuerstein, DOI: 7/11/2017. Claimant alleges that a police officer caused damage to his home when the police officer chased a suspect into the attic and fell through the attic floor into the bathroom.

Somerset/Charles Bond, DOI: 7/1/2017. Claimant alleges damage to sprinkler system caused by city staff.

Megan McCall, DOI: 9/11/2017. Claimant alleges damage to her vehicle caused by police officer.

Janelle Risner, DOI: 9/19/2017. Claimant alleges she fell into a hole at Victoria Freeman Park hidden by bark dust.

**DENIED:**

Summit Cafe DBA Urban Saloon & Grille, DOI: 5/1/2017. Claimant alleges lost

business revenues caused by construction in downtown Longview.

Mackin & Son Automotive Farmer's Insurance Subrogation Claim, DOI: 6/22/2017. Claimant alleges city did not properly maintain a city owned tree, resulting in a tree branch falling on the insured's vehicle, causing extensive damage.

Lawrence Carter, DOI: 7/10/2017. Claimant alleges costs incurred related to a pothole on Louisiana Street that damaged his vehicle's tire.

Robert Feuerstein, DOI: 7/11/2017. Claimant alleges that a police officer caused damage to his home when the police officer chased a suspect into the attic and fell through the attic floor into the bathroom.

**SETTLED:**

Brian Gomes, DOI: 5/16/17. Claimant alleges costs incurred related to sewer.

Cindy Reynolds, DOI: 7/11/2017. Claimant alleges costs incurred related to sewer line.

**STAFF CONTACT:**

Kaylee Cody, City Clerk

Brian Loos, Risk & Safety Manager

[17-5099](#)

**RESOLUTION 2239 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF WOODLAND FOR TREE MAINTENANCE RECOMMENDATIONS AND SERVICES.**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Strengthen Economic Conditions and Create New Opportunities

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The City of Longview desires to enter into an interlocal agreement with the City of Woodland for tree maintenance and service. The agreement follows the city's purchasing manual and the RCW Interlocal Cooperation Act Chapter 39.34.030 which "authorizes cooperative action, including joint purchases, by different governmental entities. An indispensable element in such interlocal contracts is compliance with the purchasing statutes, including the bid law applicable to each public entity that is an ultimate "purchaser" under the agreement. A city must enter into an interlocal agreement with the other government entity in advance prior to the commencement of work.

The City of Woodland is requested the services of the City of Longview Certified Arborists to assess and make recommendations for tree care on a downtown street that is five city blocks long. The City of Woodland is requesting a report on recommendation of the condition and health of the

trees, which trees require removal, species recommendation for replanting, and suggestions for the future for sidewalk repair.

**RECOMMENDED ACTION:**

Motion to approve resolution 2239 authorizing the City Manager to enter into an interlocal agreement with Woodland.

**STAFF CONTACT:**

Jennifer Wills, Director of Parks and Recreation

**Attachments:**

[Interlocal Agreement City of Woodland Tree Services 2017](#)

[Resolution 2239 Interlocal with Woodland](#)

[17-5100](#)

**AGREEMENT BETWEEN CITY OF LONGVIEW AND RETAIL LOCKBOX, INC FOR REMITTANCE PROCESSING OF UTILITY PAYMENTS AND OTHER GOVERNMENTAL RECEIPTS**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continue effective financial management

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Since 2007, the City of Longview has contracted with Clark County and Clark Public Utilities (Joint Processing Center) for remittance processing services via intergovernmental agreement. On February 22, 2017 the City was notified by the Clark County Board of Commissioners and Clark Public Utilities Board of Commissioners that they were discontinuing client services at the Joint Processing Center no later than June 30, 2018. The notice went on to say that this change will terminate payment services and dissolve the interlocal agreement between the parties.

The attached agreement provides for a continuation of remittance processing services with a new vendor, Retail Lockbox, Inc. Retail Lockbox, Inc. a private company located in Seattle, WA has agreed to process the City's utility payments in the same efficient manner and at the same price as the previous vendor, Clark County and Clark Public Utilities Joint Processing Center.

The original agreement for remittance processing services was entered into for the purposes of reducing costs and improving customer service for the City's utility customers.

As background, the City of Longview utility billing division generates approximately 92,000 utility bills each year. Previously, the Finance Department dedicated two full-time cashiers who were responsible for processing and receipting these remittances as they became due. On average the cashiers would receipt and process 8,000 utility remittances each

month. More than seventy-five percent of these utility remittances would arrive via the U.S. Postal Service.

The staff time required to handle the volume of activity associated with these remittances was substantial. Countless hours were consumed processing utility payments. Several hours each day were dedicated to opening the blue remittance envelopes with the utility payment stubs and checks enclosed; matching the utility stubs with the checks; balancing these items with one another; processing payments through the City's Core Cash Receipting System; and finally reconciling all of these remittances with the City's daily deposit. Other than the splicing open the old blue remittance envelopes, the entire process was performed manually by the Department's two cashiers.

In the Intergovernmental Agreement for Remittance Processing of Utility Receipts offered through Clark County and Clark Public Utilities (Joint Processing Center) and the proposed agreement with Retail Lockbox, Inc., all of these processes are highly automated. Through their sizable investment in state of the art technology, Retail Lockbox, Inc. virtually eliminates all human intervention from the time the remittance arrives by mail to the point whereby remittances have been prepared for deposit at the bank.

Retail Lockbox, Inc. currently utilizes this investment in technology to process, balance and post 1.5 million transactions per month. Clients for which Retail Lockbox, Inc. performs remittance processing services include City of Tacoma, City of Boise, and the City of Lacey and many more.

If approved, in addition to the ongoing efficiencies and improved customer service provided by remittance processing services, the City of Longview General Fund will continue to realize savings of approximately \$58,000.00 per year. The resultant annual cost savings was attained by combining two Finance Department positions (Accounts Payable Specialist and Cashier) into one (Accounts Payable Specialist/Cashier) as shown below.

2016 Savings realized by combining positions	\$67,780.00
Less: Annual remittance processing fees	- <u>10,000.00</u>
Annual overall cost reduction	<u>\$57,780.00</u>

Life-to-date cost savings realized through the City's contract for remittance processing services approximates \$500,000.00.

Given the significant benefits associated with remittance processing services, I kindly request Council's consideration to authorize the City Manager to execute the agreement for remittance processing services with Retail Lockbox, Inc.

**RECOMMENDED ACTION:**

Motion to authorize the City Manager to execute the agreement for remittance processing services with Retail Lockbox, Inc.

**STAFF CONTACT:**

Kurt Sacha, Assistant City Manager/Finance Director

Attachments:     [Retail Lockbox, Inc. Agreement](#)

[RS 17 2236](#)

**RESOLUTION 2236 - ADOPT A REVISED TRANSPORTATION BENEFIT DISTRICT TRANSPORTATION IMPROVEMENTS PLAN****COUNCIL INITIATIVE ADDRESSED:**

Improve transportation systems

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

The Longview Transportation Benefit District (TBD) was formed on January 19, 2017 by Ordinance No. 3334. On March 23, 2017, the City Council adopted Ordinance No. 3341 to assume all rights, powers, immunities, functions, and obligations of the TBD and dissolve the TBD Board. The City Council now directly governs the Transportation Benefit District.

On January 26, 2017, in accordance with RCW 36.73.160(1), the TBD Board adopted Resolution No. TBD 17-02 establishing a material change policy to address changes in the cost, scope, or schedule of the TBD Transportation Improvements Plan. The resolution requires that in the event an approved transportation improvement exceeds the adopted budget by more than twenty percent (20%) as approved by the TBD Board, the Board shall hold a public hearing to solicit comments from the public regarding the manner in which the cost change should be resolved.

The construction contract recently awarded by the City Council for the 15th Avenue Overlay project resulted in a project cost increase of more than 20%. Therefore, the city held a public hearing on September 14, 2017 to solicit comments regarding the increased project cost. Following the public hearing, City Council directed the city attorney to prepare a resolution adopting a revised TBD Improvements Plan. Attached is a revised TBD Transportation Improvements Plan adjusting the cost of the discrete pavement rehabilitation projects to account for the higher bid amounts reflected in the 15th Avenue Overlay project. The revised plan also includes a statement providing the opportunity to debt finance various projects and pay the debt service from TBD revenue.

**FINANCIAL SUMMARY:**

The TBD Board established a vehicle license renewal fee of \$20 per vehicle to provide funding for TBD projects. Collection of those fees began in August and are projected to result in annual TBD revenue of approximately \$560,000. The actual amount of revenue will not be known until September 2018 after one year of collecting the TBD fee.

**RECOMMENDED ACTION:**

1. Adopt Resolution No. 2236 adopting a revised TBD Improvements Plan.

**STAFF CONTACT:**

Jeff Cameron, Public Works Director

**Attachments:**

[Revised Transportation Improvements Plan](#)

[Res No. 2236 Adopting Revised Transportation Improvements Plan](#)

[17-5105](#)

**RESOLUTION NO. 2238 - INTERLOCAL AGREEMENT BETWEEN  
COWLITZ COUNTY AND CITY OF LONGVIEW RE: THE “BIG IDEA”  
CONTRIBUTION FOR THE MASTER WAYFINDING SIGNAGE SYSTEM  
PROJECT**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continue effective financial management

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

On May 6, 2014, the Cities of Longview, Kelso, Castle Rock, Kalama and Woodland and Cowlitz County entered into an Interlocal Agreement-Reconstructing & Amending an Agreement dated August 9, 2011. The Agreement establishes a collaborative partnership for the promotion of tourism and for the acquisition, construction or operation of tourism related facilities to stimulate the local economy for the benefit of the businesses and citizens in Cowlitz County. It is the desire of the parties to contribute resources and cooperate to develop a regional vision, plans and projects to diversify tourism programs and activities within the geographical boundaries of Cowlitz County to accomplish more together than can be done separately. This cooperative effort is known as “The Big Idea.”

Currently, the Master Wayfinding Sign project is in the final stage of specification development for bidding and installation. Kelso has bid their Phase 1 project, but the bids came in high due to clarity issues with the specifications. The consultant has agreed to revise the specifications and it is hoped that the bids will be more consistent with the original estimates. As soon as the consultant completes specification design documents for Longview’s Phase 1 project consisting of 10 signs, the sign construction and installation of signs can be bid. Staff recommends waiting until Kelso has successfully bid their Phase 1 project prior to Longview bidding its Phase 1 project.

Earlier this year, the Cowlitz County Commissioners received a request from the City of Longview for a contribution from the County’s lodging tax in the sum of \$52,248.00 for the City’s Master Wayfinding Signage System Project. This interlocal agreement provides the mechanism for Cowlitz County to fund their share of the Master Wayfinding Signing project with County tourism funds.

**RECOMMENDED ACTION:**

Motion to approve Resolution No. 2238 authorizing the City Manager to execute the interlocal agreement for the Master Wayfinding Signage System Project.



**STAFF CONTACT:**

Kurt Sacha, Assistant City Manager/Finance Director

**Attachments:**     [Resolution No. 2238 Wayfinding Signs \(2017 0928\)](#)  
                              [Wayfinding Sign Project-Exhibit A](#)  
                              [Wayfinding Sign Project-Interlocal Agreement with Cowlitz County](#)

[17-5096](#)

**BID REVIEW - PURCHASE OF ONE (1) 200 GALLON TURF & TREE SPRAYER****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

Funds are available to purchase one (1) 200 Gallon Turf & Tree Sprayer in Mint Valley Golf.

Bids were solicited, examined and determined that the following did meet all aspects of the specifications and submitted the lowest bid.

On September 12, 2017, 200 Gallon Turf & Tree Sprayer bid was received as follows:

RMT Equipment	\$15,439.92
Western Equipment/Turf Star	No bid
<i>Taxes included</i>	

**RECOMMENDED ACTION:**

Motion to accept the bid and award a contract to: RMT Equipment in the amount of \$15,439.92.

**STAFF CONTACT:**

Dan Zenger

**Attachments:**     [SDI 200 Gallon Turf & Tree Sprayer Tabulation.xlsx](#)

[17-5102](#)

**RESOLUTION NO. 2240: APPROVAL OF THE 2018 AIRPORT BUDGET****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

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

The interlocal cooperation agreement for the Southwest Regional Airport calls for the airport board to submit a proposed annual budget to the parties (the Cities of Longview and Kelso, Cowlitz County, and the Port of Longview) to the agreement. That proposed budget becomes the actual budget for the succeeding calendar year upon its approval by a majority of the parties

(meaning three of the four jurisdictions).

Attached are two versions of the draft budget for 2018. The first attachment shows a line-item budget, with notes, comparing 2016 actual expenditures and revenues, 2017 budgeted expenditures and revenues and year-to-date through June, and 2018 proposed expenditures and revenues. The second attachment is a copy of the draft 2018 budget alone. The draft budget calls for a contribution of \$76,000 from the City of Longview, which is budgeted in the general fund and is the same amount as made in 2016 and 2017.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2240.

**STAFF CONTACT:**

Chet Makinster, City Councilor and Member of the Airport Board  
Chris Paolini, Airport Manager

**Attachments:**     [2018 Draft SWRA Airport Budget to Govt Entities with notes 7 31 17](#)  
                              [2018 Draft SWRA Airport Operating Budget to Govt Entities- Clean](#)  
                              [Copy 7 31 17](#)  
                              [Resolution 2240 re airport budget](#)

**13.     CITY MANAGER'S REPORT**

[17-5108](#)

**2017-2018 CAPITAL PROJECTS FUND FINANCIAL REVIEW**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continue effective financial management

**STAFF CONTACT:**

Kurt Sacha, Assistant City Manager/Finance Director

**Attachments:**     [2017-18 CAPITAL PROJECTS FUND FINANCIAL REVIEW \(2017 0928\)F](#)

*Assistant City Manager/Finance Director Kurt Sacha presented a staff report.*

*The report was for informational purposes only - no action taken.*

[17-5107](#)

**SISTER CITY POLICY**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Strengthen economic conditions and create new

opportunities

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

This draft resolution is being presented in conjunction with the City's Travel Expense Policy as a starting point for formally establishing a Sister City policy with Wako, Japan. The attached resolution provides for the fundamental purpose for a Sister City relationship in addition to some general guidelines associated with travel provisions for approved Sister City exchanges.

Additional specific provisions Council may wish to consider incorporating into the resolution include the following:

Frequency of travel

City officials authorized to travel

Number of travelers participating in an exchange

**RECOMMENDED ACTION:**

Direct the city attorney to prepare a policy relating to the sister city of Wako, Japan.

**STAFF CONTACT:**

Kurt Sacha, Asst. City Manager/Finance Director

**Attachments:**     [Council Travel \(2010-2017\)](#)  
                              [Resolution-Sister City](#)  
                              [Travel Expense Policy](#)

*Assistant City Manager/Finance Director Kurt Sacha presented a staff report.*

**A motion was made by Council Member Chet Makinster, seconded by Council Member Mary Jane Melink, to direct the City Attorney to prepare a policy relating to sister cities. The motion passed unanimously.**

[17-5106](#)

**911 COMMUNICATIONS CENTER GOVERNANCE**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The E-Board for the Cowlitz County 911 Communications Center has initiated a review of the existing governance system for the center. Under the existing interlocal (ILA) agreement and current practices for operation and oversight of the center, the E-Board, 911 Council, and ultimately the County Commissioners all have certain responsibilities and authority; there is also a Combined User Committee representing law enforcement and fire/EMS responders that provides feedback to the center director about day-to-day dispatch operations and makes recommendations about service levels and

performance standards.

Some responsibilities and authority overlap among these various groups, or have evolved to where what is provided in the agreement is not practiced in reality. The communications center is a county department staffed with county employees and located in a county building, and the county's view is that the county commissioners are the ultimate decision makers for the budget, facilities, personnel, policies, procedures and operations. For some, the existing governance model is not only convoluted but also inappropriate because decisions made by the groups (the E-Board and the 911 Council) that have representation from the other parties to the ILA who pay most of the costs to operate the center are subject to modification by the county commissioners.

Reinke and Associates (Steve Reinke, principal) was contracted to facilitate the governance review. The purposes of the review include winding up with a communications center that is governed and managed with more clarity, accountability, and efficiency than the existing system provides. Three options were identified early on:

- \* continue as a Cowlitz County department
- \* create a new, stand-alone entity
- \* consolidate/contract with another communications center

The attached stakeholder session notes, particularly for the first session held on June 28, provide a useful sense of the discussions to date, including the pros and cons that so far have the favored direction of creating a new independent entity. A draft ILA for a new multi-jurisdictional communications center (also known as a public safety answering point, or PSAP) is also attached.

There is still much discussion and consideration to be given, including the preparation of a pro forma budget for new independent entity which would have to arrange for its own administrative services (HR, IT, legal, finance, etc.), either internally or by contracting apart from automatically being provided by the county.

**RECOMMENDED ACTION:**

This report is only for information at this, but questions and comments would be welcome.

**STAFF CONTACT:**

Dave Campbell, City Manager  
Phil Jurmu, Fire Chief

**Attachments:**    [911 Governance Study Session 1 Notes 062817](#)  
                               [911 Governance Study Session 2 Notes 071217](#)  
                               [911 Governance Study Session 3 Notes 080917](#)  
                               [911 Governance Study Session 4 Notes 083117](#)  
                               [911 Governance Study Interlocal Draft 091317](#)

*City Manager Campbell presented a staff report.*

*The report was for informational purposes only - no action taken.*

[17-5095](#)

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## **BID REVIEW - PURCHASE OF PROPANE AUTOGAS BI-FUEL CONVERSION KITS**

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

Continue effective financial management

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

### **SUMMARY STATEMENT:**

The 2017/2018 budget includes funding to purchase propane Autogas bi-fuel propane conversion kits. Bids were solicited from two vendors that offer EPA-approved propane autogas bi-fuel Propane conversion kits, and on September 12 bids were opened with Wolff Specialties submitting a bid. It was examined and determined that it did meet all aspects of the specifications.

Conversion kit allows a unit to operate on either Autogas or gas. With the kit installed, propane becomes its primary fuel supply and will automatically switch to gas should the unit run out of Autogas. The conversion kit can be removed and reinstalled on a different unit using the same engine application should the need arise. Fuel range is extended by using a bi-fuel system.

Propane vehicles work much like gasoline-powered vehicles with spark-ignited engines. Propane is stored as a liquid in a relatively low-pressure tank (about 150 pounds per square inch).

EPA approved conversion kits will not impact or void the units manufacture warranty.

Typical life cycle for a conversion kit is 200,000 miles. Some users are seeing longer life cycles.

EPA conversion kits are priced based on unit year, make, and model. The engine application price range is as follows:

Wolff Specialties:

<u>EPA Conversion Kit</u>	<u>Price Range</u>	<u>Installation</u>	<u>Freight</u>
V6 Bi-Fuel	\$6,692 to \$7,928	\$580	\$200
V8 Bi-Fuel	\$6,928 to \$8,214	\$580	\$200
V10 Bi-Fuel	\$8,462 to \$9,821	\$580	\$200

Installation and freight cost per unit, taxes not included

Icom Northwest submitted the "No Bid Form" in order to stay on the City's list of vendors for future bids with A-1 Alternative Fuel Systems corresponding via email with a few questions on the type of fleet the city operates and which engine applications would be converted.

EPA propane conversion kits will be installed on 18 light, medium and heavy duty vehicles i.e. Paratransit buses, Ford F250, F350 service trucks and Ford F450 2 Yard Dump Trucks. Estimated cost \$135,000 to \$180,000 depending on engine application.

Installation will be done by Wolff Specialties with training provided to fleet staff.

Conversions will save fuel costs, help lower greenhouse emissions and lower our carbon footprint.

**RECOMMENDED ACTION:**

Motion to accept the bid and award to Wolff Specialties for the engine application prices as outlined above.

**STAFF CONTACT:**

Dan Zenger, Fleet/Facilities Manager

**Attachments:**     [EPA Propane Conversion Kit Tabulation.xlsx](#)

*Fleet/Facilities Manager Dan Zenger presented a staff report.*

**A motion was made by Mayor Pro Tem Michael Wallin, seconded by Council Member Steve Moon, to accept the bid and award to Wolff Specialties for the engine application prices as outlined in the agenda summary. The motion passed unanimously.**

[17-5092](#)

**SEXUAL ASSAULT SERVICES GRANT APPLICATION**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Enhance Public Safety and Emergency Response

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

Longview Police Department is applying for a grant through the Office of Crime Victims Advocacy (OCVA). The police department's proposal is to hire a Sexual Assault Victim Advocate position to work within our Criminal Investigations Unit. This position would provide advocacy services to sexual assault victims in Longview age 11 years and older. The salaries and benefits for this position would be funded from the grant. There is a 25% match required by the granting agency. In-kind matching funds would be used to pay for other operational costs which include office furniture, computer, training, vehicle lease, office supplies, a cell phone and victim assistance services which could include housing vouchers, clothing and other needs for victims.

The grant will fund the Sexual Assault Victim Advocate program for one year. Successful applicants may be invited to apply for an additional three years. Longview Police is working collaboratively with the Emergency Support Shelter and the Cowlitz County Prosecutor's office (sex crimes are prosecuted by the county) in developing the program and identifying gaps in services. OCVA will fund up to \$75,000 and the city would be required to provide a \$25,000 match. The grant application is due 10/2/17.

**RECOMMENDED ACTION:**

No action needed

**STAFF CONTACT:** Mary Chennault, Administrative Manager Longview Police Dept

**Attachments:**     [Sexual Assault Competitive 2017 STOP Grant Application.pdf](#)

*Police Administrative Manager Mary Chennault presented a staff report. Council is supportive of the grant application.*

*The report was for informational purposes only - no action taken.*

**14.     MISCELLANEOUS**

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

[17-5094](#)

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS**

**Attachments:**     [LL Renewals 9-17.pdf](#)

[LL Cards R Us.pdf](#)

**15.     ADJOURNMENT**

*The meeting was adjourned at 10:42 p.m. The next scheduled meeting of the Council is October 12, 2017.*

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.**