



City of Longview

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

Minutes - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Tom Hutchinson
Council Member Chet Makinster
Mayor Pro Tem Mary Jane Melink
Council Member Steve Moon
Council Member Michael Wallin

Thursday, April 24, 2014

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

The meeting was called to order at 7:00 p.m.

2. INVOCATION*/FLAG SALUTE

3. ROLL CALL

Present: 5 - Mayor Don Jensen, Council Member Hutchinson, Council Member Makinster, Mayor Pro Tem Melink and Council Member Moon

Excused: 2 - Council Member Botero and Council Member Wallin

Staff present:

City Manager Bob Gregory; City Attorney James McNamara, and City Clerk Ann Davis.

Also present: David Campbell, Assistant City Manager/Director of Parks & Recreation; John Brickey, Director of Community Development; Craig Bozarth, City Engineer; Jim Duscha, Police Chief; Judy Jones, Information Technology Director; Jim Kambeitz, Fire Marshal; Chris Smith, Human Resources Director; Kurt Sacha, Finance Director; Deborah Johnson and Robert Huhta, Police Captains; and Julie Hourcle, Community Development Entitlement Program Coordinator.

4. APPROVAL OF MINUTES

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held April 10, 2014, 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 14-0237](#)

COUNCIL MINUTES, APRIL 10, 2014

Attachments: [CNCL MIN 4102014](#)

5. **CHANGES TO THE AGENDA**

6. **PRESENTATIONS & AWARDS**

[14-3250](#)

PROCLAMATION: MENTAL HEALTH MONTH - MAY 2014

Attachments: [Mental Health Awareness Month - May 2014](#)

Executive Director of the Cowlitz County Guidance Association Erik Yakovich accepted the Proclamation regarding Mental Health Month. Over 25,000 people will suffer from a mental illness each year; the stigma associated with it will prevent many from seeking treatment. On May 3, the annual run/walk at Lake Sacajawea will take place. There will be information available on mental health issues and services available.

[14-3287](#)

PROCLAMATION: HISTORIC PRESERVATION MONTH - MAY 2014

Attachments: [Historic Preservation Month - May 2014](#)

Bill Kasch, representing the Historic Preservation Commission, accepted the Proclamation for National Historic Preservation Month, and thanked Council for supporting the commission's work. He detailed the activities scheduled during May: a lecture by Jeff Wilson regarding history of the Shay locomotive; a tour of the YMCA facility and sunken garden; a walking tour of Old Westside homes; and a tour of the Japanese garden.

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

Shawn Conrad identified himself as the advisor for the Prevention Club at Cascade Middle School. His student spoke about participating in the National anti-smoking campaign, "Kick Butts." The group provided educational materials and displays during all three lunch periods.

Cody Wells inquired about the lack of street lighting on Ocean Beach Highway between Baker's Corner and the former Henri's Restaurant. He was advised by City Manager Bob Gregory that section of highway is a state route, and is in the County, but the state could be asked to consider installing lighting.

Margaret "Peg" Miller spoke in favor of allowing kayak rentals on Lake Sacajawea, with certain provisions: the existing launch be reserved for people with their own boats; no alcohol be allowed, and personal floatation devices be required and be fastened. She passed out a copy of the email she had sent to Councilmembers for the record.

8. **PUBLIC HEARINGS**

[14-3292](#)

**PUBLIC HEARING FOR COMMENTS ON 2014 HOME AND
DOCUMENT RECORDING FEE PROPOSED PROJECT ALLOCATIONS**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The HOME Investment Partnership Program is an entitlement program from the Federal Department of Housing and Urban Development (HUD). The HOME program will be explained highlighting the 2014 project designs which have been submitted through a public citizen participation process. During the Public Hearing citizens will have the opportunity to comment on the proposals and recommend project funding levels to Council. The Council will then discuss the projects recommended and voting on funding for each project. The public may also comment on projects and funding levels for the 2014 Document Recording Fee program. Public project review is available at the Community Development Office and on the City's HOME Website at <http://www.mylongview.com/index.aspx?page=498>

Three (3) HOME projects and two (2) Document Recording Fee projects have been received. Additionally, the Lower Columbia Community Action Program has requested a 5% CHDO (Community Housing and Development Organization) Operating Cost allocation which both the Longview and Kelso Councils must approve as HOME Longview-Kelso Consortium partners.

Funding for 2014 HOME's Longview-Kelso Consortium is at \$266,963. Additional funding for Longview projects has been made available through 2013 unobligated funding, and deobligations.

2014 Document Recording Fee funding from Cowlitz County totaling \$30,290.06 (including interest) will be available to the City of Longview for low-income (50% or below median income) housing projects, shelters, and tenant-based rental assistance.

RECOMMENDED ACTION:

- 1) Hold the Public Hearing. Then, following Council discussion:
- 2) Motion to select projects and funding allocations for the HOME Program
- 3) Motion to select projects and funding allocations for the Document Recording Fee Program

Attachments: [LV KL Consortium HOME Entitlement](#)
 [HOME Exec Summary](#)

Director of Community Development John Brickey recapped the HOME Program and the Longview-Kelso Consortium and goals of the 2009-2013 Consolidated Plan. Housing goals of the consolidated plan call for 55% of assistance to go to renters, and 45% of assistance to homeowners. Of the HOME funds, 10% goes to Consortium administration costs; 15% to the CHDO agency (CAP), and 5% for CHDO operating funds. The remaining 70% of funding is distributed 75% to Longview and 24% to Kelso for projects.

There is \$217,447.73 available for funding eligible projects, which includes the new distribution amount and prior monies unobligated or deobligated.

The projects proposed for Entitlement Funding were: an affordable home ownership project sponsored by CAP for \$157,702, and a project sponsored by LifeWorks for \$45,000 to help fund one group home for developmentally disabled persons. A third proposal, a blighted neighborhood redevelopment project proposed by Longview Housing Authority for \$160,000, had been withdrawn.

Projects eligible for funding from the Auditor's Recording Fee funds must serve very low income individuals. Of the \$30,290 available, Community House has requested \$23,500 for operating funds and Emergency Support Shelter has requested \$9,000, also for operating expenses.

Mayor Jensen opened the public hearing at 7:33 p.m.

Marty Johnson, Lifeworks Executive Director, spoke in favor of the housing for developmentlaly disabled citizens.

Citizen Bruce Kell urged Council to let private citizens construct houses. He thought the government should stay out of building homes.

Emergency Support Shelter Executive Director Sherrie Tinoco asked Council for its continued support of their operating budget.

Michael Torres, with Lower Columbia Community Action Program (CAP), urged Council support of CAP'S affordable homeownership project at 4564 Windemere Avenue. He also endorsed funding the Emergency Support Shelter operating fund and the LifeWorks project.

There being no further comments, either written or oral, the public hearing was closed at 7:41 p.m.

Following the withdrawal of the LHA project, the remaining entitlement projects could be funded in their entirety.

Councilmember Melink moved to fully fund CAP'S affordable homeownership project and the Foundation for the Challenged Home developmentally disabled group home (Lifeworks). This motion was seconded by Councilmember Moon.

Any HOME funds not allocated tonight would be carried over to the following year. Director of Community Development John Brickey said if Council wished to schedule another public hearing sooner and solicit additional projects, they could do so.

Upon a vote duly held, the motion to distribute HOME funds was unanimously approved.

Councilmember Melink moved to fund the two projects eligible for Document Recording Fee funds by granting \$9,000 to the Emergency Support Shelter, and the balance available (\$21,290.06) to Community House for operating funds. Councilmember Moon seconded this motion.

Councilmember Makinster moved to amend the motion to allocate the \$30,290.06 in available funds on a pro rata basis between the two competing projects. There was no second to this motion.

Upon a vote duly held, the motion to distribe Document Recording Fees \$21,290.06 to Community House and \$9,000 to Emergency Support Shelter for operating expenses.

9. **BOARD & COMMISSION RECOMMENDATIONS**

10. **ORDINANCES & RESOLUTIONS**

[RS 14 2110](#)

RESOLUTION 2110 - AMENDMENT TO INTERLOCAL AGREEMENT WITH CITY OF KELSO FOR BUILDING, PLANNING, PLAN REVIEW AND INSPECTION SERVICES

COUNCIL INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The City of Kelso has requested that the Longview Community Development Department perform planning services in addition to the building plan review and inspections for Kelso's jurisdiction that are currently provided. The attached amended interlocal agreement will provide the framework for expanded inter-jurisdictional cooperation. The City of Longview will be compensated for staff time and vehicle use based on an hourly rates established in the interlocal agreement.

RECOMMENDED ACTION:

Motion to adopt Resolution 2110 and approve the City Manager to sign the amended interlocal agreement with Kelso for building, planning, plan review and inspection services.

Attachments: [Res 2110](#)

[Longview Building Services - Planning Amnd 04152014 \(3\)jb](#)

Director of Community Development John Brickey reported the City of Kelso has asked to expand the current contract for plan review and inspection services to include planning services. Mr. Brickey said staff is able to assist the City of Kelso without adversely impacting Longview residents. The contract is open-ended and will continue as long as it is mutually beneficial to the parties.

A motion was made by Council Member Tom Hutchinson, seconded by Council Member Chet Makinster, that this Resolution be adopted. The motion passed unanimously.

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

Councilmember Makinster noted he had attended the Airport board meeting; the 2015 budget is being developed.

12. **CONSENT CALENDAR**

Councilmember Melink asked to remove the City Hall generator item for separate discussion. There being no additional items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the remaining items on the Consent Calendar as though acted on individually.

[14-3290](#)**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 April 2014 Accounts Payable: \$1,928,573.80

Final audited claims amount: \$2,560,231.77. Checks issued: 327375 - 327691.

First Half April 2014 Payroll:

\$14,278.13, Checks No. 205964 - 205968

\$626,715.19, direct deposits

\$395,461.46, wire transfers

\$1,036,454.78 Total

[14-3291](#)**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:

Angela Salgado, DOI: 1/20/2014. Claimant alleges out-of-pocket expenses to clean up after sewer backup and property damage. Amount unspecified

Katrina Shipley, DOI: 1/1/2014. Claimant alleges replacement of water meter caused pressure to spike necessitating the line be replaced. \$2,883.60

Barbara Williams, DOI: 4/18/2014. Claimant alleges out-of-pocket expenses incurred to clear sewer line when problem was on city side. \$324.65 claimed

SETTLED:

Clark Hislop, DOI: 3/15/2014. Claimant alleged vehicle damage as a result of running over loose chunk of concrete. \$116.64 paid

Megan Getchell, DOI: 2/24/2014. Claimant alleged out-of-pocket expenses incurred to clear sewer line when problem was on city side. \$216.00 paid

[14-3294](#)**BID REVIEW - HILLCREST RESERVOIR ROOF REPAIR PROJECT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure.

SUMMARY STATEMENT:

This project will install a new membrane roof system over the existing precast concrete roof panels on the Hillcrest Reservoir. The existing roof sealant has failed and installing a new membrane roofing system was determined to be the most cost effective method to restore the roof integrity and ensure compliance with drinking water standards requiring covered reservoirs.

On April 15, 2014, seven bids were received as follows:

\$32,076.00 - Roof Toppers, Inc., Vancouver, WA
\$34,290.00 - Bates Roofing, LLC, Tacoma, WA
\$36,468.36 - Weatherguard, Inc., Longview, WA
\$42,103.80 - Arrow Roofing & Sheetmetal Inc., Portland, OR
\$53,767.80 - Pacific Tech Construction, Kelso, WA
\$54,683.10 - John Lupo Construction, Inc., Aberdeen, WA
\$95,988.24 - Wright Roofing, Inc., Tacoma, WA

\$70,000.00 - 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 Roof Toppers, Inc. in the amount of \$32,076.00.

[14-3296](#)

BID REVIEW - 15TH / 30TH AVENUE SANITARY SEWER REHABILITATION

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure.

SUMMARY STATEMENT:

This project uses cured-in-place pipe (CIPP) and epoxy coating of manholes to rehabilitate approximately 1,360 linear feet of 18-inch to 27-inch sanitary sewer main along 15th Avenue and 30th Avenue in Longview. Installation of the CIPP will require by-pass pumping, traffic control, and some concrete street restoration.

On April 8, 2014, two bids were received as follows:

\$425,974.03 - Insituform Technologies LLC, Chesterfield, MO
\$454,121.64 - Michels Corporation, Salem, OR

\$475,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded by the Sewer Construction Fund.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to Insituform Technologies LLC, in the amount of \$425,974.03.

Removed for separate consideration:[14-3295](#)**BID REVIEW - CITY HALL GENERATOR REPLACEMENT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response.

SUMMARY STATEMENT:

This project involves removing and replacing the existing 30kW propane/natural gas fueled emergency generator with a 150kW diesel fueled emergency generator. The new generator is much larger than the existing generator to provide adequate power for the data center to ensure the City's computer servers, computer network, and telephone system remain functional during a power outage. The new generator will also provide power for lighting, heating, ventilation, air conditioning and outlets in the Training Room, Council Chambers, and Executive Library upstairs at City Hall to provide for incident command and operations control activities during an extended power outage. The existing generator will be stored for potential future use at another City facility.

On April 15, 2014, five bids were received as follows:

\$171,109.80 - Five Rivers Construction, Inc., Longview, WA

\$179,280.00 - Northeast Electric, LLC, Woodland, WA

\$197,400.99 - Platinum Industrial, Inc., Woodland, WA

\$340,033.68 - JR Merit Inc., Vancouver, WA

\$359,689.68 - Colvico, Inc., Spokane, WA

\$160,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded at 20% each by the Capital Projects Fund, Water Fund, Sewer Fund, Stormwater Fund, and Public Transit Fund.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to Five Rivers Construction, Inc., in the amount of \$171,109.80.

Councilmember Melink asked about the City Hall Generator project. City Manager Bob Gregory advised that this generator did not qualify for replacement under the energy savings audit program. The City Hall generator has been slated for replacement for several years; other building generators have been replaced in the meantime based on need.

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council

Member Tom Hutchinson, that this bid be approved. The motion passed unanimously.

13. **CITY MANAGER'S REPORT**

[14-3257](#)

LONGVIEW POLICE DEPARTMENT 2013 CRIME REPORT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Enhance public safety and emergency response

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Longview Police Chief Jim Duscha will present the 2013 Crime Report to include the following:

- Call Density Map
- Calls by Priority
- NIBRS reporting method explanation
- Notable changes from 2012 - 2013
- Longview Crime Rate 2012 - 2013
- NIBRS Persons Crime Rate
- NIBRS Property Crime Rate
- Comparable City Crime Data
- Police CAD Events 5 Year Trend
- Traffic Statistics
- LEADS

Attachments: [Annual Report 2013](#)

Police Chief Jim Duscha presented the 2013 annual crime review. A copy of his presentation is attached: click on the link above.

Police Captain Deborah Johnson also commented on the software program that requires pawnbrokers to enter items they take in in a database. This has assisted LPD in returning some stolen valuables to their rightful owners.

[14-3299](#)

BOAT RENTAL CONCESSION AGREEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Last month the city council reviewed the idea of a proposed small boat (primarily kayaks) rentals and tours concession proposed to be operated by a concessionaire at Lake Sacajawea Park. The council seemed to like the idea but wanted to review a written agreement, too.

Attached is the proposed agreement resulting in issuing a temporary

permit to Michael Dwaine Neyland, dba Sasquatch Adventures for a term of six months (May through October) at a \$2.00 per person payment to the city. Among other things, it also spells out insurance and operating safety requirements that the council wanted to make sure would be in place.

RECOMMENDED ACTION:

Motion to approve the city manager to finalize and sign boat rental concession agreement with Michael Dwaine Neyland, dba Sasquatch Adventures.

Attachments: [Longview Boat Rent Agreement V4](#)

Assistant City Manager/Director of Parks & Recreation David Campbell explained a contract has been negotiated with the concessionaire to provide kayak rentals at Lake Sacajawea. The concessionaire, Sasquatch Adventures, will maintain the public boat launch and make it clear the launch is open to use by the public. Rules for use include: no children under 15 years of age without an adult; no children under six years of age unless accompanied by an adult knowledgeable about the particular craft being used. All renters and passengers will be required to sign a release of liability. Personal floatation devices will be furnished and their use be required.

Park use rules will be posted nearby, along with rules for renting the kayaks.

Regarding liability on behalf of the City, the City will be a named insured and held harmless in the agreement. Mr. Campbell said the City Attorney and Risk Manager have reviewed the language, and the City is "as protected as much as possible."

City Attorney James McNamara commented there is always the risk of being sued.

The contractor will be using a wheeled cart to move and remove the boats to the area. He will not be allowed to use any motorized equipment on the park grounds. Mr. Campbell said it was too early to estimate any projected revenues coming to the City at the \$2 per person rental fee.

In addition to the written comments submitted by Peg Miller, City Clerk Ann Davis commented she was in possession of another email comment by Susan Westervelt who also supported boats at the lake, but expressed concerns about access to islands, litter, harassing wildlife and/or disturbing habitat.

A motion was made by Council Member Tom Hutchinson, seconded by Council Member Chet Makinster, that this matter be approved. The motion passed unanimously.

14. MISCELLANEOUS

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

[14-3298](#)

LIQUOR LICENSE REQUESTS

Attachments: [LL July 001](#)

15. ADJOURNMENT

The meeting was adjourned at 8:27 p.m. The next scheduled meeting of the Council is May 8, 2014.

*Ann C. Davis
City Clerk*

*Approved: _____
Mayor*

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, MAY 8, 2014 AT 7 P.M.

THURSDAY, MAY 22, 2014 AT 7 P.M.

NEXT COUNCIL WORKSHOPS:

SATURDAY, MAY 3, 2014 AT 9 A.M. TO 4 P.M. – BUDGET WORKSHOP