



# 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 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, February 11, 2016

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 7:00 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 David Campbell; City Attorney James McNamara, and City Clerk Kaylee Cody.*

*Also present: Kurt Sacha, Assistant City Manager/Finance Director; Jeff Cameron, Public Works Director; Todd Dodgin, Information Technology Director; Jim Duscha, Police Chief; Phil Jurmu, Fire Chief; Chris Skaugset, Library Director; Chris Smith, Human Resources Director; Jenn Wills, Parks and Recreation Director; Steve Langdon, Planning Manager; Robert Huhta, Police Captain; and Debbie Johnson, Police Captain.*

4. **APPROVAL OF MINUTES**

*On a motion duly made and passed, the reading of the minutes of the regular Council meeting held January 28, 2016, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if*

read.

[MN 16-0314](#)

**COUNCIL MINUTES, JANUARY 28, 2016**

Attachments: [01282016 Minutes Draft](#)

**5. CHANGES TO THE AGENDA**

*There were no changes to the agenda. However, City Manager Campbell requested that staff be given the opportunity to present additional information about the proposed resolutions during the Ordinances & Resolutions segment of the meeting.*

**6. PRESENTATIONS & AWARDS**

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

*Bill Kasch of Longview addressed council regarding a proposed Longview soldiers memorial that has been in progress. Mr. Kasch stated that he has spoken with Andre Stepankowsky, City Editor of The Daily News, and Mr. Stepankowsky assured Mr. Kasch that the list of soldiers published in The Daily News on Memorial Day each year has been thoroughly checked and vetted. This is the same list of soldiers that would be used for the proposed memorial. Mr. Kasch explained how, for a number of reasons, there may be names missing from the list. However, Mr. Kasch informed the council that he had solicited for names of soldiers for the memorial in The Daily News and no additional names were submitted. Mayor Jensen advised Mr. Kasch that staff and council are currently in the process of moving forward with the memorial. Mr. Kasch expressed how much the project means to him, to honor the lives of the soldiers lost, and that he feels the memorial will be a wonderful addition to the R.A. Long Park.*

**8. PUBLIC HEARINGS**

**9. BOARD & COMMISSION RECOMMENDATIONS**

**10. ORDINANCES & RESOLUTIONS**

[16-4215](#)

**ORDINANCE NO. 3315 AMENDING LMC 7.40.080 REGARDING  
INSURANCE REQUIREMENTS FOR SPECIAL EVENTS TO  
CORRESPOND WITH ACTIVITY DATES**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management  
Strengthen economic conditions and create new opportunities

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Currently the City code provides that special event insurance must be written for a period of not less than 24 hours prior to the event and extending for a period of not less than 24 hours following the completion

of the event.

Most special events that require a permit also require insurance, including single day events. The cost of event insurance for the duration of the event is significantly more expensive for 3-day coverage than for the duration of a single day event. Event insurance is typically issued as a 24-hour insurance.

Amending LMC 7.40.080 to provide that special event insurance shall be written for the days of the event will provide economic savings to community groups while providing sufficient coverage for the City.

**RECOMMENDED ACTION:**

Motion to approve Ordinance No. 3315 amending LMC 7.40.080

**Attachments:**     [Ordinance No 3315](#)

**A motion was made by Council Member Scott Vydra, seconded by Council Member Ken Botero, that this ordinance be adopted. The motion passed unanimously.**

[16-4218](#)

**RESOLUTION NO. 2166 AUTHORIZING INTERFUND LOANS FROM THE GENERAL FUND TO THE ARTERIAL STREET AND COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDS**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Resolution No. 2166 has been prepared to provide for interfund loans from the General Fund to the Arterial Street and Community Development Block Grant Entitlement Funds. These interfund loans are for the purpose of providing the necessary funds to cover the respective 2015 year-end cash deficits for the Arterial Street and Community Development Block Grant Entitlement Funds.

The repayment of the \$1,435,000.000 loan to the Arterial Street Fund shall come from future motor vehicle fuel tax distributions to be provided by the State of Washington. The interfund loan in the amount of \$55,000.00 to the Community Development Block Grant Entitlement Fund shall come from grant funds to be provided by the U.S. Department of Housing and Urban Development. This Resolution authorizes the General Fund to provide interfund loans to the Arterial Street and Community Development Block Grant Entitlement Fund in the amounts as shown above.

The interfund loan from the General Fund to the Arterial Street Fund shall be repaid on or before December 31, 2018 with a minimum of \$71,750.00 to be

applied toward the principal annually. The interfund loan from the General Fund to the Community Development Block Grant Entitlement Fund shall be repaid on or before December 31, 2016.

For information purposes, the Washington State Treasurer's Local Government Investment Pool interest rate as of January 2016 was 0.3870%.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2166

**Attachments:**     [Resolution No 2166 - Interfund Loan \(2015 Year-end\)](#)

*Finance Director Kurt Sacha presented Resolution No. 2166 authorizing interfund loans from the General Fund to the Arterial Street and Community Development Block Grant Entitlement Funds for the city's financial share of the Washington Way Bridge project. The project was mostly covered by grants. Director Sacha explained why it is in the city's best interest to utilize interfund loans instead of bonds; the city can borrow money from itself at a lower interest rate than if it were to issue bonds. Director Sacha stated that savings were calculated using both current rate comparisons and potential future rate comparisons.*

**A motion was made by Mayor Pro Tem Michael Wallin, seconded by Council Member Scott Vydra, that this resolution be adopted. The motion passed unanimously.**

[16-4216](#)

**RESOLUTION NO. 2167 AUTHORIZING ANNUAL PASS PROMOTIONS  
FOR PLAY AT THE MINT VALLEY GOLF COURSE**

**COUNCIL STRATEGIC INITIATIVES ADDRESS:**

Continue effective financial management  
Address quality of place issues

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

A team of department staff, golf course advisory committee members, and the golf course operations manager have met to discuss last year's marketing plan and successes. The marketing successes included a greater online presence with updated website, social media integration, installation of a golf course billboard, mailer coupon distribution, promotional materials, and increased pass holders due to the previous preapproved use of discount promotion. The course received an increase of 11% in overall revenue and a 13.8% increase in season pass sales over 2014.

As the group looked towards enhancement in 2016, the group discussed a recommendation that would require council action: the ability to encourage play at Mint Valley Golf Course by providing promotional deals for annual pass sales. The group recommended endorsing three payment options for annual pass sales.

- 1) New members to the course could purchase annual passes at the full rate prior to the April 1 start date, and begin playing immediately.
- 2) An early incentive of a 5% discount would be offered to new or

returning members who pay in full by March 4, with the pass start date beginning on April 1.

- 3) A payment plan option of the full annual pass fee would be offered, allowing new or returning members to pay half by April 1 and the other half by July 1.

While there can certainly be negative impacts from discounting prices, once prices are established, the group believes it would be a risk worth taking. With the new installation of the cart storage facility, the thought behind the promotion is to entice new golfers not only to store their carts at Mint Valley but also to allow for a greater number of passes to be sold. Resolution No. 2167 attached authorizes the City Manager or his designee to authorize the promotions on a one-year basis to evaluate the program and submit to council for renewal if successful.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2167

**Attachments:**     [A RESOLUTION AUTHORIZING ANNUAL PASS PROMOTIONS FOR PLAY AT THE MINT VALLEY GOLF COURSE](#)

*Parks and Recreation Director Jenn Wills presented Resolution No. 2167 authorizing annual pass promotions for play at the Mint Valley Golf Course. Director Wills used a slideshow to present the marketing plan to encourage golfers to purchase one of three different sets of promotions. Director Wills also presented pictures showing the progress of the Mint Valley Golf Course's new golf cart storage shed, which is planned to be completed by the end of February.*

**A motion was made by Council Member Ken Botero, seconded by Council Member Scott Vydra, that this resolution be adopted. The motion passed unanimously.**

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

**11. A                    MAYOR'S REPORT**

**11. B                    COUNCILMEMBERS' REPORTS**

*Council Member Wallin advised that he and Council Members Moon and Makinster had met to develop a short term plan for addressing the issues related to street repairs; staff will be providing initial information the first week of March. Council Member Wallin also advised that he forwarded the agenda for the Public Health Advisory meeting, which will include a discussion about opiate overdoses and Zika virus.*

*Council Member Makinster advised that the Airport Board will be looking at extending the existing interlocal agreement; Council Member Makinster will provide information to council about the agreement as it becomes available.*

*Council Member Botero invited members of the Longview School Board to speak to council. Longview School Board President CJ Nickerson thanked the council for their efforts in regards to the school zone safety improvements and commented that the traffic signs look great. Mr. Nickerson also spoke briefly about the recent facility study that was featured in a Daily News article; the Longview School Board may arrange*

*for a presentation of the facility study.*

## 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.*

[16-4212](#)

### **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 FEBRUARY 2016 ACCOUNTS PAYABLE: \$1,594,969.39**

#### **SECOND HALF JANUARY 2016 PAYROLL:**

\$61,659.25, checks no. 206543-206558

\$659,169.14, direct deposits

\$844,907.35, wire transfers

\$1,565,735.74 Total

*Final audited first half February accounts payable: \$1,886,239.09. Checks issued: 341660-342032.*

[16-4213](#)

### **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:**

Debra Hancock, DOI: 11/7/2015. Claimant alleges costs incurred to clear blockage in sewer line. \$96.23 claimed.

Ray Mathis, DOI: 01/22/2016. Claimant alleges costs incurred to replace inside of toilet after damage caused by city working on water lines. \$162.00 claimed.

Luis Salazar, DOI: 01/19/2016. Claimant alleges vehicle damage as a result of a metal plate at Downtown Streetscape site on Commerce being too high off of the road. \$858.64 claimed.

Nancy Yates, DOI: 09/08/2014. Claimant alleges sewer backup into home caused by city crew working on sewer line. Amount unspecified.

#### **DENIED:**

Eulalia Liedle, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained and fell on her fence during a windstorm. Amount unspecified.

Peggy Hofemann, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained, resulting in the tree falling on her car during a windstorm. \$15,000 claimed.

Susan Tibbles, DOI: 12/21/2015. Claimant alleges that a city owned tree was not properly maintained, resulting in the tree falling on her car during a windstorm. Amount unspecified.

**SETTLED:**

Rick Elkins, DOI: 10/01/2015. Claimant alleges costs incurred to repair broken sewer line. \$741.42 paid.

American National, DOI: 10/22/2015. Subrogation claim for damages to vehicle received as a result of a collision with a police vehicle. \$3,070.77 paid.

**13. CITY MANAGER'S REPORT**

[16-4214](#)

**COWLITZ COUNTY RADIO SYSTEM**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Over the last eighteen months, Cowlitz County Fire District #5 (Kalama) has pursued improvements in radio communications within the jurisdictional territory of CCFD #5 and CCFD #1 (Rural Woodland). During their exploration for a solution they evaluated the current backbone of Cowlitz County's radio system and discovered a number of previously unknown infrastructure problems. As a result of these identified problems, a solution was developed that included securing grant funding from FEMA's Port Security Grant Program.

CCFD #5 and #1 funded the grant's 25% required match of \$450,000. The grant provided funding to develop improvements to the backbone system, which ended up being a NXDN 6.25 Digital Radio System. While it was not part of the initial focus of these improvements, the City of Longview ended up with excellent digital radio system coverage.

While this project was being implemented, the Longview Police Department was also working on improving radio coverage, especially for portable radio communications in areas of the City where it was noted nearly zero coverage; specifically St. John Medical Center, the Longview Police Department, Longview Public School buildings and other locations with similar building types. As part of LPD's exploration for solutions, Cascade Networks made LPD aware of the CCFD #5 project and testing with portable radios began at those problem locations; the result of this testing showed

good to excellent coverage at all locations.

Longview Fire and Police Departments conducted further testing in locations such as engine rooms of ships, deep inside industrial work environments, known shadow areas of terrain; once again, the results were surprisingly positive.

The challenge to transferring completely to this new system is our current radio equipment. Longview Police portable radios are approximately three years old and all other radios are at least eight years old. Longview Fire radios are more than ten years old. In addition, they are not digital compatible. Replacement of all radios currently in-service for the fire and police department will cost up to \$160,520 (see chart below). The new radios that we are proposing to purchase are compatible with digital, analog, P25 Phase 1 and trunked radio systems; a complex type of computer-controlled, two-way radio system that allows sharing of relatively few radio frequency channels among a group of users.

The new digital radio system (CCFD #5) work is in the final stages of development and will go live as Cowlitz County Fire District #5 and Cowlitz County work through upgrades at the Rainier Hill tower location.

**RECOMMENDED ACTION:**

Motion to approve the purchase of the radio equipment as listed in the attached table.

**Attachments:**     [Radio Presentation 2112016](#)

*Fire Chief Phil Jurmu presented a slideshow on the Cowlitz County Radio System; a council workshop was held at 6:00 p.m. directly before the regular meeting on this topic as well. Council discussed the proposed funding sources for the equipment purchase and how the new radio equipment would improve the safety of the Fire and Police Department employees.*

**A motion was made by Council Member Chet Makinster, seconded by Council Member Ken Botero, 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.*

[16-4228](#)

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS**

**Attachments:**     [New MJ-Best Quality Gardens](#)  
                              [New-Mainstreet Marijuana](#)

[16-4207](#)

**MVGAC Minutes 01.20.2016**

**Attachments:**     [MVGAC Minutes 01.20.2016.pdf](#)



[16-4208](#)**P&R ADVISORY BOARD MEETING MINUTES 12.14.2015.pdf**

**Attachments:**     [P&R ADVISORY BOARD MEETING MINUTES 12.14.2015.pdf](#)

[16-4210](#)**VAC MINUTES 09.30.2015 SPECIAL MEETING**

**Attachments:**     [VAC MINUTES 09.30.2015 SPECIAL MEETING](#)

**15.     ADJOURNMENT**

*City Manager Campbell advised that the workshop scheduled for February 18, 2016, was rescheduled to February 25, 2016.*

*The meeting was adjourned at 7:45 p.m. The next scheduled meeting of the Council is February 25, 2016.*

*Kaylee L. Cody  
City Clerk*

*Approved: \_\_\_\_\_  
Mayor*

**\* Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

**NEXT REGULAR COUNCIL MEETINGS:****THURSDAY, FEBRUARY 25, 2016****THURSDAY, MARCH 10, 2016****NEXT COUNCIL WORKSHOPS:****THURSDAY, FEBRUARY 18, 2016****THURSDAY, MARCH 3, 2016**