



# 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, July 14, 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**

[16-4428](#)

**INVOCATION**

Invocation to be provided by Kathleen Patton, St. Stephen's Episcopal, Longview.

*Pastor Kathleen Patton provided the invocation and the flag salute was recited.*

3. **ROLL CALL**

**Present:** 6 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Melink, Mayor Pro Tem Wallin and Council Member Vydra

**Excused:** 1 - Council Member Moon

### 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; Chris Skaugset, Library Director; Jenn Wills, Parks & Recreation Director; Chris Smith, Human Resources Director; Robert Huhta, Police Captain; Jim Kambeitz, Fire Marshal; Steve Langdon, Planning Manager; Manuel Abarca, Engineering Coordinator; Sasha Hinnert, Human Resources Specialist; and Brian Loos, Safety*

and Risk Manager.

4. **APPROVAL OF MINUTES**

*On a motion duly made and passed, the reading of the minutes of the regular Council meeting held June 9, 2016, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.*

[16-4431](#)

**COUNCIL MINUTES, JUNE 9, 2016**

**STAFF CONTACT:**

Kaylee Cody, City Clerk

**Attachments:** [06.09.16 Minutes for Approval](#)

5. **CHANGES TO THE AGENDA**

*Mayor Jensen removed item ANX 2016-1 7/14/16 (Annexation 2016-1: Initial Petition for 37th Avenue/Sunset Way Area) from the Consent Calendar without objection; staff advised that the subject property has changed ownership since the initial petition for annexation.*

*Mayor Jensen also advised that the TIP related resolutions would be moved to directly after their respective public hearings for council action.*

6. **PRESENTATIONS & AWARDS**

[16-4439](#)

**PARK AND RECREATION MONTH - JULY 2016**

**Attachments:** [Parks and Recreation Month - July 2016](#)

*Mayor Jensen presented the proclamation to Parks & Recreation Director Jenn Wills.*

[16-4427](#)

**AWC WELLCITY AWARD, SASHA HINNERS**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

**SUMMARY STATEMENT:**

With the continued efforts of Sasha Hinnners and the Wellness Committee, the City has received their 9th consecutive WellCity Award. Longview's active participation has provided for a 2% reduction in health care insurance premiums since 2011.

**RECOMMENDED ACTION:**

No action required.

**Attachments:** [2016 AWC Employee Benefit Trust WellCity Award](#)

*Mayor Jensen and Human Resources Director Chris Smith presented the WellCity Award to Human Resources Specialist and Wellness Committee Chair Sasha Hinnners.*

[16-4433](#)**AWC MUNICIPAL EXCELLENCE AWARD FOR THE CLONEY PARK  
NEIGHBORHOOD PARK GRANT PROGRAM PROJECT**

<https://youtu.be/KbjxugA8peQ>

*Parks & Recreation Director Jenn Wills presented a video of the AWC Municipal Excellence Award received for the Neighborhood Park Grant project at Cloney Park.*

[16-4448](#)**CERTIFICATE OF APPRECIATION - SPENCER FINDLAY**

Seattle resident Spencer Findlay jumped into action and likely saved the life of 5-year old Eli Brassfield when the stroller he was sitting in rolled down a steep embankment and landed face first in Lake Sacajawea. Council would like to recognize Spencer and thank him for this tremendously noble deed.

**Attachments:**     [Findlay - Certificate of Appreciation.pdf](#)

*Mayor Jensen presented the Certificate of Appreciation to Spencer Findlay.*

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

*Linda Brigham of Longview addressed council, staff and citizens to spread awareness about the upcoming National Night out on Tuesday, August 2nd. Ms. Brigham provided invitations to council to a block party in her neighborhood that evening. For those that have not organized parties in their own neighborhoods, Ms. Brigham shared that their will be a get together for all citizens of Longview at Archie Anderson Park on August 2nd from 6 p.m. to 8 p.m.*

*Ken Spring of Longview addressed council to share his concerns about fireworks. Mr. Spring advocated limiting the days that fireworks can be purchased and used within the city over the Independence Day holiday.*

*Jerry Marston of Longview addressed council to request fencing as a way to reduce crime in the 14th Avenue, Beech St and California Way neighborhoods.*

*Debbie Cattilla of Longview addressed council to share her concerns about fireworks.*

*Bill Kasch of Longview addressed council to share his concerns about fireworks and the deteriorating condition of the totem pole on Commerce Avenue.*

*Bob McCrady of Longview addressed council to share his concerns about fireworks.*

**7. A****FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****8.     PUBLIC HEARINGS**[16-4435](#)**PUBLIC HEARING - AMENDED SIX YEAR TRANSPORTATION  
IMPROVEMENT PROGRAM (T.I.P.) 2016- 2021****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

Improve streets and roads

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

Each year, the City adopts a Six-Year Transportation Improvement Program (T.I.P.) identifying transportation projects to be addressed during the subsequent six-year period. Any project receiving federal funds, and some state-funded projects, must be identified on the T.I.P., but the T.I.P. also identifies projects we intend to submit for grant funding. Throughout the year, priorities may change, additional projects may be identified, and project funding sources may change. Following a public hearing, the T.I.P. may be amended to account for such changes.

The current 2016 - 2021 T.I.P. was adopted by the City Council on June 11, 2015 (Res. No. 2149). Staff recommends amending the 2016 - 2021 T.I.P. to adjust funding for two existing grant awards (Priority No. 1 & 2), and to include new transportation facility projects (Priority No. 12 & 13) and new public transit projects (Priority No. 4 & 5). In order to be eligible for this funding, the T.I.P. must be amended to identify these grant funds.

**RECOMMENDED ACTION:**

Conduct the public hearing.

**STAFF CONTACT:**

Jeff Cameron, Public Works Director

**Attachments:**     [6 Year TIP 2016-2021](#)

*Public Works Director Jeff Cameron presented a staff report on the amended six year transportation improvement program for 2016-2021.*

*Mayor Jensen opened the public hearing at 7:44 p.m. There being no one wishing to speak, Mayor Jensen closed the public hearing at 7:44 p.m.*

[RS 16 2185](#)

**RESOLUTION NO. 2185 - ADOPT THE AMENDED 2016 - 2021 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems  
Improve streets and roads

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

Each year, the City adopts a Six-Year Transportation Improvement Program (T.I.P.) identifying transportation projects to be addressed during the subsequent six-year period. Any project receiving federal funds, and some state-funded projects, must be identified on the T.I.P., but the T.I.P. also identifies projects we intend to submit for grant funding. Throughout the year, priorities may change, additional projects may be identified, and project funding sources may change. Following a public hearing, the T.I.P. may be amended to account for such changes.

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**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2185.

**STAFF CONTACT:**

Jeff Cameron, Public Works Director

**Attachments:**

[6 Year TIP 2016-2021](#)

[Res #2185 - 1st Amend 2016-2021 TIP](#)

A motion was made by Mayor Pro Tem Michael Wallin, seconded by Council Member Scott Vydra, that Resolution No. 2185 be adopted. The motion passed unanimously.

[16-4436](#)

**PUBLIC HEARING - SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.) 2017- 2022****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

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

Each year, as required by state law, the City updates and adopts a Six-Year Transportation Improvement Program (T.I.P.). The T.I.P. is a priority listing of funded or proposed transportation-related projects within the City. The T.I.P. identifies the year and the funding sources for the various projects, as well as other basic information on the projects. In order to receive federal or state funding, a project must appear on the City's adopted T.I.P. However, the T.I.P. may be amended by the City Council at any time to add or delete projects or change funding sources and amount, following a public hearing on the proposed amendment.

**RECOMMENDED ACTION:**

Conduct the public hearing.

**STAFF CONTACT:**

Jeff Cameron, Public Works Director

**Attachments:**

[6 Year TIP 2017-2022](#)

*Public Works Director Jeff Cameron presented a staff report on the six year transportation improvement program for 2017-2022.*

*Mayor Jensen opened the public hearing at 7:51 p.m. There being no one wishing to speak, Mayor Jensen closed the public hearing at 7:51 p.m.*

[RS 16 2186](#)**RESOLUTION NO. 2186 - ADOPT THE 2017 - 2022 SIX YEAR  
TRANSPORTATION IMPROVEMENT PLAN****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

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

Each year, as required by state law, the City updates and adopts a Six-Year Transportation Improvement Program (T.I.P.). The T.I.P. is a priority listing of funded or proposed transportation-related projects within the City. The T.I.P. identifies the year and the funding sources for the various projects, as well as other basic information on the projects. In order to receive federal or state funding, a project must appear on the City's adopted T.I.P. However, the T.I.P. may be amended by the City Council at any time to add or delete projects or change funding sources and amount, following a public hearing on the proposed amendment.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2186.

**STAFF CONTACT:**

Jeff Cameron, Public Works Director

**Attachments:**     [6 Year TIP 2017-2022](#)  
                              [Res #2186, 2017-2022 TIP](#)

A motion was made by Council Member Scott Vydra, seconded by Council Member Chet Makinster, that Resolution No. 2186 be adopted. The motion passed unanimously.

**9.     BOARD & COMMISSION RECOMMENDATIONS**[16-4445](#)**PROPOSAL TO INSTALL TWO ADDITIONAL VETERANS  
MONUMENTS IN R.A. LONG PARK****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues

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

Bill Kasch, a resident, has requested to install two stone markers listing the names of Longview veterans at RA Long Park on either side of the existing veterans memorial marker. On July 20, 2015, the Parks Advisory Board endorsed the location and concept (minutes attached). At the November 23, 2015 regular meeting of the Historic Preservation Commission (HPC), the proposal to install two new markers for veterans at RA Long Park was approved. The HPC was primarily concerned with review for compatibility

with the park and future plans for the park. As a new addition, the proposal is considered for its potential impacts to the historic setting of the park. The commission members ultimately determined the proposed markers have been designed to complement the existing veterans memorial marker on the site which is proposed to remain after the planned renovations to the park are complete. The Commission did not question or verify the content of the markers which list the war, branch of service and names of individual veterans. The methodology and accuracy of this information is contingent upon Mr. Kasch's research which relies upon a list of names published by The Daily News. A memorandum summarizing the HPC's action and the approved proposal is attached.

**RECOMMENDED ACTION:**

Consider approval of the proposed location of two new monuments to veterans in R.A. Long Park.

**STAFF CONTACT:**

Adam Trimble, Planner

**Attachments:**     [CA 2015-7 - R A Long Park Veterans Monuments Memo](#)  
[Minutes of the July 20 2015 Parks Advisory Board](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Scott Vydra, that the proposed location of the two new monuments to veterans in R.A. Long Park be approved. The motion passed unanimously.

**10. ORDINANCES & RESOLUTIONS**

[16-4432](#)

**ORDINANCE NO. 3323 AMENDING THE 2015-2016 BIENNIAL BUDGET (SECOND READING)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

The subject ordinance has been prepared to amend the 2015-2016 biennial budget to restore expenditures previously withheld from the 2015-2016 biennial budget. On December 23, 2015, Council amended the 2015-2016 General Fund biennial budget and directed staff to withhold payment of the 2016 second-half membership dues for the Cowlitz-Wahkiakum Council of Governments pending a review of the benefits associated with the City's membership. A review of the City's benefits derived from participating as a member of the Cowlitz-Wahkiakum Council of Governments was provided at a Council workshop held on May 26, 2016.

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

budget.

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

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3323 amending the 2015-2016 biennial budget.

**STAFF CONTACT:**

Kurt Sacha, Finance Director

**Attachments:**      [Ordinance No. 3323](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Scott Vydra, that Ordinance No. 3323 be adopted. The motion passed unanimously.

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

**11. A                    MAYOR'S REPORT**

**11. B                    COUNCILMEMBERS' REPORTS**

*Council Member Melink and Council Member Vydra both shared their appreciation for the opportunity to represent the City of Longview at the annual AWC conference in June.*

*Council Member Makinster reported that the Water Operating Board had held their first meeting recently and would be meeting again in October.*

[16-4441](#)

**INITIATE PROCESS TO CREATE TRANSPORTATION BENEFIT DISTRICT**

**INTRODUCED BY:**      Mike Wallin  
**SUPPORTED BY:**      Don Jensen

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve streets and roads  
Improve transportation systems

**SUMMARY STATEMENT:**

Due to the deteriorating condition of city streets, the City Council adopted a new initiative for 2016 to "Improve streets and roads." To support this initiative, the City Council included in the 2016 Work Plan a strategy to "Identify and evaluate new and additional revenues to improve streets and roads infrastructure." This work plan activity includes deliverables of identifying potential funding sources authorized by state law and proposing plans for allocating new and additional revenues to streets maintenance, repairs, and improvements.



The City Council Streets and Roads Initiative Committee (Councilors Wallin, Makinster, and Moon) met several times with staff to review the condition of city streets, current funding levels and commitments, and options to increase funding and maintenance activities. The Committee presented information on those issues to the full city council at a workshop on April 28. The council expressed a desire to increase street maintenance funding, staffing, and activities, and one mechanism to increase funding that seemed to gain support was creating a Transportation Benefit District (TBD) as allowed by state law. Attached is the staff report and presentation from that workshop.

The basic steps necessary to create a functioning TBD are as follows:

1. City Council sets a date for a public hearing to consider formation of the TBD and directs staff to prepare a draft ordinance to form the TBD.
2. City Council holds a hearing regarding the proposed TBD and directs staff to prepare a final ordinance for adoption.
3. City Council adopts an ordinance creating the TBD and adopting the TBD's transportation improvement plan.
4. City Council members thereafter act as the governing board for TBD, which is a separate municipal corporation of the state, requiring meetings and actions separate from City Council meetings.
5. The TBD board must establish a funding source if it plans to actually carry out the operation of and complete the projects of the TBD.
6. The TBD board adopts a charter/by-laws/rules of procedure to govern its operation.
7. The TBD board adopts a policy establishing how to address significant/material changes to the improvements plan funding, schedule, and costs.

In order to implement the City Council's initiative to "Improve streets and roads," existing funding must be re-allocated and/or new funding generated. Creating a TBD is an effective tool to increase funding for street maintenance.

**FINANCIAL SUMMARY:**

Creating a Transportation Benefit District requires minor expenditures for public notices, as well as dedication of staff time to prepare the ordinance, transportation improvement plan, and supporting documentation. Creating revenue source(s) for the TBD is accomplished later by the TBD governing board after formation of the TBD.

**RECOMMENDED ACTION:**

Set a public hearing date to consider formation of a Transportation Benefit District and direct staff to prepare a draft ordinance and supporting documentation to form a TBD.

**Attachments:**

[Staff Report - Streets and Roads Initiative Committee 04.28](#)  
[Street and Roads Initiative Committee Workshop Report 04.28.16 Revised](#)  
[Street Repair Priority Projects - Staff Rec 040416 \(2\)](#)  
[Additional Street Crew Funding 3.30.2016 JC \(2\)](#)

*The council briefly discussed the process for forming a Transportation Benefit District and Mayor Jensen invited constituents to speak on the topic. No constituents addressed council.*

**A motion was made by Mayor Pro Tem Michael Wallin, seconded by Council Member Chet Makinster, that the City Manager be directed to set a public hearing date to consider formation of a Transportation Benefit District and direct staff to prepare a draft ordinance and supporting documentation to form a TBD. The motion passed unanimously.**

[16-4447](#)

**A RESOLUTION OF THE CITY OF LONGVIEW, WASHINGTON,  
ENSURING TRANSPARENCY AND OPEN GOVERNMENT**

**INTRODUCED BY:** Mike Wallin

**SUPPORTED BY:** Don Jensen

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response, preserve and enhance neighborhoods, address quality of place issues and more.

**SUMMARY STATEMENT:**

Proposed Resolution Language:

A RESOLUTION OF THE CITY OF LONGVIEW, WASHINGTON,  
ENSURING TRANSPARENCY AND OPEN GOVERNMENT  
WHEREAS, the free flow of information, open dialogue and transparency in government is a necessary and basic tenet of a healthy democracy.  
WHEREAS, openness and transparency are essential tools of the citizenry to ensure access to information for good government, and  
WHEREAS, openness and transparency in government is key to the nation's faith in its elected leaders and its government, and  
WHEREAS, the City of Longview, its employees and the City Council owe a duty of transparency and open government to its Citizens, and  
WHEREAS, the Citizens of Longview expect to be informed and included in public policy making, and  
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

Section 1. That when so ever, the City of Longview, its City Manager, a Department, a Chief or Director of a Department, or employee, receives an official notice or some other correspondence from another agency, government, or for profit or not for profit organization, soliciting input from the City, its City Manager, a Department, a Chief or Director of a Department, that the City Manager shall cause such notice or other correspondence to be conveyed to the City Council within one business day of receipt of such notice or correspondence, if not prohibited by law.  
PASSED by the City Council of Longview, Washington, and approved by its Mayor this \_\_\_\_ day of July, 2016.

**RECOMMENDED ACTION:**

A motion to direct the City Manager to have the City Attorney review the proposed resolution language and then bring it back for Council

consideration.

**Attachments:**     [Agenda Summary Sheet - Transparency and Open Government](#)

*The council discussed the proposed resolution and Mayor Jensen invited constituents to speak on the topic.*

*Curtis Hart of Kelso spoke in favor of the proposed resolution.*

*Kelbin Koontz of Kelso spoke in favor of the proposed resolution.*

*Christine Meyers of Longview spoke in favor of the proposed resolution.*

**A motion was made by Mayor Pro Tem Wallin, seconded by Council Member Vydra, that the City Manager be directed to have the City Attorney review the proposed resolution language and then bring it back for Council consideration. The motion failed by the following vote:**

**Ayes:**    3 -    Mayor Don Jensen, Mayor Pro Tem Wallin and    Council Member Vydra

**Nayes:**   3 -    Council Member Botero, Council Member Makinster and    Council Member Melink

## **EXECUTIVE SESSION**

*The meeting recessed at 8:32 p.m. The meeting readjourned at 8:49 p.m. City Attorney McNamara verified for the record that the purpose of the executive session was to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, provided for under subsection (g) of RCW 42.30.110 (executive sessions).*

**A motion was made by Mayor Pro Tem Michael Wallin, seconded by Council Member Scott Vydra, that the council recess for a fifteen minute executive session to discuss a personnel matter, as allowed under the provisions of RCW 42.30.110. The motion passed unanimously.**

## **12.    CONSENT CALENDAR**

*Item ANX 2016-1 had been removed from the Consent Calendar during the Changes to the Agenda portion of the meeting. There being no other 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.*

[16-4430](#)

### **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 JUNE 2016 ACCOUNTS PAYABLE: \$1,811,358.49**

### **FIRST HALF JUNE 2016 PAYROLL:**

\$4,379.37, checks no. 206635-206646

\$670,536.75, direct deposits

\$448,589.22, wire transfers

\$1,123,505.34 Total

**FIRST HALF JULY 2016 ACCOUNTS PAYABLE: \$1,197,882.10****SECOND HALF JUNE 2016 PAYROLL:**

\$70,042.15, checks no. 206647-206668

\$672,709.49, direct deposits

\$847,696.10, wire transfers

\$1,590,447.74 Total

**STAFF CONTACT:**

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

*The final audited first half July claims amount: \$1,091,824.62. Checks issued: 345055 - 345368.*

[16-4429](#)

**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:**

Alissa Lee, DOI: 05/28/2016. Claimant alleges vehicle damage caused by bent street sign on Fisher's Lane.

John McBee, DOI: 06/18/2016. Claimant alleges that a city owned tree was not properly maintained, resulting in a tree limb falling on his vehicle and causing property damage.

Dru Spitzer, DOI: 04/23/2016. Claimant alleges property damage as a result of doors in rental home being forced open by police during an arrest.

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

Judith Swanson, DOI: 07/04/2016. Claimant alleges sidewalk not properly maintained, personal injury sustained as result of trip-and-fall over uneven portion of sidewalk.

Washington State Department of Corrections, DOI: 06/08/2016. Claimant alleges damage to vehicle caused by city staff during police operation.

**DENIED:**

Alissa Lee, DOI: 05/28/2016. Claimant alleges vehicle damage caused by bent street sign on Fisher's Lane.

John McBee, DOI: 06/18/2016. Claimant alleges that a city owned tree was not properly maintained, resulting in a tree limb falling on his vehicle and causing property damage.

**SETTLED:**

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

**STAFF CONTACT:**

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

[PROJ #89](#)**PROJECT COMPLETE CERTIFICATION - MINT FARM WATER TREATMENT PLANT FINISHED WATER POST-CHLORINATION PROJECT****COUNCIL INITIATIVES ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

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

This action is to certify the Mint Farm Water Treatment Plant Finished Water Post-Chlorination project has been completed in accordance with the plans and specifications under Contract No. 15-0420G-F entered into between the City of Longview and J.H. Kelly, LLC, and the same is hereby accepted and approved.

The addition of post-chlorination increases operating control and flexibility to respond quickly to changing conditions. With just pre-chlorination, the chlorine levels in the finished water leaving the plant continually fluctuated as the system tried to react to various operating combinations and sequences. Any change in parameter (ie., well start-up or shutdown, filter(s) coming on or off-line, recycle flow added or deleted, backwash sequence initiated or completed, etc.) would prompt chlorine levels to spike or dip as the system tried to adjust itself. Post-chlorination provides a trim dose which dampens that fluctuation before the finished water leaves the plant to provide more a consistent chlorine level all the time.

**RECOMMENDED ACTION:**

Motion to accept and approve as complete the Mint Farm Water Treatment Plant Finished Water Post-Chlorination project.

**STAFF CONTACT:**

Amy Blain, Project Engineer

Attachments: [MFRWTP Chlorine Trendlines](#)

[16-4438](#)**APPOINTMENT OF APPEAL BOARD MEMBER DANIEL PETERSEN****COUNCIL STRATEGIC INITIATIVE ADDRESSED: N/A****CITY ATTORNEY REVIEW: N/A****SUMMARY STATEMENT:**

Due to a resignation from the Appeal Board of Adjustment, appointment of a new member is necessary. Planning staff have recommended the appointment of Mr. Daniel Petersen. After reviewing the staff recommendation and Mr. Petersen's application, the City Manager has appointed Mr. Petersen to serve the remaining term of the position vacated by Mr. Rex Whiteaker in accordance with the provisions of LMC 19.12.010. This unfulfilled term will expire 12/31/18. Council confirmation is required for the appointment. The staff recommendation is attached for review.

**RECOMMENDED ACTION:**

Council confirmation of the City Manager's appointment of Mr. Petersen to the Appeal Board of Adjustment to a term that will expire 12/31/18.

**STAFF CONTACT:**

Dave Campbell, City Manager  
Adam Trimble, Planner/Grant Coordinator

**Attachments:**     [Staff recommendation of appointment of Daniel Petersen 2](#)

[16-4446](#)

**FIRST AMENDMENT OF MINT VALLEY GOLF COURSE CONTRACTOR SERVICES AGREEMENT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

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

The City and the Contractor desire to amend the agreement between the City and NV Golf & Property Management to update the services and responsibilities provided for by the City and the Contractor. The specific sections proposed to be amended are attached.

**RECOMMENDED ACTION:**

Motion to direct City Manager to sign the First Amendment of Mint Valley Golf Course Contractor Services.

**STAFF CONTACT:**

Jennifer Wills, Director of Parks and Recreation

**Attachments:**     [NV Golf Agreement Amendment 7 14 16](#)

[ANX 2016-1  
7/14/16](#)

**ANNEXATION 2016-1: INITIAL PETITION FOR 37TH AVENUE/SUNSET WAY AREA****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

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

Marc Kinyon submitted a Notice of Intention to Commence Annexation Proceedings to the City of Longview Community Development Department on June 1, 2016. The area proposed to be annexed consists of 1 tax parcel and is approximately 0.22 acres (9,580± sq. ft.) in size. The proposed annexation area includes 1 single-family home. The total valuation of the area is approximately \$106,860.00.

In order to avoid an irregular city boundary, staff is recommending that three additional properties and portion of Sunset Way be added to the annexation area. This recommendation is given in the attached staff report. A map showing the initial annexation area and the proposed expansion area is also attached.

**RECOMMENDED ACTION:**

Motion to: 1.) accept the proposed annexation request plus three additional properties and a portion of the Sunset Way right-of-way; 2.) transmit the annexation request to the City Planning Commission for a recommendation on the zoning designation for the subject properties; 3.) require the assumption of any existing City indebtedness by the area to be annexed; and 4.) direct staff to coordinate with the applicant in preparing the 60% petition to be circulated by the property owner(s).

**STAFF CONTACT:**

Steve Langdon, Planning Manager

**Attachments:**    [Staff report](#)  
                              [Exhibit A: Map](#)  
                              [Exhibit B: Property information](#)

**13.    CITY MANAGER'S REPORT**

[16-4440](#)

**MARK MORRIS SCHOOL ZONE STATUS AFTER TRAFFIC SIGNAL  
INSTALLED**

**COUNCIL INITIATIVE ADDRESSED:**

Improve transportation systems

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

In February of 2014, Kittelson & Associates, Inc (KAI) completed a School Zone Safety Study (Study). The Study provided recommendations to bring Longview School Zones up to current standards and provided recommendations to improve visibility and safety. One of the recommendations in the Study addressed placing school zone signs at traffic signalized intersections. The Study recommended "...removing the existing School Crossing Assemblies at signalized intersection and not installing new assemblies at signalized intersections..."

Staff moved forward with the recommendation and removed the school zone signing at the traffic signal at Nichols Blvd/Washington Way/26th Avenue near Saint Rose School. Staff also removed the school crossing assemblies from Olympia Way at 22nd Avenue near Northlake Elementary School, but retained the school zone due to the school frontage.

Staff proposes the following options for Council consideration:

Option 1 (Staff Recommendation) - Continue with the Study recommendation and remove all school zone signing and warning devices on 15th Avenue near Mark Morris Court when the traffic signal is fully operational. Removing the school zone signing will effectively return the entire section of 15th Avenue between Commerce Avenue and Ocean Beach Highway to a 30 mph speed limit at all times. Also direct ATS to remove its photo enforcement equipment when the traffic signal is operational.

Option 2 - Leave the existing school zone signs in place and remove photo enforcement equipment when traffic signal is fully operational. This will keep the existing school zone in effect and posted speed will be 20 mph during the designate school hours.

Option 3 - Leave the existing school zone signs in place and remove photo enforcement equipment at the end of 2016.

**RECOMMENDED ACTION:**

Direct staff to remove all school zone signing and warning devices when the traffic signal is operational, and direct ATS to remove photo enforcement equipment when the signal is operational.

**STAFF CONTACT:**

Manuel Abarca, Traffic Engineer

**Attachments:**     [Mark Morris School Zone Evaluation - Final](#)

**A motion was made by Mayor Pro Tem Michael Wallin, seconded by Council Member Ken Botero, that the existing school zone signage be left in place; that the traffic camera equipment be left in place until the end of 2016; and that the posted speed zone remain twenty miles per hour during school hours. The motion passed unanimously.**

[16-4437](#)

**DESIGNATE LOCAL MATCH FOR POTENTIAL 28TH AVE SIDEWALK IMPROVEMENTS GRANT, WASHINGTON WAY TO HEMLOCK STREET**

**COUNCIL INITIATIVE ADDRESSED:**

Improve transportation systems

**CITY ATTORNEY REVIEW:** N/A

**SUMMARY STATEMENT:**

The City of Longview, in coordination with the Longview School District and the Cowlitz County Health and Human Services Department, applied for 2016 Safe Routes to School Program grant funding for 28th Ave sidewalk



improvements between Washington Way and Hemlock Street. The City applied for the grant in May 2016, with funding being available in July 2017 if a grant is awarded to the City.

This project will improve walking conditions, mobility, and connectivity for children attending three schools in this area: Olympic Elementary School, Monticello Middle School and RA Long High School.

The project will replace approximately 1,500 feet of substandard sidewalk, install 14 ADA ramps in 6 blocks, improve crosswalk visibility by providing striping, improve drainage, and replace substandard street lighting.

**FINANCIAL SUMMARY:**

The total estimated cost of this project is \$925,000. The amount of the Safe Routes to School Program grant funding requested is \$832,500, which requires a local match of \$92,500. Staff recommends using the Public Safety Fund to provide the local match.

**RECOMMENDED ACTION:**

Motion to designate the Public Safety Fund as the source of the local matching funds for the potential Safe Routes to School grant.

**STAFF CONTACT:**

Ivona Kininmonth, Staff Engineer

**Attachments:**     [28th Ave Sidewalk - Project Vicinity Map](#)

A motion was made by Council Member Mary Jane Melink, seconded by Council Member Scott Vydra, to designate the Public Safety Fund as the source of the local matching funds for the potential Safe Routes to School grant. The motion passed unanimously.

[16-4442](#)

**REQUEST FOR LETTER OF SUPPORT FOR HOMELESS YOUTH SERVICES**

**CITY ATTORNEY REVIEW:** N/A

**SUMMARY STATEMENT:**

The attached email request from staff with Housing Opportunities of SW Washington (formerly the Longview Housing Authority) was sent to the city council and city manager requesting letters of support for housing and services for homeless youth in our community. One early strategy to address that issue could be the development of a drop-in center specializing in unaccompanied homeless youth.

**RECOMMENDED ACTION:**

Provide direction about the preparation of letter(s) of support to Housing Opportunities of SW Washington for housing and services for homeless youth.

**STAFF CONTACT:**

Dave Campbell, City Manager

**Attachments:** [Request for Letter of Support for Homeless Youth Services Chris Pegg](#)

A motion was made by Council Member Mary Jane Melink, seconded by Council Member Scott Vydra, to direct staff to prepare a letter of support to Housing Opportunities of SW Washington for housing and services for homeless youth. The motion passed unanimously.

**14. MISCELLANEOUS**

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

[16-4406](#)

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS**

**Attachments:** [LL-MJ Renewals](#)  
[SpecOcc CivicCtr Liquor App](#)  
[MJ License King Cronic 3](#)

[16-4443](#)

**PARK & RECREATION ADVISORY BOARD MINUTES 05/16/2016**

**Attachments:** [16-4439 - Minutes](#)

**15. ADJOURNMENT**

*The meeting was adjourned at 9:14 p.m. The next scheduled meeting of the Council is July 28, 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, JULY 28, 2016**

**THURSDAY, AUGUST 11, 2016**

**NEXT SPECIAL COUNCIL MEETINGS:**

**THURSDAY, JULY 28, 2016 - JOINT MEETING WITH BEACON HILL WATER  
& SEWER DISTRICT FOLLOWING REGULAR MEETING**

**NEXT COUNCIL WORKSHOPS:**

**THURSDAY, JULY 28, 2016 - 6:00 P.M. ECONOMIC DEVELOPMENT  
PROGRAM REPORT**

**THURSDAY, AUGUST 11, 2016 - BUDGET WORKSHOP FOLLOWING  
REGULAR MEETING**