



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

Thursday, April 20, 2017

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a workshop session in the Longview City Hall Training Room, 1525 Broadway, Longview, on Thursday, April 20th, at 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

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 forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

The workshop convened at 6:00 p.m.

2. ROLL CALL

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

Excused: 1 - Council Member Botero

STAFF PRESENT

City Manager David Campbell; City Attorney Jim McNamara; Assistant City Manager/Finance Director Kurt Sacha; City Clerk Kaylee Cody; Engineering Manager Craig Bozarth; Engineering Coordinator Manuel Abarca; and Utility Systems Manager Jeff Coleman.

3. CHANGES TO THE AGENDA

Mayor Jensen changed the order of the agenda items to:

1. Policy regarding memorials in the public right-of-way

2. Sewer pump station electrical enclosures
3. School zone safety improvements project update
4. Indian Creek Drive LID
5. OPMA/PRA Training

4. **CITY MANAGER'S REPORT**

[17-4816](#)

POLICY REGARDING MEMORIALS IN THE PUBLIC RIGHT OF WAY

COUNCIL INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Several high profile fatalities on roadways in the community in recent years have led to spontaneous roadside memorials, most notably memorials have been placed on Pacific Way near Country Club Drive, on Ocean Beach Highway near 38th Avenue, and on SR 432 at Memorial Park Drive. The City does not have a policy addressing memorials in the public right of way and received complaints about at least one of the memorials. This presents a challenge for staff to deal sensitively with grieving families and friends, and respond to complaints from other community members.

Staff has prepared two draft policy options to address memorials in the public right of way. Policy option no. 1 prohibits any memorials in the public right of way. Policy option no. 2 allows for the placement of temporary memorials for a period of up to ninety (90) days as long as the memorial complies with the conditions of the policy. Memorials cannot impede operations and maintenance in the right of way, or create a safety hazard.

FINANCIAL SUMMARY:

A policy regarding memorials in the public right of way will have negligible financial cost to the City.

RECOMMENDED ACTION:

Direction to staff regarding a policy addressing memorials in the public right of way.

STAFF CONTACT:

Manuel Abarca PE, Traffic Engineer

Attachments:

[Policy Prohibiting Memorials in Right of Way - Draft 04.20.17](#)

[Policy Allowing Memorials in Right of Way - Draft 04.20.17](#)

[Presentation - Memorials in Right of Way 04.20.17](#)

Council directed staff to draft a policy for Council consideration allowing roadside memorials for up to one year with option to place a permanent memorial (such as a tree or sign). No final action taken.

[17-4817](#)

SEWER PUMP STATION ELECTRICAL ENCLOSURES

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

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

The City has embarked on a program to upgrade or replace deteriorated and under capacity sewer pump stations. The new stations require larger motor control equipment due to larger pump capacities, current code requirements, new control and communication systems, standby power, and other factors.

Starting in 2005, staff added a concrete block enclosure to the motor control center design for small pump stations to improve security, increase the life of equipment, and improve working conditions for staff. The new motor control centers are much larger than those being replaced, and the block enclosure further increases the footprint of above ground facilities at the pump stations. At some locations, residents have expressed concerns or objected to the new motor control center design. Staff would like city council direction regarding motor control center design and placement.

FINANCIAL SUMMARY:

Providing a concrete block enclosure adds approximately \$20,000 to the typical small pump station replacement cost.

RECOMMENDED ACTION:

Direction to staff.

STAFF CONTACT:

John Axford, Utilities Engineer

Attachments: [Presentation - Pump Station Electrical Enclosures 4-20-17](#)

Council directed staff to continue using brick enclosures, where possible, to protect equipment; where not possible, due to sight distance and homeowner objections, staff will work with homeowners to improve placing/appearance. Council agreed with staff recommendation to make zoning code change for utility purposes. Any potential change to the zoning code will be considered by the Planning Commission before consideration by Council. No final action taken.

[17-4815](#)

SCHOOL ZONE SAFETY IMPROVEMENTS STATUS UPDATE**COUNCIL INITIATIVE ADDRESSED:**

Improve Transportation Systems

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

Staff will present the status of the School Zone Safety Project, update the Council regarding comments received on the improvements completed to date, present a priority list from Longview School District for projects the

school district would like the City to complete, and present a list of pedestrian safety projects requested by the community.

FINANCIAL SUMMARY:

No funding source has been identified to address projects requested by the Longview School District or the community.

RECOMMENDED ACTION:

Discussion and direction to staff, if any.

STAFF CONTACT:

Manuel Abarca, PE, Traffic Engineer

Attachments:

[School Zone Safety Projects Update 04.20.17](#)

[School Zone Upgrades Status Information](#)

[Longview School District Project Requests](#)

[Community Pedestrian Safety Project Requests](#)

[Kittelson School Zones Recommendations Status 04.20.17](#)

Council directed staff to "close the book" on Kittelson recommendations for school zone improvements, and to combine the school district and citizen requests into a list of priorities, based on a cost analysis approach, for future council consideration. No final action taken.

[17-4819](#)

INDIAN CREEK DRIVE LOCAL IMPROVEMENT DISTRICT**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve streets and roads

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

The City has received several inquiries from members of the Indian Hills Home Owners Association requesting formation of a Local Improvement District (LID) to improve Indian Creek Drive. While most requests for LID's are straight forward and easy to implement, improvement of Indian Creek Drive through the LID process is more complicated and could easily be legally challenged if not implemented fairly and based on benefit derived.

The City forms LIDs using the petition method provided for in state statute. After receiving a request to form an LID and determining the City will support the requested improvements, City staff prepare a formal petition for the project proponents to circulate and obtain signatures from the property owners within the LID boundary. Preparing the LID petition requires establishing the LID boundary by identifying the properties deriving current and future benefit from the public improvement. The boundary defines who can vote on the creation of the LID, and who will be assessed for the cost of the improvements. Once the boundary is established, an assessment method must be determined to distribute the cost of the improvements amongst the properties within the LID boundary based on the benefit derived.

In the case of improving Indian Creek Drive, an LID boundary is somewhat subjective and hard to determine based on current and future uses of properties near the roadway. Currently, the primary users are residents on adjacent property, and residents in the private Indian Hills PUD located at the end of Indian Creek Drive. Secondary users are residents on Fairway View and Fairway Lane; these properties also have access off Sunset Way. Potential future use exists from abutting undeveloped property to the east and north of the roadway.

To form an LID, the increased value of a property within the LID must exceed the amount of that property's LID assessment. Due to the uncertainty that exists in determining an LID boundary for Indian Creek Drive and the potential for legal challenge, staff recommends that a special benefit study be completed by an outside expert to determine the LID boundary and method of assessment. After the LID boundary and method of assessment is determined, and the cost of improvements estimated, the formal LID petition and preliminary assessment roll can be prepared for review and action by the property owners.

Staff does not possess adequate expertise in conducting a special benefit study that will withstand legal challenge in this complex situation. This would need to be contracted out with consultants that specialize in developing and legally defending the results of such study under LID laws.

As an alternative to the LID process, staff has considered partial improvements to Indian Creek Drive. Until such time as the surrounding area develops and warrants a street constructed to City standards, including sidewalks, street lights and storm drainage, staff would support minor widening of the road and improving sight distance challenges at the intersection of Indian Creek Drive and Indian Hills Drive. However, these improvements would not meet the legal test to form an LID and would need to be funded from other sources. The City may also choose to make no improvements and leave the roadway in its current condition.

FINANCIAL SUMMARY:

The estimated cost to complete a special benefit study for this LID is \$50,000. All preliminary costs associated with preparation of the LID petition (study costs, City staff time, publishing legal notices, etc.) are eligible to be included in the LID assessments. However, if the LID is not formed, all preliminary expenses will be absorbed by the City.

Funding for partial improvements that do not meet the legal test to form an LID could be provided by contributions from users of the roadway, City funds, or Longview Transportation Benefit District funds.

RECOMMENDED ACTION:

Direction to staff.

STAFF CONTACT:

Craig Bozarth, City Engineer

Attachments: [Indian Creek Drive Aerial Photo](#)
 [Indian Creek Drive LID Issues](#)
 [Indian Creek Drive Potential LID Boundary 4.12.17](#)
 [Presentation - Indian Creek Drive LID 04.20.17](#)

Council directed staff to perform maintenance on the foliage on a corner of Indian Creek Drive to improve safety; staff will not proceed with LID. Council may reconsider LID reformation is residents are willing to contribute funding for a benefit study.

[17-4818](#)

OPEN PUBLIC MEETINGS ACT/PUBLIC RECORDS ACT TRAINING

Training provided by the Washington State Office of the Attorney General:
<http://www.atg.wa.gov/open-government-training>

Council and staff in attendance completed Open Public Meetings Act and Public Records Act training (Lessons 2 & 3) on Washington State Office of the Attorney General's website. This training fulfills the requirement that the council receive training at least every four years after initial training within 90 days of assuming office.

5. ADJOURNMENT

The workshop adjourned at 9:20 p.m.

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, APRIL 27, 2017 - 7:00 P.M.

THURSDAY, MAY 11, 2017 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:

THURSDAY, APRIL 27, 2017 - 6:00 P.M. CRITICAL AREAS ORDINANCE

THURSDAY, APRIL 27, 2017 - 8:00 P.M. ADA TRANSITION PLAN