

Longview City Council Agenda

January 23, 2003 - 7:00 p.m.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please let us know 48 hours in advance if you will need any special accommodations to attend the meeting.

01. CALL TO ORDER

Mayor Mark McCrady

02. INVOCATION

Pastor Mark Schmutz, Northlake Baptist

03. ROLL CALL

04. APPROVAL OF MINUTES of January 9, 2003

[\(LINK TO PAPERWORK\)](#)

05. CHANGES TO THE AGENDA

06. PRESENTATIONS & AWARDS

A. PLAQUES OF APPRECIATION

B. PROCLAMATION: ARTS DAY, FEBRUARY 11, 2003

[\(LINK TO PAPERWORK\)](#)

C. PATHWAYS 2020 COMMUNITY REPORT CARD

07. CONSTITUENTS COMMENTS

08. PUBLIC HEARINGS - None

09. BOARD & COMMISSION RECOMMENDATIONS - None

10. ORDINANCES & RESOLUTIONS

A. ORDINANCE NO. 2853, AMENDING LMC 2.60.020 RELATING TO THE APPOINTMENT OF JUDGES OF THE LONGVIEW MUNICIPAL COURT

In the course of appointing the Longview Municipal judge, it was discovered that an error exists in the language of LMC 2.60.020. The correct reference in this section should be RCW 3.46.060, and it appears as RCW 3.50.040. It is important to have the correct RCW reference in order that the Municipal Court continues to exist pursuant to RCW chapter 3.46, which provides for the Municipal Court to be a department of the District Court, and not an independent court system.

RECOMMENDED ACTION:

Motion to adopt ordinance no. 2853.

[\(LINK TO PAPERWORK\)](#)

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

12. CONSENT CALENDAR

A. APPROVAL OF CLAIMS

([LINK TO PAPERWORK](#))

B. LIABILITY CLAIMS

([LINK TO PAPERWORK](#))

13. CITY MANAGER'S REPORT

A. SET PUBLIC HEARING 02/13/03: CONSIDERATION OF 2003 PLANNING ONLY GRANT, PROGRESS CENTER EXPANSION

The Progress Center Neuromuscular Clinic and Early Intervention Program has approached the City of Longview to request a Planning-Only Grant through the Washington State Department of Community, Trade and Economic Development. The Progress Center is the only provider of birth to three (year-old) specialized services in the Cowlitz/Wahkiakum County area.

The purpose of the grant is to explore the feasibility of expanding their existing building and services. In the past few years, referrals to the Progress Center have increased considerably. Presently, the Progress Center is using additional space at the Monticello Park Assisted Living Center in Longview in order to meet this increase in service. The feasibility of service expansion will be explored for childcare and respite care of disabled infants and toddlers. This population of children is considered low/moderate income because of their disability.

The purpose of this Public Hearing is to inform the public of the Planning-Only Grant Application, to hear public comment regarding the proposed grant, and document consideration by the City of its approval for submission to the State of Washington. The City encourages public comment, particularly from low and moderate-income persons.

A 1993 Longview CDBG grant enabled the Progress Center to acquire land and construct a new 6,000 sq. ft. permanent handicapped accessible facility, for its staff and services, located at 1600-3rd Avenue, Longview.

RECOMMENDED ACTION:

Motion to submit set a Public Hearing for February 13, 2003 for submittal consideration of the Progress Center Planning-Only Grant Application.

([LINK TO PAPERWORK](#))

B. CONTRACT WITH WALLIS ENGINEERING FOR PROFESSIONAL SERVICES

Due to the need to design and construct water main improvements in 2003 and in consideration of the Engineering Division's workload to complete transportation projects in 2003, staff solicited proposals for professional engineering services to design the 2003 Water Main Improvements Program. This program includes new mains to serve locations on Tennant Way, Pacific Way, 46th Avenue, 2100 Block of Fir Street, and the alley between 20th Avenue and 21st Avenue between Fir Street and Delaware Street.

In accordance with state law, staff solicited proposals from firms interested in performing this work. Proposals were received from various firms, and after reviewing the proposals, staff selected Wallis Engineering and negotiated a scope of work and contract to perform this work. Wallis Engineering will design, obtain necessary permits, and provide specifications and plans for the 2003 Water Main Improvements. A copy of the scope of services is attached.

FINANCIAL SUMMARY:

The amount of the professional services contract is \$97,486, which will be funded by the Water Construction Fund.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the Professional Services Contract with Wallis Engineering

(LINK TO PAPERWORK)

C. COUNCIL RETREAT DISCUSSION

Attached is the draft agenda for the Jan 31-Feb 1 Council retreat. The retreat will be held at City Hall. Staff would like to confirm the agenda with Council and make any changes that are necessary.

Copies of the summaries from the Citizens Summit comments and Council's self-assessments will be available at the Council meeting. Staff would like to get direction from Council as to any additional preparation of this material that is required in advance of the retreat.

RECOMMENDED ACTION:

Discussion item-no action required.

(LINK TO PAPERWORK)

14. MISCELLANEOUS INFORMATION ONLY

A. BUSINESS LICENSES

(LINK TO PAPERWORK)

B. PARKS AND RECREATION ADVISORY BOARD MINUTES OF 12/19/02

(LINK TO PAPERWORK)

15. ADJOURNMENT

NEXT COUNCIL MEETINGS:

THURSDAY, FEBRUARY 13, 2003 AT 7:00 P.M. - REGULAR COUNCIL MEETING

THURSDAY, FEBRUARY 27, 2003 AT 7:00 P.M. - REGULAR COUNCIL MEETING

NEXT COUNCIL WORKSHOPS:

FRIDAY, JANUARY 31, 2003 THROUGH SUNDAY, FEBRUARY 2, 2003 – COUNCIL RETREAT

MINUTES OF THE REGULAR SESSION
OF THE LONGVIEW CITY COUNCIL
HELD THURSDAY, JANUARY 9, 2003

1. CALL TO ORDER

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

2. INVOCATION/FLAG SALUTE

The invocation was pronounced by Pastor Larry Russell, Father's House.

3. ROLL CALL

Present:

Mayor Mark McCrady
Councilman Kurt Anagnostou
Councilman Ron DiRe-Day
Councilman Don Jensen
Councilwoman Ramona Leber
Councilwoman Susan Stockard
City Manager Ed Ivey
City Attorney Dave C. Spencer
Deputy City Clerk Ann Davis

Absent/Excused:

Councilman Dennis Weber

City Staff Present

Richard Bemm, Director of Parks & Recreation; John Brickey, Assistant Director of Community Development; Bob Burgreen, Police Chief; Bob Gregory, Assistant City Manager/Director of Public Works; Judy Jones, Information Technology Director; Kurt Sacha, Finance Director; and Lane Wintermute, Fire Chief.

4. APPROVAL OF PREVIOUS MINUTES

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held December 12, 2002, 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.

On a motion duly made and passed, the reading of the minutes of the special Council meeting held December 19, 2002, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

5. CHANGES/REVISIONS TO THE AGENDA

Mayor McCrady had no changes to make to the agenda. City Manager Ivey asked to add an item under Section 13, City Manager's Reports: Discussion of the Goal-Setting Retreat agenda.

6. PRESENTATIONS & AWARDS - None.

7. CONSTITUENTS' COMMENTS

A. Juvenile Rehabilitation Mentoring Program.

Major W. Harris, Jr., spoke regarding the Juvenile Rehabilitation Administration's Mentoring Program. He is the Mentoring Coordinator for Region 6 of this Department of Social and Health Services' program that is designed to assist juvenile inmates in acquiring the needed developmental assets to become responsible adults. The Search Institute identified 40 developmental assets necessary to successfully rejoin the community; a majority of those assets may be gained by participating in the mentorship program. The program started in Seattle, but since it successfully reduced the recidivism rate of youth, the legislature has provided funding in order to extend the program statewide.

He invited all community leaders to post a brochure at their businesses and to contact him if they would be willing to serve as a mentor. Since most incarcerated juveniles are male, male mentors/role models are especially needed. Mr. Harris read a quote by Dr. Martin Luther King, Jr., which encouraged all people to volunteer and serve.

Mr. Harris advised his organization's slogan for the second annual national mentoring month is "Mentors help smooth out the rocky roads in life." To that end, he presented Mayor McCrady with a Rocky Road candy bar.

Responding to a query by Councilwoman Leber, Mr. Harris advised that mentors in this area would be assigned to a youth from this community. The time commitment is for one year, which would commence about four to six months prior to the juvenile being released, so a relationship can be built prior to release. A mentor should expect to participate in an application and screening process; attend an eight-hour mentor training program; pass a Washington State Patrol background check; meet with the youth monthly during incarceration and weekly after release; and attend monthly meetings to enhance mentoring skills.

Mr. Harris gave informational packets to all Councilmembers, left additional literature in the Council Chamber, and urged any interested parties to contact him for more information.

B. Miscellaneous Comments.

Iva O'Shaunesey, 140 Monticello, asked Council to respect the constitution of the State of Washington "which you [Council] failed to do tonight by having a religious speech in this building, which the constitution strictly forbids." She implored Council to take a look at the constitution and start to give it the proper respect.

Daniel Smith, 1440 - 11th Avenue, commented that he thought Council was siding with the majority of residents and ignoring the rights of those in the minority; the majority is not always right. He said several people suffer humiliation at every Council meeting when they refuse to stand for the Invocation or the Pledge of Allegiance.

L. S. Wagle, 1405 17th Avenue, stated he thought the Council's position that "the City does not discriminate against any religion" was cowardly. He did not believe a minority religion -- such as

Shintoists or Muslims -- would truly be welcome to construct a religious display in the City parks. He passed out copies of an excerpt from the Washington State Constitution regarding the prohibition of religious displays on public property.

Marvin L. Kallwick, 365 16th, spoke about adversaries, advocates, and catechism.

8. PUBLIC HEARINGS

A. Proposed Amendment of 2003-08 Six-Year Transportation Plan.

City Manager Ivey recapped that the City adopts a Six-Year Transportation Plan (TIP) every year, which identifies all transportation projects to be addressed during the subsequent six-year period. Any project receiving federal or state funds must be identified on the TIP. The TIP also identifies projects the City intends to submit for grant funding, locally funded projects, and desired projects for which a funding source has not yet been identified. The TIP may be amended at any time to adopt such changes, after a public hearing.

The current TIP, which was adopted by the City Council on July 11, 2002, needs to be amended to reflect a new project and revised funding sources.

Assistant City Manager Gregory recapped all the proposed changes in the TIP, a copy of which was included in Council's agenda packet. The City was recently successful in obtaining federal Hazard Elimination and Safety (HES) program funding for improvements to four intersections. However, one of the new HES projects was not identified on the current TIP. These federally-funded projects will begin in 2003, and therefore the current TIP needs to be amended to reflect these new projects.

In addition, the proposed amended TIP includes a higher grant amount and now shows the required 50% local match for the federally funded Transit Operating Assistance projects. The Federal Transit Administration requested that this information be included on the approved Six-Year Transportation Improvement Program.

Upon the conclusion of staff's presentation, Mayor McCrady declared the public hearing open for comment at 7:33 p.m. There were no comments received, either written or oral. The public hearing was closed at 7:34 p.m.

No Council action was required at this time. A Resolution adopting the amended TIP will be considered later during the meeting.

9. BOARD & COMMISSION RECOMMENDATIONS - None.

10. ORDINANCES & RESOLUTIONS

A. Ordinance No. 2852, Cascade Networks Franchise Agreement.

An Ordinance granting a non-exclusive franchise for a thirteen (13) year period commencing January 1, 2003, for the purpose of constructing, operating and maintaining a communications system within the City of Longview, and providing that in lieu of a franchise fee, the franchisee will be subject to a non-

discriminatory utility tax equal to 6% of its gross revenues. This Ordinance incorporates by reference and specifically includes all of the terms, conditions and provisions of that certain document entitled "CASCADE NETWORKS, INC., FRANCHISE," a copy of which is attached hereto. The foregoing Ordinance was introduced and read by title only.

By approving this Ordinance, Council will also be authorizing City Manager Ivey to enter into this agreement on behalf of the City.

Councilwoman Leber moved adoption of the foregoing ordinance which motion was seconded by Councilman Anagnostou and on a vote duly held and recorded with 6 "Aye" votes by Mayor McCrady and Councilmembers Anagnostou, DiRe-Day, Jensen, Leber, and Stockard, and no "Nay" votes, the Mayor declared the ordinance adopted and passed, affixed his signature of approval thereon and the ordinance was assigned the No. 2852.

B. Resolution No. 1756, Interfund Loan for Fire Breathing Apparatus (Fire Pension Fund to Capital Projects Fund).

A Resolution of the City Council of the City of Longview authorizing an interfund loan from the Fire Pension Fund to the Capital Projects Fund, and providing for repayment thereof, was introduced and read by title only.

During discussion on this item, Fire Chief Lane Wintermute observed that the Fire Department had applied for a grant to purchase this equipment, but funding was not awarded. Since Council had already approved a lease agreement for acquiring this equipment, this interfund loan would have no impact on the budget. Rather than spend money to lease the equipment, it was deemed favorable to borrow the funds from the Fire Pension Fund. These funds will be paid back, with interest, to the Fire Pension Fund.

The acquisition under discussion consists of 28 self-contained breathing apparatus which are worn by firefighters when they enter burning buildings. This may be the single most important piece of equipment a firefighter uses, and they are expensive. Fire Chief Lane Wintermute explained that the funds will purchase new units and/or refurbish some of the newer existing units. Useful life expectancy is between ten to 15 years.

Commenting that the tanks will have to be replaced again in fifteen years, Councilman Anagnostou asked about plans to fund this future replacement. Assistant City Manager Gregory advised that after the loan has been completely paid back, the department will continue to make payments into the equipment depreciation fund, so the funds will be available when it next comes time to replace the apparatus. This loan should be paid off within four to five years.

Councilman Jensen moved adoption of the foregoing resolution which motion was seconded by Councilwoman Stockard and on a vote duly held and recorded with 6 "Aye" votes by Mayor McCrady and Councilmembers Anagnostou, DiRe-Day, Jensen, Leber, and Stockard, and no "Nay" votes, the Mayor declared the resolution adopted and passed, affixed his signature of

approval thereon and the resolution was assigned the No. 1756, a copy of which is on file in the office of the City Clerk.

C. Resolution No. 1757, Amendment to 2003-08 Six-Year Transportation Improvement Plan.

A Resolution amending the six-year Transportation Improvement Program (TIP) (2003-2008) for the City of Longview, Washington and superseding and replacing Resolution No. 1741. The purpose of this TIP amendment is to add one newly funded project; change the funding status from proposed to secured on funded projects, and to acknowledge the required local match on Federal Transit projects. The foregoing Resolution was introduced and read by title only.

Councilwoman Stockard moved adoption of the foregoing resolution which motion was seconded by Councilman DiRe-Day and on a vote duly held and recorded with 6 "Aye" votes by Mayor McCrady and Councilmembers Anagnostou, DiRe-Day, Jensen, Leber, and Stockard, and no "Nay" votes, the Mayor declared the resolution adopted and passed, affixed his signature of approval thereon and the resolution was assigned the No. 1757, a copy of which is on file in the office of the City Clerk.

11. MAYOR'S AND COUNCILMEMBERS' REPORTS

A. Reappointment of Councilwoman Stockard to Lower Columbia Community Action Council (LCCAC) Board of Directors.

Mayor McCrady announced his intention to reappoint Councilwoman Stockard to the LCCAC Board of Directors. She has indicated a willingness to serve again. He appointed her for a one-year term only, in order to align this position term with other Council outside committee assignments.

It was moved by Councilman Anagnostou, seconded by Councilman Jensen, to approve of the Mayor's assignment to the LCCAC Board. Upon a vote duly held, the motion was unanimously approved.

B. Citizens' Summit.

Staff had assembled a presentation and information packet outlining the structure and agenda for the January 16, 2003, Citizens' Summit. Councilwoman Stockard commended Public Information Officer Susie Meyers for the good job she had done "capturing what we had in mind" when she compiled the packet.

The goal of the Citizens' Summit is to create an opportunity for Council to visit with citizens and solicit their opinions regarding the future direction of the City. Information gathered at this forum will be reviewed and used to develop goals for 2003 at the annual goal-setting Retreat. This meeting will be another effort toward citizen outreach, which is a current Council goal. The Summit will take place at the Senior Center, 1111 Commerce Avenue. Guidelines regarding parking in the area will be included in the invitation letters which will be mailed on Friday.

Councilman Jensen asked who would be available to take notes at the meeting; the Mayor advised that staff personnel could be made available. Mayor McCrady noted his own preference to take notes at the meeting in order to keep himself from interjecting his thoughts into the discussion.

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.

A. Certificates of Completion

1) Reservoir Paving & Fencing Installation; Lakeside Industries, Inc.

City Engineer Hewson certified that the work required under Contract #02-0307-W for the construction of paving and fencing at three reservoirs had been completed in accordance with the plans and specifications and with the contract entered into between the City and Lakeside Industries, Inc., Contractor; and the same was thereby accepted and approved.

2) California Way Traffic Signal Installation/Modification.

City Engineer Hewson certified that the work required under Contract #02-C059-T for the installation of a traffic signal at California Way & Baltimore Street/11th Avenue and for traffic signal modifications at Third Avenue/Industrial Way & California Way had been completed in accordance with the plans and specifications and with the contract entered into between the City and Mill Plain Electric, Inc., Contractor; and the same was thereby accepted and approved.

B. Accounts Payable

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:

Fourth Period December, 2002 A/P Claims \$699,548.32 (Check Nos. 236036 - 236361, inclusive)

First Half December, 2002 Payroll \$690,846.47 (\$386,188.65, Check Nos. 182301 - 182456, inclusive; \$304,657.82, direct deposits)

Second Half December, 2002 Payroll \$ 1,027,593.04 (\$743,069.10, Check Nos. 182457 - 182629, inclusive; \$284,523.94, direct deposits)

C. Liability Claims

The claim(s) for damages listed below was/were received by the City and have been/are being researched and/or reviewed by Washington Cities Insurance Authority (WCIA) and claim status is as noted:

- 1) *New*: Cowlitz County PUD, Property Damage - \$174.20
- 2) *New*: Benita Flanders, Personal Injury - Amount Unspecified
- 3) *Settled*: Easterday/Pamsco, Property Damage - \$364.22
- 4) *Denied*: Sheron Barnes, Property Damage - \$1,030.50
- 5) *Denied*: Northwest Properties, Property Damage - \$345.93

13. CITY MANAGER'S REPORTS

A. Bid Award: 2003 Legal Publication.

Every year the City must solicit bids for legal publishing from local newspaper(s). A Call for Bids was published as required by law. Bids were opened on 2:00 p.m. on Monday, December 30, 2002. The sole bidder was The Daily News. Its bid provides for a 3.0% increase in publication costs with a minimum of \$20.78 (two column inches) for the first publication. Bid specifics are as follows:

All advertising set in type not smaller than six (6) points in size
\$1.039 per line for the first insertion (based on ten lines per inch = \$10.39 per inch)
\$.941 per line for subsequent insertions (\$.941 per inch)
Minimum of twenty lines per insertion

City Manager Ivey recommended Council award the contract for 2003 Legal Publication to The Daily News and authorize him to enter into a contract with this newspaper on behalf of the City.

On a motion made by Councilwoman Stockard, seconded by Councilman DiRe-Day, and unanimously passed with 6 "Aye" votes by Mayor McCrady and Councilmembers Anagnostou, DiRe-Day, Jensen, Leber, and Stockard, the City Manager's recommendation was accepted and approved.

B. Discussion Organization/Agenda of Goal-Setting Retreat.

City Manager Ivey asked for Council input on the proposed preliminary agenda for the Retreat. He noted that a recap of 2002 accomplishments had been omitted and needs to be added, as well as a review/discussion of the information gathered at the Citizens' Summit. He asked whether Council would like a formal presentation on the latter item, or if an "overlay" discussion would be preferred. The annual Retreat has been scheduled to take place at City Hall in either the Training Room or Executive Library.

After some discussion, Council seemed to concur that they would like to hear the three in-depth staff reports on Friday evening. On Saturday morning, commencing at 9:00 a.m., Council will start its discussions with a recap of 2002 accomplishments, followed by a formal discussion/ presentation of the Citizens' Summit input, and then work on goal-setting. By Saturday afternoon, Council can decide whether it will be necessary to continue the session on Sunday.

C. Water Main Break.

Councilwoman Leber asked whether the recent water main break had been located. Assistant City Manager Bob Gregory advised that a temporary line has been constructed and water service to the end of the line restored. An outside contractor was hired to come in and locate the leak. The leak apparently is in the marsh near the pond, but not in the pond. Staff is exploring alternative locations for the reconstructed line; repairing it where it is may not be a good solution. More information will be available by the January 23 Council meeting.

Mr. Gregory noted that the upcoming \$1.2-million water line expansion project includes plans to construct a redundant line in this area. Staff would like to get away from the single-feed line situation in this area.

14. MISCELLANEOUS INFORMATION ONLY

A. Business Licenses.

B. Historic Preservation Commission Minutes of 9/19/02 and 11/21/02.

Meeting Reminders

Regular Council Meeting: 7:00 p.m., Thursday, January 23, 2003

Regular Council Meeting: 7:00 p.m., Thursday, February 13, 2003

Special Meeting: 7:00 p.m., Thursday, January 16, 2003, Workshop: Citizens' Summit

Special Meeting: Friday p.m. January 31 through Sunday p.m., February 2, 2003,

Workshop: Council Goal-Setting Retreat

15. ADJOURNMENT

There being no further business to come before the Council at its regular session, the meeting was adjourned at 8:16 p.m.

THE CITY OF LONGVIEW

Ann Davis, Deputy City Clerk

APPROVED: _____

Mayor

ARTS DAY

February 11, 2003

WHEREAS, practice of the arts nurtures the mindful advancement of our culture and offers personal fulfillment and mutual understanding through unique self-exploration intrinsic to the arts; and

WHEREAS, the arts are not a luxury but are as essential to our lives as is the air we breathe, an end unto themselves, and a necessary method of creating a caring, passionate, aware and respectful society; and

WHEREAS, public support for the arts plays a crucial role in maintaining the vitality of our community; and

WHEREAS, artists, patrons and supporters come to Longview not only from within our county but also from adjacent counties to attend performances at the Columbia Theatre, Longview Stageworks, Mainstage Theatre and Center Stage to celebrate and bring to light the arts as an essential part of our community life;

NOW, THEREFORE, in recognition that the arts in Longview are key to its future, I, Mark McCrady, Mayor of the City of Longview, do hereby proclaim Tuesday, February 11, 2003, to be

"ARTS DAY"

in the City of Longview, Washington, and urge all citizens to join me in celebrating the vitality of the arts in our community.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 23rd day of January 2003.

Mark McCrady, Mayor

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

An ordinance amending LMC 2.60.020 relating to the appointment of judges of the Longview Municipal Court

Agenda Item: 10A

Dept. of Origin: legal/exec

For Agenda of: 1/23/03

EXHIBITS:

Ordinance NO. 2853

Clearances:

Originator: _____

COUNCIL GOAL ADDRESSED:

City Atty Review Necessary? yes

Date/Initials of City Attorney: 1/22/03 DCS

PRESENTED BY:

Edwin R. Ivey, City Manager

Asst. City Manager: _____

SUMMARY STATEMENT:

In the course of appointing the Longview Municipal judge, it was discovered that an error exists in the language of LMC 2.60.020. The correct reference in this section should be RCW 3.46.060, and it appears as RCW 3.50.040. It is important to have the correct RCW reference in order that the Municipal Court continues to exist pursuant to RCW chapter 3.46, which provides for the Municipal Court to be a department of the District Court, and not an independent court system.

RECOMMENDED ACTION:

Motion to adopt ordinance no. 2853.

ORDINANCE NO. 2853

An Ordinance amending Section 2.60.020 of the Longview Municipal Code relating to the appointment of judges of the Longview Municipal Court.

The City Council of the City of Longview do ordain as follows,

Section 1: That Section 2.60.020 of the Longview Municipal Code shall be, and is hereby, amended to read as follows:

Section 2.60.020 Municipal judge – appointment

The City Manager of the city shall appoint a part-time municipal judge or judges as provided in RCW 3.46.060, subject to confirmation by the city council. Any appointment hereunder, heretofore made, shall be deemed to have been made in accordance with the provisions of RCW 3.46.060.

Section 2: This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City Council this ___ day of _____, 2003.

Approved by the Mayor this ___ day of _____, 2003.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

Published: _____

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:

Voucher (warrant) totals for 5th Claims of December 2002: Total \$717,961.80

Voucher (warrant) totals for 1st Claims of January 2003: Total \$789,600.38

Pay Period: January 1-15, 2003

Payroll warrant numbers 182630 through 182783	Total \$419,098.38
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Payroll direct deposits	Total \$305,086.37
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Total Payroll Amt	\$724,184.75
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CLAIMS ACTIVITY

NEW CLAIMS

	Claimant	Incident Date	Incident Description	Amount Claimed
1.	Julia Daniel	12/26/02	Claimant alleges out-of-pocket expenses were incurred to clear blocked sewer lines when blockage was in City line.	\$82.31
2.	South Pacific Restaurant	11/22/02	Claimant alleged out-of-pocket expenses were incurred to clean up a sewer back up caused by blockage in City's line.	\$1,103.01
3.	Charles & Yvonne Burns	12/24/02	Claimants allege City crew working in alley snapped a telephone line, which struck satellite dish, vehicle, etc.	\$75.00

SETTLED CLAIMS

	Claimant	Incident Date	Incident Description	Settlement Amount
	None			

DENIED CLAIMS

	Claimant	Incident Date	Incident Description	Amount Claimed
	None			

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

Set Public Hearing for Consideration of 2003 Planning
Only Grant Submission - Progress Center Expansion

Agenda Item: _____ 13A _____

Dept. of Origin: _____ Community Development _____

EXHIBITS:

For Agenda of: _____ 01-23-03 _____

Clearances:

Originator: _____ John Brickey _____

PRESENTED BY:

Edwin R. Ivey, City Manager

City Atty Review Necessary? _____ No _____

Date/Initials of City Attorney: _____

Asst. City Manager: _____

SUMMARY STATEMENT:

The Progress Center Neuromuscular Clinic and Early Intervention Program has approached the City of Longview to request a Planning-Only Grant through the Washington State Department of Community, Trade and Economic Development. The Progress Center is the only provider of birth to three (year-old) specialized services in the Cowlitz/Wahkiakum County area.

The purpose of the grant is to explore the feasibility of expanding their existing building and services. In the past few years, referrals to the Progress Center have increased considerably. Presently, the Progress Center is using additional space at the Monticello Park Assisted Living Center in Longview in order to meet this increase in service. The feasibility of service expansion will be explored for childcare and respite care of disabled infants and toddlers. This population of children is considered low/moderate income because of their disability.

The purpose of this Public Hearing is to inform the public of the Planning-Only Grant Application, to hear public comment regarding the proposed grant, and document consideration by the City of its approval for submission to the State of Washington. The City encourages public comment, particularly from low and moderate-income persons.

A 1993 Longview CDBG grant enabled the Progress Center to acquire land and construct a new 6,000 sq. ft. permanent handicapped accessible facility, for its staff and services, located at 1600-3rd Avenue, Longview.

RECOMMENDED ACTION:

Motion to submit set a Public Hearing for February 13, 2003 for submittal consideration of the Progress Center Planning-Only Grant Application.

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

Professional Services Contract with
Wallis Engineering for Professional Engineering Services

Agenda Item: 13B

Dept. of Origin: Public Works

EXHIBITS:

Scope of Services

For Agenda of: 01/23/03

Clearances:

Originator: Roy Hewson, City Engineer

COUNCIL GOAL ADDRESSED:

Reviewed By: Jeff Cameron, Asst. PW Director

PRESENTED BY:

Edwin R. Ivey, City Manager

City Atty Review Necessary? YES

Date/Initials of City Attorney: 01/17/03 - DCS

Asst. City Manager: _____

SUMMARY STATEMENT:

Due to the need to design and construct water main improvements in 2003 and in consideration of the Engineering Division's workload to complete transportation projects in 2003, staff solicited proposals for professional engineering services to design the 2003 Water Main Improvements Program. This program includes new mains to serve locations on Tennant Way, Pacific Way, 46th Avenue, 2100 Block of Fir Street, and the alley between 20th Avenue and 21st Avenue between Fir Street and Delaware Street.

In accordance with state law, staff solicited proposals from firms interested in performing this work. Proposals were received from various firms, and after reviewing the proposals, staff selected Wallis Engineering and negotiated a scope of work and contract to perform this work. Wallis Engineering will design, obtain necessary permits, and provide specifications and plans for the 2003 Water Main Improvements. A copy of the scope of services is attached.

FINANCIAL SUMMARY:

The amount of the professional services contract is \$97,486, which will be funded by the Water Construction Fund.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the Professional Services Contract with Wallis Engineering.

Exhibit B

Scope of Work

The CONSULTANT shall furnish all services and labor necessary to conduct and complete the work and shall furnish all materials, reports, equipment, supplies, and incidentals except as designated elsewhere in this AGREEMENT.

The clauses and general provisions in this AGREEMENT shall be incorporated by reference in each task assignment of work awarded to the CONSULTANT under this AGREEMENT.

The work of the CONSULTANT and its subcontractors shall consist of all engineering and related services necessary to complete the assigned work. These services shall include, but are not limited to, the following tasks.

The tasks listed below apply to each of the five projects covered under this AGREEMENT. The five projects are as follows:

Tennant Way – Installation of approximately 5600 linear feet of 16” water main and approximately 350 linear feet of 12” water main including hydrants, valves, connections to existing mains, etc.

Pacific Way – Installation of approximately 2000 linear feet of 8, 10, or 12” water main including hydrants, valves, connections to existing mains, service connections, etc.

46th Avenue – Installation of approximately 750 linear feet of 8” water main including hydrants, valves, connections to existing mains, service connections, etc.

2100 Block of Fir Street – Installation of approximately 350 linear feet of 8” water main including hydrants, valves, connections to existing mains, service connections, etc.

Alley between 20th Ave. and 21st Ave. from Fir St. to Delaware St. – Installation of approximately 650 linear feet of 8” water main including hydrants, valves, connections to existing mains, service connections, etc.

Task 1. Preliminary Engineering

- A. Design Schedule
Under this subtask, the Consultant will provide a design schedule for each of the above listed projects which shows final design complete by July 1, 2003.
- B. Establish Preliminary Alignment
This subtask will involve compiling preliminary information regarding the existing utilities, property ownerships, covenant restrictions, rights-of-ways, easements, franchises, necessary permits and approvals, and other work necessary to establish a preliminary alignment in order to proceed to the design phase.
- C. Determine Topographic Surveying Needs
This subtask will include all work necessary to determine the limits of topographic surveying needs (the Agency will perform all surveying needs and provide data points to the Consultant in electronic format).
- D. Develop Base Map
This subtask will include all drafting necessary to complete a base map along the proposed route.

Task 2. Approvals

Under this task, the Consultant will: determine necessary permit and approvals required for the project, complete applications, provide plans, and other work as may be necessary for the Agency to secure all permits, franchises, approvals, etc. that are necessary to complete construction of the project

Task 3. Easements

Under this task, the Consultant will provide alignment geometry such that the Agency can obtain any temporary or permanent easements necessary to complete construction of the project.

Task 4. Plans, Specifications, Estimate

- A. Construction Plans
This subtask will involve providing the Agency with a set of construction plans as necessary for the Agency to bid and construct the project.
- B. Technical Specifications
This subtask will involve providing the Agency with a set of technical specifications as necessary for the Agency to bid and construct the project.
- C. Construction Cost Estimate
This subtask will involve providing the Agency with an estimated construction cost for the project.

Task 5. Meetings

This task will consist of attending weekly coordination and progress meetings with the Agency. It will also include attending meetings with other outside agencies, utilities, public information meetings, pre-bid meetings and other meetings as may be necessary to secure permits and prepare the projects for bid. The Agency will provide the Consultant with a minimum of 48 hours advance notice of any meetings requiring Consultant participation.

Task 6. Bidding Process

- A. Technical Support During Bidding Process
This subtask will consist of assisting the Agency in answering technical questions from potential bidders during the bidding process.
- B. Pre-Bid Meeting
Under this subtask, the Consultant will conduct a pre-bid meeting (for the Tennant Way project only) prior to the bid opening of the project.
-

The above listed deliverables shall be provided to the Agency in both hard copy and electronic format as applicable.

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

Council Retreat Discussion

Agenda Item: _____ 13C _____

Dept. of Origin: _____ Executive _____

EXHIBITS:

Draft Retreat Agenda

For Agenda of: _____ January 23, 2003 _____

Clearances:

Originator: _____ Ed Ivey _____

COUNCIL GOAL ADDRESSED:

City Atty Review Necessary? _____

Date/Initials of City Attorney: _____

PRESENTED BY:

Edwin R. Ivey, City Manager

Asst. City Manager: _____ Bob Gregroy _____

SUMMARY STATEMENT:

Attached is the draft agenda for the Jan 31-Feb 1 Council retreat. The retreat will be held at City Hall. Staff would like to confirm the agenda with Council and make any changes that are necessary.

Copies of the summaries from the Citizens Summit comments and Council's self assessments will be available at the Council meeting. Staff would like to get direction from Council as to any additional preparation of this material that is required in advance of the retreat.

RECOMMENDED ACTION:

Discussion item-no action required.



**Longview City Council
2003 Retreat
January 31 – February 1, 2003**

AGENDA

Friday, January 31:

- 5:30 Dinner
- 6:00 Overview
- 6:15 Basic rules
- 6:30 Why we decided to go this way
- 7:30 Staff Reports
 - Transportation (Gregory/Cameron)
 - Funding
 - Planning Process
 - Traffic Flow Policies
 - Capital Prioritization
 - Economic Development (Ivey)

Saturday, January 26:

- 8:00 Breakfast
 - Recap 2002 Accomplishments
 - Review 2003 citizen's summit results
- 9:00 Goal Setting
 - Your legacy
 - Obstacles to overcome
 - Effective goal criteria
 - Goals for next year
 - Assignments, leads, and time frames

12 Noon Working Lunch, continue goal setting

2:00 Strategies for the Future

- Economic trends and data
- Effects on City government
 - What, when
- How to respond
 - Core services
 - Plans and strategies for getting through
 - Leadership
- Long-term future: Is it time to look again?
 - When, how

4:00 Close

- Council effectiveness
 - How are we doing as a team?
 - Anything we need to do better?
 - Anything we need to fix?

New Business License Applications

01/02/2003

AHERN RENTALS, INC
3836 N.E. COLUMBIA BLVD
PORTLAND OR 97211

DON AHERN
EQUIPMENT RENTALS AND DELIVERY

ALL WEATHER TREE REMOVAL
3152 HEMLOCK ST
LONGVIEW WA 98632

KEVIN FINKAS
TREE REMOVAL

BLULITE INTERNET
329 21ST AVE
LONGVIEW WA 98632

CHRISTIAN HAMILTON
INTERNET SERVICE PROVIDER

CLOWNING AROUND
296 18TH AVE
LONGVIEW WA 98632

JOSIE BRUMBAUGH
PERFORMING CLOWN SERVICE

DISCOVER MORTGAGE
1338 COMMERCE AVE SUITE 302
LONGVIEW WA 98632

CYNDI MANSKER
REAL ESTATE LOANS

ESTES MARKETING LLC
729 VANDERCOOK WAY SUITE 230
LONGVIEW WA 98632

RICK ESTES
MARKETING FIRM

GRIND N SHINE
1813 WASHINGTON WAY
LONGVIEW WA 98632

ANNA HARTLEY
CD REPAIR

JAY'S WINDOW CLEANING SERVICE
324 COLORADO ST
LONGVIWE WA 98632

JAY EDGEMON
WINDOW CLEANING SERVICE

JOHNSON DIVERSITY, INC
8310 16TH ST MS534
STURTEVANT WI 53177

S. CURTIS JOHNSON
SALE OF CHEMICALS AND ALLIED PRODUCTS

MARGIN SECURITY
155 B YELTON DR
LONGVIEW WA 98632

KAREN MC RARY
SECURITY SERVICE

New Business License Applications

01/02/2003

OCEAN BEACH HAIR & NAILS
1220 OCEAN BEACH HWY SUITE A
LONGVIEW WA 98632

DIEU HUYNH
HAIR AND NAIL SALON

ROBINSON CO., LLC DBA RENT ZU
806 CRAWFORD
KELSO WA 98626

RICHARD ROBINSON
PROPERTY MANAGEMENT

WHEEL COVERS AND MORE
155 B YELTON DR
LONGVIEW WA 98632

JERRY MC RARY
AFTER MARKET AUTO PRODUCTS

**Minutes of the December 19, 2002
Longview-Kelso Parks and Recreation Board Meeting**

Members Present: Buff Chambers, Jerry Phillips, Mike Karnofski, Bill Daniels, Kirby McCoy, Margaret Soderman and Scott Moultime

Members Absent: Shelley Cosgrove and Kale i Lafave

Staff Present: Al George and Doris Meece

Vice-chairperson, Margaret Soderman called the meeting to order at 7:00 p.m.

Approval of Minutes

A motion was made by Buff Chambers to accept the November 21, 2002 minutes as mailed. Bill Daniels seconded the motion. Minutes were approved unanimously.

Election of Officers

On a unanimous vote, Margaret Soderman was nominated to be Chairperson and Kirby McCoy, Vice-Chairperson.

Constituent Comments

None

Board Members Comments

Al George said that he has informed the Christmas Lighting Committee that the electrical service at R.A. Long Park needs to be upgraded for next year.

Buff Chambers made the comment that the leaf gathering crew did an excellent job this year and finished quicker.

Scott Moultime let Al George know that there is some lights out at the lake.

Reports

Park Maintenance

Al George reported that there was nothing to add to his report.

Kirby McCoy asked about the time schedule for locking the Tam O'Shanter Restrooms. Al George reported that they are locked permanently at this time to avoid any freeze damage. A portable unit is placed at the shelter during this time of the year. Buff Chambers wanted to know if vandal proof fixtures could be installed at Tam O. Al George said that there are no stainless steel fixtures that fit the design requirements of this restroom building.

Recreation

Al George gave the report for Dick Mueller. Two full-time positions have been filled. One person is local and the other person is from Spokane. Both have recreation degrees.

Directors Report

Al George gave the report for Richard Bemm.

Artwork Donation - A picture of a bronze sculpture being gifted by Cowlitz Bank was passed out to the members. Two locations were suggested for the artwork due to its unique depiction of a traveling child. One was the train station lobby and the other was at the transit center. The artwork has a value of \$10,500. Following discussion, Mike Karnofski made a motion to recommend that the artwork be placed in the train station lobby and Bill Daniels seconded it. The motion was unanimously approved.

Basketball Under the Allen Street Bridge - Potential problems with parking after the new City Hall is finished and concerns for safety with vehicles traveling in the area has caused the Kelso administration to be concerned over installing basketball hoops and allowing play in this area. Lighting is adequate but not good enough for playing basketball. Summer time will be better with the light. The Board noted it would like to discuss the further at the next meeting.

Tam O'Shanter Park Master Plan - Kelso city manager, Doug Robinson requested at the last meeting that two Board members serve on a committee assisting with the development of a master plan for the park. Kirby McCoy and Bill Daniels volunteered to serve.

Manasco Park Development - The soccer association has not followed through on the development of this park. Repeated attempts by the Director to get the development started have gone unheeded even though they indicate that they feel the development would be good for the soccer program. Buff Chambers suggested that Bob Gregory, Longview Asst. City Manager, assist by meeting with the Manasco family regarding the installation of the fence around the property. It was suggested that there might be some other organizations such as churches that might be interested in developing this park. A basic plan is needed to present to groups. It was suggested that Rich call a meeting in March to see if there is any interest.

Tree Board

Ordinance and Management Plan Review - The parks department has been operating under the current resolution since 1966. Longview is the second oldest Tree City USA in Washington State. A proposed ordinance updating the operations policies was reviewed. Some of the highlights of the proposed ordinance included private plantings of street trees, removal and pruning of hazardous trees on private property and abuse or damage to trees including the placement of notices and posters. The Board proposed some modifications to the draft. Following further discussion, Buff moved and Scott seconded to approve the draft ordinance for submittal to the city attorney and city manager for their review prior to being submitted to Council. The motion passed unanimously.

Old Business

Kelso Babe Ruth Concession Building Development - No recent word has been received from Bob Smith, league president on this work. The drain line running underneath the proposed building needs to be relocated. Jerry Phillips said the line sits below the water level. A camera is needed to see where the lines go. The question was asked to Al George if the parking lot to the north of the picnic shelters could be filled to raise it to the street level. Kirby McCoy and Mike Karnofski volunteered to research blue prints for Tam O'Shanter.

Hart's Lake - The question was asked as to how the annexation issue is progressing? Rich Bemm will give a report at the next meeting.

New Business

No new business was brought before the board.

Adjournment

The meeting was adjourned at 8 p.m.

Next meeting is January 16, 2003 in Kelso.

Submitted by Doris Meece.

Memorandum

To: Parks and Recreation Advisory Board
CC: Rich Bemm, Director, Parks & Recreation
From: A. L. George, Superintendent of Parks
Date: 1/20/2003
Re: **Monthly Report, November 25 through December 6, 2002**

WIND LIGHTS have continued to be our major thrust this past month. Hopefully, we are
end soon. A number of problems arose this year in the lighting process. The number of
exceeded or fast approaching our limit of power available for lights. I have alerted the
nas Lighting Committee and advised that they contact someone to expand the power to
eir needs. I also advised that any donations they receive should be directed to that

air caused some damage to the electrical lead to the major fountain at Martin's Dock, which
paired. The signs that were recommended by you have been installed at Gerhart Park. We
signed the city property adjacent to Charlie's as a no camping site and installed a sign with all
rules and regulations governing the BMX track in Cloney Park. The daily repair to the skate park
continues. The Rose Garden weeding has been completed for the season and the plants are awaiting their
winter pruning. We continue to make all vandalism repairs. Two new basketball standards have been
added to Archie Anderson Park. Woodcarvings that had decayed and collapsed in Kiwanis Park in Kelso
were removed and playground-cushioning material was replenished in Hoehne Park. We are in the
process of completing the year-end inventories.

Some efforts are being made to prepare for the installation of the new bridge to the island sometime at the
end of this month or next. A new gate is being completed, trees blocking the gate entrance will be
removed and rockwork will be completed before the bridge arrives. Accomplishments, to date, for the
year is attached.

TREE BOARD REPORT

The lawsuit that was going to trial on December 6 was settled out of court and the stumps were removed.

Planted 27 trees
Removed 5 stumps
Trimmed 3 trees

Date: December 12, 2002
To: Richard Bemm, Director of Parks and Recreation
From: Dick Mueller, Recreation Superintendent
Subject: November 2002 Program & Facility Report

Youth

- There were 6 youth classes held with 44 children attending. These special interest classes included art, music, technology, education, fitness, dance and science. They were held at recreation facilities and business locations.
- The Out of School programs continued at elementary schools for four weeks during after school hours. Barnes has 69 registered that attended 308 times; Kessler with 60 registered went 487 times; Northlake served 111 registered for an attendance of 825; St. Helens recorded 89 registered attending 337 times and Wallace with 122 registered going 1,048 times.
- Out of School programs at Robert Gray had 157 registered youth that attended 663 times before school and 759 times after school.
- Volunteers donated 69.5 hours of service teaching specialized golf and sewing at the after school programs.

Teen

- Catlin Center is open during evening hours on Monday through Thursday from 3 to 8 pm. There were 157 teenagers attending 255 times with 22 hours logged in the computer lab. Special events included games, movies, tournaments, parties and contests with 77 youth participating in these organized events.
- Late Night was held at the YMCA on four Friday nights with 337 youth attending. Activities, organized events and educational enrichment topics were all part of this safe supervised program.
- The monthly middle school and junior high student dance was held at the McClelland Center with 187 teens attending.
- Teenagers volunteered 51 hours of time to help plan, organized and conduct their activities.

21st Century Community Learning Center Program

- In partnership with Wallace School we conducted 6 specialized classes for 74 youth and their families during after school and evening hours.
- In collaboration with the middle and junior high schools we continue to operate several after school programs. At Monticello there were 442 participants, Coweeman had 201 and Huntington served 230 teenagers. We provide drop in and organized activity at each site that included games, tournaments, parties, contests and other events. Organized events had 319 participants attend the contests, parties, presentations and special activities.
- The RA Long High School program had 56 youth attending. Organized activities, contests and games had 19 attend.

Family & Community Events

- There were 5 family classes with 53 participants. These are classes that a parent or caregiver and child attend together.
- The annual Photo Show had 56 people enter 250 photos that were on display at the McClelland Center. There were several hundred people viewing the photos during the show.
- The annual Thanksgiving Turkey Trot run was held with 111 people of all ages attend. This is a fundraiser for the Special Olympics program that our department sponsors.

Adult

- There were 8 adult classes during the month with 65 participants. These classes included educational instruction, enrichment, exercise, fitness, technology, language, art, dance, and music that were held at recreation buildings and various businesses.
- Fall basketball league continued with 13 teams having 104 players at Junior High and Middle Schools.

Therapeutic (programs for developmentally disabled individuals)

- The "Saturday Night Social" program was held four times at Catlin Center with 85 registered participants attending 196 times. Activities included games, snacks, music, contests, education and social interaction.
- Therapeutic volunteers donated 96.5 hours at programs and events this month.

Adults 55 & Over

- Health and safety programs included flu shots serving 250, foot care with 3, driving class having 28 and blood pressure clinic serving 5 people.
- Educational classes included cooking with 22, basics of investing having 2, genealogy with 5 and knitting serving 5 people.

- There were six ongoing weekly programs this month with 111 participants attending 497 times. These classes included line dancing, bunco, bridge, woodcarving, dominos & cribbage.
- Ongoing weekly entertainment and lunch program served 35 people for 107 times on Tuesday and Thursday during the month. Musical entertainers performed for 172 people.
- Special events included a Thanksgiving lunch with 72 people and Veterans Day Celebration with 75 attending.
- There were 73 hours of volunteer time donated for programs at the Senior Center this month.

Facility Use

- The Woman's Club Building had 12 nonprofit uses and 5 rentals.
- McClelland Center use consisted of 3 government and 5 rentals.
- Youth sports organizations used park sport fields and facilities 192 times.
- Adult sports organizations used park sports fields 6 times.