

Longview City Council Agenda

February 27, 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

Associate Pastor Mary Ross, Longview Community Church

03. ROLL CALL

04. APPROVAL OF MINUTES of February 13, 2003

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

05. CHANGES TO THE AGENDA

06. PRESENTATIONS & AWARDS

A. PROCLAMATION: HOMELESS AWARENESS WEEK, FEBRUARY 23 THROUGH MARCH 1, 2003

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

07. CONSTITUENTS COMMENTS

08. PUBLIC HEARINGS - None

09. BOARD & COMMISSION RECOMMENDATIONS - None

10. ORDINANCES & RESOLUTIONS

A. ORDINANCE NO. 2854, CASCADE NATURAL GAS FRANCHISE RENEWAL

Cascade Natural Gas Corporation was granted a franchise on March 2, 1978 for a term of 25 years. CNG has requested renewal of the franchise for an additional term of 25 years. The terms are the same as in the previous franchise with very minor changes.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 2854. (Five affirmative votes required).

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

B. RESOLUTION NO. 1759, AUTHORIZING SUBMITTAL OF PLANNING-ONLY GRANT APPLICATION RE: PROGRESS CENTER EXPANSION

Resolution No. 1759 authorizes the City Manager to submit an application for Planning Only Grant funds in the sum of \$24,000 for the Progress Center proposed facility and service expansion. This application was approved by the City Council at its regular meeting of February 13, 2003.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 1759.

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

C. RESOLUTION NO. 1760, DECLARING ITEMS SURPLUS (I.T.)

This equipment needs to be declared surplus, as it is no longer needed for the City of Longview.

RECOMMENDED ACTION:

Motion to approve Resolution No. 1760.

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

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. POLICE DEPARTMENT ANNUAL CRIME/ACTIVITY REPORT

The Chief of Police will present the 2002 Crime Report to include the following:

- Top 10 Locations for Service
- Top 10 Calls for Service
- Crime Reports
- Clearance Rates
- Jail Report
- Satellite Office
- Domestic Violence Unit
- Street Crimes Unit
- Call Studies on 1900 blocks of 33rd & Dorothy, Oaks Trailer Park, and Cadillac Ranch
- 2002 Grant Funding

RECOMMENDED ACTION:

None.

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

B. SERVICE CONTRACTS WITH THE TRANSPO GROUP AND NWS TRAFFIC ENGINEERING FOR PROFESSIONAL ENGINEERING SERVICES

Due to the need to design and construct traffic signal improvements in 2003 and in consideration of the Engineering Division's workload to complete traffic signal projects in 2003, staff solicited proposals for professional engineering services to design the 2003 traffic signal improvements program. This program includes traffic signal upgrades and installation, stakeholder meetings, and computer modeling simulations.

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 The Transpo Group and NWS Traffic Engineering, and negotiated various scopes of work and contracts to perform the desired work. The Transpo Group will perform all computer-modeling simulations and NWS Traffic Engineering will provide designs, construction plans, and specifications for all the locations listed in the attached scope of work. A copy of the scope of services for each consultant is included.

FINANCIAL SUMMARY:

The amount of the professional services contract with the Transpo Group is \$146,767. The amount of the professional services contract with NWS Traffic Engineering is \$98,597. Funding for these projects is 90% and/or 86.5% Federal Surface Transportation Safety and Urban Funds and 10% and/or 13.5% City Arterial Gas Tax Funds.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the professional services contracts with The Transpo Group and NWS Traffic Engineering.

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

14. MISCELLANEOUS INFORMATION ONLY

A. BUSINESS LICENSES

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

B. MINT VALLEY GOLF COURSE ADVISORY COMMITTEE MINUTES OF 1/15/03

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

C. LONGVIEW/KELSO PARKS & RECREATION BOARD MINUTES OF 1/16/03

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

D. LONGVIEW VISUAL ARTS COMMISSION MINUTES OF 2/6/03

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

15. ADJOURNMENT

NEXT COUNCIL MEETINGS:

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

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

NEXT WORKSHOP:

THURSDAY, MARCH 20, 2003 AT 7:00 P.M. – EMERGENCY PREPAREDNESS

MINUTES OF THE REGULAR SESSION
OF THE LONGVIEW CITY COUNCIL
HELD THURSDAY, FEBRUARY 13, 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 Gene Anglin, Columbia Heights Baptist Church. Following the invocation, Councilwoman Stockard led the assembly in the Pledge of Allegiance.

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; Chris Skaugset, Library Director; Vicki Taylor, Human Resources Director; and Julie Hourclé, Assistant Planner, Community Development.

4. APPROVAL OF PREVIOUS MINUTES

Councilwoman Leber made two corrections to the Minutes of January 23, 2003: the first, Pathways 2020 Executive Director Paul Youmans name was spelled incorrectly; second, the phrase “has increased” should be added to the statement regarding suicides among young people.

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held January 23, 2003, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as amended as if read.

5. CHANGES/REVISIONS TO THE AGENDA

No changes were made to the agenda.

6. PRESENTATIONS & AWARDS

A. National League of Cities Silver Certificate and Proclamation: Susan Stockard.

Councilwoman Susan Stockard has earned the Silver Certificate level of Achievement and Leadership Excellence in a program sponsored by the Leadership Training Institute of the National League of Cities (NLC). Mayor McCrady read the Certificate and a Proclamation issued by NLC detailing this honor. By participating in this training, Councilwoman Stockard has achieved a level of excellence, innovation and proficiency in leadership; demonstrated technical skills and knowledge; and developed interpersonal abilities, which skills have earned her a Silver Certificate of Achievement. Noting this achievement represents many, many hours of work, the Mayor presented the Certificate to Councilwoman Stockard and offered his congratulations.

B. Proclamation: Literacy Week, February 23 - March 1, 2003.

Declaring the week of February 23 through March 1, 2003, Literacy Week in the City of Longview, the Mayor read a Proclamation which identified the many benefits of pursuing and supporting literacy. The Proclamation stressed that reading is fundamental to all learning and adults need to exhibit the importance of reading to children.

Robbie Oldemar of the Cowlitz County service group Altrusa accepted the Proclamation. Literacy Week is being sponsored by Altrusa, but is being expanded with activities in the School District and with the assistance of local Fire and Police personnel. Ms. Oldemar listed some of the activities planned for this community event. Lewis & Clark expedition reading projects will take place in the schools, story-telling will take place at the Library, folk tales will be presented in coffee houses. Opening and closing ceremonies will be held at the Triangle Mall and will include story-telling, clowns, magicians, and every child attending the event will leave with a book. There will be special book sales, puppet shows and hands-on projects depicting the travels of Lewis & Clark. Many members of the community are coming together to create an awareness of the importance of literacy.

Literacy for adults will also be encouraged, with folklore and story-telling at Luigi's Coffee House. Ms. Oldemar thanked Council for its support and thanked all the participants for their efforts.

7. CONSTITUENTS' COMMENTS - None.

8. PUBLIC HEARINGS

A. Consideration of 2003 Planning-Only Grant, Progress Center Expansion.

City Manager Ivey asked Assistant Planner Julie Hourclé to make staff's presentation on this item. The Progress Center Neuromuscular Clinic and Early Intervention Program has asked the City of Longview to support a Planning-Only grant through the Washington State Department of Community, Trade and Economic Development's Community Development Block Grant (CDBG) program. The Progress Center is the only provider of special services to children from birth to three years of age in the Cowlitz/Wahkiakum County area. The purpose of the grant is to explore the feasibility of expanding its existing building and services.

Ms. Hourclé explained the purpose of this public hearing is to advise the public of the proposed grant application, to hear public comment regarding the proposed grant, and invite input on other community development and housing needs. The City may support only one Planning-Only grant application per year for a maximum of \$24,000; however, if approved, this grant will be considered a 2002 program and another Planning-Only grant application could be supported for 2003.

Ms. Hourclé summarized the requirements for Community Development Block Grant (CDBG) proposals, by stating they must: (1) principally benefit persons of low income; (2) prevent or eliminate slums or blight; or (3) meet immediate community development needs which pose a serious and immediate threat to public health or safety. In addition, available Planning-Only grants must meet one of the following priorities: (1) to address public health and safety issues; (2) to improve essential services to low- and moderate-income persons; or (3) to complete a necessary step within a broader community development strategy. Staff recommends Council approve the submission of the Progress Center's Planning-Only grant proposal.

Progress Center Medical Director Marti Summer took the podium to explain her organization's request. The Progress Center was established over forty years ago, in 1961, and provides services to children with developmental delays. These services help the children "catch up" to their age-group level. Over the course of the years, the services and programs they provide have expanded and the number of calls for assistance has increased. Some of the newer programs include "Hospital to Home" and "Tracking Learning Children."

The Progress Center is currently housed in the building on Third Avenue with the round window. Ms. Summer said the round window reminds people of a "birdhouse;" the Progress Center's expansion of services has now outgrown the "birdhouse." The Planning-Only grant would explore (1) what the Progress Center can do better with existing resources/facilities; and (2) explore what other needs are in the community that are not being met. The Center has identified four areas of need that must be addressed in the future: (a) lack of infant care slots and alternative hour childcare slots; (b) lack of specialized childcare slots for children with special health care and behavioral needs, birth to three years of age; (c) lack of organized system of childcare providers that can take medically fragile children; and (d) lack of access to childcare by transportation. The Planning-Only grant would help the Center determine how to best meet these needs in the future.

In response to a query posed by Mayor McCrady, Ms. Summer indicated the Progress Center does not own sufficient adjacent land to expand its present facility. (Cowlitz County owns adequate adjacent property and has been contacted regarding a purchase or land trade.)

Councilman Anagnostou asked how this grant proposal meets the requirement of serving "low- to moderate-income" people, since the Progress Center serves all area children with these needs. Ms. Summer advised that 85% of the children the Progress Center serves are eligible for Medicaid, and, because of their disabilities, they are considered low/moderate income.

The Mayor declared the hearing open for public comment at 7:22 p.m.

There being no comments, either written or oral, the public hearing was closed at 7:22 p.m..

Councilman Jensen moved to support the Progress Center's application for a Planning-Only grant and to direct the City Attorney to return next meeting with a Resolution of Support. This motion was seconded by Councilwoman Stockard, and, upon a vote duly held, unanimously approved with six "Aye" votes.

9. BOARD & COMMISSION RECOMMENDATIONS - None.

10. ORDINANCES & RESOLUTIONS - None.

11. MAYOR'S REPORTS

A. Mayor McCrady's Reports.

Mayor McCrady first noted he had attended the "Soup Off" at Canterbury Park two weeks ago, in connection with supporting Longview Stageworks' latest production. Local area teens will be presenting "Les Misérables" at the Columbia Theatre for the Performing Arts. He enthusiastically recommended supporting this production, and had affixed a poster advertising the play on the front of the dias.

He also asked Council for authority to write a letter to area legislators in opposition to Senate Bill 5668, which would be "incredibly detrimental" to cities. The proposed legislation would, among other things, greatly restrict the uses for which Tourism tax revenues could be used; redefine tourists to mean only those visitors to spend the night; remove the "advisory" from the Tourism Advisory Committees and make their approval of projects mandatory; and would require funds to be spent within one year.

Upon a motion made and seconded, Council unanimously authorized the Mayor to prepare and mail such a letter in opposition to SB 5668.

Councilman Jensen offered that camping sites are also subject to the nightly lodging tax fee. In addition, the proposed increase of 1% would go to counties only; cities would not benefit.

B. February 14 -- Longview's Birthday.

In the absence of Council's Historian, Councilman Dennis Weber, Mayor McCrady said he had agreed to formally acknowledge today, February 14, as the City of Longview's birthday. The City was established 79 years ago.

C. Teen Council Report on National League of Cities Conference, Salt Lake City, Utah.

Rachel Patton and fellow Teen Council members Kayla Eutsler, Mason Linn, Joe Fauland, Kristyna Vassar and Kristen Karns, showed a PowerPoint presentation on their experience attending the National League of Cities Conference (NLC) in Salt Lake City. Also attending the Conference, but not present tonight, were Matthew Goodbla and Juliana Weber.

Eight teens attended the conference, and Ms. Patton said while the Teens did some fund-raising in order to pay for their trip, she also thanked the Council and Rotary for their financial support.

The theme for the Conference was Homeland Security. In addition to informative conference sessions, the teens enjoyed touring the Exhibit Hall, learning about different products, and picking up new ideas for community projects.

The keynote speaker was Stephen Covey, author of 7 Habits of Highly Effective People. Nike representative and motivational speaker Kevin Carroll addressed the conference and, afterward, issued the Longview Teen Council an invitation to tour the Nike Beaverton campus. The Teens especially liked interacting with other Teen representatives and trading pins. In addition to attending the Conference, they found time to do some sight-seeing, listen to the Mormon Tabernacle Choir, and visit the Salt Lake City Zoo.

The Teen Council thanked Councilwomen Stockard and Leber and Mayor McCrady for enhancing their experience in Salt Lake. The Teens said they learned a lot and returned with a lot of literature to provide to Council.

The Mayor said he would place the literature in the Executive Library for Councilmembers to look over.

D. Legislative Meetings in Washington, D.C.

Councilwoman Stockard asked if appointments had been made with legislators in Washington, D.C. for their upcoming trip. Councilmembers who will be attending the Conference indicated a preference to meet with legislators individually, rather than as members of the AWC contingent. Noting he would like a Tuesday morning meeting with Congressman Baird due to his afternoon return flight, Mayor McCrady said a list of issues specific to Longview needs to be prepared. City Manager Ivey said his staff would work on scheduling appointments. Councilmembers told Mr. Ivey that they would make themselves available for any appointments that could be obtained.

In the event the legislator is unavailable, Councilman Jensen encouraged Councilmembers to speak with legislative aides, as they do a great deal of work for the legislators.

E. Councilman Anagnostou's Report.

Councilman Anagnostou reported he attended the Columbia Theatre event on February 7th and read the Arts Week Proclamation. He then enjoyed a production of on the life of George M. Cohen. He also reported that the Downtowners are continuing to work on implementing the Downtown Plan and establishing a Business Improvement District (BIA) to improve downtown areas. They have been in contact with City Attorney Spencer for BIA details.

F. Councilman Jensen's Report.

Councilman Jensen advised he had been chosen to serve as Chairman of the Southwest Washington Clean Air Committee. In connection with this commitment, he asked the Mayor to retain him on this committee when it is time to make new Council committee assignments. Mayor McCrady said no new committee assignments would be made until the new Council is seated in 2004.

12. CONSENT CALENDAR

Councilman Anagnostou asked that Items A. and B. be removed from the Consent Calendar for separate consideration. There being no other items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the remaining items (C. and D.) on the Consent Calendar as though acted on individually.

C. Liquor License Applications

Special Occasion Licenses:

- | | | |
|----|--|---|
| 1) | Longview Rotary Club
Lower Columbia College
1600 Maple
March 8, 2003, 5:30 p.m. to 12:30 a.m. | Longview Rotary Club
Peter Isaacson, contact |
| 2) | St. Frances Circle
St. Rose Church
701 26th Avenue
February 22, 2003, 6:00 p.m. to 11:00 p.m. | St. Frances Circle |

D. Planning Commission Minutes of January 8, 2003

Removed for separate consideration were the following:

A. 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:

First Half February, 2003 A/P Claims \$1,253,950.41 (Check Nos. 236870 - 237236, inclusive)

Second Half January, 2003 Payroll \$997,950.12 (\$692,890.29, Check Nos. 182784 - 182953, inclusive; \$305,059.83, direct deposits)

February 6, 2003 Payroll \$1,059.98 (Check Nos. 182954 - 182957, inclusive)

B. 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: Calvin Hampton, Property Damage - \$645.07
- 2) New: Alex Styve & Stephanie Vossen, Property Damage - Unspecified
- 3) Settled: South Pacific Restaurant, Property Damage - \$1,103.01
- 4) Denied: Hong Truong, Property Damage - \$473.97
- 5) Denied: Benita Flanders, Personal Injury - Unspecified
- 6) Denied: Bruce Kell, Property Damage - \$3,472.17

Councilman Anagnostou voiced his concern that there seemed to be an unusual number of sewer back-up claims submitted. City Manager Ivey stated that the City regularly receives claims against the sewer system. Noting that some of the claims listed were new, others were denied, and one was settled, Mr. Ivey did not think the number of claims listed was excessive.

It was moved by Councilwoman Stockard to accept items A. and B. of the Consent Calendar. This motion was seconded by Councilwoman Leber, and, upon a vote duly held, unanimously approved.

13. CITY MANAGER'S REPORTS

A. Set Public Hearing (4/10/03): 2003 HOME Program Allocation.

City Manager Ivey asked Council to set a public hearing date of April 10, 2003, for comments on the 2003 HOME program allocations. There is \$228,000 in 2003 HOME funds available for the City of Longview for low- and moderate-income housing projects. This hearing is necessary in order to review and consider all the housing projects submitted and to take public comment.

On a motion made by Councilwoman Leber, which motion was seconded by Councilwoman Stockard, 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. Set Public Hearing (7/24/03): 2004 Community Development Block Grant (CDBG).

City Manager Ivey asked Council to establish a public hearing date of July 24, 2003 for the annual Community Development Block Grant (CDBG) process. At that time, proposals from the community will be reviewed by Council to determine which project the City would support and submit to the Washington State Department of Community Development for consideration of grant funding. Project proposals must principally benefit low- and moderate-income persons; prevent or eliminate slums or blight; or meet an urgent need to public health or safety. Projects may center on housing, community facilities, public facilities, or economic development.

On a motion made by Councilwoman Leber, seconded by Councilman Anagnostou, 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.

C. Council Confirmation of Municipal Court Judge Appointments - Ed Putka and Dave Koss (Appointed 1/1/03).

City Manager Ivey restated for Council that he is responsible for appointing the Longview Municipal Court Judge. He has appointed District Court Judges Ed Putka and Dave Koss (alternate, when Judge Putka is unavailable) to serve in this capacity for four-year terms to expire December 31, 2006, and tonight seeks Council concurrence with those appointments.

Longview resident Glen Smith expressed his opposition to the appointment of Ed Putka as Municipal Court Judge at this time. Mr. Smith stated he believed the Longview Ordinance regarding appointment

of municipal judges was contradictory to the Revised Code of Washington (RCW). He presented to Council copies of the RCW. He also asserted that none of the Municipal Court Judges have filed Oaths of Office with the Cowlitz County Auditor's Office, nor does the Municipal Court have a Court seal. He thought it was not a proper time for affirmation until "everything is done in accordance with the statute."

Mr. Spencer advised Mr. Smith that he had read the wrong statute. He cited the appropriate RCW for Code cities -- 35A.13.080 -- which prescribes the precise course of action being taken by Mr. Ivey.

On a motion made by Councilwoman Leber, seconded by Councilwoman Stockard, and unanimously passed with 6 "Aye" votes by Mayor McCrady and Councilmembers Anagnostou, DiRe-Day, Jensen, Leber, and Stockard, Council concurred with the City Manager's Municipal Court Judge appointments.

D. Report on Council Goal-Setting Retreat.

City Manager Ivey asked Assistant City Manager Bob Gregory to review his compilation of Council Goals determined at the January 31 through February 1, 2003, Goal-Setting Retreat. Mr. Gregory identified goals in eight areas, listed how each goal would be accomplished, by whom, the timeline for completion, and identified the evaluation measure. General categories and goals only are listed below:

The Economy

Policy #1 Create a strong diversified economy; increase the number of jobs while creating a business-friendly atmosphere.

Goal: Continue on both Phases 1 and 2 at the Mint Farm

Goal: Investigate feasibility of attracting a four-year college

Goal: Continue support of the Lewis and Clark trail efforts

Policy #2 Enhance and strengthen the downtown business district by creating a more attractive area, establishing more events, and strengthening the businesses located downtown

Goal: Continue support for downtown plan implementation

Public Safety

Goal: Work with the County to provide more "cost-effective" jail beds.

Goal: Develop a strategy to increase the number of felony drug arrests.

Goal: Continue to support funding for the drug court and other forms of treatment.

Goal: Participate fully in the Homeland Security Programs

Youth

Goal: Facilitate the increase in youth facilities and activities.

Financial Stability

Policy: Continue the sound financial management of City finances

Goal: Evaluate City utility rate structure and classes

Community

Policy: Expand the communications to and input from the citizens of our community.

Goal: Continue to explore community outreach to communicate, enhance, and seek input on City services and issues.

Mr. Gregory listed six specific tasks under communication: (1) Communicate information on economic development initiatives including detailed information on the benefits of the Mint Farm; (2) begin implementation of additional "e-government" services including revision of City web site; (3) explore local access television opportunities; (4) redesign City Info page to expand readership; (5) expand use of information in City utility bills; and (6) explore offsite public information access. While other topics were discussed at Retreat, Mr. Gregory understood that these were the six focus areas that will be looked at specifically in 2003.

Councilwoman Stockard questioned whether task (6) would include the continuation of the Citizens' Summit process on a two-year cycle. Mr. Gregory acknowledged that he mentioned the Citizens' Summit in his written report; per direction from Council, he will add it to this goal. The Mayor asked Mr. Gregory to also note that the Citizens' Summit will be held on even-numbered years.

Councilwoman Leber asked whether task (6) would also include electronic access to Council meetings. Mr. Gregory's understanding was more along the lines of an off-site information access point, like a kiosk, computer modem, or somewhere other than City Hall to access City information. Councilwoman Leber recalled conversation on e-mail access to Council during meetings, but was unsure whether Council came to a consensus on that issue.

Mayor McCrady said he did not think Council reached consensus because he is not comfortable with trying to answer e-mails from people not in attendance at the meeting while people are sitting in the Council Chamber and other people are watching on television. He is also concerned with the legalities of taking input from people not in attendance at the meeting.

Councilman DiRe-Day stated he thought Council had agreed to try a pilot program of e-mail access for several meetings, but it would not be a routine practice. Councilwoman Stockard added that she thought a workshop would be a good venue for attempting e-mail access.

Mr. Gregory said he thought he understood what Council was seeking, and he will have Information Technology Director Judy Jones evaluate other e-opportunities and present them to Council for further discussion. The Mayor asked that the legalities he expressed concern about be investigated at the same time.

Parks and Culture

Policy: Improve the quality of living in Longview by enhancing our parks, recreation and cultural activities, and facilities.

Goal: Development of a long-range library services plan.

Goal: Add and maintain paths and trails including development of a regional long-range paths/trail plan

Goal: Find a place to relocate the Shay locomotive.

Growth Management

Policy: The City will facilitate the preservation of existing neighborhoods (residential, commercial and industrial), and support sustainable managed growth.

Goal: Encourage (cause) annexation to expand the boundaries of the sphere of influence based on the utilities' master plans.

Goal: Begin update to City Comprehensive Plan

Transportation & Traffic

Policy: Continue to partner with all agencies involved in transportation to maximize federal, state, and local money to implement the regional transportation plan.

Goal: Update City street "on-system" national highway classifications to more accurately reflect present levels of service and regional transportation priorities.

Goal: Adopt a proactive strategy to strengthen the transit services in Longview serving Longview residents, and develop a strategy to solve the system inadequacies.

Councilwoman Stockard moved to accept the Council Goals as presented, with the minor changes noted. This motion was seconded by Councilwoman Leber. Upon a vote duly held, the motion was unanimously approved with six "Aye" votes.

Councilwoman Leber commended Mr. Gregory for the very good job he had done compiling Council's goals and returning this information to Council so quickly.

The last slide Mr. Gregory presented was the proposed 2003 Workshop schedule. During discussion, Council agreed to cancel the July workshop and add those topics to the August workshop. Because the Workshop schedule is an ever-changing work in progress, Councilman Jensen asked that an updated schedule be prepared every month, clearly marked with the current revision date.

Responding to a question posed by Councilman Anagnostou, City Manager responded that Assistant City Manager Bob Gregory and Human Resources Director Vicki Taylor are in the process of compiling the concerns voiced at the Citizens' Summit.

14. MISCELLANEOUS INFORMATION ONLY

Meeting Reminders

Regular Council Meeting: 7:00 p.m., February 27, 2003

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

Councilwoman Stockard asked for excused absences for both Council meetings in May.

15. ADJOURNMENT

There being no further business to come before the Council at its regular session, the meeting was adjourned at 8:36 p.m.

THE CITY OF LONGVIEW

Ann Davis, Deputy City Clerk

APPROVED: _____
Mayor

Homeless Awareness Week ***February 23 - March 1, 2003***

WHEREAS, homelessness is a continuing problem in our nation and in our community; and

WHEREAS, Community House on Broadway provides temporary food, shelter, and rehabilitative services to homeless individuals and families; and

WHEREAS, in 2002 the resident count at the Community House was 1,682 which included 248 children and 52,645 meals were served to the homeless in Longview and Cowlitz County; and

WHEREAS, Community House on Broadway has designated February 23 through March 1, 2003 for their annual adoption drive for the purpose of recruiting individuals and groups to assist in funding these services by adopting a bed for one night per month; and

WHEREAS, in connection with the need for funding, this drive will inform the public about the plight of the homeless in our community;

NOW, THEREFORE, I, Mark McCrady, Mayor of the City of Longview, do hereby proclaim Sunday, February 23 through Saturday, March 1, 2003 to be

“Homeless Awareness Week”

in Longview, Washington, and encourage all residents/groups to participate and adopt a bed to help Community House on Broadway fund the valuable and helpful services that they provide for the homeless.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 27th day of February 2003.

Mark A. McCrady, Mayor

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

The renewal of the franchise of Cascade Natural Gas corporation for 25 years.

Agenda Item: 10A

Dept. of Origin: Exec/Legal

For Agenda of: 2/27/03

EXHIBITS:

Ordinance No. 2854

Clearances: _____

Originator: _____

City Atty Review Necessary? yes

COUNCIL GOAL ADDRESSED:

Date/Initials of City Attorney: 2/19/03 dcs

PRESENTED BY:

Edwin R. Ivey, City Manager

Asst. City Manager: _____

SUMMARY STATEMENT:

Cascade Natural Gas Corporation was granted a franchise on March 2, 1978 for a term of 25 years. CNG has requested renewal of the franchise for an additional term of 25 years. The terms are the same as in the previous franchise with very minor changes.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 2854. (Five affirmative votes required).

ORDINANCE NO. 2854

AN ORDINANCE GRANTING TO CASCADE NATURAL GAS CORPORATION, A WASHINGTON CORPORATION, ITS SUCCESSORS OR ASSIGNS, THE RIGHT AND PRIVILEGE TO USE AND OCCUPY THE STREETS, AVENUES, LANES ALLEYS, HIGHWAYS AND OTHER PUBLIC PLACES OF THE CITY OF LONGVIEW, STATE OF WASHINGTON, FOR THE PURPOSE OF SUPPLYING, DISTRIBUTING AND SELLING GAS TO THE INHABITANTS OF THE CITY, AND ELSEWHERE; AND THE RIGHT AND PRIVILEGE OF CONSTRUCTING, AND THEREAFTER MAINTAINING A GAS WORKS, MAINS, SERVICE PIPES AND OTHER NECESSARY EQUIPMENT IN SAID CITY, FOR THE DISTRIBUTION OF GAS FOR LIGHT, FUEL, POWER, HEAT AND OTHER PURPOSES, FOR A TERM OF TWENTY-FIVE YEARS, AND REPEALING ORDINANCE NO. 1882 OF SAID CITY.

THE CITY COUNCIL OF THE CITY OF LONGVIEW DO ORDAIN AS FOLLOWS:

Section 1. That Cascade Natural Gas Corporation, its successors or assigns (hereafter designated as "Grantee"), is hereby granted the right and privilege to construct, maintain, use, own and operate a gas works, within the corporate limits of the said City of Longview, Washington (hereinafter designated as the "City"), as the same now or may hereafter be extended, and to construct, lay, maintain and operate along the streets, avenues, lanes, alleys, highways and other public places in the said City of Longview, a system of mains, pipes and the necessary attachments and appurtenances for the storage, conveyance, distribution and sale of gas for light, fuel, power, heat and other purposes in the City of Longview, Washington, and elsewhere, and for the storage, distribution and sale of natural gas. Such right and authority, permission and power are hereby granted for a term of twenty-five (25) years from and after the date of the final acceptance of this Ordinance by the Grantee.

Section 2. That the rates to be charged for gas for light, power, heat and other purposes by the Grantee, and character of the service to be rendered by the Grantee shall be such as shall be prescribed

by the Washington Utilities and Transportation Commission, or other agency of said state having Jurisdiction over said matters under the laws thereof.

Section 3. That the Grantee shall not lay its gas mains, pipes, services, attachments and appurtenances so as to interfere with or obstruct the drainage of said City or the construction of sewers or underground fixtures for the conveyance of water or the necessary and proper use of said streets, avenues, lanes, alleys, highways, and other public places. The Grantee shall with reasonable promptness restore the surface of said streets, avenues, lanes, alleys, highways and public places in which it shall make excavations to as good or better condition as they were before the commencement of such work as near as practicable subject to the approval of the City Engineer, and during the progress of such work, the Grantee shall be responsible for keeping such streets and other places guarded, in order to prevent accident to persons or property; and if at any time the City is subjected to liability for injury to persons or property growing out of the actions of the Grantee, its agents, servants or employees, in connection with the operations of the Grantee, the Grantee shall fully indemnify and hold the City harmless from any and all such liability; provided, however, that in case suit be instituted against the City, the City shall promptly notify the Grantee of such suit, giving it ample and reasonable time to defend the same. The City, upon 30 days' notice to the Grantee, may at anytime do, or order to have done any and all work that they consider necessary to restore to a safe condition any such street, alley or other public place left by the Grantee or its agents in a condition dangerous to life or property, and Grantee upon demand, shall pay to the City all costs of such work. In case of any future improvement or construction of sewers or underground fixtures for the conveyance of water or of any of the streets, avenues, lanes, alleys, highways and public places where any gas mains, pipes, services, attachments, appurtenances of the Grantee may be situated, and it is necessary to change the location of the same in

connection with said improvement or construction, the Grantee shall, upon reasonable notice by the City and after reasonable evaluation of alternatives by the City in cooperation with the Grantee, at its own expense, move and change any gas mains, pipes, services, attachments or appurtenances to conform to such public improvement. The City will avoid the need for such moving or changing whenever possible. In the event Federal, state or other funds are available in whole or in part for utility relocating purposes, the City shall apply for such funds but only if such funds do not diminish the available funding for public infrastructure improvements, and the Grantee will be given credit to the extent any such funds are actually obtained.

Section 4. That whenever the Grantee shall desire to excavate in any street, alley or other public place for the purpose of laying gas mains, pipes or other appurtenances, including service pipes, it shall provide the City with a drawing for approval of work to be accomplished (unless an emergency). Upon approval of the design by the City, Grantee shall then apply to said City for a permit to do so and shall give the City at least three (3) working days' notice thereof, and shall not, during the process of the work, unnecessarily obstruct the passage or proper use of such street, alley or other public place, and shall file with the City duplicate maps or prints showing the proposed and final location thereof. Whenever possible, Grantee shall install to the standard locations as specified by the City.

Section 5. This franchise is granted upon the express condition that it shall not be deemed or held to be an exclusive franchise and shall not in any manner prohibit the City from granting other and future franchises over, upon and along any of said public streets, avenues, alleys, highways, public or municipally owned places, and failure on the part of Grantee to comply in any respect with any of the provisions of this Ordinance shall be grounds for forfeiture of the grant.

Section 6. The franchise hereby granted shall not be leased, assigned or otherwise alienated by the Grantee to any third party without the express consent of the City by ordinance passed for that purpose, and no rule of estoppel shall ever be invoked against the City in case it shall assert the invalidity of any attempted transfer in violation of this section. Notwithstanding anything to the contrary herein contained, permission is hereby granted to the Grantee to mortgage this franchise, together with the gas utility facilities and properties of the Grantee, within the City to secure any legal bond issue or other bonafide indebtedness of the Grantee.

Section 7. The Grantee herein agrees as part of the consideration of this franchise to establish, keep, maintain and conduct in the City of Longview adequate facilities for the transaction of its business with the inhabitants and customers of the Grantee in the City of Longview, at which all bills for service rendered by the Grantee may be paid, and to pay promptly any and all licenses and taxes legally levied by the City.

Section 8. Grantee shall within thirty (30) days of the passage of this Ordinance, file with the City Clerk its written acceptance of all the terms and conditions of the Ordinance, and if such acceptance is not filed as herein provided, this Ordinance shall be null and void and of no force or effect.

Section 9. Ordinance Number 1882, dated February 23, 1978 is hereby repealed and all other ordinances and parts of ordinances in conflict herewith shall be, and the same are hereby repealed.

Section 10. That this Ordinance shall be in full force and effect 30 days after its passage and publication.

Introduced and read at the Longview City Council meeting held on the _____ day of _____, 2003.

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

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

The terms and conditions of the foregoing Franchise, Ordinance Number 2854, are hereby
accepted this _____ day of _____ 2003.

Cascade Natural Gas Corporation

BY: _____

Larry E. Anderson
Vice President,
Safety and Engineering

Attest:

Above acceptance received by:

City Clerk

Dated: _____

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

Resolution No. 1759 authorizing submission of an application for Planning Only Grant funding for the Progress Center

Agenda Item: _____ 10B _____

Dept. of Origin: _____ Legal/Exec _____

For Agenda of: _____ 02/27/2003 _____

EXHIBITS:

Resolution No. 1759

Clearances:

Originator: _____ Edwin R. Ivey _____

City Atty Review Necessary? _____ yes _____

COUNCIL GOAL ADDRESSED:

Date/Initials of City Attorney: 1/24/03 dcs _____

PRESENTED BY:

Edwin R. Ivey, City Manager

Asst. City Manager: Bob Gregory _____

SUMMARY STATEMENT:

Resolution No. 1759 authorizes the City Manager to submit an application for Planning Only Grant funds in the sum of \$24,000 for the Progress Center proposed facility and service expansion. This application was approved by the City Council at its regular meeting of February 13, 2003.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 1759

RESOLUTION NO. 1759

A Resolution of the City Council of the City of Longview authorizing submission of an application to the State of Washington Department of Community Development for Planning Only Grant funds and assuring compliance with the requirements of state law.

WHEREAS, the City of Longview is applying to the State Department of Community Development for funding assistance; and

WHEREAS, it is necessary that certain conditions be met as part of the application requirements; and

WHEREAS, Edwin R. Ivey, City Manager, is authorized to submit this application to the State of Washington on behalf of the City of Longview;

NOW, THEREFORE, BE IT RESOLVED:

The City of Longview authorizes submission of this application to the State Department of Community Development to request \$24,000.00 for the purpose of a Planning Only Grant for the Progress Center proposed facility and service expansion for the City of Longview, Washington, and certifies that, if funded, it:

- will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;
- has provided opportunities for citizen participation comparable to the state's described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;
- has provided technical assistance to citizens and groups representatives of low- and moderate-income persons that request assistance in developing proposals;
- will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;
- will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate income owner-occupants;

- will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
- will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and
- has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted and will implement a policy of enforcing applicable state or local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction, in accordance with Section 104(l) of Title I of the Housing and Community Development Act of 1974, as amended;
- will provide, upon request, and prior to any obligation of funds being made, a complete and accurate CDBG Federal Funds Disclosure Report detailing the required applicant grantee information, and as appropriate other government assistance provided or applied for, interested parties and expected sources, and uses of funds.

The City of Longview designates Edwin Ivey as the Chief Administrative Official and authorized representative to act in all official matters in connection with this application and the City of Longview's participation in the Washington State CDBG program.

Passed by the City Council of the City of Longview, Washington, and approved by its Mayor this _____ day of _____ 2003.

MAYOR

ATTEST:

City Clerk

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

Resolution No. 1760 Surplus Equipment

Agenda Item: 10C

Dept. of Origin: Information Services

For Agenda of: 2/27/2003

EXHIBITS:

Resolution No. 1760 and EXHIBIT "A"

Clearances:

Originator: Judy Jones

City Atty Review Necessary?

Date/Initials of City Attorney:

PRESENTED BY:

Edwin R. Ivey, City Manager

Asst. City Manager:

SUMMARY STATEMENT:

This equipment needs to be declared surplus, as it is no longer needed for the City of Longview.

RECOMMENDED ACTION:

Motion to approve Resolution No. 1760.

Resolution No. 1760

A Resolution providing for the disposal of certain inventory items deemed to be surplus to the reasonably foreseeable needs of the City of Longview.

WHEREAS, certain items of equipment belonging to the City of Longview are obsolete and no longer used by the City; and

WHEREAS, the value, obsolescence and condition of these items of inventory make it impractical to trade the same in on future purchases of new inventory items from the list of assets of the City, and to obtain the maximum return for said inventory items, it would be in the best interest of the City to dispose of the same in a manner that will be to the best advantage to the City of Longview;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

1. Based upon the findings and recommendations of the Manager of Information Services of said City, the items of inventory belonging to said City as shown on Exhibit "A", attached hereto, are declared to be surplus to the foreseeable needs of the City.

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said items of inventory.

3. That the City Manager is authorized to dispose of items listed on Exhibit "A", attached hereto, in a manner that will be to the best advantage to the City of Longview.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this 27th day of February 2003.

Mayor

ATTEST:

City Clerk

EXHIBIT "A"

<u>FA#</u>	<u>Description</u>	<u>Serial Number</u>	<u>Notes</u>
3160	APS EXT HD MAC	10011153609	BROKEN
3434	4DX2-66V	1613667	BROKEN
3435	GWAY 4DX2 66B	1613665	BROKEN
3439	APS EXT HD MAC	A189565	BROKEN
3447	SHIVA		BROKEN
3493	APS EXT HD MAC		BROKEN
3652	APS EXT HD MAC	A650029	BROKEN
3738	HP VECTRA		
3811	DELL XPS H233	B812T	
3818	DELL XPS D233	C8B3S	
3823	DELL XPS D233	C8B3B	
3836	DELL XPS D233	C890W	
3850	DELL XPS D233	BF6LC	BROKEN
3851	DELL LAPTOP		
3861	DELL XPS D300	D3D2N	
3863	DELL XPS D300	D530P	
3868	DELL XPS D233		
3869	DELL XPS D300		
3870	DELL XPS D300	DPX7K	
3872	DELL XPS D300		BROKEN
3875	DELL XPS D300	DYWGX	
3878	GTWY G6-266	9695123	BROKEN
3879	GTWY GP6-266	6965121	
3880	GTWY GP6-266	9695122	
3881	GTWY GP6-266	9695124	
3891	DELL XPS D300	DTVDK	
3892	DELL XPS D233	C8P6P	BROKEN
3893	DELL XPS D300	DYWG9	

FA	Description	Serial Number	Notes
3894	DELL LATITUDE	D81WH	BROKEN
3900	DELL XPS D300	F5WV0	
3901	DELL XPS D300	F5MTT	
3903	DELL XPS D300	F5WTW	
3904	DELL XPS D300	F5WTL	
3905	DELL XPS D300	F5WTS	
3906	DELL XPS D300	F5WTG	
3907	DELL XPS D300	F5MTC	
3908	DELL XPS D300	F5WT7	
3910	DELL XPS D300	FHC0K	
3917	DELL XPS D300	FYCHP	BROKEN
3924	DELL XPS D333	GFBF5	
3928	DELL XPS D233	GCGR0	
3935	DELL XPS D333	GF84H	
3942	DELL XPS D333	GF849	
3944	DELL XPS V350	H4SSK	
U000110	APS EXT HD MAC		BROKEN
U000119	APS EXT HD MAC		BROKEN
U000125	APS EXT HD MAC	A274002	BROKEN
U000210	EXT HD MAC		BROKEN
U000220	GTWAY MONITR	7225981	
U000231	EXT HD MAC		BROKEN
U000233	EXT HD MAC		BROKEN
U000264	GTWY MONITR	7190213	
U000292	GTWY MONITOR	36823	
U000298	GTWY MONITOR	8042153	
U001014	DELL MONITOR	8405638	
U001023	DELL MONITOR	8390056	
U001037	DELL MONITOR	8419731	
U001041	DELL MONITOR	8361095	
U001059	DELL MONITOR	8419724	
U001062	DELL MONITOR	8110634	

U001065	DELL MONITOR	8584546	
U001069	DELL MONITOR	8584554	
U001078	DELL MONITOR	8584543	
U001096	GTWY MONITOR	15025B027169	
U001101	DELL MONITOR	8217691	
U001107	DELL MONITOR	8584552	
U001108	DELL MONITOR	66746 J88NR 28	
U001109	DOCKING STN		BROKEN
U001119	DELL MONITOR	84779 C79CS 58	
U001120	DELL MONITOR	84779 C79BY 58	
U001121	DELL MONITOR	84779 C79BP 58	
U001125	DELL MONITOR	84779 C79A3 58	
U001210	DELL MONITOR		BROKEN
U001224	DELL MONITOR	2279FWK2019	BROKEN
U001293	DELL MONITOR	1323045	
U001309	DELL MONITOR	8172128	
U001338	DELL MONITOR	2424992	
U001371	ULTRA SCAN		BROKEN
U001430	DELL MONITOR		BROKEN
	VIEW SONIC	3G71510909	
	DELL MONITOR	66746 JA97J38	
	VIEW SONIC	DB84532747	
	VIEW SONIC	DB84532743	

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 2nd Claims of February, 2003: Total \$592,436.10

Pay Period: February 1-15, 2003

Payroll warrant numbers 182958 through 183111	Total \$394,405.00
Payroll direct deposits	Total \$305,706.20
Total Payroll Amt	\$700,111.20

CLAIMS ACTIVITY

NEW CLAIMS

	Claimant	Incident Date	Incident Description	Amount Claimed
1.	Edward Ogden	1/11/03	Claimant alleges the Police Department abridged his Constitutional right to disseminate newspapers.	>\$500
2.	Jean Jenkins	1/7/03	Claimant alleges personal injuries received in a trip-and-fall over uneven section of sidewalk.	\$1,258.85
3.	Pacific Property Services, Inc.	6/15/02	Claimant alleges out-of-pocket damages were incurred to clear sewer lines backed up due to break in City line.	\$600.41

SETTLED CLAIMS

	Claimant	Incident Date	Incident Description	Settlement Amount
4.	Arlen LaBeau	11/7/02	Claimant alleged out-of-pocket expenses were incurred to clean up a sewer back up caused by blockage in City's line.	\$2,212.21
5.	Julia Daniel	12/26/02	Claimant alleged she incurred out-of-pocket costs to clear sewer lines, which blockage was caused by roots in City line.	\$82.31

DENIED CLAIMS

	Claimant	Incident Date	Incident Description	Amount Claimed
	None			

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

2002 Crime Report

Agenda Item: _____ 13A _____

Dept. of Origin: _____ Police _____

EXHIBITS:

For Agenda of: _____ 2/27/02 _____

Clearances:

Originator: _____ Chief Bob Burgreen _____

City Atty Review Necessary? _____ No _____

PRESENTED BY:

Edwin R. Ivey, City Manager

Date/Initials of City Attorney: _____

Asst. City Manager: _____

SUMMARY STATEMENT:

The Chief of Police will present the 2002 Crime Report to include the following:

- Top 10 Locations for Service
- Top 10 Calls for Service
- Crime Reports
- Clearance Rates
- Jail Report
- Satellite Office
- Domestic Violence Unit
- Street Crimes Unit
- Call Studies on 1900 blocks of 33rd & Dorothy, Oaks Trailer Park, and Cadillac Ranch
- 2002 Grant Funding

RECOMMENDED ACTION:

None

AGENDA SUMMARY SHEET

Business of the City Council City of Longview, Washington

SUBJECT TITLE:

Professional Service Contracts with
The Transpo Group and NWS Traffic Engineering for
Professional Engineering Services

Agenda Item: 13B

Dept. of Origin: Public Works

For Agenda of: 02/27/03

EXHIBITS:

Scopes of Services

Clearances:

Originator: Roy Hewson, City Engineer

COUNCIL GOAL ADDRESSED:

Reviewed By: Bob Gregory, Public Works Director

City Atty Review Necessary? Yes

PRESENTED BY:

Edwin R. Ivey, City Manager

Date/Initials of City Attorney: 2/20/03 DCS

Asst. City Manager: _____

SUMMARY STATEMENT:

Due to the need to design and construct traffic signal improvements in 2003 and in consideration of the Engineering Division's workload to complete traffic signal projects in 2003, staff solicited proposals for professional engineering services to design the 2003 traffic signal improvements program. This program includes traffic signal upgrades and installation, stakeholder meetings, and computer modeling simulations.

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 The Transpo Group and NWS Traffic Engineering and negotiated various scopes of work and contracts to perform the desired work. The Transpo Group will perform all computer-modeling simulations and NWS Traffic Engineering will provide designs, construction plans, and specifications for all the bcations listed in the attached scope of work. A copy of the scope of services for each consultant is included.

FINANCIAL SUMMARY:

The amount of the professional services contract with the Transpo Group is \$146,767. The amount of the professional services contract with NWS Traffic Engineering is \$98,597. Funding for these projects is 90% and/or 86.5% Federal Surface Transportation Safety and Urban Funds and 10% and/or 13.5% City Arterial Gas Tax Funds.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the Professional Services Contracts with The Transpo Group and NWS Traffic Engineering.

NWS Traffic Engineering

Scope of Work

Traffic Signal Upgrades & Installation

Objectives/Tasks

Design, which shall include the preparation of plans, technical specifications and estimates, per City Standards, to upgrade the following traffic signals to fully actuating signals and to interconnect them to the city-wide traffic signal master computer:

Task No.

1. **Ocean Beach Highway** corridor upgrades:
 - *N.W. Nichols Blvd.* - Design video detection, controller upgrade, and interconnect.
 - *Olympia Way & Kessler Blvd.* - Design new controller and interconnect.
 - *Triangle Mall* - Design video detection, controller upgrade, interconnect, and replacement of span wires with mast arms.
 - *9th Avenue* - Design video detection, controller upgrade, and interconnect.

2. **Ocean Beach Hwy. & N.E. Nichols Blvd.** - Design video detection, controller upgrade, and interconnect.

3. **14th Ave. & Delaware Street** - Design traffic signal.

4. **15th Ave. & Tennant Way** - Design video detection, controller upgrade, and interconnect.

5. **14th Ave. & Tennant Way** - Design video detection, controller upgrade, and interconnect.

6. **Washington Way** corridor upgrades:
 - *9th Avenue* - Design video detection.
 - *10th Avenue* - Design video detection.
 - *11th Avenue* - Design video detection.
 - *12th Avenue* - Design video detection, controller upgrade, and interconnect.

7. **Washington Way & 30th Ave.** - Design video detection and replacement of span wires with mast arms.

8. **15th Avenue** corridor upgrades:
 - *Washington Way/Maple* – Design video detection, progression timing, interconnect and replace span wires with mast arms.
 - *Hudson Street* – Design controller and interconnect.
 - *Hemlock Street* – Design video detection, new controller, and interconnect.
 - *Fir Street* – Design video detection, new controller, and interconnect.
 - *Delaware Street* – Design video detection, new controller, and interconnect.

9. **7th Avenue & Hudson Street** – Design video detection, new controller, and interconnect.

The Transpo Group

Scope of Work

Ocean Beach Highway Simulation Modeling

Project Description

This is a simulation project on Ocean Beach Highway (SR-4) Longview, Washington. The area to be simulated is Ocean Beach Highway between 30th Avenue and Olympia Way. With the primary area of interest on Ocean Beach Highway being the section from NW Nichols Boulevard to NE Nichols Boulevard.

Approach

Microscopic simulation is conducted to investigate traffic behavior in urban networks and support the development of network-level traffic flow relations. Simulation models can evaluate the interference that occurs when congestion builds up at one location and impacts the capacity of another location. Microscopic simulation provides a broad understanding of system-wide impacts of future planning and design strategies. This approach is intended to provide a better understanding of how changes in a select area will impact overall circulation and traffic flow of the local system. The micro-simulation model is also a very effective tool for communicating technical data to both technical and non-technical stakeholder groups.

Scope of Services

The following scope of services is based on our experience in traffic operations studies using micro simulation modeling. This project is based on an AM and PM peak hour analysis.

Task 1: Develop Simulation Model

The first step will be to develop a microscopic traffic simulation model using VISSIM software based upon the boundaries discussed above. The model will be based on existing conditions, to closely simulate current traffic operations. The City will supply all of the necessary data for modeling inputs including:

- aerial base maps
- roadway geometrics
- PM turning movement counts
- signal timing information
- pedestrian activity (if an issue)
- a sketch showing traffic issues (queuing, etc)
- a sketch showing unique traffic flow patterns (i.e., high rates of lane utilizations from one intersection to the next)

Information will be required at the following intersections:

- Ocean Beach Highway/30th Avenue
- Ocean Beach Highway/NW Nichols Boulevard
- Ocean Beach Highway/NE Nichols Boulevard
- Ocean Beach Highway/Olympia Way

Ocean Beach Highway/30th Avenue is included to ensure the model is capable of accurately representing existing conditions, as well as providing appropriate gapping of vehicles along Ocean Beach Highway.

Task 2: Model Calibration

The next step is to calibrate the model to simulate existing roadway conditions. The most important issue for calibration for this particular project is to ensure the model accurately depicts traffic patterns and issues in the study area. To help with this we will coordinate with staff at the City to ensure model accuracy.

Task 3: Future Baseline Model

A future baseline “do nothing” model will be developed. The baseline model is the model that represents a future year with an increase in traffic volumes, but assumes no roadway improvements. Data from the baseline model will be compared to data from future design alternatives to measure the degree of impact of each alternative. For this study the future baseline year will be a forecast of 10 years from the existing traffic volume counts. Traffic volumes will be increased at a rate of two percent per year.

Task 4: Alternatives Model Construction

The future baseline model will be adjusted to represent future alternative design scenarios. This project will review up to 3 design scenarios along the study area.

Task 5: Data Collection and Analysis

Data will be collected from each alternative and compared to the future baseline data to determine the degree of impact of each alternative. For this study travel times, approach delays, and queues may be the most useful data. The data comparisons will show the expected impacts of each alternative on the local system, as well as help the City determine which alternative best aligns with the City’s goals.

Task 6: Documentation and Presentation

The results of the analysis will be documented in a technical memorandum. Also, simulation clips will be provided to the city for presentation to stakeholders. A presentation to the City council has been accounted for in our budget.

Budget Estimate

Costs are estimated at \$14,000 based on the scope of services identified in this proposal package. We will work closely with the project team to assure that our efforts are continuously directed in the best interest of the project. If we believe at any time that the work program we have developed will not successfully meet the project objectives, we will coordinate with the project team immediately to determine the best strategy for adjusting our work. We typically invoice for our services on a monthly basis or directly after major project milestones.

Schedule

We will work with the City to establish a schedule that fits the overall needs and goals of the project at the time the project is initiated. This work typically can be completed in approximately five weeks. We will always strive to work in

good faith to meet client goals and keep the client and project team informed regarding our status at any time during our efforts.

The Transpo Group

Scope of Work

Longview “Civic Center” Roundabout

Scope of Services

The following provides an overview of the major tasks being proposed for the planning and design of the Longview civic center roundabout project. The scope of services includes a public involvement effort with the participation of city staff, elected officials, historic preservation committee, business community, and the general public.

This traffic analysis for this project will be based on the peak traffic period. The peak traffic period will be determined during the evaluation of the available and collected traffic data.

Planning:

Task 1: Stakeholder involvement program

Task 2: Data collection and evaluation of existing conditions

Task 3: Future traffic growth and forecast

Task 4: Development and evaluation of initial concepts

Task 5: Refinement of concepts and selection of preferred concept

Task 6: Preferred concept plan and Report

Design:

Task 1: Surveying and base map preparation

Task 2: Preliminary channelization and civil plans including landscaping

Task 3: 90% plans, specifications, and estimate

Task 4: Final plans, specifications, and estimate

Planning

Task 1: Stakeholder involvement program

A key to the success of this project will be on-going communication throughout the planning process. The end product must reflect the community's input and vision. The intent of this task is to seek input from and share information with the stakeholders throughout the project development process.

We anticipate having a citizen advisory committee (CAC) involved in this project. The CAC would include representatives from the business community, historic preservation committee, general public, City staff, and project team. The CAC proposed meetings are as follows:

1. Meeting 1 will occur shortly after completing Task 2 (evaluation of existing conditions). The main goal of this meeting would be to share our findings from Task 2 with the CAC and more importantly, solicit input from the CAC regarding existing perceptions of the area together with their desired vision and direction for the project. Evaluation criteria for this project will be developed and defined at this stage. This could include but is not limited to: Improved pedestrian safety, historic preservation, aesthetics, and improved traffic flow.
2. Meeting 2 will take place shortly after the development of the initial concepts for the roundabout. Concepts developed will be presented to the CAC for review, discussion, and evaluation. Each concept would be rated based on the criteria identified from meeting 1. Concepts could also be modified at this time.
3. Meeting 3 will take place after during Task 5. The objective of this meeting to share the results of the concept evaluations, review refined concepts and reach consensus for a final recommendation to City council.

A formal presentation would be made to City Council shortly after the third meeting of the CAC.

It is our intent to make clear and easily understood visual presentations of the proposed concepts to the CAC and City Council. This could include but would not be limited to project fact sheets, renderings, and 3D simulations.

Task 2: Data collection and evaluation of existing conditions

This task will provide the information required to define the existing roundabout conditions, including traffic operations and flow patterns, pedestrian and vehicular safety, traffic control, and roadway geometrics.

It is our understanding that the City will be in charge of the data collection effort and will be assisted by Transpo staff as needed. We anticipate needing the following data:

1. Traffic counts peak hour and daily counts (general vehicles separated by type- passenger car, trucks, buses)
2. Origin and destination survey for the existing traffic circle
3. Pedestrian traffic counts at major crosswalks
4. Traffic accident records (3 to 5 years of data)
5. Existing roadway geometrics (lane widths, sidewalks, etc.), speed limits, and traffic control

The data will be evaluated in order to share our existing conditions findings with the CAC and to facilitate the development of concepts that would mitigate existing deficiencies. All of the above information will be summarized in table and graphics for use by City staff and Transpo at the CAC and Council meetings.

Task 3: Future traffic growth and forecast

Future (2015) traffic forecasts will be prepared for this project using historical traffic data, the data collected in Task 2, and the regional traffic model.

The traffic forecast will be used to prepare a future baseline condition (do nothing alternative) for the traffic simulation model. This future baseline conditions model will be used for comparison with the expected operating conditions of the proposed improvements.

Task 4: Development and evaluation of concepts

Based on the results of the evaluation of the existing conditions and future baseline traffic simulation model, we will work with the CAC and the City to define alternative configurations for the traffic circle and connecting roadways. Up to three alternatives will be prepared for discussion with the CAC and City. As stated earlier we anticipate two meetings to be held with the CAC, before and after the concept evaluation. Transpo will prepare the following for each alternative:

1. A Concept plan on a 24"x36" plan sheet showing proposed channelization, landscaping and traffic control
2. 3D traffic simulation model of the proposed concepts
3. Estimate of probable cost
4. Pros and cons of the proposed concepts

Task 5: Refinement of concepts and selection of preferred concept

Following the CAC's review and evaluation of the initial concepts prepared in Task 4, it is expected that some modifications of the concepts may be identified by the project stakeholders. This task is defined to allow for suggested modifications to be incorporated into the three project alternatives. These would be returned to the CAC for review and final concept selection at the third CAC meeting, based on the criteria identified in the first CAC meeting. The preferred concept would be presented to the City Council as part of Task 5.

Task 6: Preferred concept plan and report

Once the preferred concept has been selected by the CAC, city staff, and the City council, a report will be prepared summarizing the concept development and selection process together with existing and forecast data. The channelization plan prepared for this concept will be used as the basis for developing design documents (plans, specifications, and estimate).

Design:

Task 1: Surveying and base map preparation

The surveying for this project will be performed by Gibbs and Olson Engineering. The following details our proposed scope of work:

Task 2: Preliminary channelization and civil plans including landscaping

The scope of work and budget for this task will be prepared after the preferred concept is adopted by the City

Task 3: 90% plans, specifications, and estimate

The scope of work and budget for this task will be prepared after the preferred concept is adopted by the City

Task 4: Final plans, specifications, and estimate

The scope of work and budget for this task will be prepared after the preferred concept is adopted by the City

Schedule

Refer to attached schedule

The Transpo Group

Scope of Work

Tennant Way Traffic Simulation

Project Description

This is a simulation project for a cluster of intersections located near the intersection of Tennant Way/15th Avenue in Longview, Washington. The area to be simulated is:

- Tennant Way; from Commerce Avenue to 15th Avenue
- California Way; from Commerce Avenue to 15th Avenue
- 15th Avenue; from Kessler Boulevard to Tennant Way
- 14th Avenue; from Tennant Way to Cypress Street

Approach

Microscopic simulation is conducted to investigate traffic behavior in urban networks and support the development of network-level traffic flow relations. Simulation models can evaluate the interference that occurs when congestion builds up at one location and impacts the capacity of another location. Microscopic simulation provides a broad understanding of system-wide impacts of future planning and design strategies. This approach is intended to provide a better understanding of how changes in a select area will impact overall circulation and traffic flow of the local system. The micro-simulation model is also a very effective tool for communicating technical data to both technical and non-technical stakeholder groups.

Scope of Services

The following scope of services is based on our experience in traffic operations studies using micro simulation modeling. This project is based on a PM peak hour analysis.

Task 1: Develop Simulation Model

The first step will be to develop a microscopic traffic simulation model using VISSIM software based upon the boundaries discussed above. The model will be based on existing conditions, to closely simulate current traffic operations. The City will supply all of the necessary data for modeling inputs including:

- aerial base maps

- roadway geometrics
- PM turning movement counts
- signal timing information
- pedestrian activity (if an issue)
- a sketch showing traffic issues (queuing, etc)
- a sketch showing unique traffic flow patterns (i.e., high rates of lane utilizations from one intersection to the next)

Information will be required at the following intersections:

- 15th Avenue/Kessler Boulevard
- 15th Avenue/Tennant Way
- 15th Avenue/California Way
- Tennant Avenue/14th Avenue
- Tennant Avenue/Commerce Avenue
- California Way/14th Avenue

It may also be useful to have information at 15th Avenue/Douglas Street and Tennant Way/11th Avenue. Although these are not study intersections they are nearby intersections that will be feeding traffic into the model study area. If they are signal controlled, then the signals will meter how the traffic enters the model and it would be useful to have data for these intersections to include in the model.

Task 2: Model Calibration

The next step is to calibrate the model to simulate existing roadway conditions. The most important issue for calibration for this particular project is to ensure the model accurately depicts traffic patterns and issues in the study area. To help with this we will coordinate with staff at the City to ensure model accuracy.

Task 3: Future Baseline Model

A future baseline “do nothing” model will be developed. The baseline model is the model that represents a future year with an increase in traffic volumes, but assumes no roadway improvements. Data from the baseline model will be compared to data from future design alternatives to measure the degree of impact of each alternative. For this study the future baseline year will be a forecast of 10 years from the existing traffic volume counts. Traffic volumes will be increased at a rate of two percent per year.

Task 4: Alternatives Model Construction

The future baseline model will be adjusted to represent future alternative design scenarios. One of the proposed scenarios is to review dual left turns from 15th Avenue to Tennant Way eastbound. This project will review up to 4 additional design scenarios along Tennant Way including the possible closure of 14th Avenue at Tennant Way. Thus, there is proposed a total of 5 alternative design scenarios.

Task 5: Data Collection and Analysis

Data will be collected from each alternative and compared to the future baseline data to determine the degree of impact of each alternative. The data comparisons will show the expected impacts of each alternative on the local system, as well as help the City determine which alternative best aligns with the City's goals.

Task 6: Documentation and Presentation

The results of the analysis will be documented in a technical memorandum with a set of recommendations. Simulation clips will be provided to the city for presentation to stakeholders.

Budget Estimate

Costs are estimated at \$16,000 based on the scope of services identified in this proposal package. We will work closely with the project team to assure that our efforts are continuously directed in the best interest of the project. If we believe at any time that the work program we have developed will not successfully meet the project objectives, we will coordinate with the project team immediately to determine the best strategy for adjusting our work. We typically invoice for our services on a monthly basis or directly after major project milestones.

Schedule

We understand this work is the City's first priority. We will work with the City to establish a schedule that fits the overall needs and goals of the project at the time the project is initiated. We anticipate the analysis could be done in approximately four to six weeks. We will always strive to work in good faith to meet client goals and keep the client and project team informed regarding our status at any time during our efforts.

New Business License Applications

02/21/2003

CHARTONE, INC
226 AIRPORT PKWY, SUITE 200
SAN JOSE CA 95110

CLORINDA SAMMIS
PHOTOCOPY SERVICE

DON PEDRO'S MEXICAN RESTAURANT
437 OREGON WAY
LONGVIEW WA 98632

HECTOR PELAVO
MEXICAN RESTAURANT

DREAM JANITORIAL
3250 OCEAN BEACH HWY
LONGVIEW WA 98632

TINA MAE ALLEN
CLEANING SERVICE

FRANK'S EUROPEON CELLAR
1338 COMMERCE AVE SUITE G
LONGVIEW WA 98632

FRANK GERLOFF
DELICATESSEN

JURVAKANINEN LANDSCAPE CO.
1759 COAL CREEK RD
LONGVIEW WA 98632

DON JURVAKAINEN
LANDSCAPER

PROTECTIVE PAYEE SERVICES
2546 GREENWAY AVE
LONGVIEW WA 98632

TRACIE GRINDSTAFF
PAYEE SERVICE

SCISSOR WIZARDS
326 TRIANGLE MALL
LONGVIEW WA 98632

MARY PAGE
HAIR AND NAIL SALON

SOUTH SOUND DIST. LLC
2703 CAPITAL MALL DR. #8
OLYMPIA WA 98502

STEVE CRAWFORD
CLEANING SERVICE

STUFFY'S II
804 OCEAN BEACH HWY
LONGVIEW WA 98632

GRANT DULING
RESTAURANT

**Minutes of the January 15, 2003
Mint Valley Golf Course Advisory Meeting**

Members Present: Al Smith, Paul Armstrong, Tilman Davis, Joe Quirk, Betty Rush, and Wendell Kirkpatrick

Members Absent: Andy Whiton

Staff Present: Rich Bemm, Scott Knapp, Mahlon Moe, and Liz Davis

Others Present: Steve Jones

Approval of Minutes

Chairman, Joe Quirk, called the meeting to order at 4:20 p.m. Betty Rush then made a motion to approve the October 16, 2002 minutes as mailed. Tilman Davis seconded the motion. The motion was passed by a unanimous vote.

Reports

Golf Superintendent

Scott distributed a drawing showing the 15 and 16 fairways noting the areas marked for tree removal and replanting. On #15 the pines behind the green would be removed and replaced with deciduous and conifers to provide a better backdrop. Scott recommends all ten pines behind #16 green be removed and replaced with conifers to give a more uniform appearance while blocking #17 tee. He said they would leave the old oak tree. Al Smith cautioned that changing the appearance of the course would be controversial. Betty wondered what would happen on 16 tee.

Al Smith felt this is a radical tree removal and should be done all at once. Wendell Kirkpatrick supported the idea if it is done in the most economical way. Joe asked how many would be removed; Scott replied they would replace with fifteen trees, using two varieties.

Al felt that removing existing trees will be a drastic change and suggested staff post an explanation of the project in the clubhouse. Joe asked if this was in the original plan, Scott said it was. Al said he supports the vision, and minimizing impact on the course and supported Mahlon's suggestion to create mounds. Rich said he will take this information into consideration and that every effort will be made to minimize negative reactions.

Tilman sees this project as an improvement. Scott said he plans to remove 50-60 cottonwood and alders on the left side of #7, and will replant with columnar shape along the fence. There is a possibility that the ponds will be dredged.

Scott noted that trees dead on the island have been logged off. Options for the island include making a tee for 16 with footbridge access to it or simply replanting. Al commented that the removal of trees on #7 was a good idea however was concerned how we would fund the construction of a tee box on island.

Golf Professional

Mahlon Moe highlighted the good fall and winter season. Sixty-one winter passes have been sold. Coupons in the Oregonian were extended into October to increase revenues. Cart storage spaces are filling up.

Mahlon said he would be attending the PGA merchandising show in Orlando to examine new developments and equipment. He then thanked Paul Armstrong for constructing a wall separating the dining area and the pro shop. Malon is also working on getting quotes for new carpeting in the clubhouse.

Director

Green Fee Rates for 2003 – Rich remarked that he would like to start the discussion regarding fee increases. He shared the changes that were made for 2002. Wendell Kirkpatrick felt we should hold the line, with no increases. Joe Quirk noted that the last ones filled gaps and we should be cautious and should look at the market first for local golfers. Tilman felt we should get more play rather than increase rates suggesting more advertising. Al noted that play dropped 400 rounds over the past few years, and felt we should wait on any increase. Wendall suggested offering coupons to winter pass holders to bring a guest to play for \$10. Joe encouraged any creative way to market.

Promotional Programs – Members brainstormed ways to increase play including advertising in the Daily News, advertising in the Chamber newsletter, holding special golf days, i.e. “Dry. day”, radio ads, offering coupons and discounts, promoting the Par 3. Par 3 adverting could feature the dry conditions resulting from the sanding and drainage programs. Al felt the focus should be to increase play during the summer months. Rich suggested trying both methods. Joe felt we should market a corporate program while Mahlon prefers to target small groups who are more likely to return.

Rich suggested ways to get the local golfers coming back by offering a punch card. Mahlon felt offering 6 rounds will reach more people. After discussion, members approved a card with 8 punches.

4th Quarter Financial Report – Financial play and revenue reports were reviewed along with the end of the year projections report. Figures showed prior to the 13th month figures that expenditures exceeded revenues by \$6,967. This leaves the reserve balance at \$93,202.

Capital Projects for 2003 (Carpet, #16 Tee, Chipping Green) – Scott discussed the chipping green and answered questions about moving the sand trap at the putting green.

Old Business

None

New Business

None

At **5:45** p.m., with no further business, Al Smith made a motion to adjourn, seconded by Tilman Davis, the motion passed unanimously.

The next regular meeting will be held on Wednesday, April 16, 2003.

Submitted by:

Liz Davis, Secretary to the Board

Golf Maintenance Report

For the January 15, 2003 Advisory Board Meeting

Listed below are some of our accomplishments since our October meeting.

- Taken out 7 trees that were dead or dying and ground stumps.
- Trimmed all our Thunderclouds (Plums)
- Kept the leaves picked up on the course.
- Rebuilt 85% of our equipment.
- Steam cleaned all of our equipment.
- Planted trees on holes 7, 10, 11 and 15.
- Started the sanding program on fairways.
- Working on updating the irrigation on #6 fairway.
- Did some cleaning off to the right of #3 fairway.

Several activities are coming up in the next few months.

- Continue the sanding program.
- Planting of 40-50 new trees.
- Removing 8 more dead or dying trees.
- Finishing up our equipment rebuilds
- Construction of a new chipping green in front of the range.
- Cleaning off the island by #16 tee.
- Finish updating the irrigation on #6 fairway.

Golf Committee Report
January 15, 2003
Mahlon Moe, Professional

We had a beautiful dry fall and the local golfers took advantage of Mint Valley's WINTER season pass purchasing a record 61 passes. The well-groomed condition of the course and the lack of rainfall made these years pass holder mighty happy and helped set a record amount of play for October. Golfers were all saying they have never seen "The Mint" so dry and nice.

The Oregonian coupons were extended through the month of October. Winter daily rates remained the same as last season and began in early November. There have been a flow of new members signing up for cart storage who have been members of the Country Club and Three Rivers and plan to play at Mint Valley next summer.

I will be attending the annual PGA merchandise show next week and once again will look for new developments and values in equipment. We are in need of a new fleet of power carts and information about much needed carpet for the clubhouse.

The pro shop staff has painted the walls and behind counter in anticipation. Our green carpet (18 years plus 12 vacuums old) has been cleaned and patched and dyed over the years and has held up remarkable well despite damaging steel spike usage. Hopefully the budget will allow us to proceed with this much-needed expenditure and with soft spikes being the new technology we should get extended wear.

With the help of Paul Armstrong, Mint Valley's course marshal, a new 6 x 8 foot wall was constructed better defining the restaurant area from the Pro Shop. The men and ladies club will benefit from the expanded wall space providing space for their trophies. The Washington Golf Association will be providing new handicapping computers and software to Mint Valley.

Ordering, pricing, inventorying, and displaying of new merchandise are a daily job for our pro shop staff. Our starter/marshals will be contacted for our upcoming season opening. Orientation and training will begin in March in order to focus on customer service. We will also be improving our menu and hiring and training new restaurant staff for the upcoming season.

**Minutes of the January 16, 2003
Longview-Kelso Parks and Recreation Board Meeting**

Members Present: Carl Degner, Buff Chambers, Shelley Cosgrove, Mike Karnofski, Kirby McCoy, Margaret Soderman and Kalei LaFave

Members Absent: Jerry Phillips, Bill Daniels and Scott Moulton

Staff Present: Dick Mueller, Al George and Liz Davis

Chairperson, Margaret Soderman called the meeting to order at 7:00 p.m.
New board member Carl Degner was welcomed.

Approval of Minutes

Mike Karnofski requested that the following corrections be made to the December minutes. Buff Chambers was elected vice-chair, not Kirby McCoy, and Bill Daniels volunteered to be on the Tam O'Shanter master plan committee, not Mike Karnofski. Margaret then noted a grammatical error in the "Board Member Comments". A motion was then made by Buff Chambers to accept the December 19, 2002 minutes as corrected. Mike Karnofski seconded the motion and the minutes were approved unanimously.

Constituent Comments

Mike Barbee and Kyle Knox representing Central Youth Baseball were present to discuss the storage shed near the rookie field at Archie Anderson Park. It recently burned down and needs to be replaced. Kyle said he would like this to be his Eagle Scout project and will coordinate plans and all material donations. The building would be located in approximately the same area with a composition roof. Buff Chambers made a motion to approve the project. Kalei LaFave seconded the motion, which then passed with a unanimous vote.

Todd McDaniel, representing Kelso Youth Baseball brought the board up to date on plans for a batting cage at Tam O'Shanter. The project, an 84' x 36' pole building, will start in fall or late summer and be located between the minor/major fields. The league will spend \$15,000, with plans for labor and supplies to be donated. They would like to be placed on the March agenda to discuss the plans. He said he has not met with Kelso City Manager Doug Robinson yet to discuss the project.

Board Members Comments

Buff asked about the electricity at Tam O'Shanter Park and will follow up with Al. He also noted a lot of trash, bottles, etc. along the lake path along the Nichols Blvd. side of the bridge.

Buff also asked why the lakes water is so brown. Al said it could be due to run-off, possible springs, or because the water level has been kept low because of the bridge construction.

Kirby noticed that the path markers along the Coweeman dike trail are gone and suggested installing permanent markers. Buff responded that the Kelso Recreation council might be able to cover the cost.

Kalei noted there is still no lighting at Hoehne Park and wondered if this project would qualify for the neighborhood park grant.

Reports

Park Maintenance

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

Recreation

Dick Mueller had no further information in addition to his written report previously submitted.

Directors Report

Dick Mueller gave the report for Richard Bemm.

Park Grant – Rich would like the board to consider setting criteria for the grants, i.e., which is qualified based on the original intent. Mike cautioned to keep as few restrictions as possible so we do not offend anyone who could benefit. Margaret wondered what criteria other cities use.

CIP – Reviewed the approved Longview projects and noted that Kelso projects for 2003 included Catlin Building front door and window replacement, and Tam O’Shanter and Camilla Summers park master plans.

Kelso Comprehensive Plan– The board agreed with the draft community survey questions and reviewed the Kelso Comprehensive plan vision statement.

Tree Board

As submitted.

Old Business

Community/Conference Center – The Parks and Recreation Department management of the facility is no longer being considered as an option. The PFD has recommended combining the facility with the existing Exposition Center and both cities are in support of this action.

Al said that the fountain pump at the north end of lake has been returned to the manufacturer.

He also said that live trapping would begin for nutria and beaver that are damaging turf and the trees, including some on the Japanese island.

Margaret asked what was the final location for the statue at the train depot.

New Business

Mike urged members to drive past the proposed basketball court under the Allen Street bridge.

Adjournment

On a motion by Buff Chambers and seconded by Mike Karnofski, the meeting was adjourned at 8:10 p.m.

Next meeting is February 20, 2003 in Longview.
Submitted by:

Liz Davis, Secretary to the Board

Memorandum

To: Parks and Recreation Advisory Board

CC: Rich Bemm, Director, Parks & Recreation

From: A. L. George, Superintendent of Parks

Date: 2/24/2003

Re: Monthly Report, December 6, 2002 through January 6, 2003

As would be expected for December and employee vacations, the work completed has been limited. Shrub beds are being inspected, pruned or discontinued. Planting some trees in the nursery and some major pruning of our collection of Rhododendrons is being completed. Areas of erosion have been identified and efforts to curb the problem are being accomplished. The Downtown city-owned parking lots have been cleaned. Inventories are being completed.

The bridge to the island is still being constructed. One of the laminated beams was rejected because of a flaw. A new one was constructed. The beams have now been treated, the metal brackets to hold the beams have been attached to the concrete and we are now looking at a mid February installation. We have constructed a new temporary gate, patterned after a torii gate in Miyajima, Japan. We needed something a bit more attractive to limit entry while we are developing the garden.

We have once again had problems with the fountain on the north end of the lake. A bolt came loose, slipped out and bent the impeller. We are currently attempting to correct that problem with the factory. Vandalism doesn't stop for the holidays, so we have continued to repair any that appears.

The holiday lighting in R. A. Long Park and the downtown area has been removed and stored. We are currently looking at some improved storage plans to limit damage to items and protect them from nesting and roosting birds.

We continue to have problems with the beaver. One meal consisted of a very old and valuable Japanese Maple on the island. That species is quite hardy, so we fenced it and will attempt to save it. We have to do some research on how to protect our trees from wandering beaver that is not obtrusive or aesthetically objectionable.

TREE BOARD

92 trees were trimmed.

7 trees were removed

13 trees were planted

Thank you for your support and input for 2002.

Date: January 9, 2003
To: Richard Bemm, Director of Parks and Recreation
From: Dick Mueller, Recreation Superintendent
Subject: December 2002 Program & Facility Report

Youth

- There were 6 specialty youth classes in December 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 during after school hours for three weeks. Barnes has 84 registered that attended 261 times; Kessler with 69 registered went 458 times; Northlake served 104 registered for an attendance of 601; St. Helens recorded 90 registered attending 500 times and Wallace with 81 registered going 1,086 times.
- The Out of School program at Robert Gray had 157 registered youth that attended 576 times before school and 536 times after school.
- Volunteers donated 9 hours of service at the after school programs.

Teen

- Catlin Center is open on Monday through Thursday from 3 to 8 pm. There were 45 teenagers attending 269 times. Special events included games, movies, tournaments, parties and contests with youth participating in these organized events.
- Late Night was held at the YMCA on four Friday nights with 267 teenagers attending 420 times.
- The monthly middle school and junior high dance was held at the McClelland Center with 157 teens attending.
- Teenagers volunteered 28 hours of time to help plan, organized and conduct their activities.

21st Century Community Learning Center Program

- In partnership with Wallace School we conducted 4 specialized classes for 84 youth and their families during after school and evening hours.
- In collaboration with the middle and junior high schools we continue to operate after school programs at the schools. Monticello had 118 teens attending 400 times, Coweeman with 39 youth attend 140 times and Huntington served 61 teenagers at the program 202 times. We provide drop in and organized activity at each site that included games, tournaments, parties, contests and other events.

- The RA Long High School program had 12 youth attending 41 times during the month. Kelso High School brought in 22 teens going to the program 50 times.

Family & Community Events

- The annual Breakfast with Santa was held at Monticello Hotel Ballroom with 450 people attending. This was a first time partnership with the Monticello Hotel who sponsored this great family event and provided the facility along with food. The event included crafts, music, entertainment, activities and a meal for the entire family. Twenty-five volunteers donated 97.5 hours to plan and conduct this event. Girl Scout Troop 689 had 11 youth donate 27.5 hours to conduct craft projects.
- There were 4 family classes with 63 participants. These are classes that a parent or caregiver and child attend together.

Adult

- There were 3 adult classes during the month with 25 participants. These classes included educational instruction, enrichment, exercise, fitness, technology, language, art, dance, and music that were held at recreation buildings and various businesses.
- The basketball league continued with 13 teams having 104 players at Lower Columbia College and Monticello Middle School.

Therapeutic (programs for developmentally disabled individuals)

- The “Saturday Night Social” program was held four times at Catlin Center with 85 registered participants attending 167 times. Activities included games, snacks, music, contests, education and social interaction.
- Therapeutic volunteers donated 23.5 hours at programs and events this month.

Adults 55 & Over

- Health and safety programs included foot care with 3, driving class having 12 and blood pressure clinic serving 5 people.
- There were six ongoing weekly programs this month with 91 participants attending 347 times. These classes included line dancing, bunco, bridge, woodcarving, dominos & cribbage.
- The weekly entertainment and lunch program served 45 people for 115 times on Tuesday and Thursday.
- Special events included a Holiday lunch with 67 people and New Year Dance with 75 attending.
- There was a van trip to the Pittock Mansion with 12 and to see the Portland Festival of Light at the Grotto with 12 people.
- There were four board and table game programs with 39 people attending 103 times.
- There were 56 hours of volunteer time donated for programs at the Senior Center this month.

Staff

- Joanna Martin joined the staff this month as the youth recreation coordinator replacing Gary Chapin who left to pursue other opportunities. Joanna is from Kelso and attended Central Washington University where she received three Bachelors Degrees in Recreation, Communication and Psychology. She worked for Ellensburg Parks and Recreation Department for two years and also was on the Camp Fire USA staff.
- Volunteers donated 214 hours at youth, teen, therapeutic and senior programs.

Facilities

- Wood floors were refinished at Catlin, McClelland and the Senior Center during the month.
- The Woman's Club Building had 14 nonprofit uses and 3 rentals.
- McClelland Center use consisted of 2 government and 4 rentals.
- Youth sports organizations used park sport fields and facilities 36 times.

**Longview Visual Arts Commission
Minutes of the February 6,2003 Meeting**

Members Present: Paula Biwer, Leon Lowman, Judy Fuller, Julie Kendall and Hans Schaufus

Staff Present: Rich Bemm

Judy called the meeting to order at 6:35 p.m.

Election of Officers

Judy Fuller asked for nominations for Chairperson. Leon Lowman recommended Julie Kendall as chair. Paula Biwer seconded the motion. With no further nominations, Julie was approved unanimously. Julie asked for nominations for Vice-chairperson. Hans recommended Leon as vice-chair and Paula seconded the motion. With no further nominations, Leon was unanimously approved.

Approval of Minutes

Minutes of the September 5th and November 7th meetings were approved as mailed.

Constituent Comments

No visitors were present.

Old Business

Julie asked for recommendations for meeting times now that we have a new member serving on the Commission. The first Thursday of the month seemed to remain the best option, but the consensus was that starting the meetings at 5:00 pm would work better with everyone's schedule. The frequency would remain on a quarterly basis unless arts project review would warrant an earlier meeting.

As a follow-up to a previous discussion, Rich asked what projects the Commission would like to work on in 2003. Julie expressed an interest in pursuing the 1% of property tax going toward the arts. This met with agreement from others although with the recognition that these are difficult times to approach this. The Neighborhood Park Grant funds were addressed and the possibility of making application through a match from an artist willing to sell his/her artwork at 50% of the value. Other suggestions for the Commission included assessing sites in the city where artwork is appropriate, and creating a brochure on art in Longview including a list of the galleries, map of the sites and the purpose of the Arts Commission. Hans, Paula and Judy agreed to work on the brochure beginning after April 1st.

An update was given on the Sacajawea sculpture project. The artist has met the requirement to have a not-for-profit board established and the 501C(3) application completed by the end of 2002. The Board now has to enter into a contract with the city defining the funding source and agreeing to procedural stipulations. This phase is to be completed by the end of March. Julie asked about the possibility of John Chilson providing a bronze piece for the lake that relates to the Lewis and Clark expedition, but not a piece depicting Sacajawea. There was consensus that this was a good idea since it would maximize the potential artwork for the lake, yet not be in conflict with Tag Richard's Sacajawea project. Rich cautioned about the Council's concern regarding any negative impact on the

Sacajawea piece, but that he would follow up with the city manager for his opinion. He would also contact John Chilson should he get the go ahead on this.

New Business

Rich shared a picture of a bronze piece that was donated to the city of Kelso to be placed inside the train depot. It was created by artist Carolyn Williams and donated by Cowlitz Bank.

Rich shared a picture of a bronze piece that is owned by Mary VanSickle and being offered to the city to place in one of the parks. Because the owner does not have any information on the artist, it was suggested that a meeting be set to view the piece at the owner's home. It was also suggested that perhaps a sculptor should be given the chance to view it first with Rich to get an expert's opinion and then follow up with a viewing by the Commission. Paula offered to get the names of a couple artists and submit them to Rich. Should the follow-up meeting be required, it was agreed that March 6th at 5:15 p.m. would be an acceptable time.

Adjournment

Paula moved and Judy seconded to adjourn the meeting at 7:50 p.m. The next quarterly meeting would be May 1st, but with this being the opening date for Leon's show at one of the Portland galleries, no confirmation was arrived at. It was decided to wait and see if the Commission would be making the trip to view the piece being donated by Mary VanSickle.

Submitted by Rich Bemm