CITY COUNCIL WORKSHOP MEETING MINUTES
Monday, May 15, 2017, 4:30 PM
City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Scott Higgins called the meeting to order at 4:30 p.m.

II. ROLL CALL

Present: Greg Anderson, Bonnie Carter, Don Chaney, Tim Hazen, Melissa Smith and Shannon Turk

Excused: Steve Hogan

Staff: Sam Adams, Phil Bourquin, Pete Capell, James Carothers, Leisha Copsey, Cliff Free, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Leona Langlois, Robert Maul, Denis Ryan, Connie Urquhart, Steve Wall and Alicia Pacheco (intern)

Press: No one from the press was present

III. PUBLIC COMMENTS

No one from the public wished to speak.

IV. WORKSHOP TOPICS

A. Clark County Commission on Aging
Details: A representative from the Clark County Commission on Aging provided a brief update to Council regarding the 2016 Annual Report.
Presenter: Robert Maul, Planning Manager; Marjorie Ledell, Commission on Aging Chair; and Chuck Frayer, Commission on Aging Treasurer

Commission on Aging 2016 Annual Report
Commission on Aging 2016 Housing Recommendations
Commission on Aging Presentation

B. Community Development Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Phil Bourquin, Community Development Director

Bourquin informed Council that a public hearing will be held May 16, 2017, before the Planning Commission regarding wireless communication facilities. This item will be placed on a future agenda for Council's consideration.

Bourquin also commented about the Commission on Aging presentation.

C. Six Year Transportation Improvement Program
Details: The Six Year Transportation Improvement Program, also known as the 6 Year Street Plan, is updated each year prior to commencement of the Washington State fiscal year of July 1, per the requirements of the Revised Code of Washington (RCW) 35.77.010. This year's program is for calendar years 2018 through 2023.
Presenter: James Carothers, Engineering Manager

6 Year Street Plan List - Draft
Six Year Street Plan Map - Draft
6 Year Street Plan Appendices

Staff sought comments from Council regarding potential program revisions, additions or deletions. Discussion ensued.

A public hearing will be scheduled for the June 5, 2017 Council Meeting regarding this matter.

D. 2017 STEP Tank Pumping Contract
Details: The 2016 STEP Tank Pumping Contract allowed for a one year contract extension for pumping in 2017. Haag and Shaw, Inc. was awarded the 2016 contract and completed it successfully. Haag and Shaw, Inc. is willing to provide pumping services for 2017 under an extension. The number of tanks to be pumped will be the same as 2016 which includes 800 residential, 15 emergency and 15 commercial. The 2016 contract had a provision that any contract extension for 2017 would be increased by the 2016 Consumer Price Index (CPI) for the Portland Metro area which is 2.6%. The 2016 unit prices quoted by Haag and Shaw, Inc. have been increased by the CPI of 2.6% which amounts to an increase of $2,871.84 over last year's contract providing for a total contract amount of $113,326.02 for 2017.
Presenter: Sam Adams, Utilities Manager

2017 STEP Pumping Extension
2017 STEP Tank Pumping Quote

This item will be placed on the June 5, 2017 Consent Agenda for Council's consideration.

E. City Facilities Roof Replacement
Details: Staff used the U.S. Communities National Cooperative Purchasing Program that the City has been participating in since 2004 to select Garland/Design Build Solutions (DBS), Inc. to develop a proposal for repair and/or replacement of the building roofs for the Library, Police Department and City Hall facilities. As part of the 2017 budget process, City Council authorized $400,000 for this work effort. Garland/DBS, Inc. has the expertise and is able to serve in a project management capacity on behalf of the City, obtain bids, oversee the workmanship, and ensure product quality control with predetermined materials and labor rates. Garland/DBS, Inc. solicited bids from five roofing contractors, held a pre-bid walk-through meeting and ultimately received three bids to complete the work. The final proposal for all three buildings exceeded the authorized budgeted amount. Factors contributing to the high costs are current market

conditions and an unanticipated increase of scope with the Police Department building requiring a complete removal of the previous two roof layers. Due to the amount of the cost proposals, available budget, and prioritizing needs, staff recommended Council approve the proposal by Garland/DBS, Inc. for the replacement of the Library and Police Station roofs only in the amount of $382,038.46.
Presenter: Denis Ryan, Public Works Supervisor and Steve Wall, Public Works Director

Garland Library and Police Department Proposal
Garland 3 Building Proposal

This item will be placed on the June 5, 2017 Consent Agenda for Council's consideration.

F. Public Works Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Steve Wall, Public Works Director

Wall commented about the North Shore Sewer Transmission System project.

Wall also mentioned that he will provide Council a summary of improvements related to development projects at a future Council meeting.

G. Plan Review Fee Code Amendment
Details: Staff discussed with Council a proposed code amendment for Plan Review Fees in Section 15.04.030(b) of the Camas Municipal Code (CMC).
Presenter: Cathy Huber Nickerson, Finance Director

Draft Ordinance for Amending Section 15.04.030(b) of CMC

An ordinance will be placed on the June 5, 2017 Regular Council Meeting Agenda for Council's consideration.

H. 2017 City of Camas Fee Schedule Update
Details: The Lacamas Lodge rental rates currently offer a 50% discount to non-profit organizations, which for 2017 is $87.50/hour. Staff discussed two new rate structures for public agencies and the Camas School District.
Presenter: Cathy Huber Nickerson, Finance Director

City of Camas Fee Schedule Update May 2017

This item will be placed on the June 5, 2017 Council Workshop Agenda for further discussion.

I. 2017 City of Camas First Quarter Financial Review
Details: Staff presented a financial review of the City of Camas for the first quarter of 2017. The presentation contained an economic review for context and a financial review that included budget to actuals analysis, review of short and long term debt, investment portfolio performance, and fund balance projections with an outlook for the remainder of 2017.
Presenter: Cathy Huber Nickerson, Finance Director

2017 First Quarter Financial Review

Huber Nickerson reviewed the City's first quarter financials and the historical financial impact of industrial growth on the City.

J. City Administrator Miscellaneous Updates and Scheduling
Details: This is a placeholder for miscellaneous or scheduling items.
Presenter: Peter Capell, City Administrator

Capell gave Council an update about the Community Survey. A presentation will be given during the June 5, 2017 Council Workshop.

Capell also commented about the strategic planning progress. This item will be placed on the June 5, 2017 Council Workshop Agenda.

Capell updated Council about the Emergency Medical Services (EMS) Study and noted that this item will be placed on the June 19, 2017 Council Workshop Agenda.

V. COUNCIL COMMENTS AND REPORTS

Hazen, Anderson and Smith attended the Camas Plant and Garden Fair.

Turk and Chaney attended the Audit Exit meeting.

Hazen attended the Cooper's View Park dedication and stated that he will be attending the Parks and Recreation Growth Assessment (PRGA) meeting on Monday. He will also be attending the Parks Commission meeting on Wednesday.

Turk participated in the Ivy League event at Fallen Leaf Lake Park.

Chaney commented about upcoming changes related to Clark Regional Emergency Services Agency (CRESA).

Capell informed Council that CRESA will be changing their current form of government and gave a brief update regarding the process and benefits of the change.

Anderson attended the Administrative Committee meeting and gave a brief update about C-Tran. He stated that he will be attending a meeting with East County Fire and Rescue (ECFR) next week.

Carter attended the Library Board of Trustees meeting and the Downtown Camas Association (DCA) meeting. She stated that she will be attending the Planning Commission meeting on Tuesday.

Turk and Smith plan to attend the Crown Park Open House that will be held on

Tuesday.

Mayor Scott Higgins commented about the Camas Plant and Garden Fair.

VI. PUBLIC COMMENTS

No one from the public wished to speak.

VII. ADJOURNMENT

The meeting adjourned at 5:56 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.