



## **CITY COUNCIL WORKSHOP MEETING MINUTES**

**Monday, November 03, 2014 at 4:30 p.m.**

**Camas City Hall, 616 NE 4<sup>th</sup> Avenue**

### **I. CALL TO ORDER**

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

### **II. ROLL CALL**

Present: Greg Anderson, Don Chaney, Linda Dietzman, Tim Hazen, Steve Hogan, Melissa Smith, Shannon Turk

Staff: Jerry Acheson, Bernie Bacon, Kristin Berquist, Phil Bourquin, Pete Capell, James Carothers, Bob Cunningham, Cathy Huber Nickerson, Mitch Lackey, Leona Langlois, Eric Levison, Pamela O'Brien, Ron Schumacher, Nick Swinhart, Steve Wall

Press: Heather Acheson of the Camas-Washougal Post-Record

### **III. PUBLIC COMMENTS**

Randy Curtis, 947 NW 43rd, Camas, referred to Item 7A *2015-2016 Capital Decision Packages*, as a member of the Citizen's Advisory Committee and the Crown Park Pool subcommittee. Curtis noted that the budget document seems to be inconsistent with the Camas Parks Comprehensive Plan and gave the reasons for his statement.

Brent Erickson, Chairman of the Parks Commission, 2739 NE Everett St., Camas, commented about Crown Park and its future use.

### **IV. SPECIAL PRESENTATIONS**

#### **A. Recognition of Community Development Employee**

Details: Formal recognition of Community Development Employee Bob Cunningham, who recently celebrated 25 years with the City, was given.

Department/Presenter: Phil Bourquin, Community Development Director

## **V. PUBLIC WORKS DEPARTMENT**

### **A. Quit Claim Deed for Old City Shop Property**

Details: In 1991, the City and James River entered into a property transaction where the City sold the old City shop on SE 6th along with the then current City shop on East First Street and James River sold the City the land on Polk Street where the Operation Center is currently located. A recent property transaction with the old City shop on SE 6th has brought to light a discrepancy between the building location and the land description. Stewart Title contacted City staff to request a file review for any relevant information regarding the property. After review, staff located a 1945 fully executed deed for the strip of land in question. The excise tax was paid in 1945 but it does not appear the deed was recorded. After discussion with the City Attorney, Stewart Title will prepare a Quit Claim Deed for the strip of land. Staff is requesting that City Council authorize the Mayor to sign the Quit Claim Deed and direct staff to proceed with the recording of the original deed. This transaction will not provide any additional income to the City. The City will not incur any cost associated with the recording or processing of these documents.

Department/Presenter: Eric Levison, Public Works Director

[1945 Deed](#) 

[Quit Claim Deed](#) 

Levison said the request for the Mayor to authorize the Quit Claim Deed and to direct staff to record the original deed is on the November 3rd Consent Agenda.

### **B. Evergreen Tennis Stormwater Agreement**

Details: Staff has been working with Quamash, LLC (Clark and Caryn Vitek), owners of the Evergreen Tennis Facility located at 5225 NW 38th Street, regarding stormwater fees for the property. The attached agreement has been developed in consultation with the City Attorney to recognize that portions of the City's stormwater fee (operations, maintenance and capital expenses) that are not applicable to the site. Please see attached memorandum for additional information and details.

Department/Presenter: Steve Wall, Utilities Manager

[Memo to Council Evergreen Tennis Stormwater](#) 

[Evergreen Tennis Stormwater Agreement](#) 

[Evergreen Tennis Stormwater Figure 1 \(added Nov. 3, 2014\)](#) 

This agreement will be included on the November 17, 2014, Consent Agenda for Council's consideration for approval.

**C. [Northwest Regional Training Center Contract for Services](#)**

Details: Contract for safety training and administrative services between The Northwest Regional Training Center (NWRTC) and the City of Camas for the calendar year 2015.

Department/Presenter: Eric Levison, Public works Director

[NWRTC Memorandum](#) 

[NWRTC Contract for Services](#) 

The NWRTC Contract will be included on the November 3, 2014, Consent Agenda.

**D. [P-906 Camas Library Window Repair](#)**

Details: Due to material's failure of the original window installation at the Camas Library, it is necessary to repair the damaged areas of 20 identified windows. Previous estimates exceeded \$20,000. The scope of work was modified to fit within the budget. The estimate for this project was \$7,046, including tax; only one bid was submitted by JWC, LLC for \$11,463 including tax.

Department/Presenter: Eric Levison, Public Works Director

[P-906 Bid Tab](#) 

This item will be included on the November 3, 2014, Consent Agenda for Council's consideration.

**E. [Miscellaneous and Updates](#)**

Details: Updates on miscellaneous or emergent items.

Department/Presenter: Eric Levison, Public Works Director

Levison reported that the large entrance doors to the Library will be completed in the near future.

## VI. COMMUNITY DEVELOPMENT DEPARTMENT

### A. Americans with Disabilities Act (ADA) Transition Plan Presentation

Details: This presentation provides information regarding the process for establishing an ADA self-evaluation and transition plan for ADA retrofit access in the public rights-of-way. Staff is working with John Manix, the presenter, from HDJ Design Group and sub consultant Todd Boulanger from Urbane Streets. The transition plan is a requirement for public agencies with 50 or more employees per Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Department/Presenter: James Carothers, Engineering Manager/City Engineer

[ADAPresentation](#) 

James Carothers noted there will be a second Citizens Advisory Committee meeting on November 4, 2014. It will be held at 3 p.m. in the Council Chambers.

John Manix, HDJ Design Group and Todd Boulanger, Urbane Streets presented a Power Point entitled, *City-Wide Self-Evaluation and ADA Transition Plan for the Public Right of Way*, made comments, and answered questions from Council. Boulanger will relay Councilmember Smith's concerns about the covered C-Tran stop.

### B. Professional Services Contract with Gray & Osborne, Inc., for Project No. WS-714 24" Sanitary Sewer Transmission Main

Details: Gray & Osborne, Inc. has been providing Camas with design and alternatives analysis related to the STEP Sewer connection at the Waste Water Treatment Plant (WWTP), and related odor control facilities. This proposal will complete the following tasks: 1) prepare plans and specifications for the STEP Sewer Connection at the WWTP, 2) prepare plans and specifications for Air/Vacuum and odor control facilities, 3) prepare plans and specifications for pigging facilities on the existing STEP Main piping, 4) prepare plans and specifications for pigging facilities along the new STEP Sewer alignment. Gray and Osborne, Inc. proposes to perform this work for an amount not to exceed \$43,417. The project is budgeted and funded by a \$3,740,000 Public Works Trust Fund (PWTF) Loan.

Department/Presenter: James Carothers, Engineering Manager/City Engineer

## [G&O STEP Connection Proposal](#)

Carothers said that this professional services contract proposal will be on the November 17, 2014, Consent Agenda.

### **C.** [Professional Service Contract \(PSC\) with Carlson Testing, Inc. for Project No. S-583 NW 18th Pedestrian Improvements.](#)

Details: Council recently awarded a contract to Michael Green Construction, Inc. to construct a multi-modal path on NW 18th Avenue. The project will require compaction and other materials testing in conformance with Washington State Department of Transportation (WSDOT) requirements. The attached PSC will provide for these services at a cost not to exceed \$10,000.

Department/Presenter: James Carothers, Engineering Manager/City Engineer

## [S-583 Change Order](#)

Carothers noted that the contract award to Michael Green Construction, Inc. for the path on NW 18th Avenue will be included on the November 17, 2014, Consent Agenda.

### **D.** [Amendments to Camas Municipal Code, Chapter 18.07 Use Authorization](#)

Details: On October 21, 2014, Planning Commission forwarded a recommendation of approval for Amendments to the Camas Municipal Code Title 18 Zoning, Section 18.07.030 Table 1 - Commercial and Industrial Land Uses. The amendments are to prohibit new residential uses in light industrial zones.

Department/Presenter: Phil Bourquin, Community Development Director and Robert Maul, Planning Manager

## [CMC14-03 Staff Report to CC](#)

## [CMC14-03 LI Code Amendments \(proposed\)](#)

A public hearing for amendments to CMC Title 18, Section 18.07.030 Table 1 Commercial and Industrial Land Uses is scheduled for November 17, 2014.

### **E.** [Miscellaneous and Updates \(added during the meeting\)](#)

Robert Maul, Planning Manager, announced that a Vision Summit, as part of the Comprehensive Plan Update, will take place at 6 p.m. on Wednesday at Station 42.

Mayor commented about the Camas High School Youth Advisory Council's participation in the vision for Camas.

## **VII. FINANCE DEPARTMENT**

### **A. 2015-2016 Capital Decision Packages**

Details: This presentation discussed the Capital Decision Packages as listed in the City of Camas Mayor's Recommended 2015-2016 Budget. Staff will be on hand to answer questions during the presentation.

Department/Presenter: Cathy Huber Nickerson, Finance Director

[Capital Budget - Govt. Funds & Utilities \(updated 10-31-14. 12:05 p.m.\)](#)



It was noted that slide C-13 is an upgrade to the pool and the existing building, not a new building. Slide C-18 is the Julia Street Pond slide. Chaney asked that we reconcile the conflict between the budget document and the Camas Comprehensive Parks Plan. Hazen asked that this subject be included in the Annual Planning Conference.

### **B. 2015-2016 Charges for Service (Fee Schedule)**

Details: This presentation reviewed the proposed 2015 Fee Schedule. The Fee Schedule has the current rates along with the new proposed rates and rates to be discontinued. The Fee Schedule may be reviewed periodically and/or indexed to the Consumer Price Index. The intent is to update the City's charges for service for cost recovery.

Department/Presenter: Cathy Huber Nickerson, Finance Director

[Fee Schedule Draft-11\\_03\\_2014](#)



Huber Nickerson asked Council for their comments regarding the Fee Schedule. Discussion and a public hearing is scheduled for the Fee Schedule on November 17th, 2014.

### **C. 2015 Property Tax Presentation**

Details: This presentation reviewed in more detail property tax options for 2015. Staff will review the calculation with current Assessor information.

Discussion regarding the 1% will also be available. The attached presentation may be modified at the City Council Workshop if the Assessor provides updates on assessed value, new construction or state assessed values.

Department/Presenter: Cathy Huber Nickerson, Finance Director

#### [Property Tax 2015-2016 - Recommended Budget](#)

Huber Nickerson asked Council to contact her with any questions or comments regarding the Property Tax Presentation and notified Council that there will be a public hearing on November 17th.

#### **D.** [2014 Fall Omnibus Budget Presentation](#)

Details: This workshop item reviewed the 2014 Fall Omnibus Budget Presentation. This presentation discussed 12 Budget Adjustments. The first four were supplemental packages and eight are administrative packages for \$493,365.

Department/Presenter: Cathy Huber Nickerson, Finance Director

#### [2014 Fall Omnibus Budget Presentation](#)

In addition to the items in the presentation, one more decision package will be added in either 2014 or 2015 for Clark Regional Emergency Service Agency (CRESA) radios. Later this week, Camas staff will be notified by CRESA about whether it will be a 2014 or 2015 expense. The total expense for Camas will be \$320,000.

### **VIII. CITY ADMINISTRATION**

#### **A.** [Miscellaneous and Scheduling](#)

Details: Updates on miscellaneous or scheduling items.

Department/Presenter: Pete Capell, City Administrator

The planning conference for 2015 is tentatively scheduled for January 23rd and 24th. Capell asked for Council's feedback about whether it should last two half days or just Friday all day until 7 or 8 p.m. Preliminary topics include team building with a Flag Page, which measures your strengths, passions, motivations and style; Strategic Plan; Community Development Work Plan; Comprehensive Plan; Public Works Reorganization; Community Center and other topics that come from

department heads. Capell also said that a special meeting on November 10th is not necessary.

## **IX. COUNCIL COMMENTS AND REPORTS**

Dietzman said there were visitors from Japan over the weekend.

Anderson said he attended a Design Review Committee Meeting pertaining to the new soap-making facility that will be located in Camas, attended the ribbon cutting for Fuel Medical, a Joint Policy Advisory Committee for Fire and EMS.

Hogan attended a meeting at the paper mill with Pete Capell. He said that Downtown Camas Association is having an awards celebration at 6 p.m. on Wednesday at Journey Community Church.

Mayor said the mill is working on a plan to eliminate the whistle blowing at the crossing.

Turk attended the same meetings as Anderson, a portion of the Planning Commission meeting. Turk said the Camas 2035 Vision Summit will be held on November 5<sup>th</sup> from 6 to 7:30 p.m. at Station Fire 42.

Hazen attended the Parks Commission meeting last week. The Commission is working on a grant for the baseball field at Louis Bloch Park.

Mayor said the Paper Makers have a 9-0 score this season.

## **X. PUBLIC COMMENTS**

There were no public comments.

## **XI. ADJOURNMENT**

The meeting adjourned at 6:10 p.m.

*NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.6864.*

**Quick Preview of Agenda and Supporting Documents - Posted October 29, 2014**

[Workshop Agenda with Supporting Documents](#) 

---

Mayor

---

City Clerk