



## **CITY COUNCIL WORKSHOP MEETING MINUTES**

**Monday, April 07, 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, Steve Hogan, Melissa Smith, Shannon Turk

Excused: Tim Hazen

Staff: Phil Bourquin, Pete Capell, James Carothers, Leisha Copsey, Sherry Coulter, Mitch Lackey, Eric Levison, Robert Maul, Ron Schumacher, and Nick Swinhart

Press: Heather Acheson, Camas-Washougal Post Record

### **III. PUBLIC COMMENTS**

There were no comments from the public.

Mayor Higgins announced that the fire department item will be moved up on the agenda prior to the special presentation.

### **IV. FIRE DEPARTMENT**

#### **A. Recognition of Fire Department Employee**

Details: There was a formal recognition of Greg Weisser, who recently celebrated 30 years with the City.

Department/Presenter: Nick Swinhart, Fire Chief

### **V. SPECIAL PRESENTATIONS**

#### **A. Downtown Art Rehabilitation**

Details: A presentation was given regarding the community effort to replace the missing book for the little girl statue located at Cedar and 4th Avenue.

Department/Presenter: Randy Curtis, Parks and Recreation Commissioner

[Statue Photo](#) 

Curtis informed Council that the book will be unveiled on April 26th at 12:30 p.m.

## **VI. PUBLIC WORKS DEPARTMENT**

### **A. Professional Service Contract (PSC) Amendment with OTAK**

Details: The PSC with OTAK is for vector facility improvement construction management services for an amount not to exceed \$21,706. This contract amendment will provide construction staking, material submittal review, required archeological monitoring, and overall project management for compliance with the Department of Ecology grant requirements. The original budget appropriation for this project was in 2013. A number of factors have contributed to delaying the project, including additional shoreline requirements not anticipated in the original scope, archeological concerns and Ecology requests for additional submittals. Finance will be re-appropriating 2014 budget authority in the upcoming omnibus package.

Department/Presenter: Eric Levison, Public Works Director

[OTAK Professional Service Contract Amendment](#) 

This item will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

### **B. Declare Miscellaneous Items as Surplus**

Details: Staff is requesting the following items be declared surplus: Equipment No. 212 - Ranger pickup; equipment No. 345 - all terrain mower; equipment No. 358, No. 377 and No. 381 - Crown Victoria's; sun exhaust gas analyzer SGA 9000 - City ID No. 00376; gas analyzer DGA 1000 - City ID No. 001149; miscellaneous car parts from police vehicles including partitions, and light bars; and obsolete two-way radio equipment.

Department/Presenter: Eric Levison, Public Works Director

This item will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

### **C. Professional Service Contract (PSC) Amendment with the FCS Group**

Details: The PSC with the FCS Group is to evaluate the Sewer System Development Charge (SDC) for an amount not to exceed \$3,800. The amendment will provide for a technical memorandum on sewer SDC's as they relate to the Commercial I and Commercial II groups.

Department/Presenter: Eric Levison, Public Works Director

#### [FCS Group Professional Service Contract Amendment](#)

This item will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

#### **D.** Professional Service Contract (PSC) Amendment with AKS

Details: The PSC with AKS is to develop the second phase of the forest management plan for an amount not to exceed \$47,500. The second phase of the Jones/Boulder Forest Management Plan was scheduled for 2014. This contract amendment will provide for the boundary survey, harvest unit layout, road design, securing the Forest Practices Act (FPA) Permit and other permits as necessary, and bid documents for a 2014-2015 harvest.

Department/Presenter: Eric Levison, Public Works Director

#### [AKS Professional Service Contract Amendment](#)

This item will be placed on the April 21, 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 informed Council about an upcoming grant application by the Lower Columbia Fish Enhancement Group to restore portions of Jones Creek and Boulder Creek below the City of Camas water intakes. He added that he will sign an acknowledgement form and contribution form for their application. Any final action or commitment of funding will come back before Council for consideration if their grant application is approved.

### **VII. COMMUNITY DEVELOPMENT DEPARTMENT**

#### **A.** [Street Name Change from SE 20th Street to NW 38th Avenue](#)

Details: In the spring of 2013 the City of Camas moved forward with the NW 38th Avenue/SE 20th Street extension roadway improvements, Project No. S-545. The project extended NW 38th Avenue out to SE 192nd Avenue in Vancouver. The project was completed in the fall of 2013. Currently SE 20th Street is not named in accordance with the City Street Naming Manual; it should be NW 38th Avenue.

Department/Presenter: Phil Bourquin, Community Development Director

[Area Map](#) 

A public hearing will be scheduled for May 5, 2014, to consider an ordinance changing the name of that portion of SE 20th Street located within the City limits to NW 38th Avenue.

**B. NW 18th Avenue Annexation (File No. ANNEX14-02)**

Details: This annexation would bring into the City limits a portion of NW 18th Avenue right-of-way, also known as SE 40th Street, east of SE 201st Avenue near the western portion of property owned by Sharp. This right-of-way was not included in either property annexations of the adjacent properties to the north and south of NW 18th Avenue. There is no private property included in this proposed annexation. Clark County has quit claimed this right-of-way to the City of Camas. This annexation will ensure that the City of Camas has sole local agency jurisdiction over permitting, construction, and operations and maintenance of the NW 18th Avenue Bicycle and Pedestrian Improvements Project. The annexation area is identified on Exhibit "B" of the attached quit claim deed.

Department/Presenter: Phil Bourquin, Community Development Director

[Quit Claim Deed](#) 

[NW 18th Avenue Vicinity Map](#) 

A public hearing will be scheduled for April 21, 2014, to consider an ordinance for the NW 18th Avenue annexation.

**C. Downtown Parking Advisory Committee**

Details: Draft amendments to Camas Municipal Code (CMC) 2.88 and 10.08 establishing a Parking Advisory Committee and establishing a process for review of parking time limitations in the downtown core. As drafted, the Parking Advisory Committee would conduct public meetings to consider requests for changes in parking time limits in the downtown core and make a recommendation on any changes. If either the Parking Advisory Committee or City Engineer is not supportive of a change, the proposed change is not implemented. When both the Parking Advisory Committee and City Engineer support a proposed change, a resolution will be prepared for final approval by City Council. Both the Community Development Director and the City Attorney recommend Council taking the final action on approving any changes to the parking time limits based upon the following: 1) Revised Code of Washington (RCW) 46.90.010 - Adoption of Model Traffic Ordinance-amendments; and 2) Model Traffic Ordinance, Washington Administrative Code (WAC) 308-330-270 in part provides, *"After an engineering and traffic investigation by the traffic engineer, the local authority may by resolution...(5) Prohibit, regulate, or limit, stopping, standing, or parking of vehicles on any highway at all times or during such times as shall be indicated by official traffic control devices."*

Department/Presenter: Phil Bourquin, Community Development Director

[Draft Camas Municipal Code 2.88](#) 

[Draft Camas Municipal Code 10.08](#) 

A public hearing on this matter will be scheduled for the May 5, 2014, Council Meeting.

**D. Dahlia Drive Reduced School Speed Zone**

Details: Children attending Grass Valley Elementary School cross NW Dahlia Drive at NW 44th Avenue. The Camas School District hired Charbonneau Engineering to conduct a traffic study at NW 44th Avenue and Dahlia Drive. Charbonneau proposes a reduced school speed zone for this crossing. The study calls for a marked crosswalk across Dahlia Drive on the north side of 44th and a 600' long reduced school speed zone. Staff concurs with this proposal from Charbonneau Engineering. The Charbonneau study identified that there is no street light at the exact location of the intersection of 44th and Dahlia. Staff finds that the existing street lights 20 feet north and 35 feet west of the proposed crossing should provide ample illumination for the crosswalk. If approved, the school district will purchase the traffic signage and striping and the Camas Street Department will install the materials.

Department/Presenter: James Carothers, Engineering Manager

[School Zone Traffic Assessment](#) 

Due to concerns from citizens and the request from the Camas School District to expedite the implementation of this school zone, the resolution for this request was placed on the April 7, 2014, Council Meeting Agenda for Council's consideration.

**E. Department of Ecology Stormwater Grant Agreement**

Details: This agreement with the Washington State Department of Ecology (DOE) provides the terms for which the City will receive stormwater grant funding in the amount of \$2 million. This grant provides financial assistance for two City street improvement projects. Approximately \$1.1 million will be used to construct stormwater improvements on NW Friberg/Strunk Street. Approximately \$0.9 million will be used to reimburse the City for the recently purchased property that will be used to detain stormwater and enhance the stream channel for the NW 38th Avenue Phase 2 improvements. City expenditures for this grant are retroactive to July 1, 2013.

Department/Presenter: James Carothers, Engineering Manager

[DOE Grant Agreement](#) 

This agreement was also placed on the April 7th consent agenda in order to expedite DOE's reimbursement for the property purchase.

**F. Public Works Trust Fund (PWTF) Loan No. PC08-951-007 Completion Amendment**

Details: This loan funded much of the recent Waste Water Treatment Facility (WWTF) Improvements Project. These improvements are now complete and staff is processing the loan close-out documentation. The Department of Commerce requires that Camas execute the attached Completion Amendment for the \$10 million PWTF loan. Timely approval of this amendment will save Camas interest charges on the \$10 million, and will expedite the City's receipt of the remaining \$500,000 in loan funds.

Department/Presenter: James Carothers, Engineering Manager

[PWTF Completion Amendment](#) 

The amendment was also placed on the April 7, 2014, Consent Agenda for Council's consideration.

**G. Project No. WS-729 and No. WS-714 Bid Opening**

Details: This bid contract consists of work on two Camas projects. Project No. WS-729 is the relocation of a 16" diameter waterline under the Burlington Northern Santa Fe (BNSF) Railroad tracks. This main relocation is necessitated by the BNSF Railroad bridge project. Under the City's permit with BNSF, the City is responsible for the timely relocation of the water main and its associated costs. Due to unforeseen environmental challenges related to this work, the engineering estimate for this portion of work is over \$100,000 greater than the \$150,000 budgeted in 2014. Project No. WS-714 is part of a larger project to design and construct a STEP sewer main to the wastewater treatment plant. This work involves the installation of a new sewer main under the BNSF Railroad tracks near SE Polk Street. The engineering estimate for this work is approximately \$300,000. Project No. WS-714 is funded by a \$3.7 million PWTF loan. The contract bid opening is scheduled for April 15th.

Department/Presenter: James Carothers, Engineering Manager

The project bid award will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

**VIII. POLICE DEPARTMENT**

**A. Interlocal Agreement to Participate in the Regional Major Crimes Team**

Details: The Camas Police Department has participated in the Clark County Regional Major Crimes Team for many years. The interlocal agreement has been updated and contains some slight changes to investigative protocol. The Washington Cities Insurance Authority (WCIA) has reviewed the proposed interlocal agreement.

Department/Presenter: Mitch Lackey, Chief of Police

[2014 Regional Major Crimes Team Interlocal Agreement](#) 

[Regional Major Crimes Team Protocol](#) 

[Regional Major Crime Team Interlocal Agreement Signature Pages](#) 

This item will be placed on the April 21, 2014, Consent Agenda to authorize the Mayor to sign the interlocal agreement.

**B. Request to Conduct Raffle**

Details: The City places certain regulatory controls over gambling activities, including raffles, in order to protect the public. These regulations are codified under CMC 9.20.090(b). Charitable organizations that wish to conduct a raffle are required to submit a written request to the Camas City Council. The Grass Valley Elementary School PTA has submitted a request and desires to hold a fund raising raffle during their 4th Annual Carnival & Silent Auction.

Department/Presenter: Mitch Lackey, Chief of Police

[Email from Grass Valley PTA](#) 

This request will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

**IX. CITY ADMINISTRATION**

**A. New Market Tax Credit Professional Services Agreement**

Details: The Camas-Washougal Economic Development Association (CWEDA) is proposing to hire a consulting firm to assist with establishing a Community Development Entity (CDE). The CDE is a necessary organization for attracting New Market Tax Credits (NMTC) that can help bridge the financial gap in projects that otherwise would be infeasible to pursue. The firm will also prioritize potential projects to apply for NMTCs. A project will be identified and applied for in each of the partner jurisdictions, including one in the City of Camas. The establishment of the CDE will cost CWEDA \$87,500. The City of Camas' share is \$21,875. If approved by Council, the City's share of the NMTC will be added to the budget in the upcoming supplemental.

Department/Presenter: Pete Capell, City Administrator

[NMTC Professional Service Agreement](#) 

[Exhibit A - 2014 Consulting Agreement](#) 

This item will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

**B. Agreement to Operate the Crown Park Pool**

Details: The City is proposing to contract with Lacamas Swim and Sport to operate the Crown Park Pool. A draft agreement is attached. Lacamas Swim and Sport intends to open the pool Saturday, June 21st or earlier and run it through Labor Day. If the weather is suitable and the City has the pool ready, they will open as early as Memorial Day. In addition to lifeguards, Lacamas Swim and Sport intends to provide swim lessons, concessions and other activities at the pool. Compensation will be the revenue generated from entrance fees, swim lessons and concessions. If a profit is made, the City and Lacamas Swim and Sport will meet to determine how to invest the profits into the program.

Department/Presenter: Pete Capell, City Administrator

[Draft Crown Park Pool Operating Agreement](#) 

This contract will be placed on the April 21, 2014, Consent Agenda for Council's consideration.

**C. Miscellaneous and Scheduling**

Details: Updates on Miscellaneous or scheduling items

Department/Presenter: Pete Capell, City Administrator

Capell informed Council that staff is pursuing hiring a developmentally disabled person to work 20 hours per week as a custodial aide at the Operations Center. He explained how this would work and stated that the creation of this new position would be brought forward to Council for consideration in the near future.

Capell stated that the creation of a Utility Manager position is on this evening's agenda for Council's consideration and if approved, that he would like a Council member to be on the interview panel. Council recommended Tim Hazen for this task.

Capell announced that the state auditors completed their audit and that he was pleased that there were no management letters or findings.

Capell also informed Council the one of the Municipal Court Clerks will be retiring next month. He met with the Clark County District Court Administrator, who is in support of Camas filling the vacancy. Capell explained why it would be beneficial to the City and that the creation of this new position would be brought forward to Council for consideration in the near future.

Chaney commented about the City's current rate structure for facility rentals and encouraged staff to review the current rates for citizens that live in Camas.

Mayor Higgins commented about Capell's first 90 days with the City.

## **X. COUNCIL COMMENTS AND REPORTS**

Anderson gave Council a brief overview of the Fire Joint Policy Advisory Committee (JPAC) Meeting that he attended. He also attended the 1/2 day disaster plan training for leaders and stated that he enjoyed the Lacamas Lake Lodge dedication.

Smith informed Council that she was elected as the Vice-Chair for the Regional Transportation Council (RTC).

Turk commented about an article that she read recently in the paper about property taxes and the research that she did on a few homes in the Camas area.

Hogan gave Council a brief report about the Georgia Pacific Mill Advisory Committee Meeting that he attended. He also stated that there will be an event held on April 27th from 1pm to 4pm to clean up the downtown area.

Hogan also stated that he was pleased that the Annual Camas Patio, Plant and Garden Fair will once again be held in downtown Camas on May 10th.

## **XI. PUBLIC COMMENTS**

Dave Sarchet, 223 NE 22nd Avenue, Camas, commented about videos that were taken of his family.

## **XII. ADJOURNMENT**

The meeting adjourned at 5:34 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 April 2, 2014**

[Workshop Agenda with Supporting Documents](#) 

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Mayor

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City Clerk