



CITY COUNCIL WORKSHOP MEETING MINUTES
Monday, October 07, 2013 at 4:30 p.m.
Camas City Hall, 616 NE 4th Avenue

Due to technical difficulties, the video begins with *Item VII. Finance*. The beginning of the meeting was not recorded.

I. CALL TO ORDER

Mayor 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, and Shannon Turk

Staff: Jerry Acheson, Kristin Berquist, Phil Bourquin, James Carothers, Jennifer Gorsuch, Mitch Lackey, Eric Levison, Paul Lewis, Cathy Huber Nickerson, Linda Swenton, Nick Swinhart, and David Zavortink

Press: Heather Acheson, Camas-Washougal Post Record

III. PUBLIC COMMENTS

Joe Levesque, 2682 NW Norwood Street, Camas, asked if there were any questions from the last meeting. There were none.

IV. PUBLIC WORKS DEPARTMENT

A. Utility Rate Discussion

Details: Provided follow-up information on utility rate comparisons, Utility Manager Position and garbage service.

Department/Presenter: Eric Levison, Public Works Director

[Utility Rate Comparison \(attachment revised on October 7, 2013\)](#) 

Levison set the public hearing date to discuss the potential utility rates for Camas for November 4, 2013. There will be a full proposal packet ready for viewing at the hearing.

Levison relayed to Council the reasons for including the ability to fund a utility manager position or consultant within the structured rate. Discussion followed. Levison added that sanitation service is currently billed bi-monthly and residents have the option to pay monthly or to set up auto withdrawals.

B. Miscellaneous and Updates

Details: Updates on miscellaneous or emergent items.

Department/Presenter: Eric Levison, Public Works Director

Levison stated the auto charging station has been delivered and will be powered in front of the library no later than the 31st of October. City staff will use the station to determine if additional stations would be beneficial for residents.

V. COMMUNITY DEVELOPMENT DEPARTMENT

A. Project P-881 Community Center Community Development Block Grant (CDBG) Grant Agreement Modification No. 1

Details: Clark County CDBG Staff have proposed the attached modification to the City's existing Grant Agreement. The modification excludes a requirement for execution of a Deed of Trust. The modification also proposes to change the contract end date to October 1, 2020.

Department/Presenter: James Carothers, Engineering Manager

[Contract Modification](#) 

Carothers relayed that the modification to the existing Grant Agreement will be included on the October 7, 2013, Consent Agenda.

B. Project P-881 Community Center CDBG Parking Improvements

Details: Camas received a CDBG Grant in the amount of \$30,000 to be used to purchase property near the existing Community Center on SE Polk Street. The property is owned by the Friends of the Camas Community Center. Consistent with CDBG Program requirements, Camas has been asked to execute the attached Promissory Note as a condition for receipt of the grant funding. The Promissory Note includes specific conditions that must be met after the acquisition of the subject property. Simply stated, Camas is required to use the purchased property for CDBG eligible activities through September 2020.

Department/Presenter: James Carothers, Engineering Manager

[Promissory Note](#) 

Carothers said the Promissory Note is included on the October 7th Consent Agenda for Council's consideration.

C. Project P-862 Lacamas Lake Lodge Change Order No. 2

Details: Lacamas Lake Lodge Change Order No. 2 with JWC, LLC for Project P-862 is in the amount of \$15,372.27 (including tax).

Department/Presenter: James Carothers, Engineering Manager

[Change Order No. 2](#) 

Carothers said that staff has placed Change Order No. 2 for the Lacamas Lake Lodge Project on the October 21, 2013, Consent Agenda for Council's consideration.

D. Project P-862 Lacamas Lake Lodge Supplemental Agreement No. 2 for J.D. Walsh & Associates

Details: Supplemental Agreement No. 2 with J.D. Walsh & Associates in the amount of \$11,276.00 includes normal construction support administrative services and as-built drawings for project site work.

Department/Presenter: James Carothers, Engineering Manager

[JD Walsh Supplemental Agreement No. 2 and Attachment "A"](#) 

Carothers stated that staff plans to include Supplemental Agreement No. 2 for Project P-862 on the October 21st Consent Agenda for Council's consideration.

E. Project S-545C NW 38th Ave./SE 20th St. Improvements Entry Structure

Details: Phase 1 Improvements to NW 38th Ave./SE 20th Street are nearing completion. As part of the overall improvements to this new Camas "Gateway", the Mayor has proposed installation of an entry structure (a welcome sign) to be installed on the east side of the Fisher Swale along NW 38th Avenue. Attached is a proposal from Otak, Inc., to design a masonry and rockery entrance structure to be constructed along the improved NW 38th Avenue near the city limit boundary. This will be funded by the existing street project budget, and is the first of several entry signs proposed along "Gateway" transportation corridors to Camas. Other possible future locations include Lake Road, Pacific Rim Blvd., NW 6th Avenue, and NE 3rd Avenue on the east side. The cost of this work will not exceed \$11,640.00.

Department/Presenter: James Carothers, Engineering Manager

[OTAK Entry Structure Proposal](#) 

Carothers, along with Phil Bourquin, Community Development Director, referred to the proposal by Otak, Inc., and explained the Mayor's proposal to include entry structures at the new Camas "Gateway". Carothers and Bourquin responded to questions from Council and said that this item will be included on the October

21st Consent Agenda for Council's consideration. Mayor also made explanatory comments.

F. Commute Trip Reduction (CTR) Interlocal Agreement

Details: The City of Vancouver, through an Interlocal Agreement, has been responsible for administering the Clark County Commute Trip Reduction (CTR) Program, including the use and accounting for of funds the Washington State Department of Transportation (WSDOT) makes available for use in implementing the CTR law. The City of Vancouver also acts for the jurisdictions within the County in applying for additional grant funds to support the implementation of the CTR law. Attached, you will find an Interlocal Agreement for the Commute Trip Reduction Program and the CTR Work Plan for the 2013-2015 Biennium. The agreement requires the signature of the Mayor/City Manager, and "approval as to form only" by the City Attorney.

Department/Presenter: Phil Bourquin, Community Development Director

[Interlocal Agreement for Commute Trip Reduction](#) 

[2013-2015 Commute Trip Reduction Work Plan](#) 

Bourquin referred to the attached Interlocal Agreement for the Commute Trip Reduction Program and the CTR Work Plan created for 2013 through 2015 and let Council know that the documents were very similar to previous documents and that they will be included on the October 21, 2013, Consent Agenda for Council's consideration.

G. WS-709D 544' Zone Water Improvements - Water Transmission Main

Details: Camas received \$8,000,000 from the Washington State Department of Health to construct a slow sand filter system and to replace several miles of old raw water line. Project WS-709D is the first of these projects that is ready to be bid. This project began advertising for bids on Tuesday, October 1st. The bid opening date is currently scheduled for October 15th.

Department/Presenter: James Carothers, Engineering Manager

Carothers described the location of the project. The bid award is scheduled to be included on the October 21, 2013, Consent Agenda.

H. Miscellaneous and Updates

Details: Updates on miscellaneous or emergent items.

Department/Presenter: Phil Bourquin, Community Development Director

Bourquin said that a plat alteration request from Archilles was submitted today (October 7, 2013) and will likely come before Council on November 4th, 2013.

Bourquin reported that Camas is a member of the Innovative Partnership Zone (IPZ) which is a group that focuses on growth in the digital technology sector, within a defined geographic area, whose purpose is to spur cooperation among local government, private business, and higher education.

On Friday, October 11th, Bourquin will be meeting with WA Tech Cities in Redmond, which includes 14 cities that focus on technologies.

An update regarding marijuana in Camas will be forthcoming from staff during a November meeting.

Carothers reminded Council about the NW 38th Ave/SE 20th Street Ribbon Cutting that will be held at 2 p.m. on October 17th. The entrance to the event will be from 192nd and SE 20th Street.

VI. POLICE DEPARTMENT

A. Surplus A.M. Radio Transmitter - Emergency Advisory Radio System.

Details: In 2007, the City of Camas, with cooperation from the City of Washougal, purchased and installed an A.M. emergency advisory radio system. Operated on A.M. 1670, this low-wattage radio system was intended to be used for localized emergency broadcasts. An ancillary use was to provide public information and safety messages. In the years since, with the advent of social media, the internet, and quicker means of communication, the need for this system has dwindled. The Federal Communications Commission (FCC) requires that the radio system operate on such low wattage that the frequency makes the reception quality very poor over most parts of the community. This poor reception is another reason why few citizens actually ever hear the broadcasts. As the system ages, it is in need of repairs and equipment replacement. The system also demands staff time and monthly expenses related to broadcasting. The Police Department feels the useful life of the A.M. radio system has ended and the system should be shut down and all of the equipment declared surplus. Through staff, the City of Washougal has been consulted and has agreed that the closure of the system is appropriate.

Department/Presenter: Mitch Lackey, Chief of Police

Lackey briefly noted the reasons why the Police Department recommended shutting down the A.M. radio system and asked if Council concurred with their recommendation. After discussion, Council members affirmed staff's decision to shut down the system.

VII. FINANCE DEPARTMENT

A. [2014 Mayor's Recommended Budget \(attachment added on October 7, 2013\)](#)

Details: This presentation was designed to provide a high level overview of the 2014 Mayor's Recommended Budget. The presentation provided the highlights as well as briefly discussed the major strategic investment options for the City. In addition, the 2014 Recommended Budget with detailed decision packages will be

provided to Council with an electronic edition to be provided to the public on the City's website following the meeting. A PowerPoint Presentation was given at the meeting.

Department/Presenter: Cathy Huber Nickerson, Finance Director

[2014 City's Recommended Budget](#)

Huber Nickerson said that the next step in the budget process would be to bring detailed information for each of the 35 packages to the November 4th Council Workshop. She also noted that property tax will be discussed during the next meeting.

Mayor acknowledged and thanked Huber Nickerson for her hard work. Mayor said this process is reflecting Regor's uniqueness and Huber Nickerson's skill set. He also encouraged Council to take advantage of meeting with the Finance Director if they had any questions. Council members thanked Huber Nickerson for her comprehensive work.

VIII. HUMAN RESOURCES

A. [Association of Washington Cities \(AWC\) Employee Benefit Trust Resolution and Interlocal](#)

Details: The AWC Benefit Trust is going self-insured effective January 1, 2014. Adoption of an interlocal by all entities to participate in the Trust is required by the State. The City of Camas purchases the Regence, dental, vision, Employee Assistance Program (EAP) and supplemental life benefits through this group. The draft interlocal and resolution were generated by the legal counsel to the Trust.

Department/Presenter: Jennifer Gorsuch, Acting City Administrator

[AWC Self-Insured Information](#)

Gorsuch, responding to Hogan's question, will email to each Council member how the plan will insure stop loss amounts. Staff plans to include the draft items on the October 21st Regular Agenda.

IX. CITY ADMINISTRATION

A. [Miscellaneous and Scheduling](#)

Details: Updates on miscellaneous or scheduling items

Department/Presenter: Jennifer Gorsuch, Acting City Administrator

Gorsuch said that due to the Springbrook upgrade, the Finance Department will be closed to the public on October 17th and 18th so no payments will be taken during these days. Notification will be made to the public in several ways.

Nick Swinhart, Fire Chief, asked Council for their direction about issuing fireworks special events permits. After discussion, it was the consensus of the Council members to have staff develop a multi-layered process with tighter parameters to be considered by Council.

X. COUNCIL COMMENTS AND REPORTS

Dietzman attended a Sister City meeting.

Anderson attended the City's Fire Department Open House at Grass Valley Fire Station and received good public feedback about the event. He asked if anyone was attending the Association of Washington Cities (AWC) Regional Event on October 23rd.

Hazen attended the State of the Community Event and stated that he especially enjoyed Superintendent Mike Nerland's, report on the school system's accomplishments. He attended the Parks and Recreation Commission meeting and is a member of the Parks Comprehensive Plan Committee. Hazen thanked the Finance Committee for their budget work and stated that he is looking forward to receiving the detailed budget information.

Hazen took the time to relay a circumstance where there was great police interaction with a local family by Scot Boyles.

Smith attended the State of the Community Event and said that it was well done. She also attended a Regional Transportation Commission meeting which is viewable on CVTV. She also said the staff at the Police Department are truly vested within the community.

Hogan and Mayor thanked Shannon Turk for her organizational skill in putting the State of the Community Event together. They were pleased with the event and look forward to future events.

XI. PUBLIC COMMENTS

Chris Kralik, 631 NW 18th Loop, Camas, gave kudos to Sargeant Norcross for his assistance to Kralik after he was involved in an accident. Kralik also commented that the video streaming for Camas meetings needed attention.

XII. ADJOURNMENT

The meeting adjourned at 6:04 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 2, 2013

[Oct. 7th Workshop Agenda with Supporting Documents](#) 

Mayor

City Clerk