



## **CITY COUNCIL WORKSHOP MEETING MINUTES**

**Tuesday, September 03, 2013 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 pm.

### **II. ROLL CALL**

Present: Greg Anderson, Don Chaney, Tim Hazen, Steve Hogan, and Shannon Turk

Excused: Linda Dietzman, and Melissa Smith

Staff: Phil Bourquin, James Carothers, Leisha Copsey, Sherry Coulter, Jim Hodges, Cathy Huber Nickerson, Mitch Lackey, Eric Levison, Nina Regor and Nick Swinhart

Press: There were no members of the press present

Mayor Higgins stated that he will not be at the regular Council meeting and that Mayor pro tem Chaney will be conducting the meeting.

### **III. PUBLIC COMMENTS**

There were no comments from the public.

### **IV. SPECIAL PRESENTATIONS**

#### **A. Columbia River Economic Development Council (CREDC) Update**

Details: There was a short update given on the implementation progress of the Clark County Economic Development Plan.

Department/Presenter: Lisa Nisenfeld, CREDC President, and Bill Dudley, CREDC Board Chair

[CREDC Presentation](#) 

Nisenfeld announced that she will be leaving the CREDC at the end of the month to pursue another opportunity.

Dudley gave Council a brief overview of the plans to replace Nisenfeld.

## **V. PUBLIC WORKS DEPARTMENT**

### **A. Memorandum of Agreement (MOA) with Clark County for Interconnected Municipal Storm Systems**

Details: This agreement defines the roles and responsibilities on interconnected municipal storm systems and transfer of storm systems through annexation. This agreement is a requirement for Clark County as a phase 1 permit holder.

Department/Presenter: Eric Levison, Public Works Director

[Memorandum of Agreement](#) 

This item will be placed on the September 16, 2013, Consent Agenda for Council's consideration.

### **B. Miscellaneous and Updates**

Details: Updates on miscellaneous or emergent items

Department/Presenter: Eric Levison, Public Works Director

There were no miscellaneous or emergent items.

## **VI. COMMUNITY DEVELOPMENT DEPARTMENT**

### **A. Professional Services Contract with BergerABAM for Project No. SS-356C NW Lake Road Wetland Mitigation Monitoring**

Details: The Professional Services Contract with BergerABAM is in the amount of \$15,450.00. This contract is to provide wetland monitoring services for the two remaining years of the City's U.S. Army Corps of Engineers (USACE) Permit that was required for the roadway improvements on NW Lake Road/SE 1st Street.

Department/Presenter: James Carothers, Engineering Manager

[Professional Services Contract](#) 

This item will be placed on the September 16, 2013, Consent Agenda for Council's consideration.

### **B. 2013 Downtown Parking Change Requests**

Details: Council has determined that downtown parking change requests should be reviewed holistically and annually. September is the month that has been designated as review time. Staff reported the following requests for parking changes: C-TRAN/chauffeur pick-up spot in front of the apartments at 615 NE 6th Avenue; Liberty Theatre owner request for 3-hour parking downtown or more 6-hour spots; 10-minute spot for Caffè Piccolo Paradiso; relocate existing handicap space to the front of Dr. Bryan Harris' office; and the Downtown Camas

Association (DCA) program coordinator request to change some existing 2-hour parking spaces on NE 5th to 6-hour or 8-hour spaces. Staff has not formulated a presentation or illustrations of these requests at this time. Staff has recommendations for some, but not all, of these requests. There was also some discussion on the forming of a committee to recommend parking changes to Council. Council expectation from staff was being sought.

Department/Presenter: James Carothers, Engineering Manager, and Mitch Lackey, Police Chief

Council confirmed that the parking change requests that have been received should be reviewed through the process that has been established and that they would also like to explore the possibility of forming a parking advisory committee to handle future requests.

Staff will bring a detailed report regarding these requests back to a future Council workshop for discussion. A report will also be presented to Council before the end of the year detailing what a parking advisory commission could look like.

Bryan Harris, DDS, 316 NE Cedar Street, Camas, commented about his parking concerns.

#### **C. SW 6th Avenue Vacation Request**

Details: Burlington Northern Santa Fe (BNSF) is designing a siding track in west Camas. Part of the construction of this design will include building a retaining wall and re-grading the slope within the southernmost portion of existing right-of-way of the Old Evergreen Highway. The SW 6th Avenue roadway is located within the far northern portion of this right-of-way. Due to the extreme width of this right-of-way and the extent of the work to be performed by BNSF, staff recommended that BNSF file a vacation request. This vacation request is for a portion of right-of-way approximately 50 feet wide and located approximately 1,100 feet west to 1,800 feet west of SW Zillah Street. There are no existing improvements within this portion of the right-of-way. The width of the remaining right-of-way for SW 6th would be a minimum of 80 feet. Camas staff members have been notified and asked for feedback. Staff recommended, if vacated, that the City maintain an easement for potential future utilities. No opposing comments were received from staff. Staff recommended that a resolution be prepared to set a public hearing date for this vacation request. The recommended resolution date is September 16th and the recommended hearing date is October 21st.

Department/Presenter: James Carothers, Engineering Manager

[Vacation Application](#) 

This matter will be set for a public hearing date of October 21, 2013, by adoption of a resolution at the September 16, 2013, Council Meeting.

**D. Change Order No. 1 for Project P-862 Lacamas Lake Lodge**

Details: Change Order No.1 is in the amount of \$13,959.44 (not including tax).

Department/Presenter: James Carothers, Engineering Manager

Carothers stated that there was a numbering error in the notes of the change order which will be corrected.

This item will be placed on the September 16, 2013, Consent Agenda for Council's consideration.

[Change Order No. 1](#) 

**E. Change Order No. 3 for Project S-545 NW 38th Avenue/SE 20th Street Extension Roadway Improvements Phase 1**

Details: Change Order No. 3 is to Tapani, Inc., in the amount of \$256,331.00. This change order addresses overruns and under runs in quantities of bid items. The quantities shown in the original bid proposal included several quantities that were much lower than those actually required to construct the project. Staff anticipates that the change order will be fully funded by a Washington State Transportation Improvement Board (TIB) grant. Staff will submit to TIB for reimbursement of this overrun at the end of the construction.

Department/Presenter: James Carothers, Engineering Manager

[Memorandum](#) 

[Change Order No. 3](#) 

This item will be included on the September 16, 2013, Consent Agenda for Council's consideration.

**F. Miscellaneous and Updates**

Details: Updates on miscellaneous or emergent items

Department/Presenter: Phil Bourquin, Community Development Director

There were no miscellaneous or emergent items.

**VII. CITY ADMINISTRATION**

**A. Miscellaneous and Scheduling**

Details: Updates on Miscellaneous or scheduling items

Department/Presenter: Nina Regor, City Administrator

Regor informed Council that the City's Springbrook Enterprise System will be upgraded in October. She gave a brief overview of the timeline involved and noted that the system will need to be brought down for a couple of days during the transition, which will not allow staff to take payments or be able to assist citizens. Staff anticipates closing the finance counter during the transition on October 17th and 18th to train staff. Staff is currently becoming familiar with the software in order to minimize the down time for the citizens. The closure will be well publicized.

Regor also announced that the finance department is switching utility bill vendors and plans to contract with Databar. This vendor is located in Tukwila next to a major US Post Office to ensure more timely bills and provide more consistent service. Databar is familiar with Springbrook from other clients and has a proven record with other jurisdictions similar to Camas. She added that there is no budget impact with this contract because it is a replacement for a prior contract with another vendor.

#### **VIII. COUNCIL COMMENTS AND REPORTS**

Hogan commented about the "Camas in White" event that was held in downtown Camas on August 31st.

Chaney relayed comments to Council that he received from some citizens in regards to the maintenance of the Camas Cemetery. Levison responded to Chaney's comments.

Chaney reminded everyone that this Friday is the Camas High School's first football game of the season and encouraged everyone to attend.

Turk stated that she attended the Planning Commission meeting and commented about the comprehensive plan review that is on this evening's agenda.

Mayor stated that he will not be able to attend this evening's meeting due to a schedule conflict. He also commented about the "Camas Pride" banners that have been placed around the community.

#### **IX. PUBLIC COMMENTS**

Chris Kralik, 631 NW 18th Loop, Camas, commented about the BNSF agenda item.

#### **X. ADJOURNMENT**

The meeting adjourned at 5:44 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 August 29, 2013**

[Workshop Agenda with Supporting Documents](#) 

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Mayor

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City Clerk