



CITY COUNCIL WORKSHOP MEETING MINUTES

Monday, May 20, 2013 at 4:30 p.m.

Camas 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, Don Chaney, Linda Dietzman, Tim Hazen (arrived at 4:40 p.m.), Steve Hogan, Melissa Smith, and Shannon Turk

Staff: Phil Bourquin, James Carothers, Leisha Copsey, Sherry Coulter, Jennifer Gorsuch, Eric Levison, Nina Regor, Rob Skeens and Nick Swinhart

Press: The press was not present

III. PUBLIC COMMENTS

There were no comments from the public.

IV. MAYOR

A. Employee Recognition

Details: Mayor acknowledged Finance Director Joan Durgin for her 24 years of service to the City.

Department/Presenter: Mayor Scott Higgins

V. PUBLIC WORKS DEPARTMENT

A. 2013 Roadway Preservation Bids

Details: Staff has sent out a request for bids for the 2013 road preservation projects. There were two small works roster bid packets this year. The first was a slurry seal proposal that is preliminarily estimated at \$150,000 and the second was for road base preparation which is estimated at \$25,000. The City is also cooperatively working with the City of Vancouver to utilize their overlay bid for a portion of NW Brady Road and with Clark County for miscellaneous chip seals to be used City wide.

Department/Presenter: Eric Levison, Public Works Director

Staff will place the low bids for these projects on the June 3, 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

Levison gave Council an update regarding the fuel tank that was removed from the Lacamas Lake Lodge site.

Levison stated that the asbestos at Scout Hall has been remediated and the hall is scheduled to be reopened on June 1st.

Levison also gave Council a brief overview of a comprehensive storm water drainage plan that is being developed and added that staff anticipates bringing this matter to Council for discussion in July.

VI. COMMUNITY DEVELOPMENT DEPARTMENT

A. Six-Year Street Plan

Details: The Six-Year Transportation Improvement Program, also known as the six-year street plan, is to be updated by municipal agencies annually per Revised Code of Washington (RCW) 35.77.010. This year's updates capture the projects from the 2012 Transportation Impact Fee Update List as well as changes to the Capital Facilities Plan List adopted in conjunction with the 2013 budget. Projects are dropped from the list annually once the construction phase has started and is fully funded. The initial draft of the list and map was provided for Council review and comment. The appendices identify the coding on the list.

Department/Presenter: James Carothers, Engineering Manager

[Draft - Six Year Transportation Improvement Program](#) 

[Draft - Six Year Street Priorities Map](#) 

[2013 Appendices](#) 

Staff will bring this item forward for a public hearing on June 3rd and for adoption on June 17th.

B. Public Works Trust Fund (PWTF) Pre-Construction Loan PR13-951-108 for Project S-566 Friberg/Goodwin Street Improvements

Details: Camas has applied for a pre-construction loan in the amount of \$300,000 through the PWTF Loan Program. The Public Works Board (PWB) has approved the City's application, and has submitted the attached loan agreement for execution by the Mayor. Pre-construction activities include engineering,

acquisition of right-of-way, various permits, public involvement, preparation of bid documents; and cultural, historical, and environmental investigations and reports, and other related tasks.

Department/Presenter: James Carothers, Engineering Manager

[Pre-Construction Loan Agreement](#)

Staff expects to have this item on the June 3, 2013, Consent Agenda for Council's consideration.

C. [Miscellaneous and Updates](#)

Details: Updates on miscellaneous or emergent items

Department/Presenter: Phil Bourquin, Community Development Director

Bourquin informed Council that a development agreement may be coming before them for discussion in early June. He added that the development agreement is in the area of Bybee and 38th.

VII. CITY ADMINISTRATION

A. [Engineering Staffing](#)

Details: The purpose of this item was to discuss a proposal to best meet the City's engineering staffing needs within available resources. The 2013 budget includes an existing, vacant Engineering Technician position funded for a full year. Before recruiting to fill the position, staff evaluated the needs of the organization. The City is beginning to see the recovery of the economy, by way of increasing development. However, the City's current engineering needs are predominantly City-funded capital projects to spur economic development. Staff reviewed the needs and discussed using temporary employees and/or contract services. However, the needs stretch beyond the time restrictions of temporary employees, and consulting or contract services would add additional administration demands on the City's engineers, who are already overburdened managing the existing projects. It is expected that the currently identified projects will take 3-4 years to complete, not taking into account the potential of new projects or privately funded commercial and residential development. Staff therefore recommends converting the vacant Engineering Technician position into a second Project Manager position. This would increase the City's flexibility in meeting the community's engineering needs. The Project Manager is an existing classification, and no changes are being proposed to its salary range; however, staff is proposing minor revisions to its job description. Although the Project Manager is a higher paid position than the Engineering Technician, this proposal would result in about a \$20,500 savings to the General Fund for 2013, resulting from the amount of time the Engineering Technician position has been vacant. The Project Manager would be a General Fund position; however, any work done on specific capital projects would be reimbursed by those projects,

e.g., via the grants or loans the City has secured for them. The attached memo provided additional information.

Department/Presenter: Nina Regor, City Administrator

[Additional Information Memorandum](#) 

Council did not voice any objections to the proposal.

B. Miscellaneous and Scheduling

Details: Updates on miscellaneous or scheduling items

Department/Presenter: Nina Regor, City Administrator

Regor informed Council that staff has not received any additional topics for the mid-year planning retreat. She added that it may be viable to split the two topics that have been identified for the retreat, and schedule them during regular workshop meetings so that another meeting did not have to be added. There was consensus to schedule the Strengths, Weaknesses, Opportunities, and Threats (SWOT) results presentation for a workshop meeting, and if discussion appeared to be prolonged, to schedule a special meeting for the balance of the conversation.

Regor announced that there is a vacant firefighter/paramedic position. There are no current employees who are qualified to fill the position, so the City will be drawing from a list of candidates to fill the position.

VIII. COUNCIL COMMENTS AND REPORTS

Dietzman attended the Clark County Mosquito Control Board meeting and took part in the interviews for the Library Board of Trustees. She also announced that a group of Polish students will be visiting Camas in mid-June through the Sister Cities program. Dietzman added that she participated in a work party that took place at the Camas Cemetery and a reading at the library for their 90th birthday.

Anderson remarked about his absence from the May 6th Council meetings and stated that he attended his daughter's graduation at Washington State University, Vancouver.

Turk attended the Community Center Development Committee (CCDC) meeting and commented about the Performance Management Training that is being hosted by the City of Vancouver.

Hazen informed Council that the May Parks Commission meeting has been canceled.

Chaney commented about Fallen Leaf Lake Park and the viability of the businesses in the downtown area.

Chaney engaged Council in a discussion about the potential of adding another public comment period to the end of the regular meeting agenda, as was suggested by several citizens. After discussion, Anderson stated that he will do some research and bring his findings back to a Council Workshop for further discussion.

Chaney inquired as to whether or not Council wanted to continue the discussion about creating a vehicle allowance for the Mayor. He noted that this topic had been discussed in the past but that there was not a conclusion to this matter. After a brief discussion, Council decided that the Finance Committee would research this matter and bring their findings back to a future Council workshop.

Smith attended the Regional Transportation Council (RTC) meeting and gave a brief overview about the work performed by the Friends of the Camas Cemetery and their future plans.

Mayor commented about the overall vibrancy of the downtown area.

Hogan commented about a bill that was signed by the Governor which will allow theatres to serve liquor and how the passage of this bill will help the Liberty Theatre grow in the future.

IX. PUBLIC COMMENTS

Chris Kralik, 631 NW 18th Loop, Camas, made inquiries about the fuel tank leak that Levison mentioned. Levison responded to Kralik's inquiries.

Ken Hadley, 4011 F Circle, Washougal, commented about the opportunity to speak at the end of the regular Council meetings.

X. ADJOURNMENT

The meeting adjourned at 5:33 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 May 15, 2013

[Workshop Agenda with Supporting Documents](#) 

Mayor

City Clerk