



## CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, March 21, 2016, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

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### I. CALL TO ORDER

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

### II. ROLL CALL

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

Excused: Melissa Smith

Staff: Sam Adams, Phil Bourquin, Pete Capell, Leisha Copsey, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Robert Maul, Heather Rowley, Nick Swinhart, Ronda Syverson, Steve Wall and Alicia Pacheco (intern)

Press: Heather Acheson, Camas-Washougal Post Record

### III. PUBLIC COMMENTS

No one from the public wished to speak.

### IV. WORKSHOP TOPICS

Mayor Scott Higgins stated that the representative from Comcast was running late due to traffic. The Comcast Report will be presented to Council when the representative arrives.

#### A. Request to Sell Raffle Tickets

Details: The Grass Valley Parent Teacher Association (PTA) requested City Council permission to sell raffle tickets for the Annual Carnival & Silent Auction. Camas Municipal Code (CMC) 09.20.090 regulates gambling and raffles within the City of Camas.

Presenter: Mitch Lackey, Chief of Police

 [Trisha Brotherton E-Mail](#)

This item will be placed on the April 4, 2016 Consent Agenda for Council's consideration.

B. Technology Department Position Description Revisions

Details: Position descriptions within the Information Technology Department are being revised to meet the changing needs of the department and the overall City operations. Additionally, a new position is being created for the department.

Presenter: Jennifer Gorsuch, Administrative Services Director

-  [Memorandum to Council](#)
- [Information Technology Analyst/Programmer](#)
- [Information Technology Support Specialist](#)
- [Information Technology Network Administrator](#)

A resolution will be placed on the April 4, 2016 Regular Meeting Agenda for Council's consideration.

C. Professional Services Contract Amendment with BergerABAM for the 2016 City of Camas Comprehensive Plan Update

Details: The contract amendment is not to exceed \$21,753.00 for the additional work necessary for the completion (finalizing) of the 2016 City of Camas Comprehensive Plan Update. An initial contract in the amount of \$79,980.00 was approved in December of 2014 and a balance of \$2,377.03 remains as of February 25, 2016. The initial contract anticipated that the "City may need additional comprehensive plan services in 2016 and would request a separate scope of services for this work that may include: additional comprehensive plan document and mapping preparation". The 2016 budget anticipated the amendment and funds remain available for professional services under the Planning Department budget to cover the costs associated with the amended contract.

Presenter: Phil Bourquin, Community Development Director

-  [BergerABAM Contract Amendment](#)
- [BergerABAM Contract](#)
- [BergerABAM February Invoice](#)

This item was also included on the March 21, 2016 Consent Agenda for Council's consideration.

D. Community Development Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.

Presenter: Phil Bourquin, Community Development Director

There were no miscellaneous items or updates.

E. Prevailing Wage and Competitive Bid Requirements

Details: At a prior meeting, the City Council asked staff to provide additional details regarding the requirements for the use of prevailing wages for City projects. Staff prepared the attached presentation and provided additional information about prevailing wages and the related topic of competitive bid requirements.

Presenter: Steve Wall, Public Works Director

-  [Prevailing Wage and Competitive Bid Requirements](#)

Discussion ensued and staff responded to questions from Council.

F. Comcast Report

Details: Tess Fields provided Council and the public with a report about the number of subscribers, franchise fees paid, speed increases planned for the next year, and customer service initiatives. The report also included information about sponsorship opportunities and programs to provide low cost internet and computers to low income families. Fields responded to questions during the presentation.

Presenter: Tess Fields, Comcast Cable Corporation, Director of Government Affairs

G. Steigerwald Lake Restoration Project and Steigerwald Wellfield Development Update

Details: Staff provided an update to the City Council regarding the Steigerwald Lake Floodplain Restoration Project being sponsored by the Bonneville Power Administration (BPA) and led by the Lower Columbia Estuary Partnership and the Port of Camas-Washougal. The presentation also included information regarding concerns that have been raised by Washougal and Camas staff associated with the siting of the proposed future wellfield site in relation to the restoration project and ongoing coordination efforts with the Restoration Project Team.

Presenter: Sam Adams, Utilities Manager and Steve Wall, Public Works Director

 [Steigerwald Lake Restoration Project Presentation](#)

Discussion ensued and staff responded to questions from Council. Staff will provide Council with periodic updates as the project moves forward.

H. Public Works Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.

Presenter: Steve Wall, Public Works Director

There were no miscellaneous items or updates.

I. City Administrator Miscellaneous Updates and Scheduling

Details: This is a placeholder for miscellaneous or scheduling items.

Presenter: Pete Capell, City Administrator

Capell informed Council about the AWR 209 Working with the Media: A Short Course for Rural First Responders training. The training will be held Thursday, May 26, 2016, from 8:00 a.m. to 4:00 p.m. at the Lacamas Lake Lodge.

Capell reported that the Lean Process-Improvement meetings have begun and gave Council a brief update.

Capell stated that he attended the Camas-Washougal Fire Joint Policy Advisory Committee (JPAC) meeting and gave Council a brief overview. He added that there was a recommendation for the City to proceed with purchasing a replacement ambulance.

Capell gave Council a brief overview of the Administrative Committee meeting that he attended. He noted that the committee will be working on Municipal Codes.

## **V. COUNCIL COMMENTS AND REPORTS**

Chaney commented about the JPAC meeting he attended.

Hogan stated that he plans to attend the AWR 209 training that Capell spoke about. He added that he attended the Administrative Committee meeting.

Anderson attended the Administrative Committee meeting, the JPAC meeting and the East County Fire & Rescue (ECFR) meeting. He also gave Council a brief overview of the C-TRAN meeting he attended. Mayor Higgins added to Anderson's comments about C-TRAN.

Anderson stated that he will be attending a meeting with ECFR regarding shared services and an Economic Development Strategy Committee for Economic Incentives meeting.

Carter attended the Planning Commission meeting.

Turk informed Council that a group of students and adults from Hosoe, Camas' Sister City, are visiting and invited everyone to attend the potluck on Wednesday at Liberty Middle School at 6:00 p.m. Mayor Higgins added that there are a few seats left for the delegation dinner on Tuesday and to contact Turk if anyone is interested.

Turk reported that a Lodging Tax Advisory Committee meeting will be scheduled soon.

Mayor Higgins asked Council to let him know if anyone was interested in serving as the Regional Cities Representative for the Lower Columbia Fish Recovery Board.

## **VI. PUBLIC COMMENTS**

No one from the public wished to speak.

## **VII. ADJOURNMENT**

The meeting adjourned at 6:14 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.