



## CITY COUNCIL REGULAR MEETING MINUTES - DRAFT

Monday, September 21, 2015, 7:00 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 7:00 p.m.

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL

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

Staff: Bernie Bacon, Phil Bourquin, Pete Capell, Sherry Coulter, Jennifer Gorsuch, Jim Hodges, Mitch Lackey, Shawn MacPherson, Cathy Huber Nickerson, Nick Swinhart, Steve Wall and Alicia Pacheco (student intern)

Press: No one from the press was present.

### IV. PUBLIC COMMENTS

No one from the public wished to speak.

### V. CONSENT AGENDA

- A. Approved the minutes of the September 8, 2015 Camas City Council Meeting and the Workshop minutes of September 8, 2015.

 [September 8, 2015 Camas City Council Regular Minutes - Draft](#)  
[September 8, 2015 Camas City Council Workshop Minutes - Draft](#)

- B. Approved claim check numbers 127271-127405 in the amount of \$1,601,039.20.

- C. Authorized Pay Estimate No. 4 to AAA Septic Service for Project WS-748 2015 STEP/STEF Tank Pumping in the amount of \$6,200.38 for work through August 31, 2015. This project provides for on-going pumping of STEP and STEF tanks throughout Camas and is funded by the Water/Sewer Fund. (Submitted by James Carothers)

 [Septic Tank Pumping Pay Estimate](#)

- D. Authorized the Mayor to sign Change Order No. 2 for required additional work on Project WS-756 NW 6th Avenue Water and Storm Sewer Project to RC Northwest Incorporated in the credit amount to the City of \$5,487.76 and two additional working days to the contractor. This change order corrects an error that was presented on the draft change order at the September 8, 2015 Council Workshop agenda. Schedule B bid item No. 13 was erroneously

shown as being removed from the contract. There is no change to the original bid quantity for this item. (Submitted by James Carothers)

 [NW 6th Water and Storm Change Order 2](#)

- E. Authorized Pay Estimate No. 3 Final to RC Northwest, Inc. for Project WS-756 NW 6th Avenue Water and Storm Sewer Project in the amount of \$2,932.09 for work through August 3, 2015, and accept project as complete. This project is funded by the General Obligation Bond. (Submitted by James Carothers)

 [NW 6th Water and Storm Pay Estimate 3](#)

- F. Authorized the Mayor to sign Change Order No. 1 for required additional work on Project WS-714 STEP Sewer Transmission Main Project to McDonald Excavating, Incorporated in the amount of \$13,354.68 and two additional working days. (Submitted by James Carothers)

 [Sewer Main Change Order 1](#)

- G. Authorized Pay Estimate No. 2 to McDonald Excavating, Inc. for Project WS-714 STEP Sewer Transmission Main in the amount of \$312,323.52 for work through August 31, 2015. (Submitted by James Carothers)

 [Sewer Main Pay Estimate 2](#)

- H. Authorized the Mayor to sign Change Order No. 1 for required additional work on Project WS-709C Slow Sand Water Treatment Plant Project to Rotschy, Incorporated in the amount of \$40,673.99. (Submitted by James Carothers)

 [Water Treatment Plant Change Order 1](#)

- I. Authorized Pay Estimate No. 3 to Rotschy, Inc. for Project WS-709C Slow Sand Water Treatment Plant in the amount of \$389,172.09 for work through August 31, 2015. (Submitted by James Carothers)

 [Water Treatment Plant Pay Estimate 3](#)

**It was moved by Council Member Carter, seconded by Council Member Smith, to approve the Consent Agenda. The motion carried unanimously.**

## **VI. NON-AGENDA ITEMS**

- A. Staff

There were no non-agenda items from staff.

- B. Council

Hogan announced the Downtown Camas Association's First Friday October ribbon-cutting events.

## VII. MAYOR

### A. Announcements

Mayor Higgins had no announcements.

### B. Law Enforcement Appreciation Day 2015 Proclamation

 [Law Enforcement Appreciation Day September 21, 2015](#)

Mayor Scott Higgins proclaimed September 21, 2015, as Law Enforcement Appreciation Day.

## VIII. MEETING ITEMS

### A. Resolution No. 15-012 Revising the Job Description for the Non-represented Position of Executive Assistant to City Administrator

Details: The Executive Assistant job description and title are being revised effective October 1, 2015. The new title of the position will be Human Resources Assistant. This resolution will create the changes for that position. The salary scale for the position is not changing.

Presenter: Jennifer Gorsuch, Administrative Services Director

 [Resolution 15-012](#)

[Exhibit A Human Resources Assistant job description](#)

[Exhibit B salary scale](#)

**It was moved by Council Member Hogan, seconded by Council Member Hazen, that Resolution No. 15-012 be read by title only. The motion carried unanimously.**

**It was moved by Council Member Hogan, seconded by Council Member Smith, that Resolution No. 15-012 be adopted. The motion carried unanimously.**

### B. Resolution No. 15-013 Revising the Position Description for the Non-represented Position of Administrative Assistant

Details: The Administrative Assistant job description and title are being revised effective October 1, 2015. The new title of the position will be Administrative Assistant/Deputy City Clerk. This resolution will create the changes for that position. The salary scale for the position is not changing.

Presenter: Jennifer Gorsuch, Administrative Services Director

 [Resolution 15-013](#)

[Exhibit A Administrative Assistant/Deputy City Clerk job description](#)

[Exhibit B salary scale](#)

**It was moved by Council Member Hogan, seconded by Council Member Anderson, that Resolution No.15-013 be read by title only. The motion carried unanimously.**

**It was moved by Council Member Hogan, seconded by Council Member Smith, that Resolution No.15-013 be adopted. The motion carried unanimously.**

- C. Ordinance No. 15-015 Amending Chapter 8.58 of the Camas Municipal Code (CMC) for Fireworks Sales and Discharge  
Details: Amendments to CMC 8.58 to allow discharge of fireworks on July 3rd from 9:00 am to 11:00 pm and July 4th from 9:00 am to 12:00 am. Council approved the amendments at a public hearing on September 8, 2015.  
Presenter: Nick Swinhart, Fire Chief

 [Ordinance No. 15-015](#)

**A motion was made by Council Member Chaney, seconded by Council Member Hogan, that Ordinance No. 15-015 be read by title only. The motion passed by the following vote:**

**Yes:** Council Member Carter, Council Member Chaney, Council Member Hazen, Council Member Hogan and Council Member Turk

**No:** Council Member Smith

**Recused:** Council Member Anderson

**A motion was made by Council Member Chaney, seconded by Council Member Hogan, that Ordinance No. 15-015 be adopted and published according to law. The motion passed by the following vote:**

**Yes:** Council Member Carter, Council Member Chaney, Council Member Hazen, Council Member Hogan and Council Member Turk

**No:** Council Member Smith

**Recused:** Council Member Anderson

## **IX. PUBLIC COMMENTS**

No one from the public wished to speak.

## **X. ADJOURNMENT**

The meeting adjourned at 7:18 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.