



CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, December 7, 2015, 4:30 PM

City Municipal Center, 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, Bonnie Carter, Don Chaney, Tim Hazen, Steve Hogan, Melissa Smith and Shannon Turk

Staff: Bernie Bacon, Phil Bourquin, Pete Capell, James Carothers, Sarah Fox, Jennifer Gorsuch, Cathy Huber Nickerson, Robert Maul, Randy Miller, Shyla Nelson, Nick Swinhart, Steve Wall and Eliezza Soriano (intern)

Press: Heather Acheson, Camas-Washougal Post-Record

III. PUBLIC COMMENTS

No one from the public wished to speak.

IV. WORKSHOP TOPICS

A. City of Camas Employee Position Roster

Details: This presentation provided an overview of a new employee roster to include permanent full time and part time positions as well as funded seasonal positions. It is intended to provide a complete roster for funded and authorized positions by the City Council. The position numbers will remain with a job position (title) and employees can be assigned to a job position. This number is intended to be utilized within the Payroll and Human Resource modules in the City's financial software system. Feedback was solicited from City Council prior to implementation. The City of Camas Employee Positions Listing as found in the 2015-2016 Budget document is attached.

Presenter: Cathy Huber Nickerson, Finance Director and Jennifer Gorsuch, Administrative Services Director

 [2016 Job Roster](#)

[2015-2016 Employee List from 2015-2016 Budget Document](#)

This item will be placed on the December 21, 2015 Workshop Agenda.

B. 2015 Winter Omnibus Budget Presentation

Details: This presentation covered five decision packages to close out the 2015 fiscal year. Four of the packages are supplementals totaling \$53,000 for the Cemetery, Firemen's Pension, Solid Waste and the Equipment Rental Fund. There is also one package for an administrative correction for the Light-Emitting Diode (LED) Street Lighting Project to reduce

the budget by \$68,568. The presentation provided more detailed information as well as an opportunity for City Council to discuss the packages with staff.

Presenter: Cathy Huber Nickerson, Finance Director

 [2015 Winter Omnibus](#)

This item will be placed on the December 21, 2015 Regular Meeting Agenda for Council's consideration, following a public hearing.

C. Technology Department Position Description Revisions

Details: All position descriptions within the 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 Director](#)

[Information Technology Analyst/Programmer](#)

[Information Technology Support Specialist](#)

[Information Technology Network Administrator](#)

This item was pulled from the agenda and will be added to a future Workshop Agenda.

D. Green Mountain Planned Residential Development (PRD) Final Master Plan

Details: The applicant has submitted the final master plan request to be heard by the City Council on December 21, 2015.

Presenter: Robert Maul, Planning Manager

 [Final Master Plan Submittal Narrative](#)

[Green Mountain Final Master Plan 1 of 3](#)

[Green Mountain Final Master Plan 2 of 3](#)

[Green Mountain Final Master Plan 3 of 3](#)

[Urban Village Narrative for Green Mountain PRD](#)

This item will be placed on the December 21, 2015 Regular Meeting Agenda for Council's consideration, following a public meeting.

E. Camas 2035 Comprehensive Plan Update

Details: Status of the Camas 2035 Comprehensive Plan project was provided. Staff highlighted a few proposed goals and policies of the draft elements of the comprehensive plan for discussion.

Presenter: Sarah Fox, Senior Planner

Fox and Bourquin provided a Camas 2035 status summary and discussion ensued. Council did not have any objections to the recommendations of staff regarding the 2035 policy updates and the outreach timeline.

F. 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 updates from staff.

G. STEP Sewer Transmission Main Change Order

Details: This change order includes additional work for removal and disposal of boulders and buried concrete pavement, extra depth sawcutting where the pavement depth was greater than anticipated, additional sawcutting for a required route change, and other various minor repairs and necessary appurtenance installations. The contractor is also being paid for standby time due to archaeological finds. The total amount of this change order is \$47,975.48 including tax. This project, including this change order, is funded by a Public Works Trust Fund loan.

Presenter: James Carothers, Engineering Manager

 [Sewer Transmission Main Change Order 2](#)

This item will be placed on the December 21, 2015 Consent Agenda for Council's consideration.

H. Pacific Rim Boulevard Illumination Contract

Details: Global Transportation Engineering has been selected to design the illumination for NW Pacific Rim Boulevard from the west City limits to NW Parker Street. The cost of this design is estimated at \$35,655.00. The cost of design and construction is covered by the general obligation bond allocated for citywide Light-Emitting Diode (LED) street lighting.

Presenter: James Carothers, Engineering Manager

 [Pacific Rim Boulevard Lighting Design Contract](#)

This item will be placed on the December 21, 2015 Consent Agenda for Council's consideration.

I. Grounds Equipment and Maintenance (GEM) Services Intergovernmental Agreement

Details: The City of Camas has long-partnered with other cities in Clark County in the inter-agency Ground, Equipment and Maintenance (GEM) cooperative. This sharing of resources in Southwest Washington saves tax dollars with public works maintenance and operations activities. The current agreement extension through 2020, requires Council approval.

Presenter: Steve Wall, Public Works Director

 [GEM Interlocal Agreement](#)

[GEM Interlocal Extension](#)

This item will be placed on the December 21, 2015 Consent Agenda for Council's consideration.

J. Safety and Compliance Program Contract with Fire District 5

Details: The Public Works Department has traditionally relied on the Northwest Regional Training Center, operated through Fire District 5, to provide the majority of the training for each employee that is needed to meet Occupational Safety and Health Administration (OSHA) requirements. The attached agreement would allow for Fire District 5 to continue providing the necessary training for 2016. Fire District 5 has proposed that the per employee rate for 2016 remain the same as it was for 2015.

Presenter: Steve Wall, Public Works Director

This item will be placed on the December 21, 2015 Consent Agenda for Council's consideration.

K. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

Wall updated Council on the Department of Health State Revolving Fund (SRF) loan, Fallen Leaf Lake Park and the City's American Public Works Association (APWA) accreditation.

Wall informed Council about the City's response to the recent storm event.

L. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Pete Capell, City Administrator

Capell updated Council about another opportunity for bell-ringing volunteers on Saturday, December 19, 2015. Capell stated that the City has a Development Agreement for Kate's Close Subdivision on Brady Road that will be coming forward for a public hearing on December 21, 2015. Capell also invited Council to the December 10, 2015 Employee Holiday Luncheon.

V. COUNCIL COMMENTS AND REPORTS

Hazen will attend Thursday's Employee Holiday Luncheon, he attended the November 30, 2015 Salvation Army bell-ringing event, and will attend the December 9, 2015 Parks & Recreation Commission meeting.

Hazen, Hogan, Anderson, Carter, Chaney and Turk attended the Hometown Holiday event.

Hogan provided a Camas-Washougal Economic Development Association (CWEDA) board meeting update about development in the area.

Anderson will attend the December 8, 2015 C-TRAN meeting and distributed handouts to Council regarding C-TRAN's next Service Enhancements update. Anderson attended the Camas-Washougal East County Fire and Rescue (ECFR) meeting on November 19, 2015 and the Camas-Washougal Fire Department Joint Policy Advisory Committee (JPAC) meeting. Anderson also commented about the oil terminal and train traffic impact.

Carter attended the Library Board of Trustees meeting.

Chaney commended Krista Bashaw and staff for their efforts surrounding the preparations for Hometown Holidays.

Smith attended the Regional Transportation Council (RTC) meeting and will attend the December 10, 2015 Chamber Christmas Luncheon.

Mayor Higgins commented about the Hometown Holidays event. He announced that he will be making Council appointments at the December 21, 2015 Council meeting. He stated

that all of the newly elected Council Members will be sworn in on the same night. There will also be a visit from the Camas High School Girls Cross Country State Champions and a visit from Santa.

VI. PUBLIC COMMENTS

No one from the public wished to speak.

VII. ADJOURNMENT

The meeting adjourned at 5:43 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.