



## CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, May 2, 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

### II. ROLL CALL

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

Excused: Bonnie Carter

Staff: Sam Adams, Phil Bourquin, Pete Capell, James Carothers, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Heather Rowley, Nick Swinhart, Steve Wall and Alicia Pacheco (intern)

Press: No one from the press was present

### III. PUBLIC COMMENTS

No one from the public wished to speak.

### IV. WORKSHOP TOPICS

#### A. Consultant Services for Solid Waste Planning

Details: Bell & Associates, Inc. was selected through a Request for Proposal process to help prepare a Solid Waste Plan for the Public Works Department. Staff elected to have the consultant complete the project in two phases. The first phase is a technical analysis of the City's current waste management system; evaluation of collection routes, current costs of providing collection services and operational strengths, weaknesses and opportunities. This approach will allow for the summarization of the key elements of the existing system so Staff may address the future needs of the Solid Waste Utility in the second phase of the project. Bell & Associates, Inc. submitted a scope of work and fee in the amount of \$25,935 for the first phase. The schedule for completing the first phase is June, 2016. The project will be funded with 2016 solid waste funds anticipated to be allocated through the 2016 Spring Omnibus Budget Package.

Presenter: Sam Adams, Utilities Manager

 [Consultant Services for Solid Waste Planning](#)

This item will be placed on the May 16, 2016 Consent Agenda for Council's consideration.

- B. North Shore Sewer Transmission System Update  
Details: Staff provided an update about the North Shore Sewer Transmission System (STS) project. The attached presentation includes the 30% engineering design, the transmission system highlights, coordination efforts with the Camas School District waterline project and the next steps in the project.  
Presenter: Sam Adams, Utilities Manager and Steve Wall, Public Works Director

 [North Shore STS Council Presentation](#)

Adams and Wall summarized the presentation and discussion ensued. The final design, construction estimates and the engineering design contract will be presented at the May 16, 2016 Workshop Meeting.

- C. Franklin Street South Community Development Block Grant (CDBG) Contract Modification  
Details: The attached CDBG Contract Modification No. 1 extends the duration of the existing \$225,000 contract with Clark County for the improvements scheduled to be performed on NE Franklin Street between NE 14th Avenue and NE 19th Avenue. The contract ending date will be extended from May 31, 2016, to September 30, 2016, which will provide ample time for project completion.  
Presenter: Steve Wall, Public Works Director

 [Franklin Street South CDBG Contract Modification No. 1](#)

This item will be placed on the May 16, 2016 Consent Agenda for Council's consideration.

- D. Public Works Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Steve Wall, Public Works Director

Wall provided an update regarding the National Pollutant Discharge Elimination System (NPDES) Wastewater Permit. More information will be provided during the May 16, 2016 Council Meetings.

Wall commented about the Belz Place Development Agreement (DA) being presented during the May 2, 2016 Regular Meeting. He informed Council that if the DA is approved, a resolution to set a public hearing would come before Council during the May 16, 2016 Regular Meeting.

- E. Community Development Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Phil Bourquin, Community Development Director

Bourquin provided a brief overview of Belz Place and commented that if the DA is approved, a final plat will be coming before Council as soon as possible.

Bourquin informed Council about the upcoming meeting for the Planning Commission's final hearing regarding the 2035 comprehensive (comp) plan.

Bourquin said there is a Parking Advisory Committee meeting scheduled for May 10, 2016.

Bourquin stated that a grant was received from the Department of Natural Resources (DNR) for tree preservation.

Bourquin commented that Winchester annexation activity is expected to begin in June or July.

Bourquin responded to questions about the County's comprehensive (comp) plan.

F. Camas Municipal Code (CMC) Update

Details: Staff and the Administrative Committee have begun updating sections of the CMC. Modifications to Chapters 1 and 2 are ready for Council review and action.

Presenter: Pete Capell, City Administrator

 [Draft Section 1.04.040 Office Hours](#)

[Draft Chapter 2.07 CITY CLERK](#)

[Draft Chapter 2.10 FINANCE DEPARTMENT](#)

[Draft Chapter 2.28 PARKS AND RECREATION COMMISSION](#)

[Draft Chapter 2.32 PLANNING COMMISSION](#)

[Draft Chapter 2.34 BOARD OF ADJUSTMENT](#)

[Draft Chapter 2.40 MUNICIPAL COURT](#)

[Draft Chapter 2.52 BONDS](#)

[Draft Chapter 2.56 CITY OFFICE HOURS](#)

[Draft Chapter 2.64 PERSONNEL COMPENSATION](#)

This item will be placed on the May 16, 2016 Regular Meeting Agenda for Council's consideration.

G. Contract Approval Thresholds

Details: Staff and the Administrative Committee have developed draft thresholds that allow the Mayor, or designee, to enter into and execute contracts on behalf of the City up to specified maximums, so long as the contract is consistent with the approved budget. This resolution will significantly reduce the amount of Staff time required to prepare staff reports for routine City business.

Presenter: Pete Capell, City Administrator

 [Draft Contract Approval Thresholds](#)

A resolution will be placed on the May 16, 2016 Regular Meeting Agenda for Council's consideration.

H. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Pete Capell, City Administrator

Capell provided a brief overview of the East County Fire and Rescue (ECFR) meeting he

attended with Anderson, Chaney, Turk, Fire Chief Swinhart and the ECFR Commissioners. He stated a proposal for support services would be presented at the May 16, 2016 Workshop Meeting.

Capell also attended a meeting with the Board of County Councilors last Wednesday regarding future annexation areas.

Capell provided an update about Lean Process funding and confirmed the project will resume.

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

Hazen said he will be attending the media relations training on May 24, 2016. He also provided a brief overview of the Parks & Recreation Commission meeting he attended.

Hogan shared that Journey Community Church won a Main Street award for their support of First Fridays. He also mentioned the Camas Plant & Garden Fair and First Friday are occurring later this week.

Hogan attended the Spring Clean-Up and Planting Day and mentioned that plants are still available for adoption through the Downtown Camas Association (DCA).

Hogan provided a brief update about the recent Camas-Washougal Economic Development Association (CWEDA) meeting and said he also attended the Administrative Committee meeting.

Mayor commented that the City's seasonal employees have placed flower baskets throughout downtown. He announced there are several events in the downtown area this week including a celebration of Cinco de Mayo, First Friday and a ribbon cutting of a realty office on 5th Avenue.

Anderson recently attended meetings for East County Fire & Rescue (ECFR) and the Administrative Committee. He shared that the next week he would be attending the C-TRAN meeting and another meeting of the Administrative Committee.

Turk provided a brief overview of the Lodging Tax Advisory Committee meeting she attended and commented about the grant awards.

Turk and Mayor commented about the Spring Clean-Up and Planting Day and acknowledged that there were many City employees who volunteered their personal time, as well as volunteers from the school district and that the event was a community effort.

Turk attended the school play at Skyridge Middle School.

Smith commented about the April 21, 2016 Chamber of Commerce Luncheon she attended that included a presentation by the Mayors of Camas and Washougal. She stated that Mark Boldt, Clark County Chair would be the speaker at the May 17, 2016 Chamber Luncheon.

## **VI. PUBLIC COMMENTS**

No one from the public wished to speak.

## **VII. ADJOURNMENT**

The meeting adjourned at 5:42 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.