



## **CITY COUNCIL WORKSHOP MEETING MINUTES**

**Monday, March 16, 2015, 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, Melissa Smith, and Shannon Turk

Excused: Steve Hogan

Staff: Anita Ashton, Bernie Bacon, Phil Bourquin, Pete Capell, Curleigh Carothers, Steve Durspek, Jeff Englund, Jennifer Gorsuch, Jim Hodges, Cathy Huber Nickerson, Mitch Lackey, Leona Langlois, Robert Maul, Mike Stevens, Steve Wall, and Alicia Pacheco and Eliezza Soriano (interns)

Press: Heather Acheson, Camas-Washougal Post-Record

Mayor Higgins announced that he will be leaving the meeting at 5:50 p.m. in order to attend another meeting and that Mayor Pro-Tem Anderson will be conducting the remainder of the meeting.

### **III. PUBLIC COMMENTS**

Randy and Arnie Bruley, 609 NW Norwood Street, Camas, commented on the NW 6th Avenue and NW Norwood Street intersection.

### **IV. SPECIAL PRESENTATION**


- A. Recognition of 25-Year Anniversary for Engineering Division Employee  
Details: Jim Hodges, Project Manager, has reached his 25th anniversary with the City of Camas. His 25 years of service pin was presented to him.  
Presenter: James Carothers, Engineering Manager

## V. WORKSHOP TOPICS

### A. SR-500 Proposed Safety Project

Details: Washington State Department of Transportation (WSDOT) has initiated a proposal to improve safety on SR-500 which includes adding a two way left turn lane and two bicycle lanes to Everett Street between NE 14th Avenue and NE 23rd Avenue. This proposed lane striping project requires the City to prohibit parking on NE Everett Street between NE 14th Avenue and NE 23rd Avenue. Staff provided a brief description of this proposal. A WSDOT representative was also available to address questions and comments.

Presenter: James Carothers, Engineering Manager


-  [SR-500 Restriping Proposal](#)
- [SR-500 Restriping Plan](#)
- [Proposed Everett St Parking Restrictions](#)
- [Resident Correspondence 1](#)
- [Resident Correspondence 2](#)

**A parking resolution will be placed on the April 6, 2015 Regular Meeting Agenda for Council's consideration.**

### B. NW 6th Avenue and NW Norwood Street Intersection Improvements

Details: At the February 17, 2015 Council work session, Camas staff provided a presentation regarding features and costs for a roundabout at NW 6th and Norwood. The attached memo provides additional information to Council for the consideration of the installation of a roundabout or a traffic signal at this location.

Presenter: James Carothers, Engineering Manager

-  [6th & Norwood Memo March 10, 2015](#)
- [6th & Norwood Presentation from February 17, 2015](#)

**Council directed staff to move forward with the preliminary work on the roundabout design.**

### C. 2015 Septic Tank Pumping Change Order No. 1

Details: This change order is for Project WS-748 2015 STEP/STEF Tank Pumping for compensation for after hours emergency STEP and STEF tank pumping situations. This change order will apply to the contract extension for 2015 between the City and AAA Septic Service LLC. The rate for after hours pumping will be \$239.86 per tank.

Presenter: James Carothers, Engineering Manager

-  [2015 Septic Tank Pumping Change Order 1](#)

**This item will be placed on the April 6, 2015 Consent Agenda for Council's consideration.**

D. NW 38th Avenue Phase 1 Wetland Monitoring & Maintenance Professional Services Contract

Details: The US Army Corp of Engineers Permit requires a total of 10-years of monitoring and maintenance on the wetland mitigation site for Project SS-545E NW 38th Avenue Improvements, Phase 1. The attached contract provides for the first 5-years of professional services by Ecological Land Services. Estimated costs for years one and two are in the 2015 and 2016 budget.

Presenter: James Carothers, Engineering Manager


 [38th Phase 1 Wetland Monitoring Contract](#)

**This Action Item was referred to the CITY COUNCIL REGULAR due back on 4/6/2015**

E. Time Limits for Inactive Development Applications

Details: To amend Camas Municipal Code (CMC), Chapter 18.55 Administration and Procedures, to clarify when development applications, which are deemed technically complete, will expire if inactive. At present, CMC Section 18.55.130(D) allows an applicant to request that a project be put on hold for an indefinite amount of time without expiring, and without issuance of a decision. On February 18, 2015, Planning Commission held a public hearing to review amendments to Camas Municipal Code (CMC) Chapter 18.55 Administration and Procedures, and forwarded a recommendation of approval to Council.

Presenter: Sarah Fox, Senior Planner

 Ordinance No. 15-005

Staff Report to City Council

Exhibit 1 - Emails from MRSC, Bourquin and MacPherson

Exhibit 2 - Erickson v. McLerran (1994)

Exhibit 3 - Proposed Amendments to CMC Chapter 18.55

**This item will be placed on the April 6, 2015 Regular Meeting Agenda for Council's consideration, following a public hearing.**

F. Final Plat for The Hills at Round Lake, Phase 4

Details: The Hills at Round Lake is a 333-lot planned residential development, which received master plan approval on October 4, 2010. The applicant requests final plat approval for Phase 4 with 30 single-family lots. The master plan included 13 phases.

Presenter: Sarah Fox, Senior Planner

 [Staff Report](#)

[Hills at Round Lake Phase 4 Final Plat Drawing](#)


**This item will be placed on the April 6, 2015 Regular Meeting Agenda for Council's consideration.**

- G. Community Development Miscellaneous and Updates  
Details: Updates on miscellaneous or emergent items.  
Presenter: Sarah Fox, Senior Planner

 [April 14, 2015 Hearing Joint Cities Letter Draft](#)

**Maul provided an update on the potential Grand Ridge and Winchester Hills annexation and the Comprehensive Plan Update.**

- H. Engineering Transition Code Amendments  
Details: The Community Development Department and Public Works Department have been working closely since the 2015 Planning Conference to transition the Engineering group from Community Development to Public Works. Through the transition process, staff has identified some minor changes to the Camas Municipal Code that will be required. Staff provided the City Council with an update on the transition process and reviewed the attached proposed code amendments.  
Presenter: Steve Wall, Public Works Director

 Camas Municipal Code Changes Engineering Transition

**This ordinance will be placed on the April 20, 2015 Regular Meeting Agenda for Council's consideration.**

At 5:50 p.m., Mayor Higgins left the meeting and Mayor Pro-Tem Anderson conducted the remainder of the meeting.

- I. Public Works Miscellaneous and Updates  
Details: Updates on miscellaneous or emergent items.  
Presenter: Steve Wall, Public Works Director

**Wall thanked staff for their efforts over the weekend addressing the storm issues throughout the City and on solid waste issues. He also informed Council about the City's approach to the pending changes in the Department of Ecology's water quality standards and updated Council on the Slow Sand Filtration project.**

- J. Modify Equipment Rental Rate Setting  
Details: Currently the City code requires every time a rate is changed for the Equipment Rental Fund, City Council approve the new rate through a resolution. In the continuing effort to streamline the budget process, staff recommended that City Council consider including the rates as part of the City Fee Schedule. The City Fee Schedule is a component of the budget process and part of the annual consideration. Any changes to the Equipment Rental Rates would be pointed out and discussed. This consolidated fee process would eliminate a separate presentation and resolution adoption.  
Presenter: Cathy Huber Nickerson, Finance Director

 Draft Ordinance for Equipment Rental Rates

**This ordinance will be placed on the April 6, 2015 Regular Meeting agenda for Council's consideration.**

K. Low Income Utility Assistance

Details: Staff presented proposed changes to the Utility Billing Code and Practices to better serve low income utility customers. The presentation included budget billing, proposed partnership with the Treasure House as well as a better process for water leaks.

Presenter: Cathy Huber Nickerson, Finance Director



Utility Code Changes Phase 2-low income

Draft Resolution for Emergency Utility Assistance

**This resolution and memorandum will be placed on the April 6, 2015 Regular Meeting Agenda for Council's consideration.**

Huber provided an update regarding the recent bonds issuance.

L. City Administrator Miscellaneous Updates and Scheduling

Details: Updates on miscellaneous or scheduling items.

Presenter: Pete Capell, City Administrator

**Capell and Mayor Higgins will be taking the Camas Youth Advisory Council to Olympia on March 17, 2015, and the City received the Community Development Block Grant program monies for the Franklin Street project. Capell shared a draft letter to Governor Inslee regarding crude oil being transported by railroad cars through Camas and received Council comments. Capell also informed Council that letters were sent to the Homeowners Association President and residents near 2321 NW 28th Avenue on Prune Hill regarding slope conditions. The letter urges residents to retain a geotechnical engineer to investigate their slope conditions and possible mitigation measures.**

## **VI. COUNCIL COMMENTS AND REPORTS**

Council comments were deferred to the regular meeting.

## **VII. PUBLIC COMMENTS**

No one from the public wished to speak.

## **VIII. ADJOURNMENT**

The meeting adjourned at 6:20 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.