



## Minutes

### Accessibility Advisory Committee

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Monday, September 21,  
2020

4:00 PM

2nd Floor, City Hall

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**1. ZOOM MEETING NOTIFICATION**

*The City of Longview Accessibility Advisory Committee regular meeting on Monday, September 21st, 2020 was held virtually via Zoom.*

**2. ROLL CALL**

*Bill Josh, Committee Chair called the meeting to order at 4:00pm. Roll call was virtually conducted and 6 committee members were virtually present, quorum was met.*

*Committee members present: Bill Josh (Video Zoom), Lawrence Lanning (Video Zoom), Jennifer Merry (Video Zoom), Scott Carson (Video Zoom), Jerry Bakken (Audio via Phone Zoom), Colleen Holten (Video Zoom)*

*Committee members absent: Sarah McCoy (excused), Jeanne Daggett (excused), Allan Rudberg (excused)*

*Council liaisons present: Mayor MaryAlice Wallis*

*Council liaisons absent: Christine Schott (excused)*

*Staff members present: Brian Loos, City ADA Coordinator; Keith Walling, Fleet & Facilities Manager; Tabitha Hayden, RiverCities Transit Mobility Coordinator; Chris Smith, HR Director; Kris Swanson, Administrative Services Director; Jennifer Wills, Parks & Recreation Director & Karl Enyart PW Engineering.*

*Being the committee's first virtual meeting, and meeting since January 2020, there were a couple of technical difficulties that worked through. These difficulties did not impact the ability to inform and move agenda business.*

**3. APPROVAL OF MINUTES**

**20-000164 Seek approval of the special meeting minutes from the City of Longview Accessibility Advisory Committee from Tuesday, January 21st, 2020.**

*Due to working on technical difficulties surrounding a meeting participant, the record did not properly capture the motion, 2nd and vote for the approval of the January 21st, 2020 meeting minutes. The committee will either clarify the approval of these meeting minutes or seek a motion, 2nd and conduct a vote to approve this set of minutes at the November 16th, 2020 or next Accessibility Advisory Committee meeting.*

**4. PUBLIC COMMENTS**

*Bill Josh, committee chair took public comment.*

*Jeffrey Jones, a local resident spoke in regards for the committee to consider better accessibility into the local community garden located near Douglas Street. The community garden has two access points, one off of 30th Avenue from the LDS church back parking lot and the other off of 32nd Avenue. Mr. Jones mother frequently uses the 30th Avenue access point from the LDS church and access into the garden and situationally provides her multiple barriers to navigate. Barrier challenges include navigating the curb from the parking lot, the path access to the main gate entry from the parking lot and unlocking the gate locking mechanism on the gate are three main barriers to get into the garden area. Access from the gate to their assigned garden plot can be a barrier challenge at times as well too. Mr. Jones stated that there are many other individuals with similar accessibility challenges at this location. Seeking consideration for barrier elimination and better accessibility into the garden space from the 30th Avenue LDS parking lot into the east side entrance of the garden. Mr. Jones provided his email address as a contact point to the committee and those that were participating in the meeting.*

**5. COMMITTEE MEMBER COMMENTS & REPORTS**

*Bill Josh called for any committee member comments and reports. No committee member reports were provided.*

**6. STAFF COMMENTS & REPORTS**

*Kris Swanson, Administrative Services Director introduced herself to the committee and explain her history and background with Cowlitz County and her role in establishing the Accessibility Communities Advisory Committee (ACAC) for Cowlitz County while she served as County Auditor. Committee welcomed her to the city.*

*Brian Loos, City ADA Coordinator welcomed everyone back since the last meeting held in January 2020. Due to COVID 19, was appreciative that everyone was willing to continue with a September 2020 virtual meeting using Zoom. January 2020 meeting minutes are provided in your packet, and carried over much of the postponed March 2020 meeting agenda over to the September 2020 meeting. The September meeting will focus on the agenda in your packet and any other issues or concerns anyone on the committee may have.*

*Keith Walling, Fleet and Facilities Manager stated that COVID19 had shifted project focus on the back burner. Traffic department is starting work on the parking lot and stripping projects.*

**ADA Door Discussion from City Hall Lobby**

*Keith Walling stated City Hall ADA doors were put on hold while updating safety features in finance. Work on those doors has again commenced.*

*Kris Swanson stated there was a desire to reorganize the finance area lobby but due to fire code, those improvements were unable to happen. One lobby door will serve as an in and the other as an out to provide for single flow of traffic into payment area and will also allow for proper social distancing as required under COVID 19 safe start requirements. Need two doors completed instead of a single door. Kris also stated that a queuing system will be purchased to provide a system for organizing customer service when accessing certain administrative services at city hall.*

*Keith stated that doing both doors at once would bring a savings, but would likely add up to \$3500 of additional cost to the project. The CED doors are still included in the original project cost.*

*Scott Carson, committee vice chair stated that there would likely be a cost savings if both doors could be completed at the same time.*

*Lawrence Lanning made a motion, and Scott Carson made the 2nd. Move to approve the increased contribution recommendation to city council for adding a 2nd ADA door to the finance project and increase the allocation of funds up to another \$3500 to complete the project. No further discussion was had and Bill Josh called for the vote. The vote was unanimously in favor of the motion. Brian will take the recommendation to city council for consideration.*

*Jennifer Wills, Parks & Recreation Director stated that the ADA upgrades at the Lake Sacajawea restroom project were completed. Jennifer will provide further information about the community garden concerns under new business. Jennifer stated that she had talked with Jeff previously about his concerns.*

*Karl Enyart, Public Works Engineering stated that around April 1st, the 10th & New York curb ramp project will be completed. The 30th Avenue curb ramps project is about 1 to 2 weeks out from getting started.*

**7. OLD BUSINESS****20-000165 Dorothy Street citizen accessibility improvement request update from Public Works City Engineer**

*There has been no further correspondence received from the original requestor on this agenda item.*

- 20-000166 Project updates from approved funding recommendations from the AAC and City Council to date. Parks & Recreation, Facilities & Public Works will provide the committee an update on projects progress.**

*Updates have been provided by staff to the committee. See Section 6 of the agenda, staff reports and comments.*

- 20-000167 Cowlitz County Accessibility Communities Advisory Committee update.**

*Due to COVID 19, the County ACAC has not met and the committee does not have a meeting scheduled at this time. Brian will provide the committee an update as information or a scheduled meeting becomes available.*

- 20-000171 Any additional old business that needs to be discussed?**

*No additional items were brought up by the committee or staff for discussion under old business.*

## **8. NEW BUSINESS**

- 20-000168 Facilities & Parks subcommittee meeting update from initial meeting that took place on Monday, February 3rd, 2020.**

*The subcommittee has been established and the committee chair is Lawrence Lanning. The committee met once to start getting work rolling, but due to COVID 19 restrictions, city volunteer work is on pause. More information will be provided and the committee will meet again once city volunteers can continue volunteering post COVID 19 restrictions.*

- 20-000169 Staff recommendation and policy consideration regarding On Street Parking - ADA Signing & Pavement Marking. The policy will take into consideration and discussion will be regarding public streets where on-street public parking is unstriped for convenience parking in residential neighborhoods.**

*Karl Enyart, PW Engineering gave a brief background to the committee on this topic for the committee to start thinking about this topic. Karl will provide Brian some additional information that can be forwarded on to committee members to review and a further discussion can be had at a later date. More to come on this topic area and a draft recommended proposed policy is in the works. A potential recommendation from the committee to city council may come from this topic at a later date.*

- 20-000170 Discussion in regards to enhancing current project lists for city ADA transition plan in concert with funding requests for the 2021-2022 ADA Capital Projects budget.**

*The committee is interested in seeing additional top of list project recommendations from city staff. City staff will continue to enhance the project lists for the AAC to review. Funding for the 2021 - 2022 budget is still being considered by city council and at this time, ADA capital projects are still an active funding consideration for the next city budget. When the budget is finalized, this information and final funding decision of city council will be provided back to the AAC.*

**20-000383 Discuss remaining funding for 2020 and potential future recommendations to city council. Update on proposed recommended funding for 2021 and 2022 budget.**

*Any additional funding that was not spend or allocated in the 2019-2020 ADA Capital Budget will carry over to the 2021-2022 budget. At this time, there is approximately \$33,034 of unallocated project funds. This figure does not take into consideration the additional \$3,500 recommendation made today for the additional ADA door at City Hall, Finance. As projects are completed, and if they come in under budget, those unspent funds will remain in the ADA capital budget. The proposed allocation for the 2021-2022 ADA Capital Budget has not yet been finalized, but should be by the end of 2020.*

**20-000384 Potential ADA barrier elimination project at the Community Garden located off 32nd between Louisiana and Williams (west boundary) and the LDS church back parking lot off 30th Avenue between Louisiana and Lilac (east boundary). Staff to provide project background with committee discussion.**

*City ADA coordinator provided a brief background regarding a citizen concern that was brought up regarding site accessibility with both entrances of the community garden. Parks and recreation Director Jennifer Wills provided a presentation on proposed possible solutions to reduce barriers and increase accessibility at both entrance points. Committee had general discussion with Jennifer about presentation, and Jennifer will come back at a later meeting with additional detail and potential cost estimate associated with barrier removals. Barrier removals at the east entrance will involve coordination and agreement with the LDS church as that access point is gained off of LDS church property.*

**20-000172 Any additional new business that needs to be discussed?**

*Committee Reappointment Consideration:*

*Bill Josh, Scott Carson and Sarah McCoy current committee appointments are scheduled to expire on December 31st, 2020. Please inform both the committee chair and city ADA coordinator if you are interested in being considered for a full term appointment. This information will be passed onto the Mayor for consideration. City ADA coordinator will be in contact to provide the deadline date to express interest.*

**9. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION**

*The next AAC regular meeting is tentatively scheduled for Monday, November 15th, 2020 and will be conducted virtually via Zoom. Due to COVID 19 restrictions, and if the decision is made that there are not enough agenda items, this meeting may be postponed. If postponed, the next meeting will take place on Tuesday, January 19th, 2021 and will likely take place virtually via Zoom. If conducted virtually, a Zoom invite link will be provided at the top of the next meeting agenda.*