City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Minutes

Accessibility Advisory Committee

Tuesday, January 21, 2020 | **4:00 PM** | **2nd Floor, City Hall**

1. ROLL CALL

Bill Josh, Committee Chair called the meeting to order at 4:01pm. Roll call was conducted and 5 committee members were present, quorum was met.

20-00037 Self introductions all that are present. Welcome newly appointed and reappointed committee members.

Self introductions conducted. Newly appointed members Jerry Bakken & Sarah McCoy were welcomed to the committee. Reappointed members Larry Lanning & Colleen Holten (not present) were also acknowledged.

2. APPROVAL OF MINUTES

20-00030 Seek approval of the regular meeting minutes of the City of Longview Accessibility Advisory Committee from Monday, November 18th, 2019.

Motion to approve minutes as published by Sarah McCoy, and second by Larry Lanning. No discussion. Motion passed unanimously.

3. PUBLIC COMMENTS

No public comments were offered.

4. COMMITTEE MEMBER COMMENTS & REPORTS

No committee reports were offered.

5. STAFF COMMENTS & REPORTS

No staff comment or reports provided in this section of the meeting. Staff updates were provided as part of both old and new business.

6. OLD BUSINESS

5 agenda items were addressed in Old Business.

20-00031 Complete the nomination process and conduct election of 2020 chair and vice chair for the Accessibility Advisory Committee. Current nominations are Bill Josh for chair and Scott Carson for vice chair. No other nominations were provided at the previous meeting.

Bill Josh administered the process for electing a committee chair and vice chair for 2020. Prior to this meeting, nominations were held at the November 2019 CLAAC meeting as well as committee members had a chance to express interest in either position to Brian Loos, City ADA Coordinator and Bill Josh prior to the January 2020 meeting and election. One last opportunity was provided at the January 2020 meeting to accept nominations. For the 2020 election, Bill Josh was the only person nominated for committee chair. Scott Carson was the only person nomination for section vice chair.

Bill Josh ran unopposed for the position of committee chair for 2020. Bill Josh called for the vote. Bill Josh was elected committee chair with a unanimous vote, 5-0.

Scott Carson ran unopposed for the position of committee vice chair for 2020. Bill Josh called for the vote. Scott Carson was elected committee vice chair with a unanimous vote, 5-0.

20-00032 Dorothy street citizen accessibility improvement update from Public Works City Engineer.

Ken Hash, City Engineer provided an update to the committee. He reached out to the building manager to communicate the potential to create a partnership with the building owner, adjacent building owners and the city to work toward an accessibility solution for barrier elimination to the mailboxes and surrounding points. The building manager was excited about the possibility. Through the building manager, the city attempted to reach out to the building owner was unsuccessful, and communication has since stopped. The city has not reached out to surrounding building owners due to the non communication. The city is still hopeful the building owner is willing to work towards and partner in a barrier elimination solution for its building residents and tenants at the Dorothy Street location.

20-00033 Update on grant match recommendation provided by AAC to City Council to use ADA capital fund from the 2019 and 2020 budget cycle for the 30th Avenue Corridor (East side of roadway) between Washington Way and Ocean Beach Highway. Grant match was 13.5% of project cost was identified at $6,750.

This project is currently in the design development phase. In addition, the earliest that the city may access these grant funds is February 5th, 2020. Once funds are accessible, this project will start moving forward. Updates will be provided as this project evolves.

20-00034 Sample Cowlitz County Accessible Communities Advisory Committee (ACAC) grant application request. This was a Cowlitz County request for improved access to business offices and entryways at the Cowlitz County Courthouse. This grant application was approved and received funding for the improvements requested.

A sample grant application was provided to the committee provided by Cowlitz County.

MaryAlice Wallis, Mayor and Councilmember liaison to the committee asked if it would be possible for staff to write a similar grant for our door entry upgrades slated to take place in 2020 at City Hall. Brian Loos, City ADA Coordinator said it could be a possibility, but currently we do not have anyone assigned on city staff that has the time and resources dedicated to this effort. Brian suggested that maybe we could get committee volunteers to assist in the effort. The grant request did not look overly complex, city staffing and resources to dedicate to this effort is likely not available at this time. Brian did state he would reach out to his supervisor, and would have a conversation around this suggestion and request.

20-00035 Information was sent to all committee members regarding applications are being accepted for the volunteer position of Committee Chairperson on the WA State Governor's Committee on Disability Issues & Employment (GCDE). If anyone is interested in applying, please refer to the email that was sent out by the city ADA coordinator on January 14th, 2020.

Brian provided the background information to all committee members and others present at the meeting. After a brief discussion amongst the committee, it appeared that nobody had submitted to apply for consideration of appointment.

7. NEW BUSINESS

4 items for new business were presented.

20-00036 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.

*ADA Improvement Projects recommend by the AAC and approved by City Council to date from the 2019/2020 ADA Capital Budget of **$100,000**:*

*• Six ADA ramps at 10th & New York NE, NW, SE, SW (4 ramps) and 11th & Vandercook NE, SE (2 ramps) - **$45,000** Work on this project is in progress.*

*• 2 ADA Accessible Doors for the 1st Floor of City Hall, providing access to Finance Department ($3,518) and Public Works/Community & Economic Development ($5,898) - **$9,416** Bid process work to secure the vendor is taking place and conduct of project soon to follow.*

*• ADA Accessible Concrete Pad with Drainage ($1,200) & Restroom Fixture Upgrades for a single Hemlock Plaza Restroom at Lake Sacajawea ($3,300) - **$4,500** Project is close to completion.*

*• ADA Accessible Public Parking Compliance at City Hall, Library and Fire Station 81. City Hall – Sign Compliance ($150), Library ($800) & Station 81 ($350) – Striping and Sign Compliance. **$1,300** Project will be completed as weather improves (for paint striping).*

*• Grant match recommendation for the 30th Avenue Corridor (East side of roadway) between Washington Way and Ocean Beach Highway. Six ADA ramps including 30th & Fir (NE, SE ramps), 30th & Field (NE, SE ramps) and 30th & Florida (NE, SE ramps). Total project, $55,000. Grant match requirement - **$6,750**. Access to funds in early February 2020, project design is in process.*

*Remaining funds available for recommended allocations in 2020: **$33,034**. Funding available for committee recommendations to city council in 2020 calendar year.*

20-00038 Newly appointed committee members, be sure to completed Open Public Meetings Act training. Provide a copy of the updated charter document (early 2019) to all committee members.

Sarah McCoy announced at the meeting that she had completed OPMA requirements (in January 2020) as outlined in her appointment letter in the committee.

Jerry Bakken announced at the meeting that he had completed OPMA requirements as outlined in his appointment letter previously. Jerry serves on additional committees for the City of Longview and has already met this requirement. He will complete refresher training as required.

All committee members were provided an updated, hard copy of the committee charter document (updated early 2019).

20-00039 Set Facilities and Parks subcommittee meeting date to start the discussion on project identification for barrier removal using current self assessment data available. Consideration for generation of additional self assessment data for city facilities.

Facilities and Parks subcommittee chair Lawrence Lanning requested that Brian Loos, City ADA Coordinator, look at staff availability for the dates of Monday, February 3rd, 2020 and Monday, February 10th, 2020 around 3:00pm in afternoon for both dates. Brian will set up a meeting for what works for the majority committee members and staff involved. Meeting notification will be put out by email and outlook calendar invites. Subcommittee will provide an update at the next regular AAC meeting in March 2020.

20-00040 Cowlitz County Accessibility Communities Advisory Committee update.

The Cowlitz County Accessibility Communities Advisory Committee has not met since the previous CLAAC meeting. It is likely the next meeting will be scheduled to take place in March or April 2020. Once information has been made available, Brian Loos, City ADA Coordinator will pass this information along to all committee members.

8. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Bill Josh concluded the meeting at approximately 5:15pm. The next CLAAC regular meeting will take place on Monday, March 16th, 2020 at Longview City Hall, 2nd Floor, Small Conference Room beginning at 4:00pm. Longview City Hall is located at 1525 Broadway Street, Longview, WA 98632.