



City of Longview

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

Agenda

Complete Streets Advisory Committee

Tuesday, April 25, 2023

5:00 PM

Public Works Conference Room
1st Floor, City Hall

1. **HYBRID MEETING DETAILS**

23-001095 In person or by Microsoft Teams - registration required for Teams meeting
[Teams Links](#)

2. **CALL TO ORDER**

3. **ROLL CALL**

4. **APPROVAL OF MEETING NOTES**

23-001096 Notes from March 28, 2023.

5. **PUBLIC COMMENTS**

6. **OLD BUSINESS**

23-001097 Rails to Trails - What does the public want?

23-001098 Project Updates

7. **NEW BUSINESS**

23-001099 Policy Update: Guidelines for Individuals, Organizational Volunteer Workers, and Commissions, Boards, and Committees

8. **REPORTS**

9. **BOARD MEMBER COMMENTS**

10. **EDUCATION TOPIC**

11. **ADJOURNMENT - NEXT MEETING MAY 23RD**



Minutes

Complete Streets Advisory Committee

Tuesday, March 28, 2023

5:00 PM

Public Works Conference Room,
1st Floor, City Hall

1. **CALL TO ORDER**

The meeting was called to order at 5:03 pm.

As Ken Hash needed to leave early, it was agreed that the following items would be discussed first: Rails to Trails Update, Proposed Longview Municipal Code Changes, and Grant Look Ahead.

2. **ROLL CALL**

In Attendance:

Morgan Palmer, Chair; Clark Carroll; Trey Davis (arrived late); George Hudson; Elizabeth (Stratton) Roberts

Excused:

Art Birkmeyer; Councilmember Ruth Kendall, Council Liaison

Staff:

Ken Hash, Public Works Director; Chris Collins, PW Maintenance Manager; Nancy Vandehey, Admin

3. **APPROVAL OF MEETING NOTES**

23-000915 Notes from January 24, 2023

Notes were accepted as presented and approved unanimously.

4. **PUBLIC COMMENTS**

5. **OLD BUSINESS**

23-000916 Rails to Trails Update

Ken Hash spoke on this topic. An agreement needs to go before City Council and County Commissioners to collect signatures. Patriot Rail in June will sign it over to an entity or abandon in place.

23-000917 Project Updates

Morgan Palmer discussed projects. He recently had a meeting with the school districts - 4 principals and staff. CVG asked to keep their street parking. Washington Way and Beech Street went to Council. They support the bike lanes on Washington Way. Beech Street open channel is still being discussed.

6. **NEW BUSINESS**

23-000918 Project Review - Beech Street Bike Lanes 30% Plans

Morgan Palmer shared the 30% plans noting that there are some challenging transitions that will need to be worked out.

23-000994 Proposed Longview Municipal Code Changes

Ken Hash shared the proposed changes to the LMC. We are the first group to review. Next will be a review by LPD. Discussion included wording about no bikes on sidewalks to include unless designated as a bike route, helmet laws and time restrictions.

7. REPORTS**23-000919 2023-24 Grant Look Ahead**

Ken Hash talked briefly about each of the grant opportunities, explaining funding matches and where similar grants have been used or could be used.

8. BOARD MEMBER COMMENTS

*Clark Carrol inquired about the slough trail update. Chris Collins confirmed that CDID is 100% on board with gravel paths on property they own but the challenge is funding.
Nancy Vandehey read an email sent by Art Birkmeyer on 03.22.23 regarding a crack in the road on 30th Ave.*

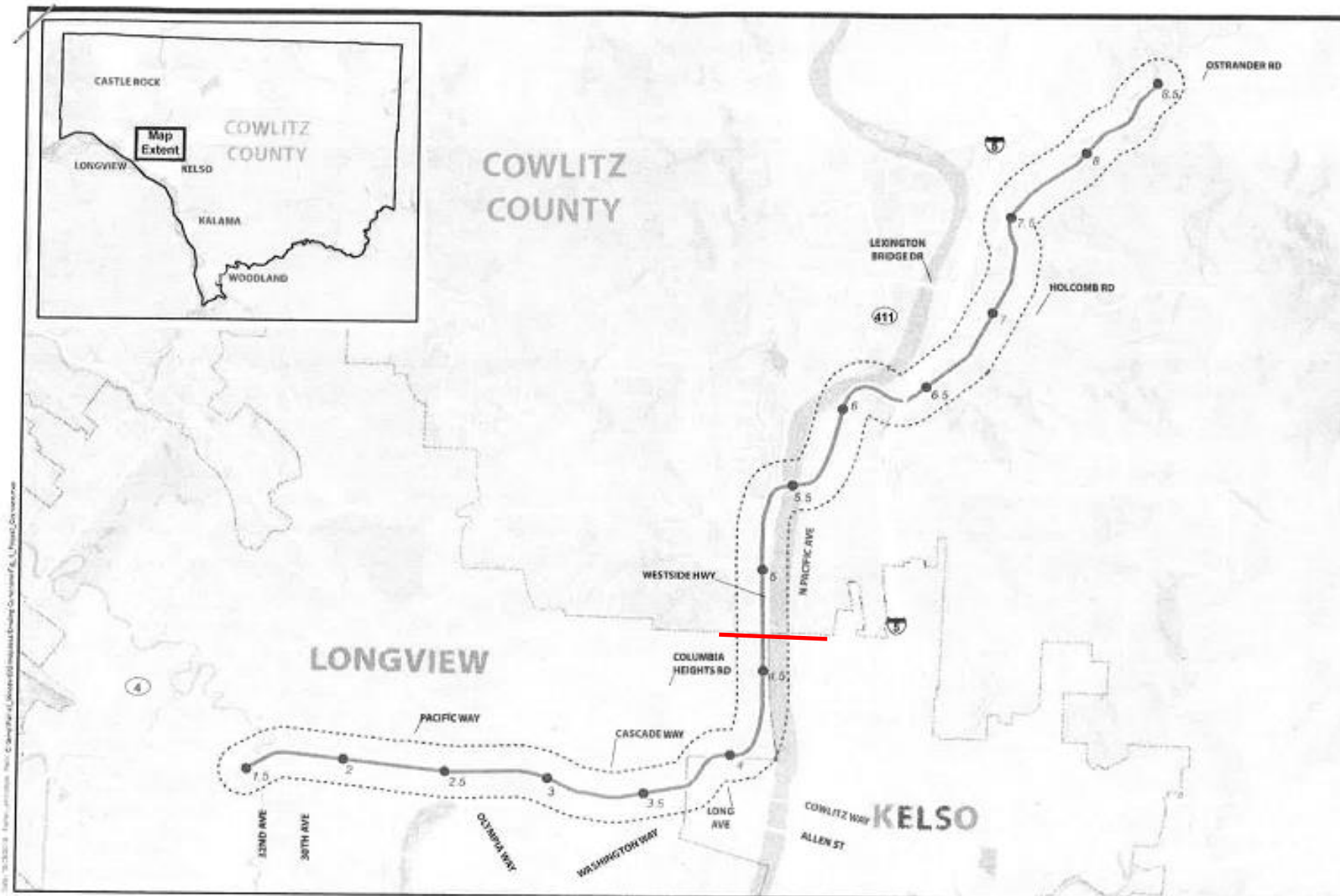
9. EDUCATION TOPIC**10. ADJOURNMENT - NEXT MEETING APRIL 25TH**

The meeting was adjourned at 6:06 pm.



Patriot Rail

What does the public want?



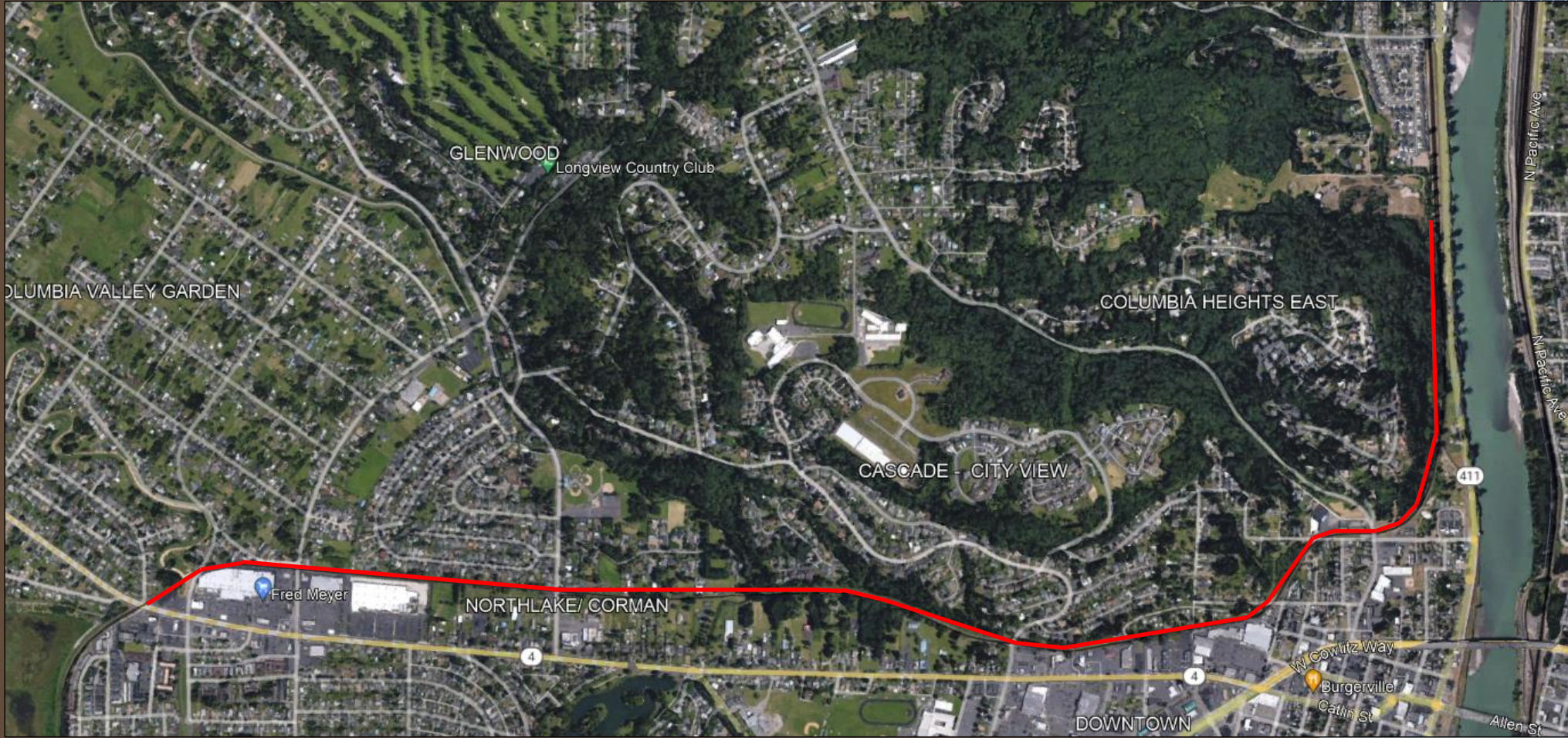


 Cowlitz-Wahkiakum
 COUNTY OF WASHINGTON
 0 0.25 0.5
 Miles
 Source: Nippon, OpenStreetMap, Cowlitz County, Parametric

- Milepost
- Rail Trail Centerline
- - - Rail Trail Study Area (1/8th-mile)

Figure 1
 Cowlitz Rail to Trail Location
 and Study Area

COWLITZ RAIL TO TRAIL





Ocean Beach Hwy

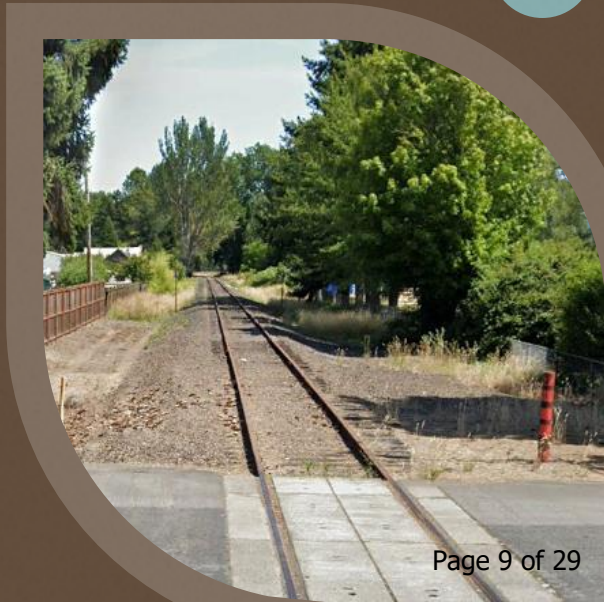
32nd Ave

30th Ave



Cascade Way

Pacific Way



Clark St



Fisher's Lane



Long Ave /
Columbia Hts



Westside Highway





Patriot Rail

A Short History

Patriot Rail

Options

- 1) Sell to another rail operator
- 2) Rail Banking
 - a) Rails to Trails
 - b) Rails with Trails
 - i. Tourist rail
 - ii. Future industrial uses
 - iii. Rail car storage
 - c) A roadway
 - d) A green space
- 3) Do nothing
 - a) With rails left
 - b) With rails removed
- 4) Sell to adjacent landowners
- 5) Keep in service for storage

Patriot Rail

Options

- ~~1) Sell to another rail operator~~
- 2) Rail Banking
 - a) Rails to Trails
 - b) Rails with Trails
 - i. Tourist rail
 - ii. Future industrial uses
 - iii. Rail car storage
 - c) A roadway
 - d) A green space
- 3) Do nothing
 - a) With rails left
 - b) With rails removed
- ~~4) Sell to adjacent landowners~~

Patriot Rail

Options

- 2) Rail Banking
 - a) Rails to Trails
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 - i. Tourist rail
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Patriot Rail Rail Banking

Rails to Trails



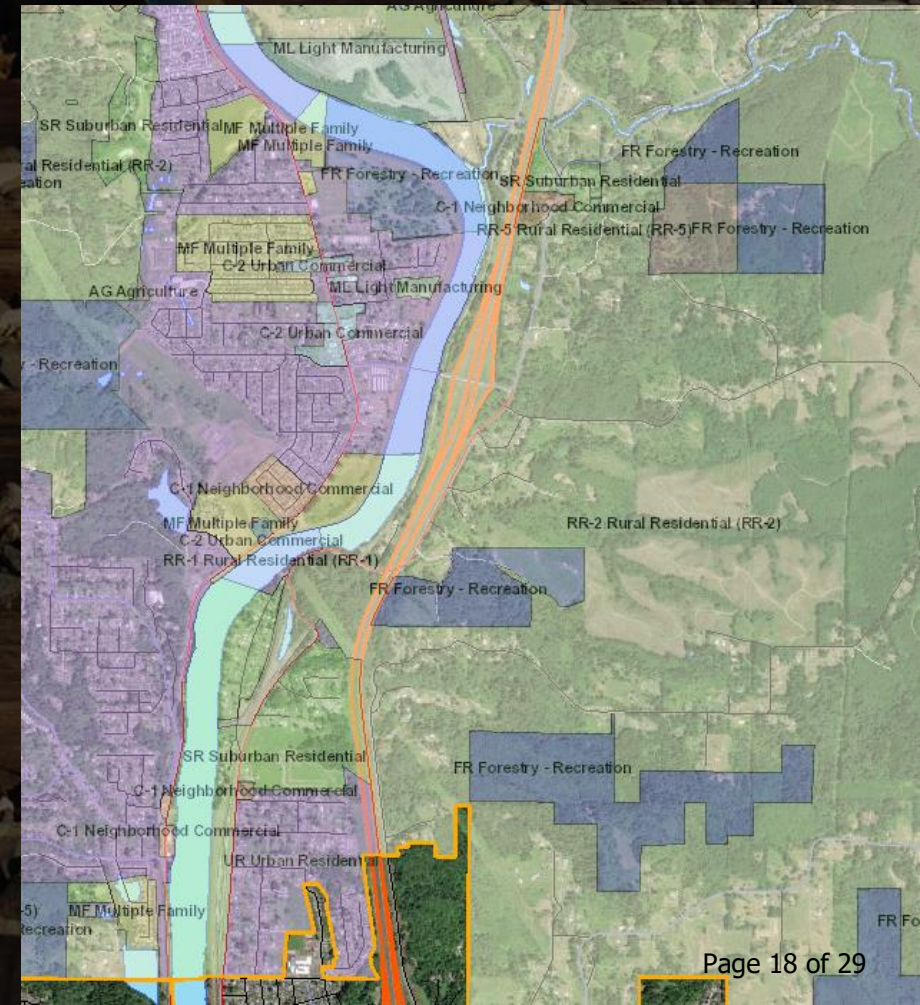
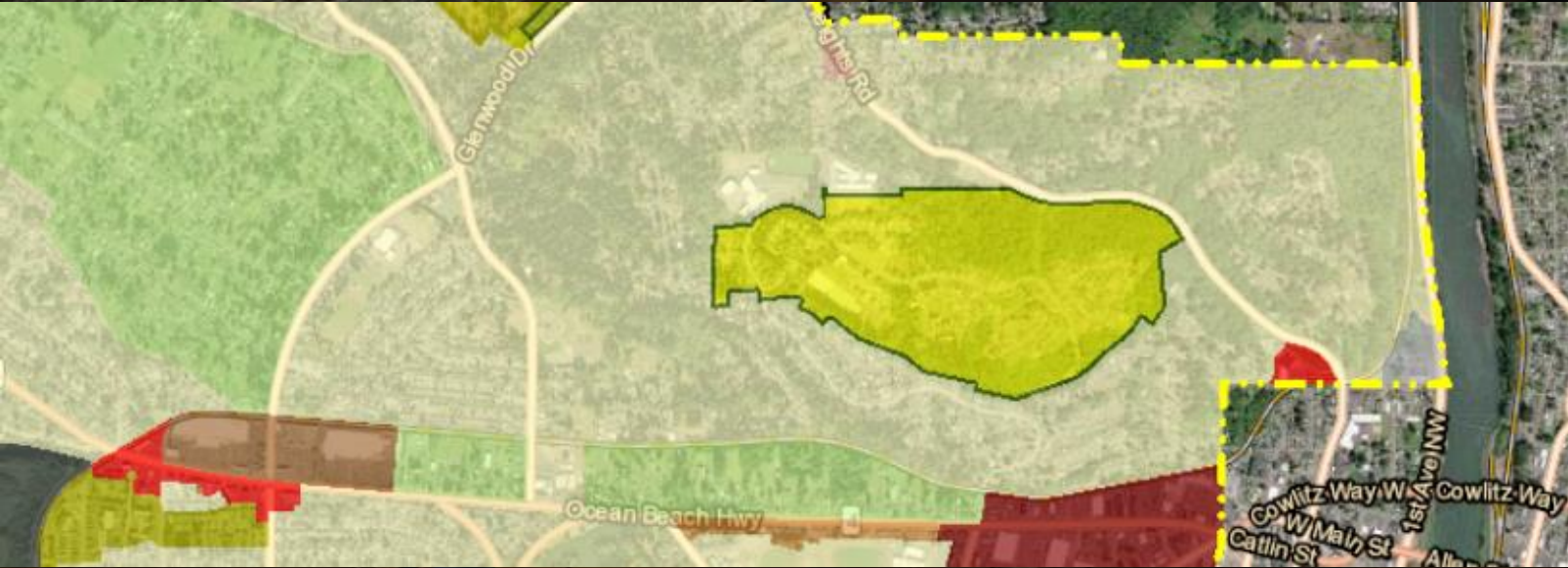
Patriot Rail Rail Banking

Rails with Trails



Patriot Rail Rail Banking

Rails with Trails
Industrial Uses



Patriot Rail Rail Banking

A Roadway



Patriot Rail Rail Banking

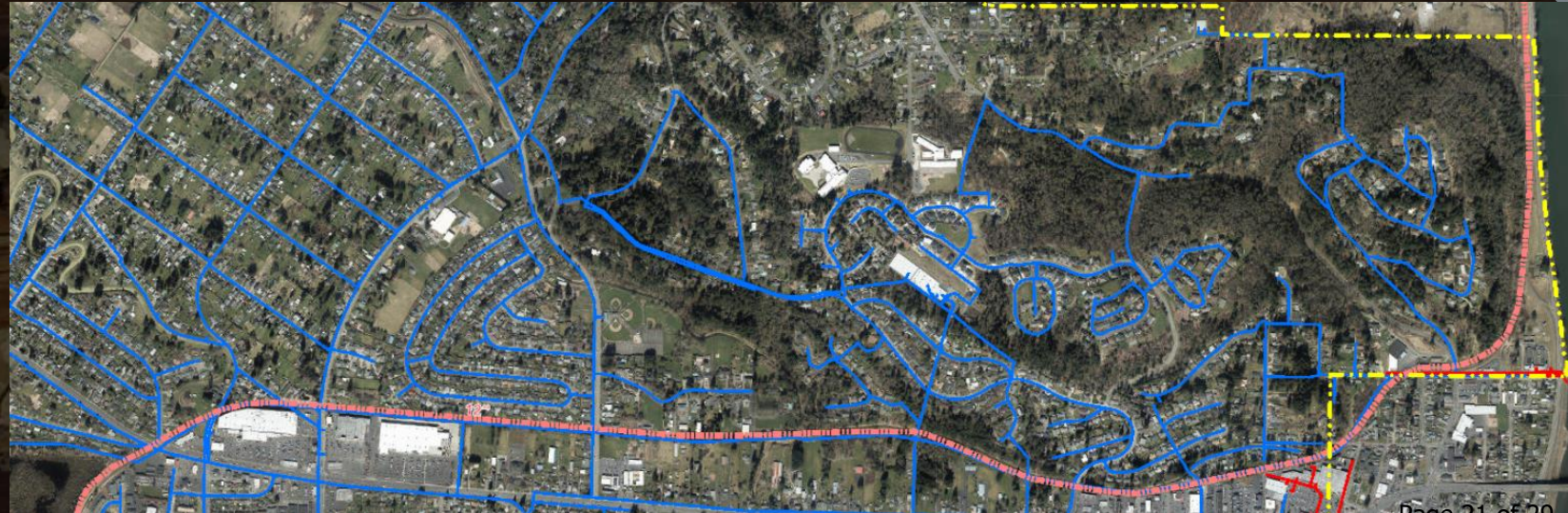
Green Space



Patriot Rail Rail Banking

Three additional items of interest

- The Rail runs through one of two holes in the dike.
- There are water and natural gas lines in the rail corridor.
- The City desires to install a direct fill water line in the rail corridor.



Patriot Rail Rail Banking



Patriot Rail

Options

- Rail Banking
- Do nothing
- Keep in service for storage

Patriot Rail

Options

- Rail Banking
 - a) Rails to Trails
 - b) Rails with Trails
 - i. Tourist rail
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City of Longview Procedures and Guidelines

Policy Name: Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees		Effective Date: 04/18/2023
Supersedes: 1.03.006 dated 8/6/07	Originating Office: Human Resources	Approved by: City Manager

PURPOSE OF THIS POLICY:

The City recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. The City's objective is to utilize these individuals and organizations to benefit the community as a whole in such a way that projects and services which would not usually be available due to excessive costs can be provided in an appropriate manner. It is also the City's objective to do so without adding undue or unnecessary liability to the citizens of the City.

Therefore, the following guidelines have been established for the use of individual and/or organizational volunteers.

DEPARTMENTS AFFECTED:

This policy is applicable to all departments.

DEFINITIONS:

Volunteer: Includes citizens volunteering to assist with services or citizens volunteering for appointment to a commission, board, and/or committee.

POLICY/PROCEDURE:

Section I. Scope of Volunteer Service or appointment to commissions, boards and committees: A scope of service description will be provided to every individual and/or organization identifying the policies and procedures for each project/appointment. Each description will include "Scope of Work" defining:

- A. The duties of the work assigned,
- B. Supervision responsibilities,
- C. Training and orientation prior to performing work,
- D. Personal protective equipment to be provided,
- E. Name of contact person and description of how to contact them, and
- F. Any other relevant information.

Section II. Background Checks: As required in RCW 43.43.830–839 all persons potentially coming into unsupervised contact with children, or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence. In addition, all persons who serve in a capacity that requires them access to personal, financial, and/or medical information of employment

candidates, employees (active or retired), or citizens shall be subject to a background check.

Section III. Liability Coverage: The City is self-insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers, commissions, boards, and committees working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

WCIA strongly recommends against using volunteers under the age of 14 years of age due to the level of supervision necessary. Organizations whose membership consists of children under this age could be allowed to perform volunteer services if their independent organization provides proof of liability insurance to the city and provides all the adult supervision necessary to perform the activity safely.

Unless waived by the city, all organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project.

If an organization does not have Commercial General Liability insurance available through their organization, they can volunteer as individuals and be directly supervised by City staff.

Section IV. Personal Injuries: All volunteer worker's hours, not to include commission, board, and committee members, should be recorded by department supervisor and recorded as volunteer hours with the Human Resource Department. The City provides medical coverage for these individuals through the State Labor and Industries coverage for volunteer workers - or - individual expressly agrees that they have their own medical coverage, or medical coverage is provided by the organization. Individual volunteers should be covered for medical through the State Labor and Industries for volunteer workers and records should be maintained on hours worked and activities performed. Labor and Industries does not cover individuals under the age of 14, therefore, WCIA strongly recommends against using volunteers under the age of 14 years of age.

Organizations providing volunteer service are solely responsible for the organization's members medical care for injuries incurred during the scope of service. The organization is to provide proof of medical insurance to the city.

Section V. Waivers: Organizations providing volunteer service should sign the "Agreement Regarding Organizational Service With The City," including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Individual volunteers and commissions, boards, and committees' appointees should sign "Agreement Regarding Individual Volunteer Service With The City."

Section VI. Documentation of Training: Detailed training records identifying specific training provided, instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to Human Resources Department upon completion of training.

Section VII. Provision of Personal Protective Equipment: The City shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the Human Resources Department.

Section VIII. Removal of Members: The City or designating authority and/or the Volunteer may terminate this volunteer service at any time without cause. Members removed by the City or designated authority shall be so notified.

Section IX. Attendance Policy: All board, commission and committee members who fail to attend three (3) consecutive regular meetings without being excused by the board, commission, and/or committee shall be removed from service.

Section X. Rules of Conduct: By accepting appointment to any City board of commission, members thereby agree to conduct themselves in accordance with the following rules of conduct.

1. All members of City boards and commissions will abide by all applicable state law, City ordinances, and other doctrines relating to the conduct of board or commission members, including, but not limited to, the [Appearance of Fairness Doctrine](#), conflict of interest statutes, and the [State Open Public Meetings Act](#).
2. Members of City boards and commissions will not testify in their capacity as a board or commission member, before any other board, commission, administrative officer or agency of the federal government, the State of Washington, or of any county or other municipal corporation, including cities and towns, except as hereinafter provided. Exceptions to the policy set forth above shall be as follows:
 - a. If the member is testifying in such a capacity pursuant to a lawfully issued subpoena; or
 - b. In the event the board or commission has designated the member or members to act as a spokesperson for the board or commission to explain the majority vote and recommendations of that board or commission; or
 - c. In the event the City Council appoints the member or members to represent the City.
3. Notwithstanding the foregoing, nothing contained herein is intended to preclude a board or commission member from speaking as an individual citizen, so long as the following conditions are met:
 - a. The individual clearly identifies that they are speaking only as an individual citizen and is not in any manner representing or speaking on behalf of the board or commission of which they are a member; and

- b. No board or commission member testified orally or in writing as to any quasi-judicial matter being heard, or having the possibility of being heard, by the board or commission of which the person is a member.
4. No board, commission, or committee, or any member of a board, commission, or committee shall engage in lobbying on legislative or political matters on behalf of the board, commission, committee, or City.
5. All volunteers must avoid any instance of a conflict of interest. No individual may use an official position to gain a personal advantage. If a volunteer concludes that they have a conflict of interest or an appearance of fairness issue they shall disqualify themselves from participating in the deliberations and decision-making process for the matter or from the matter itself. A member so disqualifying themselves shall have no personal presence before or direct communication with the other members regarding the matter.
6. All board, commission, or committee, or any member of a board, commission, or committee shall abide by the Open Public Meeting Act. Pursuant to RCW 42.30 all members must complete OPMA training within 90 days of appointment. In addition, the training shall be completed at intervals of no more than four years. Failure to comply will result in the member's removal.
7. All Volunteers, commissions, boards, and committees are covered under the Public Records Act, RCW 42.56 and must complete PRA training within 90 days of appointment. Procedural compliance with the Act is a function of City staff liaison support in most instances. However, from time-to-time volunteers may receive communication regarding matters within their scope of activities. All types of communication, including email, constitute a public record and the City is obligated to retain it in accordance with guidelines and schedules prescribed by law. Similarly, communications from members to other members, to citizens, officials, and staff are public records as well. Volunteers must provide a copy of all communications to their respective City staff liaison for inclusion in a public record request.
8. All Volunteers will abide by City Policy which includes but not limited to Employee Conduct.

Section XI. Compensation: Service Volunteers, members of boards, commissions, and committees serve without compensation unless authorized by statute, ordinance, or resolution. Members may be reimbursed for travel expenses incidental to their service in accordance with the City Travel Policy upon pre-authorization from the City Manager or designee.

Section XII. Staff Liaisons: As liaisons, City staff provide a variety of professional assistance and administrative functions. These include preparing and distributing meeting notices, records keeping, providing professional guidance and analysis, and serving as the communication link. The liaisons are staff professionals with significant responsibilities in addition to their liaison activities. The liaison role is one of

communication, and do not work “for” or “at the direction of” a volunteer, board, commission, or committee.