



Minutes

Accessibility Advisory Committee

Monday, March 20, 2023

4:00 PM

2nd Floor, City Hall

1. **ROLL CALL**

Safety Risk Manager Rashelle Douglas called the meeting to order at 4:02 p.m. Roll was taken and confirmed as captured.

CLAAC Committee Members Present (5): Acting Chair Jennifer Merry; Member Ashley Wagner; Member Allan Rudberg; Member Jordan Balla; Member Cheryl Coddington

Excused (1): Katherine Vickers

Absent (1): Vice Chair Jerry Bakken

CLAAC position vacancies: 2

Council Liaisons Present: Mayor MaryAlice Wallis (Non-voting)

Absent: Councilmember Spencer Boudreau (Non-voting)

Staff Present: Safety Risk Manager Rashelle Douglas; Chief Information Officer David Wallis; City Engineer Karl Enyeart; Fleet & Facilities Maintenance Manager Keith Walling; Parks & Urban Forestry Manager Joanna Martin, Transit Supervisor Tabitha Hayden (arrived at 4:05 p.m.); Deputy City Clerk, Elizabeth Halili

Five committee members were present (A quorum of 5 was met to conduct committee business.)

2. **ELECTION OF 2023 CHAIR & CO-CHAIR**

23-000963 SUMMARY STATEMENT:

Pursuant to the Accessibility Advisory Committee Charter, Section Committee Operation, Subsection Election of Committee Leadership, the committee is required to elect a Chair and Vice Chair from among its members at the January meeting each year. Following the expiration of the Chair's term, the Vice-Chair shall automatically be nominated to the Chair position. Additional nominations for the Chair and Vice-Chair positions may be received from the committee membership.

RECOMMENDED ACTION:

Nominate committee members for the positions of Chair and Vice-Chair.

THEN:

Vote to elect committee members to the positions of Chair and Vice-Chair

Safety Risk Manager Rashelle Douglas opened the nominations for the position of Committee Chair to the Members.

A motion was made by Allan Rudberg, seconded by Cheryl Coddington, to elect Jennifer Merry to the position of Committee Chair.

The motion carried unanimously.

The Committee elected Jennifer Merry to the position of Chair.

Chair Jennifer Merry opened the nominations for the position of Committee Vice Chair to the Members.

A motion was made by Allan Rudberg, seconded by Cheryl Coddington, to elect Jerry Bakken to the position of Committee Vice Chair.

The motion carried unanimously.

The Committee elected Jerry Bakken to the position of Vice Chair.

23-000966 Accessibility Advisory Committee Charter

The Committee discussed the charter.

3. APPROVAL OF MINUTES

23-000964 Minutes of the June 21, 2022, Accessibility Advisory Committee Meeting

Chair Jennifer Merry introduced herself to the new members of the committee, Ashley Wagner and Jordan Balla, and invited all members to introduce themselves.

Member Cheryl Coddington introduced herself.

Member Alan Rudberg introduced himself.

Member Ashley Wagner introduced herself.

Member Jordan Balla introduced herself.

A motion was made by Allan Rudberg, seconded by Cheryl Coddington, to approve the Minutes of the June 21, 2022, Accessibility Advisory Committee meeting.

The motion carried unanimously.

4. CONSTITUENT COMMENTS

Harry Howell provided public comment.

5. COMMITTEE MEMBER COMMENTS & REPORTS

Chair Jennifer Merry thanked the committee members for their service and welcomed the new members.

6. STAFF COMMENTS & REPORTS

23-000965 Project Updates

Safety Risk Manager Rashelle Douglas introduced Chief Information Officer David Wallis.

Chief Information Officer David Wallis provided a brief statement.

Parks & Urban Forestry Manager Joanna Martin provided a brief report on the Parks & Recreation Comprehensive Development Plan regarding funding for an all-inclusive playground. Martin said she hopes to take this before the City Council within the next few months.

Transit Supervisor Tabitha Hayden provided a brief report stating that the Transit Department would update bus shelters at over 20 locations throughout the summer.

Fleet & Facilities Maintenance Manager Keith Walling provided a brief report that his department had just finished the Comprehensive Facility Assessment. Walling noted that he would like an AAC subcommittee to assist with the ADA Facility Assessment.

Mayor Wallis introduced herself as Council Liaison to the Accessibility Advisory Committee.

City Engineer Karl Enyeart briefly reported ADA curb ramp upgrades and door openers.

The Committee discussed the Staff Reports and requested copies of the following from the staff:

- *The AAC Committee Project Spreadsheet (assigned to Safety Risk Manager Rashelle Douglas)*

- History of projects (Assigned to Parks & Urban Forestry Manager Joanna Martin)
- Policy (Procedure) on ADA Accessibility (Assigned to Parks & Urban Forestry Manager Joanna Martin)

7. **OLD BUSINESS**

Member Cheryl Coddington reported that the Subcommittee for Facilities has a vacant position open. Currently, Cheryl Coddington and Katherine Vickers are serving on this subcommittee which is limited to three members. Coddington noted that Fleet & Facilities Maintenance Manager Keith Walling is the Staff Liaison to this subcommittee. Member Jordan Balla volunteered to serve on the subcommittee.

Chair Jennifer Merry assigned Member Jordan Balla to serve on the Subcommittee for Facilities.

8. **NEW BUSINESS**

The Committee discussed the AAC budget and the process for bringing project recommendations to City Council. City Engineer Karl Enyeart spoke about current and future projects that could be brought before the AAC.

Chair Jennifer Merry requested the staff provide the following at the next meeting:

- A short list of potential projects
- AAC Strategic Plan documents
- AAC Project Spreadsheet
- ADA Policy

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

Chair Jennifer Merry set a goal for staff to report on projects that need funding.

Chair Jennifer Merry adjourned the meeting at 4:46 p.m.

The next Regular Meeting of the City of Longview Accessibility Advisory Committee is scheduled for Monday, May 15, 2023, at 4:00 p.m. This meeting will be held at the Longview City Hall in the 2nd Floor Training Room, 1525 Broadway Street, Longview, WA 98632, and via Zoom.

This information can be accessed on the City of Longview website: <https://www.mylongview.com/129/Agendas-Minutes>

Elizabeth Halili
Deputy City Clerk

Approved: _____
Chair Jennifer Merry