



Minutes

Accessibility Advisory Committee

Monday, May 15, 2023

4:00 PM

Hybrid Meeting
2nd Floor, City Hall
1525 Broadway, Longview WA

1. **CALL TO ORDER**

Chair Jennifer Merry called the meeting to order at 4:05 p.m.

2. **ROLL CALL**

CLAAC Committee Members Present (6): Chair Jennifer Merry, Member Ashley Wagner, Member Allan Rudberg, Member Cheryl Coddington, Member Katherine Vickers, Member Jordan Balla

Absent: None

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; Library Director Jacob Cole; Deputy City Clerk Elizabeth Halili

3. **FLAG SALUTE - PLEDGE OF ALLEGIANCE**

The Flag Salute was recited.

4. **ELECTION OF 2023 VICE-CHAIR**

23-001170 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.

Because the current Vice-President, Jerry Bakken, has retired from his position as a committee member, the position of Vice-Chair must be nominated and elected from current committee members.

RECOMMENDED ACTION:

Nominate committee member for the position of Vice-Chair.

THEN:

Vote to elect committee member to the position of Vice-Chair

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

A motion was made by Member Wagner, seconded by Member Coddington, to table the election of

the Committee Vice Chair to the July 17, 2023, meeting. The motion carried unanimously.

23-001171 Accessibility Advisory Committee Charter

5. APPROVAL OF MINUTES

23-001127 March 20, 2023, Accessibility Advisory Committee Regular Meeting Minutes

*A motion was made by Member Rudberg, seconded by Member Coddington, to approve the Minutes of the March 20, 2023, Accessibility Advisory Committee meeting.
The motion carried unanimously.*

6. CONSTITUENT COMMENTS

None.

7. COMMITTEE MEMBER COMMENTS & REPORTS

23-001172 AAC SUBCOMMITTEE FACILITY ASSESSMENT OF CITY OF LONGVIEW OWNED BUILDINGS

Member Coddington submitted a report from the AAC sub-committee regarding the ADA Facility Assessment. The sub-committee assessed ten buildings in the City of Longview and made the following findings:

- Bathrooms consistently do not have insulation around drainage pipes;*
- ADA doors need to be recalibrated;*
- ADA Signage does not meet ADA accessibility requirements;*
- Bathroom stalls are no longer ADA compliant.*

A motion was made by Member Coddington, seconded by Member Wagner, to move forward to obtain a cost estimate for ADA signage, drain pipe insulation in restrooms, and ADA door compliance.

The Committee discussed the motion and additional ADA safety issues.

Harry Howell of Longview provided public comment.

The motion carried unanimously.

Fleet & Facilities Maintenance Manager Keith Walling thanked AAC members Coddington, Vickers, and Balla for their efforts on the subcommittee. Mr. Walling stated that eleven additional buildings have been prioritized for assessment. Mr. Walling aims to have half of them evaluated before the upcoming AAC meeting on July 17, 2023 and expects the evaluation of the remaining structures to be finished before the AAC meeting on September 18, 2023.

Member Wagner provided a report on the review of the City Emergency Plan. The current version is from 2006 and should be updated. Safety Risk Manager Rashelle Douglas stated that she would obtain updated information from FEMA for the City Emergency Plan. Additionally, Member Wagner requested answers to the following questions regarding the Longview Centennial event:

- 1. ADA parking accessibility*
- 2. Walking accessibility*
- 3. Sign language availability*

Safety Risk Manager Rashelle Douglas was tasked with obtaining answers to the above questions.

Parks & Urban Forestry Manager Joanna Martin provided an update regarding the status of the Longview Centennial.

Chair Merry reported attending the Accessible Communities Advisory Committee (ACAC) meeting at the

Cowlitz County Administration building on May 3rd and thanked Director Cole for his presentation at the ACAC meeting.

8. STAFF COMMENTS & REPORTS

23-001177 Project Updates

Safety Risk Manager Rashelle Douglas provided a brief statement on the AAC Transition Plan Project lists and noted that the Staff is reviewing these plans for potential updates.

City Engineer Karl Enyeart reported on the 2021 and 2023 AAC Transition Plan projects.

Chief Information Officer David Wallis provided a brief report and noted that the City's website is currently being upgraded. As part of the upgrade, the website will be evaluated for accessibility compliance.

Fleet & Facilities Maintenance Manager Keith Walling provided a brief report and thanked the sub-committee again for their work on the ADA Facility Assessment.

Transit Supervisor Tabitha Hayden reported the RiverCities Transit website underwent an accessibility review and has corrected all identified accessibility issues. Ms. Hayden requested that the AAC Committee review the Paratransit Hand Guide. The committee noted that they were interested in reviewing the Guide.

Library Director Jacob Cole provided a brief report on the steps the Library is taking to increase ADA accessibility.

9. OLD BUSINESS

23-001178 AAC PROJECT SPREADSHEETS

Chair Merry thanked the staff for providing the AAC project spreadsheets and City of Longview ADA Plan and noted that the Committee would review them. Chair Merry asked the Committee members to review the provided documents and inform her about any projects they are particularly interested in. This will enable the staff to estimate the costs associated with those projects.

23-001173 Section 1. ADA Transition Plan

23-001174 Section 2. Transition Plan Project List

23-001175 Section 3. Transition Plan Project List

23-001176 Section 4. Transition Plan Project List

23-001179 Public Works Project List 2021-2027

23-001180 CITY OF LONGVIEW ADA PLAN

10. NEW BUSINESS

23-001181 Updated Guidelines for Individual Organizational Volunteer Workers and Commissions Boards and Committees

Chair Merry and Safety Risk Manager Rashelle Douglas reported that the Guidelines for Individual,

Organizational Volunteer Workers, and Commissions, Boards, and Committees have been updated.

11. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Chair Jennifer Merry adjourned the meeting at 4:43 p.m.

The next Regular Meeting of the City of Longview Accessibility Advisory Committee is scheduled for Monday, July 17, 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 Microsoft Teams Meetings.

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