



Agenda

Accessibility Advisory Committee

*Jennifer Merry (Chair), Jordan Balla (Vice Chair), Cheryl Coddington, Harry Howell, Lori Piper, Allan Rudberg, Katherine Vickers, Ashley Wagner
MaryAlice Wallis (Council Liaison)
Spencer Boudreau (Council Liaison)*

Monday, September 18,
2023

4:00 PM

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

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30., that the Accessibility Advisory Committee of the City of Longview, Washington, will conduct a Regular Meeting in the Longview City Hall 2nd Floor Training Room, 1525 Broadway, Longview, WA on Monday, September 18, 2023, at 4:00 p.m. The meeting is also available via Microsoft Teams.

To attend the meeting virtually use the link or information below:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 254 019 055 695

Passcode: 5zNEwm

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,97339043#](#) United States, Los Angeles

[+1 347-973-4395,,97339043#](#) United States, New York City

Phone Conference ID: 973 390 43#

Please contact the City Executive Office at 360.442.5004 forty-eight (48) hours in advance if you would like special accommodation.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE - PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MINUTES**

23-001477 July 17, 2023, Accessibility Advisory Committee Regular Meeting Minutes

5. **CONSTITUENT COMMENTS**

6. **COMMITTEE MEMBER COMMENTS & REPORTS**

23-001479 AAC Subcommittee Facility Assessment of City of Longview Owned Buildings

7. **STAFF COMMENTS & REPORTS**

8. **OLD BUSINESS**

23-001498 Discuss Facility Upgrades

9. **NEW BUSINESS**

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



Minutes

Accessibility Advisory Committee

Monday, July 17, 2023

4:00 PM

2nd Floor, City Hall

1. **CALL TO ORDER**

Jennifer Merry called the meeting to order at 4:06 p.m.

2. **ROLL CALL**

Present: CLAAC Committee Members Present (8) Chair Jennifer Merry, Member Ashley Wagner, Member Allan Rudberg, Member Jordan Balla, Member Cheryl Coddington, Member Katherine Vickers, Member Lori Piper, Member Harry Howell

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; Transit Supervisor Tabitha Hayden; Deputy City Clerk Elizabeth Halili

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

The flag salute was recited.

4. **NEW MEMBER INTRODUCTION**

New members introduced themselves to the AAC

5. **CONSTITUENT COMMENTS**

None

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

23-001317 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 Jennifer Merry opened the floor for nominations at 4:12 p.m. Member Rudberg nominated himself - withdrawn. Member Balla nominated herself. With no further nominations it closed at 4:16. Member Jordan Balla was elected vice chair unanimously.

7. APPROVAL OF MINUTES**23-001319 Minutes of the May 15, 2023, Accessibility Advisory Committee Meeting**

A motion was made by Member Rudberg, seconded by Member Coddington, to approve the Minutes of the May 15, 2023, Accessibility Advisory Committee meeting.
The motion carried unanimously.

8. COMMITTEE MEMBER COMMENTS & REPORTS**23-001320 AAC Subcommittee Facility Assessment of City of Longview Owned Buildings**

Member Coddington submitted a report from the AAC sub-committee regarding the following:

Visited Fire Station 81/82, Longview Senior (multiple buildings)

Need further signage

Covers under bathroom sinks

ADA doors require adjusting

Subcommittee is recommending to add these buildings to the list

Prioritize proper grab bars at the senior center and remove cleaning supplies under bathroom sink for better access

5 buildings remain to visit prior to September AAC meeting.

Chair Merry thanked the subcommittee.

Member Rudberg requested contact information from Safety and Risk Manager

Member Wagner discussed movie night at the Lake and closed captioning and sign language

Longview Centennial invited to join committee/planning meetings

Mayor Wallis - discussed 1st and 3rd Wednesday each month - centennial committee meetings - Reed Hadley

9. STAFF COMMENTS & REPORTS**23-001322 Facility ADA Assessment - Cost Estimates**

A motion was made by member Coddington and seconded by Member Wagner to move forward to fully fund the request on the Facility ADA Assessment. Tabitha Hayden requested amending the motion to remove the cost of \$155.00 for adjusting doors at transit. The committee discussed the amendment. The motion carried as amended unanimously.

23-001321 Project Updates

Transit Supervisor Tabitha Hayden reported that Transit has moved some bus stops to make them more accessible. Tabitha Hayden reported that the fare amount is not in the guide because it changes. Fares are sent out in accompanying documents. The fares amount is in the eligibility document that is sent out to clients, on the website, and posted on the buses. This is a foundational document. Tabitha Hayden reported that demand for new bus stops must be shown based upon ridership patterns and engineering. Member Rudberg would like a bus stop at Vancercreek & 12th. Tabitha Hayden will take this request to the Transit Manager.

Chief Information Officer David Wallis reported that our website is complaint on the backend regarding section 1 of the ADA transition plan. David Wallis reported that if the ADA functions are not utilized by staff, the content may not be compliant. David Wallis reported that he intends to have city content

managers trained to ensure that all content is ADA compliant.

Engineer Karl Enyeart reported that the Archie Anderson ADA entry is complete and that the 18th and Olympia & 19th and Louisiana will be completed in August. Karl Enyeart reported that the 46th project on Ocean Beach regarding the new sidewalks would be finished in November. Karl Enyeart reported that the Washington Way project regarding the civic circle ramp project will be completed this year with construction next year.

Safety Risk Manager Rashelle Douglas reported she is meeting with the Department of Emergency Management in August. All are welcome to attend.

10. OLD BUSINESS

11. NEW BUSINESS

23-001328 Transit LIFT Rider Guide

Transit Supervisor Tabitha Hayden requested feedback on the guide specifically information about how the service works in general, then she will put it out for print.

12. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Chair Jennifer Merry adjourned the meeting at 4:48 p.m.

The next Regular Meeting of the City of Longview Accessibility Advisory Committee is scheduled for Monday, September 18, 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.

*Kelly L. Jensen
Deputy City Clerk*

*Approved: _____
Chair Jennifer Merry*