



Minutes

Accessibility Advisory Committee

*Jordan Balla (Chair), Cheryl Coddington,  
Harry Howell, Lori Piper, Allan Rudberg,  
Katherine Vickers, Taylar Lewis, Lori  
Hendrickson  
MaryAlice Wallis (Council Liaison)  
Spencer Boudreau (Council Liaison)*

Tuesday, January 21,  
2025

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 Tuesday, January 21, 2025, at 4:00 p.m. The regular meeting is on Tuesday because of Martin Luther King Jr. Day on Monday. The meeting is also available via Microsoft Teams.**

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

[Click here to join the meeting](#)

Meeting ID: 299 725 462 806

Passcode: ry2p3459

Or call in (audio only)

+1 213-631-2692,,601151677# United States, Los Angeles

+1 347-973-4395,,601151677# United States, New York City

Phone conference ID: 601 151 677#

**Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.**

**1. CALL TO ORDER**

*Chair Jordan Balla called the meeting to order at 4:05 p.m.*

**2. ROLL CALL**

**Members Present:** *CLAAC Members present (6) Chair Jordan Balla (on-line), Member Katherine Vickers, Member Harry Howell, Member Lori Hendrickson, Member Taylar Lewis, Member Lori Piper*

**Members Absent:** *Member Allen Rudberg, Member Cheryl Coddington*

**Council Liaison:** *MaryAlice Wallis*

**Staff Present:** *City Engineer Sam Barham River Cities Transit Mobility Supervisor Doreen Daggett, Parks and Urban Forestry Manager Joanna Martin, Safety/Risk Manager Rashelle Douglas, Public Works Engineer Morgan Palmer, Fleet/Facilities Manager Keith Walling, City Clerk Tiffany Ostreim*

**3. INVOCATION\*/FLAG SALUTE**

*The flag salute was recited.*

**4. ELECTION OF 2025 CHAIR & VICE-CHAIR**

*City Clerk Tiffany Ostreim called for nominations for the position of Chair. Member Cheryl Coddington was nominated to serve as Chair of the Accessibility Advisory Committee for the year 2025. Upon a vote duly held, Member Coddington received the required majority of votes to serve as Chair.*

*City Clerk Tiffany Ostreim called for nominations for the position of Vice-Chair. Member Katherine Vickers was nominated to serve as Vice-Chair for the year 2025. Upon a vote duly held, Member Vickers received the required majority of votes to serve as Vice-Chair.*

**25-0056 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 to the positions of Chair and Vice-Chair**

**25-0057 Accessibility Advisory Committee Charter**

**5. APPROVAL OF MINUTES**

**25-0052 November 18, 2024 Regular Meeting**

*A motion was made by Member Balla, seconded by Member Lewis, to approve the November 18, 2024, Accessibility Advisory Committee Regular Meeting Minutes.  
The motion carried unanimously.*

**6. CONSTITUENT COMMENTS**

*None.*

**7. COMMITTEE MEMBER COMMENTS & REPORTS**

*None.*

**8. STAFF COMMENTS & REPORTS**

*Risk Manager Rashelle Douglas reviewed the 2023 and 2024 budgets.*

*River Cities Transit Mobility Supervisor Doreen Daggett gave an update on bus signage. Looking for a standard of signage location.*

*Fleet/Facilities Manager Keith Walling gave an update on city-owned building projects. Progress is continuing.*

**25-0058 ADA Curb Ramps Overview and Project Update - Presentation by Morgan Palmer**

*Public Works Engineer Morgan Palmer presented the 18th Ave ADA Curb Ramps Overview and Project Update. Improvements were made at Olympia Way and Louisiana Street. There are approximately 600 city ADA compliant ramps and 1,700 non-compliant ramps. Anytime paving is done, they are required to upgrade the ramps.*

**9. OLD BUSINESS****25-0054 ASL Interpreters**

*Risk Manager Rashelle Douglas stated the cost of \$80 an hour with a two-hour minimum was not approved by the City Manager and is not in the city's budget.*

**25-0055 AAC Subcommittee Facility Assessment of City of Longview Owned Buildings Update**

*Fleet/Facilities Manager Keith Walling addressed under Staff Comments and Reports.*

**10. NEW BUSINESS****25-0059 Emergency Planning for Individuals with Disabilities**

*Member Hendrickson stated Cowlitz County Department of Emergency Management (DEM) has a comprehensive emergency management plan on their website. DEM's website also has emergency preparedness plans. Not prudent to have pre-identified evacuation routes, as it cannot be known which routes may be hazardous until after an event. Encouraged everyone to sign up to receive emergency notifications. Cowlitz County uses Hyper-reach which is an emergency community warning system that is able to send emergency messages via reverse calling. Important to register your VOIP and cell numbers by calling or visiting Cowlitz County Department of Emergency Management website. Will forward a poster that has a QR code that may be scanned to register for emergency notifications.*

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

**25-0051 The next regular Accessibility Advisory Committee is scheduled for Monday, March 17, 2025 at 4:00 p.m. This meeting will be held at the Longview City Hall in the Training Room on the 2nd Floor, 1525 Broadway Street and via Microsoft Teams Meeting.**

*Vice-Chair Katherine Vickers adjourned the meeting at 5:00 p.m.*

*Tiffany Ostreim  
City Clerk*

*Approved: \_\_\_\_\_  
Katherine Vickers, Vice-Chair*