



City of Longview

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

Agenda

City Council

*Mayor Spencer Boudreau
Mayor Pro Tem Kalei LaFave
Council Member Ruth Kendall
Council Member Angie Wean
Council Member MaryAlice Wallis
Council Member Keith Young
Council Member Erik Halvorson*

Thursday, May 22, 2025

6:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting. Please note - virtual attendees may comment verbally during public hearings only by contacting the Clerk's Office to register prior to the hearing date. Virtual attendees may also submit written comments to the Clerk's Office with the heading, "Public Comment for disbursement to the City Council".

<https://us02web.zoom.us/j/82394132374>

Telephone options (dial any of the following numbers):

1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923

Webinar ID: 823 9413 2374

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
25-00340 WESLEY RODGERS, HOUSE OF PRAYER FOR ALL NATIONS CHURCH
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES

25-001190 MAY 8, 2025 REGULAR MEETING**6. CHANGES TO THE AGENDA****7. PRESENTATIONS & AWARDS**

25-00404 PROCLAMATION - HISTORIC PRESERVATION MONTH; RECIPIENT HPC CHAIR MIKE CHAPMAN

**25-00405 RA LONG AWARD RECIPIENT AND NOMINEE RECOGNITION BY HISTORIC PRESERVATION COMMISSION CHAIR MIKE CHAPMAN
REED HADLEY NOMINATED BY PAT SARI - 2025 AWARD RECIPIENT
PETER OUELLETTE NOMINATED BY BRAD WHITE
DAN POLACEK NOMINATED BY ARLEEN HUBBLE
VIRGINIA RUBIN NOMINATED BY COLUMBIA THEATRE
SANDBAGGERS NOMINATED BY RICK JOHNSON**

25-00459 PROCLAMATION - PUBLIC WORKS WEEK MAY 18 - 24, 2025

25-00469 LONGVIEW FIRE 2024 ANNUAL REPORT

8. CONSTITUENTS' COMMENTS (Thirty Minutes)**9. PUBLIC HEARINGS****10. BOARD & COMMISSION RECOMMENDATIONS****11. ORDINANCES & RESOLUTIONS**

25-00460 RESOLUTION NO. 2559 - UTILITY RATE REDUCTION PROGRAM

**RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2559**

25-00467 ORDINANCE NO. 3559 - RENAMING R. A. LONG PARK TO R. A. LONG MEMORIAL PARK

**RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE NO. 3559 RENAMING R.A. LONG PARK TO R.A. LONG MEMORIAL PARK AND MAKING A CONCURRENT AMENDMENT TO LMC 1.38.040**

25-00466 ORDINANCE NO. 3560 - AMENDING THE PDA CHARTER & BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE 1, SECTION 1.01

**RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE NO. 3560**

12. MAYOR'S REPORT

25-00507 APPOINTMENT OF LINNEA WINTERS TO THE ACCESSIBILITY ADVISORY COMMITTEE

13. COUNCILMEMBERS' REPORTS

25-00479 APPOINTMENT OF MANON KAUFMAN TO THE PARKS & RECREATION BOARD

14. CONSENT CALENDAR

25-001191 APPROVAL OF CLAIMS

25-00415 PROJECT COMPLETION – CDBG HIGHLAND SPEED CUSHION**RECOMMENDED ACTION:****MOTION TO ACCEPT AS COMPLETE THE CDBG HIGHLAND SPEED CUSHION PROJECT****25-00501 SET PUBLIC HEARING FOR PROPOSED ANNEXATION OF 4511 OCEAN BEACH HWY AND ASSOCIATED PARCELS AND APPROVAL OF PLANNING COMMISSION COMPREHENSIVE PLAN AMENDMENT AND ZONING DESIGNATION RECOMMENDATION.****RECOMMENDED ACTION:****MOTION TO SET A PUBLIC HEARING FOR JUNE 26, 2025****25-00502 SET PUBLIC HEARING FOR APPROVAL OF PLANNING COMMISSION RECOMMENDATION FOR 3009 COLUMBIA HEIGHTS ROAD REZONE****RECOMMENDED ACTION:****MOTION TO SET A PUBLIC HEARING FOR JUNE 26, 2025****25-00503 BID REVIEW – TENNANT WAY CORRIDOR TRAFFIC SIGNAL IMPROVEMENTS****RECOMMENDED ACTION:****MOTION TO ACCEPT THE LOW BID AND AWARD TO SCHNEIDER & SON, INC. IN THE AMOUNT OF \$895,900.00****25-00504 RESOLUTION NO. 2560 - INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR DISTRESSED PUBLIC FACILITIES GRANT FUNDS FOR THE MINT VALLEY GOLF COURSE PRO SHOP****RECOMMENDED ACTION:****MOTION TO ADOPT RESOLUTION NO. 2560.****15. CITY MANAGER'S REPORT****25-00478 DISCUSSION OF SOLID WASTE AND RECYCLING RATE CHANGES FOR SECOND HALF 2025 AND 2026****RECOMMENDED ACTION:****PROVIDE FEEDBACK AND DIRECTION; IDENTIFY AREAS WHERE ADDITIONAL INFORMATION MAY BE DESIRED****16. MISCELLANEOUS****17. EXECUTIVE SESSION****18. ADJOURNMENT**

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, JUNE 12, 2025 – 6:00 P.M.

THURSDAY, JUNE 26, 2025 – 6:00 P.M.

COUNCIL SUMMIT:

FRIDAY, JUNE 13, 2025 – 5:00 P.M. - 8:00 P.M.

SATURDAY, JUNE 14, 2025 - 9:00 A.M. - 2:00 P.M.



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Minutes

City Council

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Mayor Pro Tem Kalei LaFave
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Webinar ID: 823 9413 2374

1. CALL TO ORDER

Mayor Boudreau called the meeting to order at 6:00 p.m.

2. INVOCATION*/FLAG SALUTE

25-00339 ROSS KOLDITZ, CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS

After the invocation provided by Ross Kolditz of the Church of Jesus Christ of Latter Day Saints, the flag salute was recited.

3. ROLL CALL

Present: Mayor Boudreau, Mayor Pro Tem LaFave, Councilmember Kendall, Councilmember Wean, Councilmember Young, Councilmember Halvorson

Absent/Excused: Councilmember Wallis

Staff Present: Interim City Attorney Charlotte Archer, City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Community & Economic Development Director Nick Little, Recreation Manager Justin Brown, Police Chief Robert Huhta, Fire Chief Brad Hannig, Information Technology Director Mike Sullivan, Finance Director Lisa Wolff

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

25-001188 APRIL 24, 2025 REGULAR MEETING

A motion was made by Councilmember Halvorson, seconded by Councilmember Wean, to approve the April 24, 2025 Regular Meeting Minutes. The motion carried unanimously.

6. **CHANGES TO THE AGENDA**

Councilmember Young requested to move Resolutions 2555, 2556, 2557 and 2558 from the Consent Agenda and take up under Ordinances and Resolutions.

7. **PRESENTATIONS & AWARDS**

25-00403 PROCLAMATION - NATIONAL POPPY DAY - MAY 17, 2025; RECIPIENTS NOELLE HAMILTON & SANDIE ST. ONGE, LONGVIEW AMERICAN LEGION AUXILIARY UNIT 155
Mayor Boudreau and Councilmember LaFave presented the proclamation to Noelle Hamilton and Sandie St. Onge, who accepted on behalf of Longview American Legion Auxiliary Unit 155.

25-00413 PROCLAMATION - MENTAL HEALTH AWARENESS MONTH - MAY 2025; RECIPIENT DREW MCDANIEL, CEO, COLUMBIA WELLNESS
Mayor Boudreau noted Drew McDaniel, CEO, Columbia Wellness was not present. Mayor Boudreau read the proclamation.

25-00427 PROCLAMATION - NATIONAL POLICE WEEK MAY 11 - 17, 2025; RECIPIENT COWLITZ CHAPLAINCY
Mayor Boudreau and Councilmember LaFave presented the proclamation to members of the Cowlitz Chaplaincy.

25-00369 POST 2025 LEGISLATIVE SESSION UPDATE FROM AMINA ABDALLA AND BRIAHNA MURRAY, STATE LOBBYISTS, GORDON THOMAS HONEYWELL GOVERNMENT RELATIONS
*Amina Abdalla and Briahna Murray (on-line), State Lobbyists, Gordon Thomas Honeywell Government Relations presented.
Council discussed the presentation.*

8. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

*Tracy Collier Williams provided public comment.
Ast. City Manager Chris Collins stated the timing of street lights will be looked at.
Jason Still provided public comment.
Clint Hash provided public comment.
Michael Pederson provided public comment.
Derek Fine provided public comment and a handout.*

9. PUBLIC HEARINGS

25-00407 ORDINANCE NO. 3555 - AMENDMENTS TO MULTIPLE SECTIONS WITHIN CHAPTERS 16, 17, 18, AND 19 OF LMC REMOVING SPECIFIC FEE REFERENCES AND RESOLUTION NO. 2548 - TRANSFERRING FEE REFERENCES TO COMMUNITY DEVELOPMENT MASTER FEE SCHEDULE

RECOMMENDED ACTION:

HOLD PUBLIC HEARING AND MOTION TO ADOPT ORDINANCE NO. 3555 AND RESOLUTION NO. 2548.

Community Development Director Nick Little presented. The hearing occurred March 13, 2025. Because of a hack at The Daily News, the legal notice did not run as scheduled. This hearing is to redo the process with the published notice as required.

The public hearing was opened at 7:05 p.m.

Jason Still spoke on the subject.

The public hearing was closed at 7:07 p.m.

A motion was made by Councilmember Halvorson, seconded by Councilmember Young, to adopt Ordinance No. 3555 and Resolution No. 2548. The motion carried unanimously.

10. BOARD & COMMISSION RECOMMENDATIONS**11. ORDINANCES & RESOLUTIONS**

25-00418 RESOLUTION NO. 2555 - INTERLOCAL AGREEMENT FOR COLUMBIA THEATRE PARKING LOT IMPROVEMENTS

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2555 APPROVING INTERLOCAL AGREEMENT FOR THE COLUMBIA THEATRE PARKING LOT IMPROVEMENTS PROJECT.

A motion was made by Councilmember Halvorson, seconded by Councilmember Wean, to adopt Resolution No. 2555. The motion carried unanimously.

25-00384 RESOLUTION NO. 2556 - INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR ON-CALL BUILDING INSPECTION AND CODE REVIEW SERVICES

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2556, INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR ON-CALL BUILDING INSPECTION AND PLAN REVIEW SERVICES

A motion was made by Councilmember Halvorson, seconded by Councilmember Wean, to adopt Resolution No. 2556. The motion carried unanimously.

25-00385 RESOLUTION NO. 2557 - AMENDED AND RESTATED INTERLOCAL COOPERATION AGREEMENT FOR LOWER COLUMBIA SWAT AND FOR LAW ENFORCEMENT MUTUAL AID BETWEEN CITY OF LONGVIEW, CITY OF KELSO, CITY OF CASTLE ROCK AND COWLITZ COUNTY

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2557 AND AUTHORIZE THE CITY MANAGER TO SIGN THE AMENDED AND RESTATED INTERLOCAL COOPERATION AGREEMENT

A motion was made by Councilmember Halvorson, seconded by Councilmember LaFave, to adopt Resolution No. 2557. The motion carried unanimously.

25-00426 RESOLUTION NO. 2558 - ADOPTING THE CWCOC REGIONAL COMPREHENSIVE SAFETY ACTION PLAN FOR THE METROPOLITAN PLANNING AREA

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2558 APPROVING ADOPTION OF CWCOC REGIONAL COMPREHENSIVE SAFETY ACTION PLAN FOR THE METROPOLITAN PLANNING AREA

A motion was made by Councilmember Wean, seconded by Councilmember Kendall, to adopt Resolution No. 2558.

Public Works Director/Ast. City Manager Chris Collins explained this is a requirement to be able to apply for implementation grants. With this, will be able to apply for a federal implementation grant for Beech Street.

Jason Still provided public comment.

Council discussed the plan.

Director of Cowlitz-Wahkiakum Council of Governments, Bill Fashing, stated the COG Board of Directors have already approved the vision zero statement. No penalties if we don't reach the goal. Intent is to do things different and better than traditionally done, to do everything we can to avoid fatalities on the road system. Nothing in the plan says the city must do certain things.

The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Boudreau provided a verbal report.

Public Works Director/Ast. City Manager Chris Collins noted Congresswoman Marie Gluesenkamp Perez did get a \$1.2 million earmark for the dedicated fill line project but it was not included in the federal budget.

13. COUNCILMEMBERS' REPORTS

Councilmember Halvorson requested an update on the Humane Society contract and timing of a RFP at the end of the contract period.

Councilmember Kendall provided a report.

Councilmember Wean provided a report.

Councilmember Halvorson requested information on free dump day.

Councilmember LaFave provided a report.

14. CONSENT CALENDAR

A motion was made by Councilmember Halvorson, seconded by Councilmember Young, to approve the Consent Calendar as remainaing.

Jason Still provided public comment.

The motion carried unanimously.

25-001189 APPROVAL OF CLAIMS

25-00416 PROJECT COMPLETION – DOWNTOWN TRAFFIC SIGNAL UPGRADES

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE DOWNTOWN TRAFFIC SIGNAL UPGRADES

25-00417 PROJECT COMPLETION – MINT VALLEY RACQUET COMPLEX ROOF INSULATION AND VENTING

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE MINT VALLEY RACQUET COMPLEX ROOF INSULATION AND VENTING PROJECT

- 25-00414 SET PUBLIC HEARING – 2026-2031 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)**

RECOMMENDED ACTION:

MOTION TO SET THE CITY COUNCIL MEETING ON JUNE 12, 2025, AS THE DATE AND TIME FOR A PUBLIC HEARING ON THE 2026-2031 SIX-YEAR TIP/POP

- 25-00421 SET PUBLIC HEARING FOR AMENDMENTS TO LONGVIEW MUNICIPAL CODE CHAPTERS 19.67 SHORT SUBDIVISION AND 19.80 LONGVIEW SUBDIVISION CODES**

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING JUNE 12th, 2025

- 25-00422 SET PUBLIC HEARING FOR THE ADOPTION OF A NEW CHAPTER TO THE LONGVIEW MUNICIPAL CODE, TO BE KNOWN AS CHAPTER 19.25 MULTI-UNIT OVERLAY ZONE; AMENDING THE COMPREHENSIVE PLAN MAP FOR A PORTION OF HIGHLANDS NEIGHBORHOOD FROM HIGH DENSITY TO MEDIUM DENSITY RESIDENTIAL, AND ESTABLISHING THE R-1 ZONING DESIGNATION AS THE PERMANENT UNDERLYING ZONING DESIGNATION**

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING JUNE 12th, 2025

15. CITY MANAGER'S REPORT

- 25-00430 COWLITZ TRIBE ACTIVE TRANSPORTATION PROJECT PLANNING CONCEPTS**

RECOMMENDED ACTION:

COUNCIL CONCURRENCE ON THE BIKE LANE DESIGN AND LOCATION

Public Works Director/Ast. City Manager Chris Collins presented.

Council discussed the presentation.

The council was split three to three on the bike lane design and location. Would like more information from the Tribe on the bike lanes.

Public Works Director/Ast. City Manager Chris Collins will get more information from the Tribe and bring back to council.

A motion was made by Commissioner Halvorson, seconded by Councilmember LaFave to suspend the rules and allow public comment. The motion carried by the following vote:

Ayes: Councilmember Halvorson, Councilmember LaFave

Abstained: Councilmember Young, Councilmember Wean, Councilmember Kendall, Mayor Boudreau

Jason Still provided public comment.

A citizen, name unstated, provided public comment.

Public Works Director/Ast. City Manager Chris Collins explained bicycle lanes are placed strategically throughout the community to get people to major areas. Will reach out to the Tribe on their deadline.

- 25-00432 INTRODUCTION AND DISCUSSION OF SOLID WASTE AND RECYCLING RATE CHANGES FOR SECOND HALF 2025 AND 2026**

RECOMMENDED ACTION:

PROVIDE FEEDBACK AND DIRECTION; IDENTIFY AREAS WHERE ADDITIONAL INFORMATION MAY BE DESIRED

Community Development Director Nick Little presented.

Public Works Director/Ast. City Manager Chris Collins explained Department of Ecology is implementing

*stricter requirements and Longview will not be exempt.
Council discussed the presentation.
A motion was made by Councilmember Young to hold a workshop.
Council discussed the motion.
Councilmember Young withdrew his motion.*

Public Works Director/Ast. City Manager Chris Collins stated items will be discussed at the next budget committee meeting and a refined presentation will be brought back to council with specifics of the state mandates and different options available.

25-00445 POLICE GRANT OPPORTUNITY DISCUSSION

*Police Chief Robert Huhta presented
Council discussed the presentation.*

A motion was made by Councilmember Young, seconded by Councilmember LaFave, to submit an application for the grant and City Manager authorizing letter of support, create a case manager job description, and start hiring process if awarded grant funding.

Jason Still provided public comment.

Police Chief Robert Huhta explained funding is for 1-year. Will have a transition plan and use existing BHU staff for those in the program to complete.

The motion carried by the following vote:

Ayes: Councilmember Young, Councilmember LaFave, Councilmember Wean, Councilmember Kendall, Mayor Boudreau

Abstained: Councilmember Halvorson

16. MISCELLANEOUS

17. ADJOURNMENT

The meeting was adjourned at 8:52 p.m.

***Tiffany Ostreim
City Clerk***

***Approved: _____
Mayor***

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, MAY 22, 2025 – 6:00 P.M.

THURSDAY, JUNE 12, 2025 – 6:00 P.M.

COUNCIL SUMMIT:

FRIDAY, JUNE 13, 2025 -

SATURDAY, JUNE 14, 2025 -

Proclamation

City of Longview, Washington

Historic Preservation Month

May 2025

WHEREAS, the National Trust for Historic Preservation has declared May to be National Historic Preservation Month; and

WHEREAS, the City of Longview lies at the ancient crossroads of both the Cowlitz and Chinook Indian Tribes in their periodic journey to harvest and trade fish, berries, and other items; and

WHEREAS, the citizens of Longview also enjoy a rich legacy of pioneering spirit as the modern home to the 19th Century communities of Monticello, Freeport and LaDu; and

WHEREAS, the citizens of Longview also enjoy the lasting benefits of the urban planning and generosity of our city founder, R.A. Long; and

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS Longview's Historic Preservation Commission wishes to acknowledge the work by local individuals and groups to support, maintain, and restore historic assets within the city as vital to understanding its past and charting its future.

NOW, THEREFORE, I, Spencer Boudreau, Mayor of the City of Longview, do hereby proclaim the month of May to be

“Longview Historic Preservation Month”

in the City of Longview, and call upon all in our community to join the nation in recognizing and participating in this tradition.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 8th day of May 2025.

Spencer Boudreau, Mayor

Proclamation

City of Longview, Washington

National Public Works Week

May 18th – 24th, 2025

“People-Purpose-Presence”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of City of Washington; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public work professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Longview to gain knowledge of and maintain an ongoing interest an understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association; and

NOW THEREFORE, I, Spencer Boudreau, Mayor of the City of Longview, do hereby designate the week May 18-24, 2024, as **National Public Works Week**. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 22nd day of May 2025.

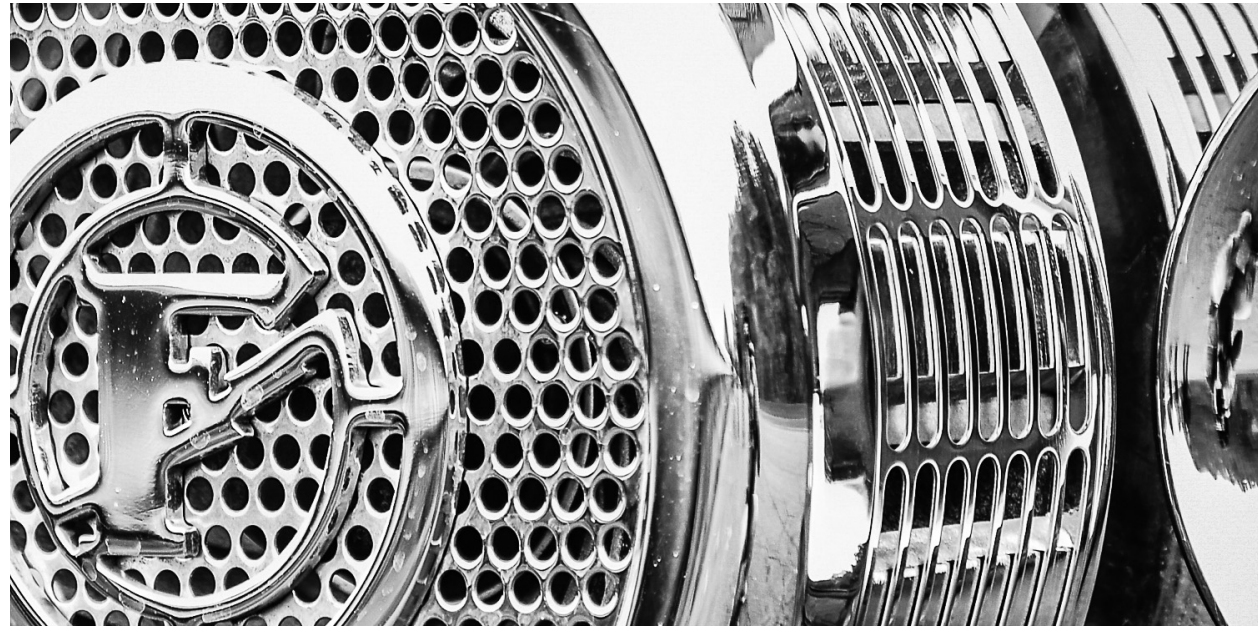
Spencer Boudreau, Mayor

2024 ANNUAL REPORT





**firefighter
of the year**
Battalion Chief
Eric Koreis





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looking ahead



chief hannig



As I reflect on the accomplishments and challenges of 2024, I consider it a privilege to serve as the new Fire Chief for the City of Longview. On behalf of the men and women of the Longview Fire Department, I am proud to present our annual report, which highlights the dedication and resilience of our team in another year of service to this great community.

The Longview Fire Department has long been committed to ensuring the safety and well-being of our citizens, responding with readiness and professionalism to all emergencies. Our firefighters and officers work tirelessly, around the clock, to protect lives and property, and I am deeply grateful for their unwavering dedication.

In 2024, we began taking significant steps to ensure the long-term sustainability of our department. As with many fire services across the country, the increasing demands on our department, coupled with rising operational costs, and recent budget cuts have underscored the need for a new approach to funding and resource management. After thoughtful consideration and dialogue with city leadership, we are exploring the creation of a “fire district” model, which would enable us to levy a dedicated tax to support fire services for the City of Longview

This potential revenue stream, alongside other innovative strategies, will allow us to maintain high standards of service while preserving resources for the future. A fire levy would ensure that necessary resources are consistently available to meet the growing demands of our community—whether through maintaining staffing levels, investing in training and technology, or keeping our equipment in optimal condition. This approach also allows us to work toward a sustainable future for our department, minimizing the impact on the general fund and ensuring that fire services remain a priority for years to come.

2024 also brought changes within our department. We welcomed new personnel and promoted individuals who are committed to leading the department into its next phase. I am confident that, with their leadership and the ongoing support of our community, we will continue to build and maintain a department that is responsive, innovative, and always ready to serve.

your fire department

The Longview Fire Department serves the City of Longview, Washington. The department provides essential services to the community including Fire Suppression, Emergency Medical Services, Special Operations, Emergency Preparedness, and Fire Prevention and Education.

We provide service to an area of approximately 14.7 square miles comprised of urban/suburban development occupied by approximately 37,925 citizens.

Longview Fire's front-line service providers consist of 31 career Firefighter/EMTs, 15 Firefighter/Paramedics, 3 Battalion Chiefs, an Administrative Battalion Chief and a Fire Marshal. Each of three 24-hour shift platoons is led by a Battalion Chief.

Fire suppression and emergency medical services are deployed from two fire stations through three career staffed fire units, one ambulance (as available staffing allows) and one command unit.



mission

Maximize the safety and wellbeing of our community by reducing risk to life and property.

priorities

Prevention, Education, Preparedness and Emergency Response.

motto

Quality Service, Timely Response.

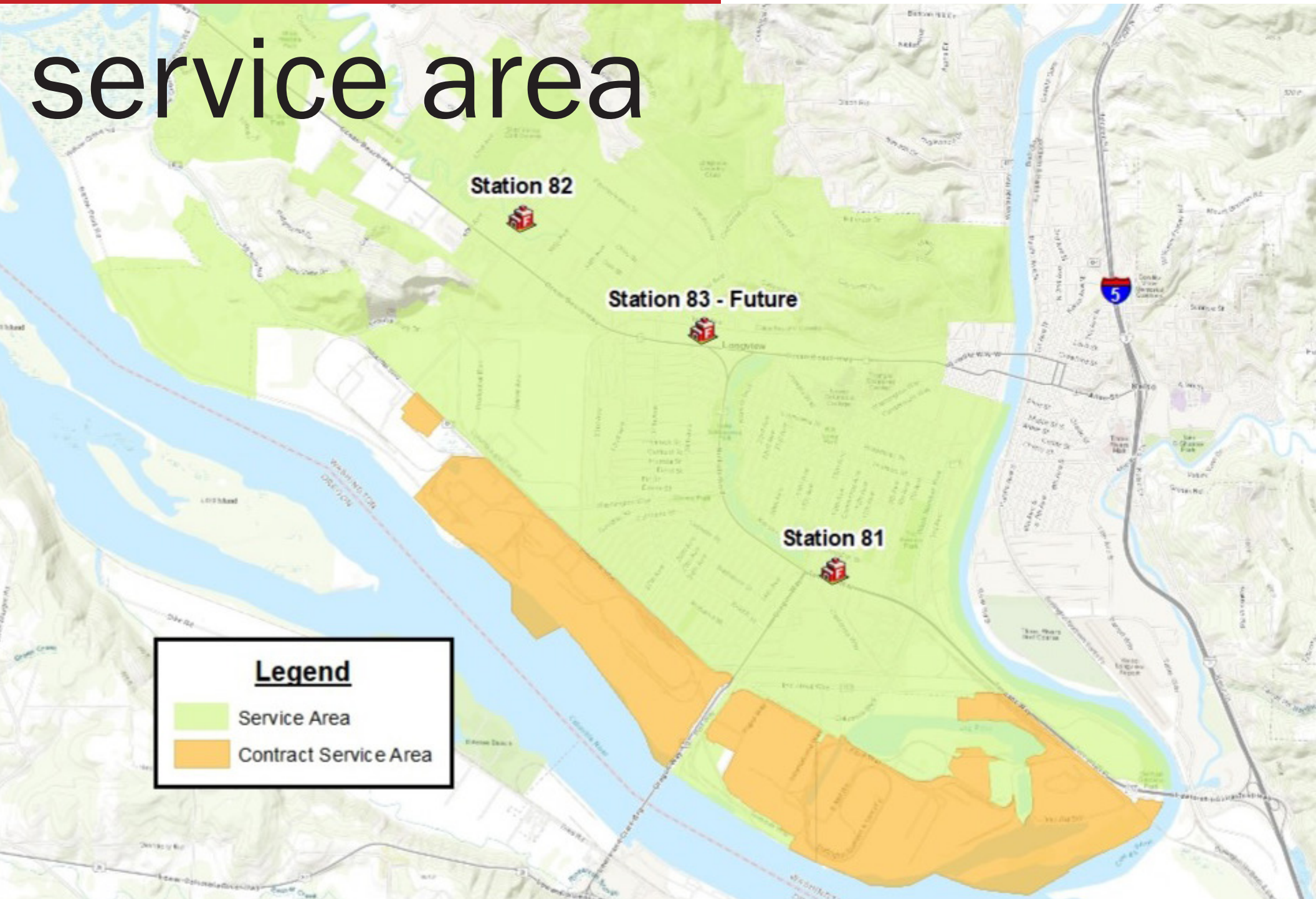


organization

December 31, 2024



service area



incident response

Call volumes for 2024 were down 9% from the all time peak level in 2022. However, this year still tallied the Longview Fire Department's 3rd highest number of service calls in its history.

The most notable change in service call types in recent years can be found in the reduction of non-emergent calls. Non-emergent call volumes comprised 53% of total responses this year down from 58% just two years prior. This also accounts for the bulk of total response reductions over the same time frame.

Possible reasons for the drop in non-emergent call volume could be attributed to the following:

- Increased ambulance availability from new contract with MEDIX to absorb lower priority calls without fire department response.
- Restoration of traditional police responsibilities including certain welfare checks.
- Increased local behavioral health resources and interventions.
- Increase in local structured response to homeless population including hosted camp and warming shelters.
- Benefits of public education and availability of naloxone to treat drug overdoses.

Calls for emergency medical services and rescue consistently compose 82% of total department responses*.

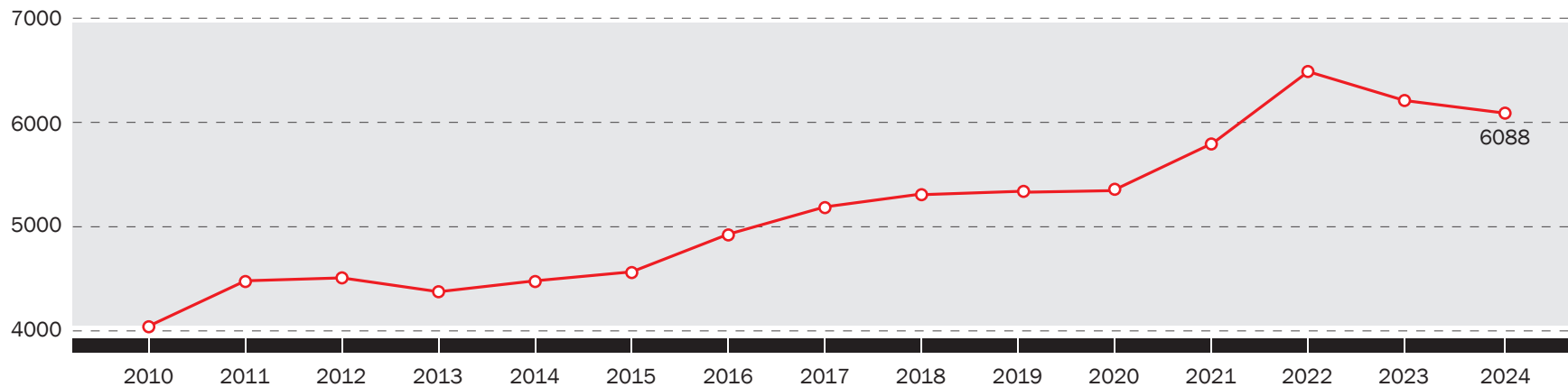
The total number of fires dropped slightly in 2024 but maintained the same 3% portion of total call volume.

*This number includes both "EMS/rescue" and "good intent" calls. Good intent calls often dispatched as EMS and result in cancelled enroute.

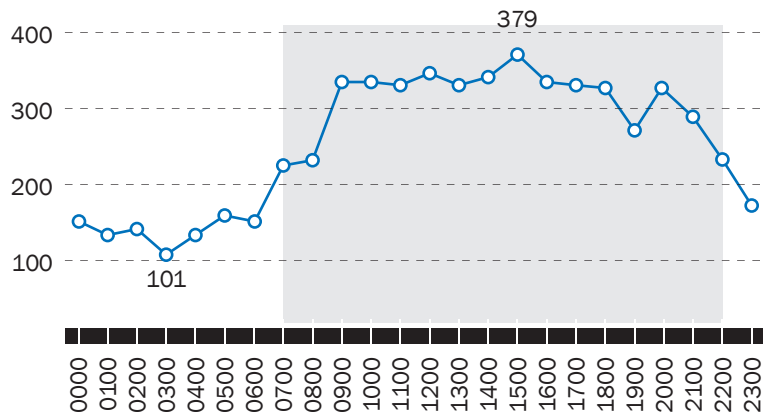


incident analysis

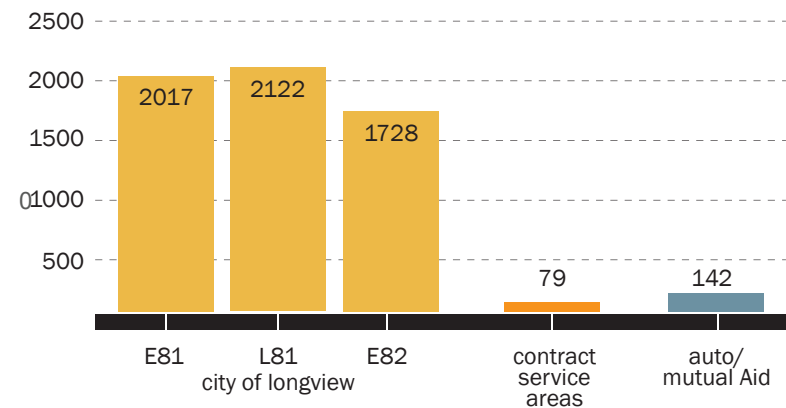
total incidents: fifteen year trend



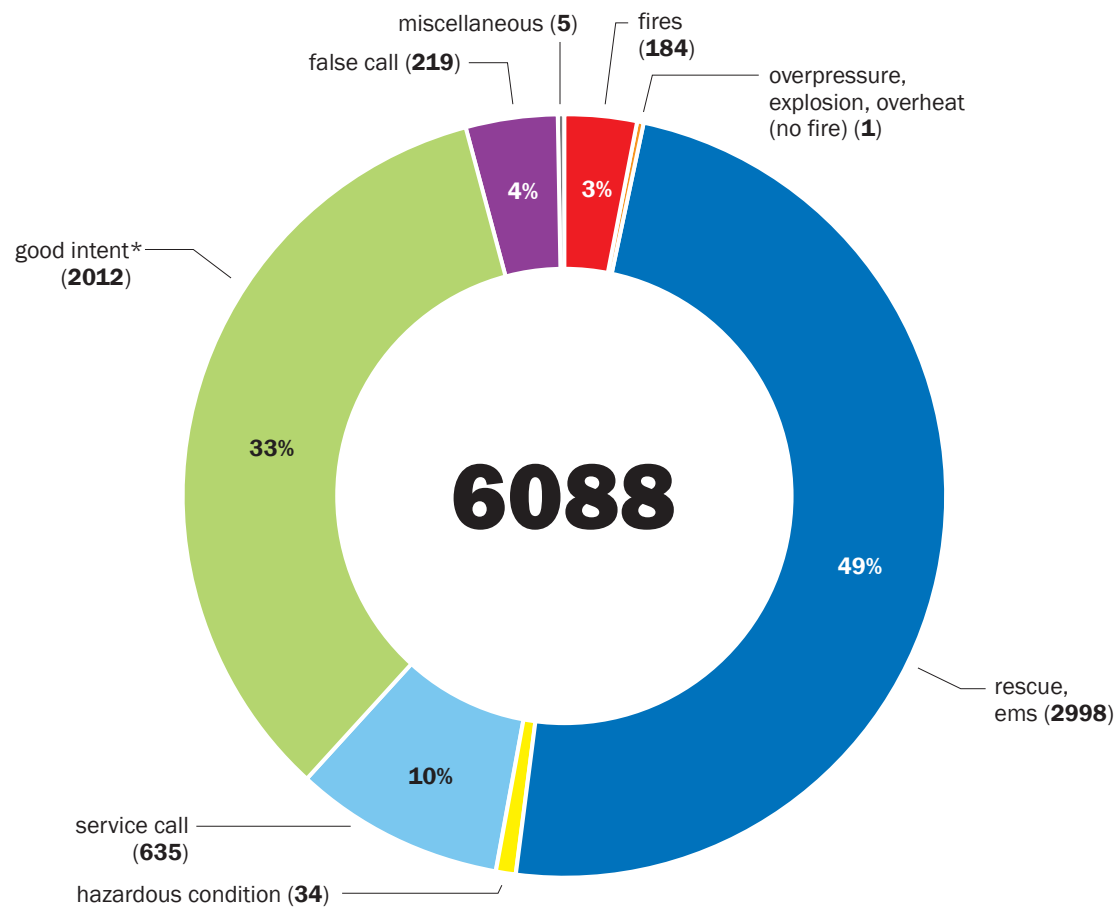
incidents by hour of day



incidents by service area

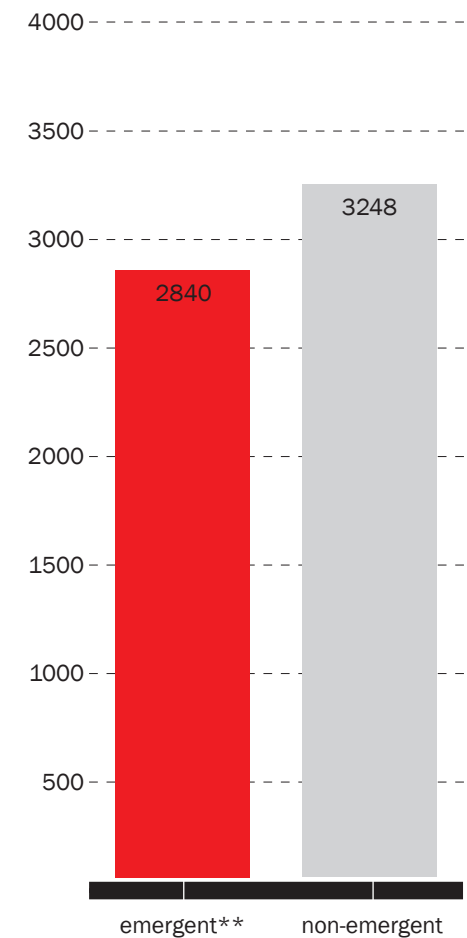


incidents by type



* includes "dispatched and cancelled enroute" (1662)

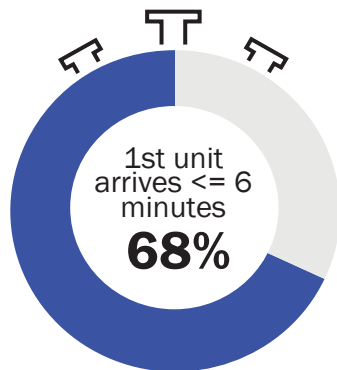
emergent vs. non-emergent responses



** Response with lights and sirens

standard of cover

Longview Fire Department measures its emergency response performance annually against a set of “Standard of Cover” measures as adopted by the Longview City Council in 2006, in accordance with RCW 35.103.

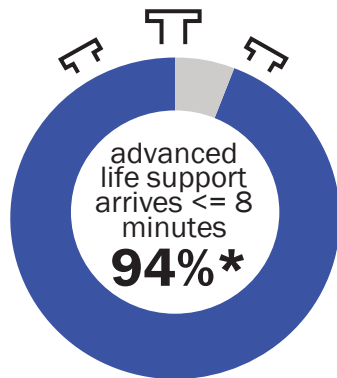


LFD average for 1st unit arrival:
5 min. 28 sec.

Medix Ambulance responses under new contract May 2024. 1st unit arrival <= 6 minutes 85%

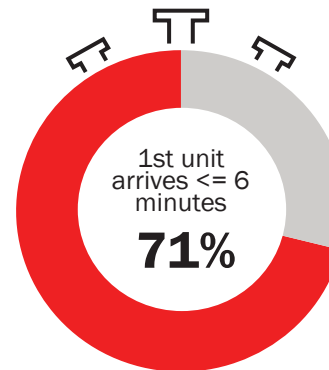
best practice for pre-hospital care:
1st unit arrives <= 6 minutes 90% of the time

1764
emergent
ems incidents



***Medix Ambulance** responses under new contract May 2024. Improvement from 73% with prior service January-April 2024.

best practice for pre-hospital care:
advanced life support arrives <= 8 minutes 90% of the time

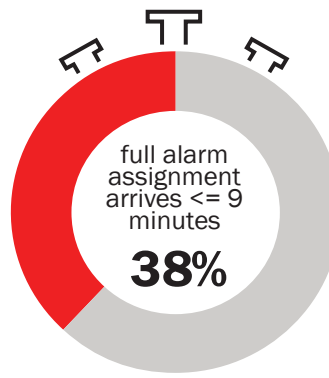


LFD average for 1st unit arrival:
5 min. 02 sec.

best practice:
1st unit arrives <= 6 minutes 90% of the time

24
structure fires

estimated loss:
\$1,092,351



LFD average for full alarm assignment:
9 min. 24 sec.

best practice:
full alarm assignment arrives <= 9 minutes 90% of the time



protection classification



A significant achievement was recognized in May 2024 when the Washington State Surveying and Rating Bureau (WSRB) improved the City of Longview's Protection Class rating from a PC4 to a PC3. The Protection Class and data provided by the WSRB are factors utilized in determining fire insurance premiums for properties in a community.

WSRB is an independent, not-for-profit organization that works to collect data for insurance companies operating in Washington State. This information can be used to understand, assess and price potential fire risk. Communities are rated based on criteria covering four categories including water supply, emergency communication systems, fire safety controls, and the fire department.

The Longview Fire Department engaged with the WSRB ensuring that improvements in staffing, apparatus and equipment, administration, and fire prevention were recorded. The department plans to continue to build upon this success and strives to provide services that will improve public safety and minimize the impact of rising insurance costs throughout the city.

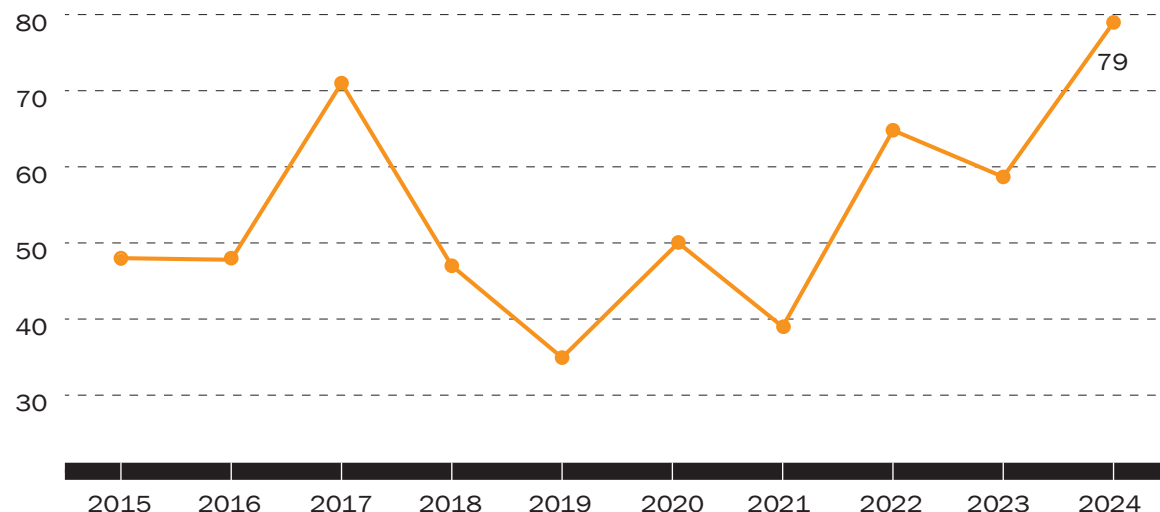


contract service areas

The Longview Fire Department partners with Cowlitz 2 Fire and Rescue to provide emergency response services under contract to industrial companies adjacent to the Columbia River corridor. These contracted service areas include seventeen separate entities outside of fire department jurisdictional boundaries. A number of these contracts recently expired and were renegotiated in 2023 and 2024. The new agreements ensure continued protection of economically important industries while providing the fire departments with additional revenue and regular on site training opportunities.

Bonneville Power Administration
 BNSF - Longview Switching
 R&R Trading - Cascadia Metals
 Cowlitz Columbia Railway
 Cowlitz County Solid Waste
 DRAX/Pinnacle Renewables*
 EGT
 IDM Steel Property
 Nippon Dynawave Packaging
 NORPAC
 Northwest Hardwoods
 PNW Metal Recycling
 Port of Longview
 Specialty Minerals
 WestLake Chemical
 WestRock Longview
 Weyerhaeuser
 Wilson Oil, Wilcox and Flegel

contract service area calls for service: 10 year trend



*Initial service contract with DRAX currently in progress.



training

The Longview Fire Department's Training Division strives to ensure personnel are prepared and equipped to respond to all emergent and non-emergent calls for service. Training our firefighters is crucial for ensuring safe and effective operations while protecting life, property, and the environment.

Longview Fire's training program encompasses development of technical skills utilized in activities such as fire suppression, rescue operations, and other hazardous incidents. Firefighters also receive continuing education to ensure exceptional delivery of emergency medical services to patients ranging from basic life support to advanced medical procedures. In addition, the department places a priority on regular physical fitness to prepare firefighters for demanding work in challenging environments.

Members of the department participated in 7,160 hours of training throughout 2024. This amounts to over 140 hours of training per firefighter. Personnel received an additional 20 hours each in development of emergency medical skills and knowledge.

The training division coordinated many unique events that highlighted the year.

- RA Long High School site visit, tours, and mass casualty incident evolutions.
- Longview Police Department active threat simulations at Mt Solo Middle School.
- Carl's Towing donated and delivered multiple cars for practice with patient extrication.
- Donated structures, such as the former Meatheads BBQ restaurant, allowed numerous realistic training scenarios.

These opportunities are a significant value for community interaction and risk assessment. They also help to fill a gap from Longview Fire Department's lack of a dedicated training facility.



ems

The Longview Fire Department oversees the City of Longview's Emergency Medical Services (EMS) program, organized into four divisions: operations, training, logistics, and administration.

EMS call volume declined significantly in 2024, with 6,686 EMS incidents and 525 additional medically related calls. The most frequent EMS call type was for breathing difficulty, with 645 incidents.

There were 96 cardiac arrest responses in 2024. LFD personnel rigorously train in high-performance CPR and advanced life support to deliver the highest standard of care. The rate of return of spontaneous circulation (ROSC) in our community remains well above the national average.

Overdose-related calls dropped to 248, down from 943 the previous year. This reduction may reflect the growing impact of LFD's outreach efforts, including Naloxone distribution and public training. While not all overdoses result in EMS activation, the data suggests these initiatives are making a difference.

LFD's Naloxone program expanded significantly in 2024, with leave-behind kits provided to Medix Ambulance, Cowlitz PUD, Cowlitz Chaplaincy, and the Longview Police Department's Behavioral Health Unit. Training was delivered to Lower Columbia College staff and members of the public. Based on LFD response data, bystanders successfully administered Naloxone in 162 cases, saving numerous lives.

ambulance service

At the beginning of 2024 the Longview Fire Department administered a Request For Proposal (RFP) for 911 ambulance services within the city limits of Longview. The purpose in issuing the proposal was to increase ambulance resources, reduce response times, and maintain cost effective services for our community.

Medix Ambulance was awarded the new ambulance contract and took over as service provider on May 13th, 2024. As part of the contract Medix would also provide LFD with reimbursement for disposable equipment and funding for administrative oversight.



Medic 82 is an ambulance placed in service by the Longview Fire Department when staffing levels allow. Based out of Station 82, this ambulance crew provides back-up transport services during times of high demand. In addition, staffing of M82 utilizes fire department personnel providing additional support during fire and rescue incidents.

M82 in 2024

- 190 total days staffed
- 151 patient transports



logistics

In 2024, Logistics continued to focus on the regular maintenance and repairs of aging fire department infrastructure. The global and regional supply-chain has eased somewhat, allowing for equipment and repairs to be secured in a timelier fashion. One noteworthy success for 2024 was the installation of the Ameresco funded HVAC system at Station 81. These enhancements will improve energy efficiency, lower utility expenses, and create a better environment for our employees and equipment.

Fire Department fleet management remains a high priority for the department. Pierce Manufacturing completed the build on a new fire engine to replace the 26-year-old fire engine from Station 82. This engine was outfitted with equipment and placed into service in early July. The retired engine was traded for a low-mileage Heavy Rescue apparatus that will replace the Special Operations box van used to house Confined Space, Rope Rescue, and Marine Shipboard Firefighting equipment. That apparatus build is projected to be complete in early summer of 2025.

Apparatus builds average 3-4 years, and new apparatus are priced higher than projected depreciation schedules. The LFD Apparatus Committee continues to work on the specifications for a new Platform Ladder Truck to replace the 1998 Sutphen which is nearly 30 years old.

Budget developments in 2024 present a major challenge to department logistics moving forward. Recent reductions in funding forced the elimination of equipment depreciation accounts that finance replacement of firefighting protective gear, radios, and apparatus. Continued failure to invest in these essential items is not a sustainable solution for future department operations.



special operations

The Special Operations Group maintained by the Longview Fire Department is a unique asset for the City and Southwest Washington. This team of specialists is composed of 27 members trained to provide Confined Space Rescue and other services. These technical capabilities are not available to most fire departments resulting in a benefit to local citizens, utilities, and industry.

The technical rescue group is further specialized into two groups: Rope Rescue and Marine Fire Technicians. The majority of special operations personnel are trained to the level of Rope Rescue Technician and focus on industrial and urban applications. Monthly training sessions ensure proficiency and exposure to community stakeholders. This year has also grown a relationship with Clark County Technical Rescue Teams allowing for further growth and collaboration.

The remaining third of Special Operations personnel are dedicated to marine firefighting. Our Marine Technicians are an integral part of a group of 13 fire departments from Portland to Astoria that work together to protect local ports and the ships that call upon them. Training and interactions, including live fires, are often provided at little to no cost by this cooperative. These skills and expertise are invaluable in protecting the people and infrastructure of our river-based economy.

Near the end of the year the department took advantage of an opportunity to trade a soon to be surplus fire engine for a rescue apparatus. Rescue 81 is now on schedule to be put into service in 2025. While not new, it is progress towards combining Special Operations equipment onto a single vehicle and replacing an unreliable box van and cargo trailer currently in use.

prevention

2024 Report - Fire Prevention / Community Risk Reduction Activities

This program serves the public by providing a variety of functions including Fire / Life Safety Inspections, Public Education and Outreach, New Construction Review, and Fire Investigations. The following information is a summary of our fire prevention / community risk reduction activities during 2024.

Public Education and Outreach

- Fireworks Safety – Media releases and daily posts on our department social media pages were created stressing the safe handling of fireworks.
- In 2024, LFD responded to 12 fireworks incidents
 - 9 vegetation/debris fires (3 damaged structures), 2 trash container fires
 - 1 fireworks-related injury
 - St John Medical Center reported treating 11 fireworks injuries
- Fire Prevention Week – Held October 6th through 13th with the focus: ‘Smoke Alarms: Make Them Work For You!’ The department performed outreach to our residents reminding them working smoke alarms reduce the risk of dying in a home fire by more than half. Outreach included safety tips and guidelines for locating smoke alarms in the home, the importance of regular testing and replacement, and creating an evacuation plan in the event of a fire.
 - Media releases and daily posts on department social media pages
 - Public education at the fire station for pre-school and kindergarten classes during the week – totaling 300 children.
 - The week culminated in our annual open house on October 12th.
- Safe Kids Lower Columbia events where LFD was represented (Our Administrative Assistant participates and helps organize these events.)
 - Participated in 2 car seat clinics, estimating 20 vehicles per clinic.
 - Maintained the life jacket loaner program at Willow Grove Park.



Fire / Life Safety Inspections (Business Inspections)

- Fire crews conducted 425 inspections of existing businesses. 32% of year end goals.
- A new process was implemented in 2024 by Community Development to improve efficiency of the business license application system. 34 new licenses were reviewed utilizing the new procedure.

Fire / Life Safety Systems - Confidence Testing and Maintenance

Longview Fire Department partners with The Compliance Engine, a web-based resource for tracking ongoing maintenance of fire systems. This data base consistently grows each year. The result is a greater number of vital fire and life safety systems being brought into compliance with codes and standards.

- In 2024 LFD reviewed 940 reports submitted by companies who perform inspection, testing, and maintenance on fire alarms, fire sprinklers, and commercial kitchen fire suppression systems. This represents a yearly increase of 9.5% in reports tracking the readiness of fire protection systems in the city.
- 87% of the fire systems being tracked by this program are in a 'compliant' status. This is a 6% increase in the compliance rate compared to 2023.

New Construction Review / Inspections

- 69 commercial building reviews were completed by LFD.
- 65 reviews were performed for permits specific to fire or life safety.
- 57 reviews conducted for land use, civil site plan, events, and SEPA activities.
- 161 inspections were performed related to these permits.
- 256 various inspections, meetings, and consultations were performed.

Fire Investigations

- 200 fire investigations were completed to determine the causes of fires involving buildings, brush, vehicles, and equipment such as chimneys and cooking appliances.



new hires & retirements



firefighter
Miranda Panuska
(hired 4/24)



battalion chief
Mike Gorsuch
(hired 6/24)



**administrative
assistant**
Nikki Rohl
(hired 8/24)



fire chief
Brad Hannig
(hired 10/24)



master firefighter
Erik Erdman
(retired 1/24)



battalion chief
Jeff Thompson
(retired 4/24)



**administrative
assistant**
Sarah Hoskins
(resigned 4/24)



looking ahead

2024 was a year of numerous changes and progress for the Longview Fire Department. Notable achievements included a new ambulance contract with Medix ambulance improving response times and availability, the Washington Surveying and Rating Bureau upgraded Longview's protection class potentially containing insurance costs, and successfully filling department administrative positions including the Fire Chief.

These achievements are just the beginning. The Longview Fire Department will continue to grow and adapt to enhance the safety of our community by focusing on the following goals:

Filling the fire inspector position to make prevention a priority including inspections and public education. This can also provide a much needed succession path for the future of the Fire Marshal position.

Construction of a new fire station with training facilities to increase service, reduce response times, and improve the effectiveness of firefighter development.

Staff a fourth fire company. An additional staffed apparatus will enhance service depth, response time, training outcomes, fire prevention, and safety of firefighters and the community.

Responsibly invest in apparatus and equipment depreciation to ensure reliable resources can be in service and deployed when required on the frontline and in emergency reserve.

And finally, the Longview Fire Department will begin work towards providing a reliable and sustainable budgeting model. The vision seeks to form a fire district with a dedicated levy that continues to serve the City of Longview and its public safety needs.



Longview Fire Department
740 Commerce Avenue
Longview, WA 98632
(360) 442-5503
www.mylongview.com

Cover Photo: Longview Fire Department archives. All other photos used without the permission of their respective owner, no copyright infringement was intended.

Special thanks to everyone who helped provide content and data essential to the publication of this report.



City of Longview

Agenda Summary

RESOLUTION NO. 2559 - UTILITY RATE REDUCTION PROGRAM

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2559

DATE: May 22, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Resolution No. 2559 updates the income eligibility limits for the City's utility rate reduction program to better support low-income senior and disabled residents. Modest cost-of-living increases from the Social Security Administration have caused some participants to exceed current income limits, resulting in the loss of benefits despite continued financial need.

To maintain access to rate relief for those most affected, staff proposes updating the 2025 income limits based on the U.S. Department of Housing and Urban Development's (HUD) 2025 income guidelines. The proposed limits are:

- \$33,200 for a one-person household (increased from \$31,500)
- \$37,950 for a two-person household (increased from \$36,000)
- \$42,700 for a three-person household (increased from \$40,500)
- \$47,400 for a four-person household (increased from \$45,000)
- \$51,200 for households with five or more persons (increased from \$48,600)
- Total annual limit increase from \$320,000 to \$337,000 a 5.39% increase.

These changes aim to align the program with current federal standards and preserve eligibility for individuals who typically reside in single-family homes and have utility services in their names.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2559.

STAFF CONTACT:

Lisa Wolff, Finance Director

Attachments:

1. Res 2559-2025 Utility Rate Reduction Program Clean
2. Res 2559-2025 Utility Rate Reduction Program

RESOLUTION NO. 2559

A RESOLUTION PROVIDING FOR REDUCED RATES TO BE CHARGED TO LOW-INCOME SENIOR CITIZENS AND LOW-INCOME DISABLED CITIZENS FOR SANITARY SEWER SERVICE AND GARBAGE COLLECTION AND AN EXEMPTION FROM STORM WATER UTILITIES, INCLUDING LOW-INCOME AND DISABLED CITIZENS IN TRANSITIONAL HOUSING AND LIMITING THE ANNUAL AGGREGATE OF SUCH REDUCTIONS TO APPROXIMATELY \$337,000 PER CALENDAR YEAR AND REPEALING RESOLUTION NO.2539.

WHEREAS, RCW 74.38.070 provides that cities may provide utility services at reduced rates for low income senior citizens or low income disabled citizens; and

WHEREAS, the City Council of the City of Longview recognizes the financial hardships placed upon low-income senior citizens and low-income disabled citizens as a result of the increasing costs of necessary utility services provided by the City to all of its citizens; and

WHEREAS, the City Council is also cognizant of the financial hardship placed on low-income and disabled transitional housing providers that provide living quarters free of rent;

WHEREAS, it is the desire of the City Council to provide for reduced rates to such low-income citizens for sewer, garbage collection and storm water utility services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

1. Definitions:

- (a) The term "low-income senior citizen" means a person who is sixty-two (62) years of age or older and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]
- (b) The term "low-income disabled citizen" means (i) a person qualifying for special parking privileges under RCW 46.19.010, (ii) a blind person as defined in RCW 74.18.020, or (iii) a disabled, handicapped or

incapacitated person as defined under any other state or federal program, and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]

- (c) The term "income", or "total income", means salary, wages, interest, dividends, and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursements received from pensions, annuities, social security, and public assistance programs. It includes any contributions received from any family member or other person who is domiciled in the same residence as the applicant for reduced utility rates hereunder and who is helping defray such applicant's living costs.

2. Reduced Rates For Low-Income Senior Citizens And Low-Income Disabled Citizens:

Any low-income senior citizen or low-income disabled citizen who receives sanitary sewer, garbage collection and/or storm water utility service from the City of Longview shall be entitled to receive such sanitary sewer service, garbage collection and/or storm water sewer service at the following reduced rates:

- (a) Sanitary Sewer Service:

A reduction, not to exceed fifty percent (50%) of the base residential rate may be allowed.

- (b) Garbage Collection Service:

A reduction, not to exceed fifty percent (50%) of the single-family dwelling residential rate for once per week garbage collection and recycling service may be allowed.

- (c) Storm Water Utility Service:

No charge shall be made to those persons whose applications are approved for reduced rates for sanitary sewer and/or garbage collection service.

- (d) Transitional Housing Provider – Sanitary Sewer Service:

In addition, to the reduced rates provided in Section 2 (a) through 2 (c) above, transitional housing providers shall receive a twenty-five percent (25%) reduction on sanitary sewer consumption charges.

3. Applications for Reduced Rates:

Applications for reduced utility rates hereunder shall be made upon forms to be provided by the Finance Department of the City and shall disclose all sources of income as required by such forms. Transitional housing providers are asked to provide income received from grants, contributions, etc. Such applications and the contents thereof shall remain confidential to the extent permitted by law. Any person who is aggrieved by the denial of reduced utility rates as herein provided may appeal such denial to the City Manager, whose decision with respect thereto shall be final.

4. Disqualification for Reductions:

An applicant who ceases to meet the qualifications of the Utility Rate Relief Program as provided in this Resolution shall advise the City of Longview Finance Department within thirty (30) days after having become so disqualified.

5. Annual Reports Required:

All applicants who have been granted reduced utility rates hereunder shall, as a condition of continued entitlement to reduced rates, resubmit every other year, beginning with the odd year, upon forms provided by the Finance Department on verification of their income. To qualify an applicant's income shall remain at or below the levels described in the attached table. Annual reports are not required for transitional housing providers so long as they continue to provide living quarters free of rent.

6. Annual Maximum Amount of Reductions:

No reduction in rates shall be permitted or granted if the effect thereof will be to reduce the aggregate gross income from sanitary sewer service, garbage collection and storm water utility service during any calendar year by more than approximately \$337,000.00

7. Effective Date:

This Resolution shall be in full force and effect from and after May 22, 2025. BE IT FURTHER RESOLVED that Resolution No. 2539 passed by the City Council on January 9, 2025 is hereby repealed in its entirety on the date that this Resolution becomes effective.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this 22nd day of May 2025.

M A Y O R

ATTEST:

City Clerk

FY 2025 Income Limits

Persons in Household	2025 Income Limit	2024 Income Limit
1	33,200	31,500
2	37,950	36,000
3	42,700	40,500
4	47,400	45,000
5+	51,200	48,600

RESOLUTION NO. ~~25592539~~

A RESOLUTION PROVIDING FOR REDUCED RATES TO BE CHARGED TO LOW-INCOME SENIOR CITIZENS AND LOW-INCOME DISABLED CITIZENS FOR SANITARY SEWER SERVICE AND GARBAGE COLLECTION AND AN EXEMPTION FROM STORM WATER UTILITIES, INCLUDING LOW-INCOME AND DISABLED CITIZENS IN TRANSITIONAL HOUSING AND LIMITING THE ANNUAL AGGREGATE OF SUCH REDUCTIONS TO APPROXIMATELY ~~\$320,000.00~~\$337,000 PER CALENDAR YEAR AND REPEALING RESOLUTION NO. ~~25392509~~.

WHEREAS, RCW 74.38.070 provides that cities may provide utility services at reduced rates for low income senior citizens or low income disabled citizens; and

WHEREAS, the City Council of the City of Longview recognizes the financial hardships placed upon low-income senior citizens and low-income disabled citizens as a result of the increasing costs of necessary utility services provided by the City to all of its citizens; and

WHEREAS, the City Council is also cognizant of the financial hardship placed on low-income and disabled transitional housing providers that provide living quarters free of rent;

WHEREAS, it is the desire of the City Council to provide for reduced rates to such low-income citizens for sewer, garbage collection and storm water utility services;

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defined in RCW 74.18.020, or (iii) a disabled, handicapped or incapacitated person as defined under any other state or federal program, and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]

- (c) The term "income", or "total income", means salary, wages, interest, dividends, and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursements received from pensions, annuities, social security, and public assistance programs. It includes any contributions received from any family member or other person who is domiciled in the same residence as the applicant for reduced utility rates hereunder and who is helping defray such applicant's living costs.

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- (d) Transitional Housing Provider – Sanitary Sewer Service:

In addition, to the reduced rates provided in Section 2 (a) through 2 (c) above, transitional housing providers shall receive a twenty-five percent (25%) reduction on sanitary sewer consumption charges.

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Applications for reduced utility rates hereunder shall be made upon forms to be provided by the Finance Department of the City and shall disclose all sources of income as required by such forms. Transitional housing providers are asked to provide income received from grants, contributions, etc. Such applications and the contents thereof shall remain confidential to the extent permitted by law. Any person who is aggrieved by the denial of reduced utility rates as herein provided may appeal such denial to the City Manager, whose decision with respect thereto shall be final.

4. Disqualification for Reductions:

An applicant who ceases to meet the qualifications of the Utility Rate Relief Program as provided in this Resolution shall advise the City of Longview Finance Department within thirty (30) days after having become so disqualified.

5. Annual Reports Required:

All applicants who have been granted reduced utility rates hereunder shall, as a condition of continued entitlement to reduced rates, resubmit every other year, beginning with the odd year, upon forms provided by the Finance Department on verification of their income. To qualify an applicant's income shall remain at or below the levels described in the attached table. Annual reports are not required for transitional housing providers so long as they continue to provide living quarters free of rent.

6. Annual Maximum Amount of Reductions:

No reduction in rates shall be permitted or granted if the effect thereof will be to reduce the aggregate gross income from sanitary sewer service, garbage collection and storm water utility service during any calendar year by more than approximately ~~\$337,000~~\$320,000.00

7. Effective Date:

This Resolution shall be in full force and effect from and after ~~January 9th 2025~~May 22, 2025. BE IT FURTHER RESOLVED that Resolution No. ~~2509~~2539 passed by the City Council on ~~August 13, 2024~~January 9, 2025 is hereby repealed in its entirety on the date that this Resolution becomes effective.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this ~~9th~~22nd day of ~~January~~May 2025.

M A Y O R

ATTEST:

City Clerk

FY 2025 Income Limits

Persons in Household	2025 Income Limit	202 4 3 Income Limit
1	31,500 <u>33,200</u>	29,550 <u>31,500</u>
2	36,000 <u>37,950</u>	33,750 <u>36,000</u>
3	40,500 <u>42,700</u>	37,950 <u>40,500</u>
4	45,000 <u>47,400</u>	42,150 <u>45,000</u>
5+	48,600 <u>51,200</u>	45,550 <u>48,600</u>



City of Longview

Agenda Summary

ORDINANCE NO. 3559 - RENAMING R. A. LONG PARK TO R. A. LONG MEMORIAL PARK

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3559 RENAMING R.A. LONG PARK TO R.A. LONG MEMORIAL PARK AND MAKING A CONCURRENT AMENDMENT TO LMC 1.38.040

DATE: May 22, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: COMPLETED

SUMMARY STATEMENT:

In 2014, community member Bill Kasch submitted a formal proposal to rename R.A. Long Park to R.A. Long Memorial Park. The proposal followed the procedures outlined in LMC 13.05 ("Naming or Renaming of City Parks") and was reviewed by the Parks and Recreation Advisory Board during two public meetings in July and August 2014. The Board ultimately voted unanimously to recommend approval.

The proposal came before the Longview City Council on August 28, 2014. After hearing public comment both for and against the renaming, Council voted 5-2 to direct the City Attorney to draft an ordinance to change the name and referred the Parks and Recreation Commemorative Donation Policy back to staff for revision to accommodate the potential increase in memorial activity related to the renaming.

While the policy updates were subsequently completed and adopted, the ordinance to rename the park was never finalized. Mr. Kasch recently contacted the City to follow up, and staff have reviewed the historical record to confirm the Council's original intent.

The name R.A. Long Park appears in the Longview Municipal Code at Section 1.38.040, pertaining to flags, and this Ordinance would update that code section to the new name, consistent with this authorization.

This agenda item seeks to complete the renaming process by formally adopting an ordinance renaming the park.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3559 renaming R.A. Long Park to R.A. Long Memorial Park and making a concurrent amendment to LMC 1.38.040.

STAFF CONTACT:

City Manager Jennifer Wills

Attachments:

1. Ord 3599 - RA Long Park Rename(11034170.1)
2. Council Meeting Minutes 08_28_2014
3. Request to Rename RA Long Park

ORDINANCE NO. 3559

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LONGVIEW, WASHINGTON, RENAMING R.A. LONG PARK TO
R.A. LONG MEMORIAL PARK AND AMENDING LONGVIEW
MUNICIPAL CODE SECTION 1.38.040 TO REFLECT CHANGE**

WHEREAS, R.A. Long Park is a historically significant public park located within the Civic Center Historic District and named after the City of Longview's founder, Robert Alexander Long; and

WHEREAS, on July 21 and August 18, 2014, the Parks and Recreation Advisory Board reviewed a formal proposal submitted by Mr. Bill Kasch to rename the park to R.A. Long Memorial Park in recognition of the park's historical features and in honor of the city's heritage and its war veterans; and

WHEREAS, after public comment and deliberation, the Parks and Recreation Advisory Board voted to recommend the proposed renaming to the Longview City Council; and

WHEREAS, on August 28, 2014, the Longview City Council voted 5-2 to direct staff to draft legislation renaming the park and to review and revise the commemorative donation policy accordingly; and

WHEREAS, the Parks and Recreation Commemorative Donation Program Policy was subsequently updated to reflect this directive, however, the formal renaming was never completed; and

WHEREAS, the name appears in the Longview Municipal Code at Section 1.28.040, and the Council desires to update it in the LMC, concurrent with this authorization; and

WHEREAS, the City Council now desires to fulfill the intent of the 2014 action and formally approve the name change;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. It is the intent of the Longview City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Ordinance.

Section 2. Authorization. The park currently named R.A. Long Park is hereby renamed to R.A. Long Memorial Park. The City Manager is directed to take all steps

necessary to implement the name change to **R.A. Long Memorial Park** in all public materials, signage, maps, and communications as updates or replacements naturally occur or as future improvements to the park are undertaken. This phased approach ensures efficient integration of the new name with minimal disruption to existing infrastructure.

Section 3. Amendment. Longview Municipal Code Section 1.38.040 is hereby amended to read as follows:

1.38.040 Permanent and temporary flag displays on city property.

The city will fly or display the United States flag, the Washington State flag, and the city of Longview flag on a permanent basis on the flag staffs outside City Hall, R.A. Long Memorial Park and in such other locations as the city council may select. The POW/MIA flag will be displayed at such times and places as are mandated by federal or Washington State law on a flag staff outside City Hall and in such other locations as the city council may select.

Section 4. Corrections. Upon approval of the city attorney, the city clerk and the codifiers of this ordinance are authorized to make necessary technical corrections to this ordinance, including, without limitation, the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section/subsection numbering.

Section 5. Publication. This Ordinance shall be published by an approved summary consisting of the title. A summary of this Ordinance may be published in lieu of the entire ordinance, as authorized by State Law.

Section 4. Effective Date. This ordinance shall take effect and be in full force five (5) days after its passage and publication as required by law.

PASSED by the City Council of the City of Longview, Washington, at a regular meeting thereof this ____ day of _____, 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



City of Longview

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

Minutes - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Tom Hutchinson
Council Member Chet Makinster
Mayor Pro Tem Mary Jane Melink
Council Member Steve Moon
Council Member Michael Wallin

Thursday, August 28, 2014

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. 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**

The meeting was called to order at 7:00 p.m. by Mayor Jensen.

2. **INVOCATION*/FLAG SALUTE**

3. **ROLL CALL**

Present: 7 - Mayor Don Jensen, Council Member Botero, Council Member Hutchinson, Council Member Makinster, Mayor Pro Tem Melink, Council Member Moon and Council Member Wallin

Staff present:

City Manager Bob Gregory; City Attorney James McNamara, and City Clerk Ann Davis.

Also present: David Campbell, Assistant City Manager/Director of Parks & Recreation; John Brickey, Director of Community Development; Jeff Cameron, Public Works Director; Robert Huhta, Police Captain; Judy Jones, Information Technology Director; Phil Jurmu, Fire Chief; Kurt Sacha, Finance Director; Chris Skaugset, Library Director; Chris Smith, Human Resources Director; Amy Blain, Project Engineer; and Gregg Hannon, Sanitation & Recycling Manager.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held August 14, 2014, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

MN 14-0250

COUNCIL MINUTES, AUGUST 14, 2014

Attachments: CNCL MIN 08142014

5. **CHANGES TO THE AGENDA**

6. **PRESENTATIONS & AWARDS**

14-3458

PRESENTATION OF PLAQUE TO THE YMCA OF SOUTHWEST WASHINGTON

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: [enter initiative here]

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

On May 28, 2014, a challenge was made to all businesses within Longview to improve their curb appeal. This campaign, called "Make Longview Beautiful," invited the community to nominate businesses that they felt made the best improvement during the months of June and July 2014. Nominations were made by posting either a before and/or an after photo on a new Facebook page titled the same, "Make Longview Beautiful." As part of the public outreach, visitors to the Facebook page were asked to "Like" the one entry they liked the most, with the winner being the one that garnered the most "Likes."

At the end of the contest, a total of five nominations were received, and the results of the number of "Likes" (shown in parenthesis) are provided in order: Swanson Bark & Wood Products (16); Columbia River Reader (27); Tula Yoga and Jiu Jitsu (97); Banda's Boutique's (107); and the winner, the YMCA of Southwest Washington (108).

RECOMMENDED ACTION:

A plaque has been made for the Mayor to give to representatives from the YMCA, Nancy Hanks, CEO, and Haley Cleveland, Asst. Aquatics Director.

Additionally, staff has prepared thank-you letters for the other four nominee's, and request that the Mayor sign each letter.

Attachments: Make Longview Beautiful

Sanitation and Recycling Manager Gregg Hannon talked about the "Make Longview Beautiful" program recently concluded to improve curb appeal of local businesses. In preparation for hosting the 13-15 Babe Ruth World Series, he created a website, spoke to businesses and encouraged them to beautify their surroundings, and created a competition to challenge businesses to spruce up. Businesses were nominated for their improvements; the winning business was Southwest Washington YMCA. Nancy Hank and Haley Cleveland accepted the Plaque for most improved appearance.

14-3460

HOST CITY AWARD TO THE CITY OF LONGVIEW, 2014 BABE RUTH BASEBALL 13-15 WORLD SERIES

Mayor Jensen showed the Plaque of Appreciation presented to Longview for hosting the 13-15 Babe Ruth World Series. The World Series has been a great way to introduce people to what Longview has to offer.

14-3436

PROCLAMATION: UNITED WAY DAY OF CARING, SEPTEMBER 10, 2014

Attachments: United Way Day of Caring September 10, 2014

United Way representative Brooke Fisher challenged people to volunteer during the United Way's Day of Caring. The National Day of Caring is celebrated nationwide. Volunteers donate a day's work assisting with a variety of clean-up projects. Councilmember Botero challenged staff to put together a team, and hoped John Brickey would once again volunteer to lead the City team.

14-3462

WATER QUALITY UPDATE

Attachments: Powerpoint - Water Quality Update 8-26-14

PDF - Water Quality Update 8-26-14

Project manager Amy Blain gave the latest water quality update. An entire year of data was given to a consultant to determine whether the level of silica in the water was hazardous to health. No adverse health effects were noted. The distribution system is clearing up.

Melinda Friedman of Confluence Engineering Group, LLC told about the dissolved oxygen trials that have been conducted. Higher levels of dissolved oxygen keep the iron and manganese from settling out of suspension, without affecting the chlorine decay rate.

Councilmember Hutchinson asked whether adding dissolved oxygen would improve the taste of the water. Ms. Friedman said there would be fewer metals in the water.

Mayor Jensen advised his Moose Lodge has an industrial dishwasher which is having a lot of scale build-up inside.

Councilmember Botero observed he had read the ingestion of silica may reduce a person's risk of dementia.

Amy Blain clarified that injecting dissolved oxygen into the system is not a permanent fix; it is a way to buy time while the water mains are being replaced.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Sarah Stauffer, Longview, urged Council to move with caution in developing a Sister City relationship with any Chinese city. In her 15 years experience working in international studies, she has learned these associations may be used to attempt to sway or coerce American municipalities to assist with obtaining their goals. She cited Millennium Bulk Terminal as a project the Chinese want to see developed; this may be at odds with Longview's goals.

Ken Spring demanded the water source be returned to the Cowlitz River. He is not

going to rest until it is returned to the river. He complained about the length of time sewer work on his street has been going on. He also was unhappy with removing God from the meeting (invocations).

Tom Herok said a water coffer dam around the water intake on the Cowlitz would solve the silting/dredging problem. He did not want to annex any additional property to Longview until Longview can spend the money to improve access/egress to Columbia Heights area. He said Columbia Heights Road could be improved in three separate phases. Many people have moved up into this area over the years; the roads are inadequate. The roads need to be widened.

Richard Naverre expressed his displeasure with the water quality. When he moved to Longview, he asked "what is the water quality like?" It was very good, now all of a sudden, it is bad. His shower and stainless steel interior of dishwasher are being covered in scale. The reverse osmosis treatment wastes a lot of water.

Art Mahlum noted he pays for water, and he expects a quality product. He could support a class action lawsuit to get Council's attention. He asked Councilmembers whether they agreed that the current water quality is a problem. All Councilmembers concurred.

It was suggested that CH2MHill would have a conflict of interest in both conducting the study and investigating the options. Council was encouraged to separate these two pieces of the process.

Marvin Kallwick read several definitions from his dictionary, and wondered about the effect of ingesting large amounts of silica.

Ray Van Tongeren commented about traffic at the Civic Center; accidents occur there because people aren't paying attention. He applauded City staff for responding quickly to a water leak in his neighborhood. He commended City Manager Bob Gregory for his service and wished him well in his retirement. He invited Council to attend his 50th anniversary celebration.

Joanne Goff lives on Aspen Drive in a brand new home. She said the water is terrible; it stinks, smells, is brown and has ruined a \$1,400 shower door. She wished she didn't live in Longview; no one wants to live here. She urged Council to return to the Cowlitz River.

Other speakers also commented on the water.

Following citizen comments, Mayor Jensen added he, too, would like better quality water. He expressed he thinks Council made a mistake leaving the river. He thinks \$217,000 is a "huge chunk" of money, but we need to find out how to remedy the problem.

8. **PUBLIC HEARINGS**

9. **BOARD & COMMISSION RECOMMENDATIONS**

14-3459

**RECOMMENDATION TO CHANGE THE NAME OF R. A. LONG PARK TO
R. A. LONG MEMORIAL PARK**

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Strengthen economic

conditions and create new opportunities

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:

In accordance with Ordinance No. 3052, codified in LMC 13.05 ("Naming or Renaming of City Parks"), Mr. Bill Kasch has submitted a proposal to change the name of R. A. Long Park to R. A. Long **Memorial** Park. The proposal was placed on the agenda and considered by the parks and recreation board during their regularly scheduled meetings on both July 21 and August 18. Several supporters of the proposal were in the audience on July 21, and no known opponents. The chair, sensing no great need to take oral public comment in that case, and with supportive written comments included in the agenda packet, made a motion and the board voted 2-1 to recommend it for approval by the city council. On August 18 the board opened their meeting for oral public comment. Only Mr. Kasch was present, but he also referred to the supportive written comments. The board then voted 4-0 to recommend the proposal for approval. They seemed to concur with the supporters' position that the proposed renaming would represent community values and lead to greater remembrance of Longview's pioneers and war veterans by future generations (criterion 13.05.020(8)).

The historic preservation commission has declined to take a position on the proposed renaming. As a proposed non-structural change to the park within the civic center historic district, it does not seem to require a certificate of appropriateness or waiver to be issued by the commission.

There is no specific discussion of a possible name change in the R. A. Long Park master plan adopted in 2010. Maintaining the historic character of the park was identified as a high priority in the visioning process for that plan, and the preferred master plan concept notes that all existing historical markers (other than the bust of R. A. Long) are expected to remain in place.

Adding the word "Memorial" to the name of R. A. Long Park has raised some questions about how to implement it if they involve new memorials, and they could conflict with the parks and recreation department's existing commemorative donation program policy as it pertains to memorials. If the council is inclined to approve the renaming recommendation, this would be an appropriate time to update that policy, at least as it pertains to R. A. Long Park.

RECOMMENDED ACTION:

Motion to direct the city attorney to prepare a resolution changing the name of R. A. Long Park to R. A. Long Memorial Park and incorporating proposed policies for how it would be implemented.

Attachments: Proposal from Bill Kasch

Parks and Recreation Department Commemorative Donation Program Policy

Assistant City Manager and Director of Parks and Recreation David Campbell recapped for Council that the Parks & Recreation Advisory Committee had approved a request for name change for R. A. Long Park to R. A. Long Memorial Park. This

name change was initiated by Bill Kasch. The Historic Preservation Commission did not review the matter.

Mr. Campbell noted an inconsistency in the current parks policy regarding donations. Policy Rule No. 7 needs to be amended slightly to allow for some additional memorials.

Ken Spring and Marvin Kallwick spoke against changing the park name; Tom Herek and Ada Hutson spoke in favor of the change. Bill Kasch explained his idea to both honor R. A. Long and create a destination park. The park is underutilized. Heightened awareness of the monuments that already exist at the park should draw more people. He urged Council to amend the parks policy and to approve the name change.

Councilmember Moon noted that a yes vote on this item does not guarantee a change. Staff will have to modify the parks policy for Council approval before the Ordinance is approved.

A motion was made by Council Member Makinster, seconded by Council Member Moon, that the City Attorney be directed to draft an Ordinance renaming R. A. Long Park and to refer the parks policy regarding donations back to staff for amendment. The motion carried by the following vote:

Ayes: 5 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Moon and Council Member Wallin

Nayes: 2 - Council Member Hutchinson and Mayor Pro Tem Melink

10. **ORDINANCES & RESOLUTIONS**

OR 14 3270 ORDINANCE NO. 3270 AMENDING THE ZONING CODE TO ALLOW CHANGEABLE COPY ELECTRONIC SIGNS IN THE DOWNTOWN COMMERCE DISTRICT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve and enhance neighborhoods; Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

At the July 24, 2014 regular meeting, the City Council accepted the Planning Commission's recommendation to amend the zoning code to allow changeable copy electronic signs in the Downtown Commerce District. The Council directed the City Attorney to draft an ordinance for Council review and approval. Draft Ordinance No. 3270 is attached.

RECOMMENDED ACTION:

Motion to approve Ordinance Number 3270.

Attachments: Ordinance No 3270

Bill Kasch objected to the use of electronic signs in historic Downtown; he said that is a move in the wrong direction. He was assured the Downtowners were involved in

development of the Ordinance and are in favor of it. They felt it would be beneficial to everyone.

A motion was made by Council Member Tom Hutchinson, seconded by Council Member Chet Makinster, that this Ordinance be adopted. The motion passed unanimously.

OR 14 3271**ORDINANCE 3271 AMENDING LONGVIEW MUNICIPAL CODE 7.28.020 (TEMPORARY MOVABLE PLACE OF ABODE) "LOCATION LIMITED TO DESIGNATED AREAS - EXCEPTIONS"****COUNCIL INITIATIVE ADDRESSED:**

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

The local Community Home Health and Hospice has expressed interest in allowing families of clients receiving end of life medical care to temporarily site a recreational vehicle adjacent to their facility. The Longview Municipal Code currently restricts the locations where recreational vehicles can be sited for the purpose of habitation, limiting that activity to approved trailer parks (RV Parks) and temporary siting in conjunction with an approved special event. A review of other Hospice facilities indicates that incorporating RV placement at such facilities is not uncommon. Some families served by Hospice do not live in our community and must travel to be with loved ones in Hospice care. This amendment would provide the added option of using a recreational vehicle to allow family members to be able to stay in close proximity to loved ones being cared for at the Hospice Center on a temporary basis.

FINANCIAL SUMMARY:

No financial impact

RECOMMENDED ACTION:

Motion to adopt Ordinance 3271 amending LMC 7.28.020 "Location limited to designated areas - Exceptions"

Attachments: LMC 7.28 ORDINANCE 3271 re temporary parking

City Attorney James McNamara said the Ordinance allows for parking at the facility's parking lot; it does not authorize on-street parking for motorhomes. Councilmember Makinster observed it was important to allow this for end-of-life patients.

A motion was made by Council Member Chet Makinster, seconded by Council Member Tom Hutchinson, that this Ordinance be adopted. The motion passed unanimously.

OR 14 3272**ORDINANCE NO 3272 FOR ANX 2013-1 PACIFIC FIBRE PRODUCTS ANNEXATION****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Strengthen economic conditions & create new

opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The attached ordinance completes the annexation of approximately 310 acres located south of Industrial Way and east and north of Fibre Way. The annexation area consists of 16 tax parcels and includes a 110± acre log pond.

On February 26, 2014 the annexation was filed with the Cowlitz County Boundary Review Board (BRB). Cowlitz County invoked BRB jurisdiction on April 8 for modification of the annexation proposal. On June 9, the BRB held a public hearing and on June 17 issued a decision to approve the annexation with the addition of one 26.5± acre tax parcel owned by the Cowlitz Sewer Operating Board.

RECOMMENDED ACTION:

Motion to approve Ordinance Number 3272

Attachments: Ordinance No. 3272

Councilmember Hutchinson asked whether the City would be expending more by annexing this property. City Manager Bob Gregory stated at this point in time it is probably a wash. The amount it costs to provide additional services to the area is balanced by increasing tax revenues. PacFibre property was partially within city limits; this annexation will incorporate all their properties into the city.

A motion was made by Council Member Steve Moon and duly seconded that this Ordinance be adopted. The motion passed unanimously.

OR 14 3273

ORDINANCE NO. 3273 ZONING FOR ANX 2013-1 PACIFIC FIBRE PRODUCTS ANNEXATION

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve and enhance neighborhoods; Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Ordinance Number 3273 establishes a zoning designation of Heavy Industrial District for that certain area annexed under Ordinance No. 3272. The annexation area is approximately 310 acres in size and is located south of Industrial Way and east and north of Fibre Way.

At their July 9, 2014 meeting, the Planning Commission held a public hearing on zoning for the annexation area. Following the public hearing, the Planning Commission voted unanimously to recommend that the annexation area be zoned Heavy Industrial District.

RECOMMENDED ACTION:

Motion to approve Ordinance Number 3273.

Attachments: Ordinance No. 3273

A motion was made by Council Member Ken Botero, seconded by Mayor Pro Tem Mary Jane Melink, that this Ordinance be adopted. The motion passed unanimously.

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS**14-3461 APPOINTMENTS TO THE DOWNTOWN ADVISORY COMMITTEE (DAC)****COUNCIL INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities

Preserve and enhance neighborhoods

Address quality of place issues

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

The Downtown Advisory Committee (DAC) is appointed by City Council to assist, guide and make recommendation relative to the Downtown Plan. The DAC also is the recommending body for all parking related issues in the downtown. The committee is composed of downtown business owners, property owners, residents, shoppers, employees, as well as one position representing persons with disabilities and one position representing the Longview Housing Authority.

The recent resignation of Alex Nelson, a business owner representative, led to an active recruitment for replacement members. Two applications were recieved. Both applicants are qualified, one being business owner Sande Davis, and the other being property owner Beatriz (Triz) delaRosa, both located in the Downtown Commerce District. The current committee consists of 10 members. The DAC by-laws allow for up to 15 members.

The Council Appointments Committee (Chet Makinster, Tom Hutchinson, and Don Jensen) reviewed these two applications and recommend that Sande Davis and Beatriz (Triz) delaRosa be appointed to unfilled terms that expire December 31, 2014.

RECOMMENDED ACTION:

Staff recommends Council appointment of Sande Davis and Beatriz delaRosa to serve on the Downtown Advisory Committee completing terms that will expire December 31, 2014.

A motion was made by Council Member Chet Makinster, seconded by Council Member Steve Moon, that these appointments be approved. The motion passed unanimously.

12. CONSENT CALENDAR

There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

14-3452**APPROVAL OF CLAIMS**

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

Second Half August, 2014 Accounts Payable: \$1,485,882.91

First Half August 2014 Payroll:

\$17,140.41, Checks No. 206070 - 206076

\$644,905.85, direct deposits

\$423,355.86, wire transfers

\$1,085,402.12 Total

Final audited claims amount: \$1,476,260.79. Checks issued: 330113 - 330441.

14-3453**LIABILITY CLAIMS/LAWSUITS**

The claim(s)/lawsuit(s) listed below was/were received by the City. Where applicable, the claim(s)/lawsuit(s) have been/are being researched and/or reviewed by Washington Cities Insurance Authority (WCIA). The claim(s)/lawsuit(s) status is/are as follows:

NEW:

Connie Witherite, DOI: 8/8/2014. Claimant alleges personal injuries as a result of tripping over uneven section of sidewalk. Amount unspecified

Jessica Nielsen, DOI: 2/18/2014. Claimant alleges vehicle damage as a result of large tree limb falling on vehicle. \$10,978.18 claimed

Harold Alexander, DOI: 7/15/2014. Claimant alleges out-of-pocket expenses incurred to rid building of rat that swam in through sewer to toilet. \$270 claimed

Edward Bain, DOI: 8/13/2014. Claimant alleges out-of-pocket expenses incurred to investigate water leak in yard and to replant lawn. \$91.02 claimed

Lori Finkas, DOI: 8/18/2014. Claimant alleges out-of-pocket expenses incurred to clean paint from vehicle from City striping work.

D & T Properties, DOI: 8/11/2014. Claimant alleges out-of-pocket expenses incurred to clear sewer line and clean up and disinfect after sewer backup. Amount unspecified

SETTLED:

Dawn Campbell, DOI: 6/1/2014. Claimant alleged damage to property from iron and magnesium in water. \$1,850 paid

Cyd Gannizzaro, DOI: 4/19/2014. Claimant alleged vehicle damage as a result of incident with police car. \$1,585 paid

Toni Cozzetto-Newby, DOI: 1/20/2014. Claimant alleged out-of-pocket expenses to clear sewer line and clean up after sewer back-up in line. \$6,837 paid

Angela Salgado, DOI: 1/20/2014. Claimant (renter of Cozzetto-Newby) alleged damage to personal property during sewer back up event. \$1,604 paid

DENIED:

Gloria Leatherwood, DOI: 7/23/2014. Claimant alleged vehicle damage when a tree limb fell on car. \$1,393.20 claimed

13. CITY MANAGER'S REPORT

14-3457 MID-YEAR 2013-2014 BIENNIAL BUDGET REVIEW (GENERAL FUND)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue effective financial management

Attachments: 2014 Q2 GENERAL FUND Color Powerpoint
 2014 Q2 Gen Fund Review

14. MISCELLANEOUS

The following item(s) were presented for Council's information. No Council action was taken or required.

14-3430 WASHINGTON STATE LIQUOR CONTROL BOARD REQUESTS

Attachments: Bargain Mart LL 001
 Rotary Spec Occas 001
 Stoney Brewery MJ 001
 LL-Mill City Grill 001

14-3454 WASHINGTON STATE LIQUOR CONTROL BOARD REQUESTS

Attachments: Spec Occas Life Works 001

15. ADJOURNMENT

It was decided to cancel the September 18 workshop; to schedule the budget workshop on September 27, 2014, from 8:30 a.m. to 3:00 p.m., at City Hall; and to schedule a special meeting on September 24, 2014, to review an agreement with the executive recruitment firm selected to search for a new city manager. Councilmember Botero said he would not be available for the September 4 workshop. Councilmember Makinster will be absent for the September 25, 2014 regular meeting.

The meeting was adjourned at 9:56 p.m. The next scheduled meeting of the Council is September 11, 2014.


Ann C. Davis
City Clerk

Approved: 
Mayor

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, SEPTEMBER 11, 2014 AT 7 P.M.

THURSDAY, SEPTEMBER 25, 2014 AT 7 P.M.

NEXT COUNCIL WORKSHOPS:

**THURSDAY, SEPTEMBER 4, 2014 AT 6 P.M., EXECUTIVE RECRUITMENT
FIRM FOR CITY MANAGER; WATER SUPPLY CUSTOMER SURVEY;
UTILITY RATE WORKSHOP**

**WEDNESDAY, SEPTEMBER 24, 2014, AT 6 P.M., AGREEMENT WITH
EXECUTIVE SEARCH FIRM**

**SATURDAY, SEPTEMBER 27, 2014 8:30 A.M. TO 3 P.M., BUDGET
WORKSHOP**

Date: August 14, 2014

To: Longview City Manager Bob Gregory, Mayor Don Jensen and the Longview City Council

Subject: Proposed renaming of R.A. Long Park to R.A. Long Memorial Park

In compliance with Longview City Ordinance No. 3052, we are submitting this cover letter to help explain our reason for suggesting the name change.

With your stated goal of having more usage of R.A. Long Park and investing some \$400,000 for improvements, we believe a name change would cost minimal, create more interest and civic pride and help revitalize our park. 'Memorial' refers to remembering a person or event and will give our park more depth and meaning. We believe now is the opportune time.

We are concerned citizens who represent some of the organizations that have monuments in R.A. Long Park. Our letters and a park brochure are included for your consideration. The brochure will be updated as improvements are completed.

Most citizens aren't aware that R.A. Long Park is a rare microcosm of American history, with markers of 1620 Plymouth Rock, Daughters of the 1776 American Revolution, Oregon Trail 1848, Monticello Convention pioneers 1852, R.A. Long bust dedicated in 1942 and the Cowlitz Valley VFW Veterans Memorial. There is a proposed modern sculpture to be installed later. Our Park will span from 1620 to 2015.

We don't want a cemetery. Renaming will be like dusting off these old monuments and breathing new life into them. We believe trying to revive Longview's very rare history is extremely important, especially for our children. We are not just another city with just another park. We have potential to become a 'tourist destination'. R.A. Long Memorial Park is a key element.

We also propose a 'rededication' celebration when the park improvements are finished. The renaming to R.A. Long Memorial Park would indicate to the world that Longview cares about their pioneers and war veterans, who have kept us free, and that all are welcome to come picnic, visit and enjoy our history. Veterans say they will use our park more, especially Memorial Day.

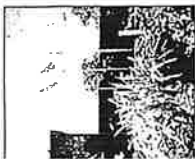
Change is always difficult. There will be those who oppose any change, as when the park was changed from Jefferson Square to R.A. Long Park. There are those who don't like a modern new sculpture being placed in an National Historic Register park, but change can be for the better.

We appreciate your consideration of our proposal to rename our park 'R.A. Long Memorial Park'.



Bill Kasch
2619 Nichols Blvd.
Longview, Wash. 98632

(360) 423-6704

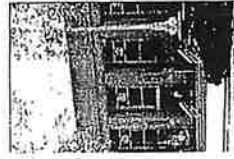


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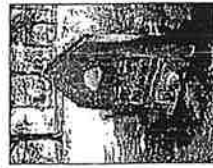
old leaf
watch for

R. A. Long Park & Terrace, 1928** *Civic Center*
From the beginning, the Civic Center was the focal
point of the Planned City. Originally Jefferson
Square, it was renamed R.A. Long Park in 1928. After
R.A. Long's death, local residents wanted a statue of
him on the terrace at the center of the park looking
down Broadway. The bust was dedicated in 1942.

Inside the Civic Circle



**Plymouth Rock
Memorial, 1926**
SW Civic Center &
Washington Way



Your last stop is one
of the most unusual
monuments in
Longview. This
marker includes a
piece of Plymouth

Rock (of Pilgrim fame)
embedded in it along with
patriotic prose dedicated to
the motoring public.



**Huntington Family Monument,
1928**
SE Civic Center at Olympia Way

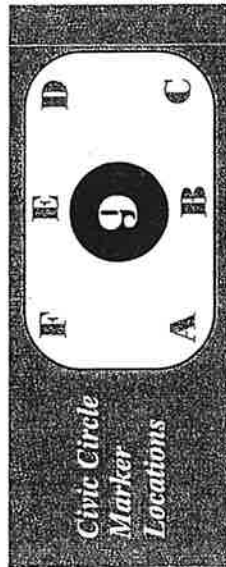


Harry "Darby" Huntington was an
early pioneer on the west bank of the
Cowlitz River. He turned abandoned
Hudson's Bay Company buildings
into the riverboat town of Monticello
in 1851. The town was host of the
1852 Monticello Convention where
Washington territory was born. You can
read more about this historic event at stop
3 on the Civic Center tour.



Sundial, 1939

This beautiful piece was dedicated by the local
Daughters of the American Revolution chapter in
remembrance of the Monticello
Convention of 1852 that was held
near the mouth of the Cowlitz River.
On your way back to your car, see if
you can tell what time it is.

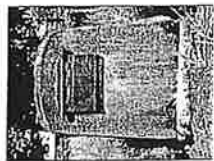


Veteran's Memorial, 2007
East Civic Center at Broadway

At the foot of the flagpole, this monument
is the newest addition to the Civic Center
and is lit around-the-clock.
Commemorating the brave sacrifices of
local members of our Armed Services, it
was presented to the city by the Cowlitz
Valley Veterans of Foreign Wars Post and
Auxiliary #1045.



North to Olympia, 1926
NW Civic Center at
Olympic Way



The Olympia
Kiwanis dedicated
this marker to the
memory of the early
settlers of Monticello
and those pioneers who blazed their
way through to Olympia, the end of
the Oregon Trail.

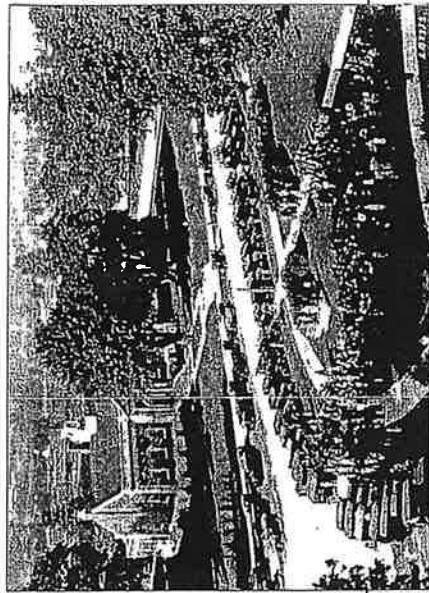


**Catlin Family Memorial,
1926**
NE Civic Center at Washington
Way

A former Illinois state legislator,
Seth Catlin settled his large family
in the Cowlitz Valley in the early
1850s. He played an important role
in Washington Territorial politics.



The former com-
munity of Catlin is
now West Kelso.
Read more about
Catlin and his wife
Agnes on this
memorial stone.



Automobiles line the
circle during dedication
of the "North to
Olympia" marker in
1926 (see marker D
information below).
The library is in the
background.

This completes your walking tour. We hope you enjoyed it. For more information about Longview, go to www.mylongview.com.

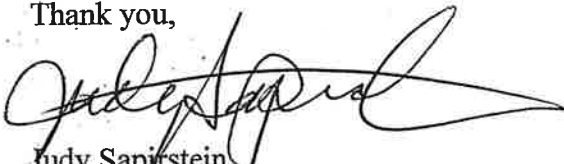
Mary Richardson Walker Chapter
Daughters of the American Revolution
July 21, 2014

Parks & Recreation
2920 Douglas
Longview WA 98632

Dear Sirs:

Two aspects of the philosophy of Daughters of the American Revolution are a love of history and the need to pass this on to our next generations. There is much history already honored in the Circle of the R A Long Park. Over the years, DAR has added two monuments to the Park. When we met there on Flag Day, June 14, our members enjoyed walking about reading the various dedications that covered our country's history from Plymouth Rock to the early settlers of the area, and the heroes of our wars. Yet, in the thousands of times I have driven around the Park, rarely have I seen anyone enjoying it. As I understand this proposal to make the Park a "Destination" for families and students, to come and get in touch with our roots in the park setting, I applaud the idea.

Thank you,



Judy Sapirstein,
Regent

733 Lone Oak Rd.
Longview, WA 98632
July 16, 2014

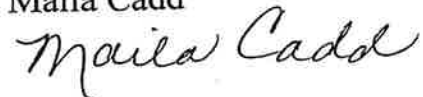
Dear Park and Recreation Board,

Congratulations to you in the decision to revitalize the Civic Center with user friendly changes. During this process there is a significant opportunity to also consider renaming it "R.A. Long Memorial Park".

It is important to recognize R.A. Long's contributions and legacy but equally important are the sacrifices and efforts made by others who called this area "home". Some came before him and had a role in the county's growth. Others served our country with honor and valor to protect our freedoms. Within the park are memorial stones honoring early settlers, pioneer families and military veterans. The gesture to rename the park pays tribute to them as well as R.A. Long and brings more awareness to our rich history.

Thank you for giving this suggestion a measure of consideration.

Maila Cadd



President of the "23 Club



AMERICAN LEGION POST 155

1250 12TH AVENUE • LONGVIEW, WA 98632
360.425.3670 LongviewALPost155@gmail.com

July 17, 2014

Longview Parks Department:

As elected representatives of the 500 plus members of Longview American Legion Post 155, the Ladies Auxiliary Unit, and the Sons of American Legion Squadron, we would like to express our support for the renaming of R. A. Long Park in the Civic Center to R. A. Long Memorial Park.

We believe that this would more accurately reflect Longview's appreciation for its founders, the veterans from this city, and that such action would increase use of the area by veteran and patriotic groups. Please consider this request in your deliberations.

Respectfully;

Leo Howe

Commander,
American Legion Post 155
For the Executive Committee



Cowlitz Valley Veterans of Foreign Wars

4311 Ocean Beach Highway

Longview, WA 98632

phone: (360) 577-6757

fax: (360) 577-0575

Leon Wheeldon
Post Commander

Ray Porter
Senior Vice

Sandra Lucas
Quartermaster

Elton Strange
Service Officer

June 23, 2014

Longview Parks Department

To Whom It May Concern;

We the Undersigned of Cowlitz Valley VFW Post 1045 request that the R.A. Long Park in the Civic Center be renamed to "R.A. Long Memorial Park". We understand and share your concerns about this park evolving into a cemetery and do not wish for that to happen however we feel that since there are memorial markers already in place, including one of our's, that it would be more fitting to reflect those memorial makers already in place by a name change. Please consider our request, thank you.

Very Truly Yours,



Cowlitz Valley VFW Post 1045

Stan Newman
Jack Worman
Wm. D. Porcel
B. A. Allen
Roy W. Painter
Sandra S. Lucas
Lynn L. Moore
Ray Hager
Dennis Downinski




Dwight E. Lefman
Kerry C. Hansen
Ada Hutson
Leon Wheeldon
Bonnie L. Friend
Bruce M. M. M.
James Hall
Rud. Paul

Nelson Cohen
Lester M. M.
Chet M. M.
Karl M. M.
W. M. M.
R. M. M.
M. M. M.

The Cowlitz Valley Veterans of Foreign Wars Post #1045

July 15, 2014

To the Board and City Council,

We would like you to consider changing the name of "R.A. Long Park" to "R.A. Long Memorial Park."

It is not the intention of this request to detract attention from our city's founder or his contributions. The intention is to rename the park for what it has evolved into, or become, since it was renamed in 1946. At present, the park hosts a number of additional physical tributes and memorials. These contributions range from the settlers to the New World, to the settlers of this territory, and the people who have defended it. They are each as significant as the other.

This park and the collection of memorials should be named more appropriately, as a "Memorial Park."

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Darrell E. Lafrenz", with a long, sweeping horizontal stroke at the end.

Darrell E. Lafrenz
Veterans Support Case Manager
Veterans Integration Program, Longview, WA



City of Longview

Agenda Summary

ORDINANCE NO. 3560 - AMENDING THE PDA CHARTER & BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE 1, SECTION 1.01

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3560

DATE: May 22, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In 2013, Ordinance No. 3255 created the Public Development Authority (PDA), granted a Charter, and approved Bylaws. The PDA is a five (5) person board. Article VI, Section 6.02 of the PDA Charter and Article I, Section 1.01 of the Bylaws require the presence of four (4) Board members to constitute a quorum for the transaction of business. The Board has determined that a reduction of the quorum requirement to three (3) members will allow for more efficient operations while maintaining appropriate governance and oversight.

Per Article IX, Section 9.03, the PDA has met and approved PDA Resolution No. 25-002 amending both sections referenced above to a quorum being no fewer than three (3) members.

Article IX, Section 9.04 requires these changes to be amended only by City Council ordinance.

A redlined version of the Charter & Bylaws is attached for reference as well as PDA Resolution No. 25-002.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3560

STAFF CONTACT:

City Manager Jennifer Wills

Attachments:

1. PDA Charter and Bylaws 2025 Update
2. PDA Charter and Bylaws 2025 Update - redline 05.22.25
3. Resolution No PDA 25-002 - Amending Charter - Bylaws to change quorum

**CHARTER
OF THE
LONGVIEW PUBLIC DEVELOPMENT
AUTHORITY**

As originally adopted pursuant to
City of Longview
Ordinance No. 3255

Issued and Certified by
the City Clerk on

Longview, Washington

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CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I NAME AND SEAL

Section 1.01 Name. The name of this authority shall be (hereinafter referred to as the “Longview Public Development Authority” or “Authority”).

Section 1.02 Seal. The Longview Public Development Authority’s seal shall be a circle with the name “Authority” inscribed therein.

ARTICLE II AUTHORITY AND LIMIT ON LIABILITY

Section 2.01 Authority. The Authority is a public authority organized pursuant to RCW 35.21.730 through RCW 35.21.757, as amended (the “Act”) and Ordinance 3255 of the City of Longview, Washington, (the “Ordinance”).

Section 2.02 Limit on Liability. All liabilities incurred by the Authority shall be satisfied: (a) in the case of obligations or liabilities of the Authority which are not limited recourse in nature, exclusively from the assets, credit, and properties of the Authority, or (b) in the case of obligations or liabilities of the Authority which, by their terms, are limited resource obligations, from such assets, properties or revenues of the Authority as shall be specifically pledged thereto or otherwise identified as being the source of payment of such limited recourse obligations or liabilities, and no creditor or other person shall have any right of action against or recourse to the City of Longview, Washington (the “City”), its assets, credit, or services, on account of any debts, obligations, liabilities or acts or omissions of the Authority.

Section 2.03 Mandatory Disclaimers. The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority’s principal and other offices. It shall also be printed or stamped on all contracts, bonds, and other documents that may entail any debt or liability by the Authority.

The Longview Public Development Authority’ is a public authority organized pursuant to Ordinance 3255, of the City of Longview and the laws of the State of Washington, RCW 35.21.730 through RCW 35.21.757. RCW 35.21.750 provides as follows: “[A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission, or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.”

Provided that, in the case of any obligations or liabilities of the Authority which, by their terms, are limited recourse in nature, in lieu of the foregoing disclaimer, the following disclaimer shall be printed or stamp on all contracts, bonds and other documents relating to or evidencing such limited recourse obligations or liabilities of the Authority:

The obligations of the Authority with respect to (describe the contract, bond or other limited recourse obligation] shall be and remain limited recourse obligations of the Authority payable solely and only from [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable}. In no event shall such obligations be payable from or by recourse against any properties, assets or revenues of the Authority (other than those described in the preceding sentence), nor shall such obligations be payable from or by recourse against any properties, assets or revenues of the City of Longview, Washington, the State of Washington or any other political subdivision of the State of Washington. No person to whom such obligations are owed shall have any recourse or right of action against the Authority, the City of Longview, Washington, the State of Washington or any other political subdivision thereof on account of such obligations or any liabilities, of whatsoever nature, arising in connection therewith except to enforce for the payment thereof out of [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable].

ARTICLE III

DURATION

The duration of the Authority shall be perpetual except as provided in the Ordinance.

ARTICLE IV

PURPOSE

The purpose of the Authority is to provide an independent legal entity under State law and City Ordinance to undertake, assist with and otherwise facilitate the redevelopment of property within the Cowlitz County Event Center Master Plan, plan area. Redevelopment of the Cowlitz County Event Center Master Plan area by the Authority serves essential public purposes by undertaking development of an underutilized area in the heart of the City in a manner consistent with City planning; facilitating private investment and economic development which will build the City's tax base and create jobs; and providing for the development of public amenities; public parking facilities, recreational and entertainment facilities. The Authority shall acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter into agreements with cultural, public, and other not-for-profit entities or

with private developers proposing to develop public/private facilities in the Cowlitz County Event Center Master Plan area.

Such activities shall be consistent with redevelopment plans for the Cowlitz County Event Center Master Plan area. Undertaking the redevelopment of the Cowlitz County Event Center Master Plan area, specifically including, but not limited to, the acquisition of such properties, preparation of the properties for redevelopment and their disposition to other public, not-for-profit or for-profit entities for redevelopment consistent with the Authority's purpose, is an essential governmental function to be carried out on behalf of the City of Longview.

Although the Authority may be called upon to assist the City, other public, not-for-profit, or for-profit entities with the development, maintenance and operation of public facilities or institutions located in or near the Cowlitz County Event Center Master Plan area, the priority focus of the Authority shall be to undertake, assist with and otherwise facilitate the redevelopment / development of Cowlitz County Event Center Master Plan to advance projects that provide a path to financial self-sufficiency, address site deficiencies including access and identity and position the facilitations to appeal to a broader set of potential clients, consistent with the 2010 Cowlitz County Event Center Master Plan. This may include but is not limited to transforming the site into a facility that has year-round and regional/state-wide attractiveness; upgrading fairground facilities including replacing many of the existing structures considered to be beyond reasonable repair; improving facilities for RV camping; improvements to street and pedestrian infrastructure; and constructing new buildings and facilities associated with the conference center such as a new hotel and/or indoor sports complex. Consistent with applicable law and utilizing all lawful means, the Authority shall work to facilitate and maximize private sector participation in such projects. As desirable and appropriate, the Authority shall serve as a vehicle to undertake or assist with the establishment, development and operation and maintenance of public facilities in or near the Cowlitz County Event Center Master Plan area.

For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Authority, the Authority constitutes an authority and instrumentality of the City of Longview (within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 and Section 145 of the Internal Revenue Code of 1986, as amended).

ARTICLE V

POWERS

Section 5.01 Powers. The Authority shall have and may exercise all lawful powers conferred by state laws, the Ordinance, this Charter and its Bylaws. The Authority in all of its activities and transactions shall be subject to the powers, procedures, and limitations contained in the Ordinance.

Section 5.02 Indemnification. To the extent permitted by law, the Authority shall protect,

defend, hold harmless and indemnify any person who becomes a director, officer, employee or agent of the Authority. and who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the Authority, against judgments, fines, penalties, settlements and reasonable expenses (including attorneys' fees) incurred by him or her in connection with such proceeding, if such person acted in good faith and reasonably believed his or her conduct to be in the Authority's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe his conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract or by vote of the Board of Directors. The Authority may purchase and maintain appropriate insurance for any person to the extent provided by the applicable law.

ARTICLE VI BOARD

Section 6.01 Board Composition. Management of all Authority affairs shall reside in the Board. The Board shall be composed of five (5) members appointed by the City Council to four (4) year terms. The existing PDA Board members shall recommend new Board members to the City Council who shall appoint the Board members. Members shall be civic or business leaders with experience relevant to the purpose of the Authority in such fields as finance, real estate development, tourism, law, or construction management. The City Manager may designate City staff support to the Authority as necessary.

Section 6.02 Board Concurrence and Quorum Defined. "Board concurrence," as used in this Article, may be obtained at any regular or special Board meeting by an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than three (3) votes.

A quorum to commence a Board meeting shall be no fewer than three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 6.03 Officers and Division of Duties. The Authority shall have three or more officers. The same person shall not occupy both the office of President and any office responsible for the custody of funds and maintenance of accounts and finances. The initial officers of the Authority shall be the President, Secretary-Treasurer and Executive Director. Additional officers may be provided for in the Bylaws of the Authority. The President shall be the agent of the Authority for service of process; the Bylaws may designate additional corporate officials as agents to receive or initiate process. The Executive Director shall be the chief administrative staff person to the Board of Directors. The Authority may contract with the City of Longview to serve as its Executive Director. Subject to supervision by the Board of Directors, the Executive Director shall have primary responsibility for all matters involving day-to-day operations of the

Authority and shall make recommendations to the Board of Directors on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board and he or she shall be entitled to notices of all meetings of the Board of Directors but shall not be entitled to be present during any discussions relating to his or her employment or performances. The Board shall oversee the activities of the corporate officers, establish and/or implement policy, participate in corporate activity in matters prescribed by city ordinance, and shall have stewardship for management and determination of all corporate affairs.

Section 6.04 Executive Committee. The Bylaws may provide for an Executive Committee, which shall be appointed and/or removed by the Board, and shall have and exercise such authority of the Board in the management between meetings of the Board, as may be specified in the Bylaws.

Section 6.05 Committees. The appointment of other committees shall be provided for in the Bylaws.

Section 6.06 Removal of Board Members. In addition to trusteeship and termination or dissolution, respectively, if it is determined for any reason that any or all of the Board members should be removed, with or without cause, and after selection of appropriate replacements by the City Council, the City Council may by resolution remove any or all Board members. The term of any Board member removed pursuant to this section shall expire when the member receives a copy of the resolution removing him or her and a letter signed by the Mayor advising him or her that he or she has been removed pursuant to this section.

A vacancy or vacancies on the Authority Board of Directors shall be deemed to exist in case of the death, disability, resignation, removal, or forfeiture of membership. Vacancies on the Board shall be filled by appointment in the same manner in which members of the Board are regularly appointed. Any person selected to fill a vacancy on the Board shall serve the balance of the term of the person being replaced.

ARTICLE VII

MEETINGS

Section 7.01 Board Meetings.

1. The Board shall meet as necessary but not less than two (2) times a year.
2. Special meetings of the Board may be called as provided in the Bylaws.

Section 7.02 Open Public Meetings. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. In addition, the Authority shall routinely provide reasonable notice of meetings to any individual specifically requesting it in writing. At such meeting, any citizen shall have a reasonable opportunity to address the Board either orally or by written petition. Voting by telephone or by proxy is not permitted.

Section 7.03 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order of the Authority set forth in the Bylaws.

Section 7.04 Minutes. Copies of the minutes of all regular or special meetings of the Board shall be available to any person or organization that requests them as required by state law; minutes with respect to closed executive sessions need not be made available. The minutes of all Board meetings shall include a record of individual votes on all matters requiring Board concurrence.

ARTICLE VIII

BYLAWS

The initial Bylaws may be amended to provide additional or different rules governing the Authority and its activities as are not inconsistent with this Charter. The Board may provide in the Bylaws for all matters related to the governance of the Authority, including but not limited to matters referred to elsewhere in the Charter for inclusion therein.

ARTICLE IX

AMENDMENT TO CHARTER AND BYLAWS

Section 9.01 Proposals to Amend Charter and Bylaws.

1. Proposals to amend the Charter or Bylaws shall be presented in a format which strikes over material to be deleted and underlines new material.

2. Any Board member may introduce a proposed amendment to the Charter or to the Bylaws (which may consist of new Bylaws) at any regular meeting or at any special meeting of which ten (10) days' advance notice has been given to members of the Board.

Section 9.02 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Charter or to the Bylaws, and information, including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board fifteen (15) days prior to any regular Board meeting or any special meeting of which thirty (30) days' advance notice has been given, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which thirty (30) days' advance notice has been given and at least fifteen (15) days prior to which meeting such notice and information is provided to Board members, Germane amendments to the proposed amendment within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 9.03 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than four (4) votes.

Section 9.04 City Council Approval of Proposed Charter Amendments. Proposed Charter amendments adopted by the Board shall be submitted to the City Council. The Authority's Charter may be amended only by ordinance as provided in the Ordinance.

ARTICLE X

COMMENCEMENT

The Authority shall commence its existence effective upon the issuance of its Charter as sealed and attested by the City Clerk and the holding of the initial board meeting.

ARTICLE XI

DISSOLUTION

Dissolution of the Authority shall be in the form and manner required by state law, City ordinance, and the Bylaws. Upon dissolution of the Authority and the winding up of its affairs, title to all remaining property or assets of the Authority shall vest in the City of Longview for use for public purposes.

ARTICLE XII

APPROVAL OF CHARTER

ORIGINAL CHARTER APPROVED by Ordinance 3255 adopted by the City Council of the City of Longview on October 10, 2013.

CERTIFICATE

I, the undersigned, City Clerk of the City of Longview, Washington (the "City") DO HEREBY CERTIFY that the attached CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY is a true and correct original of such charter as authorized by Ordinance 3255 of the City, amended by Ordinance ____.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this day _____ of _____, 2025.

Tiffany Ostreim, City Clerk

EXHIBIT B
BYLAWS
OF
THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I

Board

Section 1.01 Quorum. At least three (3) members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

ARTICLE II

Officers and Committees

Section 2.01 Officers Designated. The officers of the Authority shall be a President, Secretary-Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

Section 2.02. Election Qualifications and Term of Office. The President and Secretary-Treasurer shall be elected by the Board at the first regular meeting of each year, for a one-year term, and each Elected Officer shall hold office during said one-year term and until his or her successor is elected. The first Elected Officers of the Board shall be elected by the Board at its organizational meeting or as soon as practicable following the Board's creation of such Elected Office.

Section 2.03. Powers and Duties.

a. President. The President shall be the chief executive officer of the Public Authority and shall have general supervision over the business of the Public Authority, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Public Authority, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

b. Secretary-Treasurer. The Secretary-Treasurer shall:

1. Certify and keep at the office of the Public Authority, or at such other place as the Board of Directors may order, the original or a copy of the Bylaws, as amended or otherwise altered;
2. Keep at the office of the Public Authority, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors and of the resolutions of the Board, recording therein the time and place of holding such meetings, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings there at;
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
4. Be custodian of the records and seal of the Public Authority;
5. Exhibit at all reasonable times to any director, upon application, the Bylaws and minutes of the proceedings of the directors of the Public Authority;
6. Receive and have charge of all funds of the Public Authority and shall disburse such funds only as directed by the Board of Directors;
7. Perform all duties incident to the office of Chief Financial Officer; and
8. In general perform such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

Section 2.04. Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board by an affirmative vote of the majority of the whole Board may remove any Elected Officer from his or her office whenever in its judgment the best interests of the Authority will be served thereby.

Section 2.05 Vacancies. The Board shall fill any Elected Office which becomes vacant with a successor who shall hold office for the unexpired term and until his or her successor shall have been duly elected and qualified.

Section 2.06. Establishment of Committees. The Board, by resolution adopted by a majority of the full Board, may designate from among its members one or more committees, each consisting of at least three or more members, to represent the Board and, on matters other than those described in Section 2.73.100 of the Ordinance, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board of any responsibility imposed by law.

Section 2.07 Executive Committee. The Executive Committee of the Authority, if established, shall consist of the President, the Secretary-Treasurer of the Board and one member-at-large elected by the Board. The provisions for election, qualifications, term of office and removal of the member-at-large of the Executive Committee shall be identical to those of Elected Officers of the Board as provided herein in Section 2.02, 2.04, and 2.05 of this Article II.

Except as provided in Section 2.73.100 of the Ordinance, the Executive Committee shall have and exercise such powers of the Board of the Authority as the Board may from time to time provide by resolution.

Section 2.08. The Board may from time to time establish advisory committees to report on possible projects or activities and shall fill such committees by appointment of suitable persons.

Section 2.09 Executive Director. The Executive Director shall be the chief administrative officer of the Authority responsible for the day-to-day operations of the Authority and for carrying out the policies and directives of the Board. The Authority may contract with the City of Longview to serve as its Executive Director. The Executive Director shall make recommendations to the Board on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board. The Executive Director is an employee at-will, and as such, may be removed, with or without cause, by the Board.

ARTICLE III

Meetings

Section 3.01 Regular Board Meetings. Regular meetings of the Board shall be held at such place and time or shall be fixed by resolution of the Board.

Section 3.02 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the Secretary-Treasurer or by the person or persons calling the special meeting by delivering personally or by mail written notice at least seven days prior to the time of the meeting to each Board member and to each local newspaper of general circulation and to each radio or television station that has requested notice as provided in the Open Public Meetings Act, Chapter 42.30 RCW, as now or hereafter amended. In addition, the Authority shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems that an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final disposition shall not be taken on any other matter at such meetings.

Section 3.03 Waiver of Notice. Notice as provided in Section 3.04 hereof may be dispensed with as to any member of the Board who at or prior to the time the meeting convenes files with the Board of the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property of the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Notice, as provided in Article IX of the Charter concerning proposed amendments to the Charter or Bylaws and votes on such amendments, may not be waived.

Section 3.04 Notice to the City Council of the City of Longview. Notice of all meetings and minutes of such meetings Of the Board shall be given to the Clerk of the City Council of the City of Longview.

ARTICLE IV

Administrative Provisions

Section 4.01 Books and Records. The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees having any of the Authority of the Board.

Section 4.02 Indemnification of Board Members. The Authority elects to defend and indemnify its present and former officials and their successors, spouses and marital communities to the full extent authorized by law. In addition, the right of indemnification shall inure to each Board member or officer and his or her spouses and marital communities upon his or her appointment to the Board and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as Board member or officer or the Authority shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he or she may have.

Section 4.03 Principal Office. The initial principal office of the Authority shall be the City Manager's Office, 1525 Broadway, Longview, Washington 98632. The Authority may establish by resolution a different location as its principal office.

**CHARTER
OF THE
LONGVIEW PUBLIC DEVELOPMENT
AUTHORITY**

As originally adopted pursuant to
City of Longview
Ordinance No. 3255

Issued and Certified by
the City Clerk on

Longview, Washington

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CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I NAME AND SEAL

Section 1.01 Name. The name of this authority shall be (hereinafter referred to as the “Longview Public Development Authority” or “Authority”).

Section 1.02 Seal. The Longview Public Development Authority’s seal shall be a circle with the name “Authority” inscribed therein.

ARTICLE II AUTHORITY AND LIMIT ON LIABILITY

Section 2.01 Authority. The Authority is a public authority organized pursuant to RCW 35.21.730 through RCW 35.21.757, as amended (the “Act”) and Ordinance 3255 of the City of Longview, Washington, (the “Ordinance”).

Section 2.02 Limit on Liability. All liabilities incurred by the Authority shall be satisfied: (a) in the case of obligations or liabilities of the Authority which are not limited recourse in nature, exclusively from the assets, credit, and properties of the Authority, or (b) in the case of obligations or liabilities of the Authority which, by their terms, are limited resource obligations, from such assets, properties or revenues of the Authority as shall be specifically pledged thereto or otherwise identified as being the source of payment of such limited recourse obligations or liabilities, and no creditor or other person shall have any right of action against or recourse to the City of Longview, Washington (the “City”), its assets, credit, or services, on account of any debts, obligations, liabilities or acts or omissions of the Authority.

Section 2.03 Mandatory Disclaimers. The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority’s principal and other offices. It shall also be printed or stamped on all contracts, bonds, and other documents that may entail any debt or liability by the Authority.

The Longview Public Development Authority’ is a public authority organized pursuant to Ordinance 3255, of the City of Longview and the laws of the State of Washington, RCW 35.21.730 through RCW 35.21.757. RCW 35.21.750 provides as follows: “[A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission, or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.”

Provided that, in the case of any obligations or liabilities of the Authority which, by their terms, are limited recourse in nature, in lieu of the foregoing disclaimer, the following disclaimer shall be printed or stamp on all contracts, bonds and other documents relating to or evidencing such limited recourse obligations or liabilities of the Authority:

The obligations of the Authority with respect to (describe the contract, bond or other limited recourse obligation] shall be and remain limited recourse obligations of the Authority payable solely and only from [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable}. In no event shall such obligations be payable from or by recourse against any properties, assets or revenues of the Authority (other than those described in the preceding sentence), nor shall such obligations be payable from or by recourse against any properties, assets or revenues of the City of Longview, Washington, the State of Washington or any other political subdivision of the State of Washington. No person to whom such obligations are owed shall have any recourse or right of action against the Authority, the City of Longview, Washington, the State of Washington or any other political subdivision thereof on account of such obligations or any liabilities, of whatsoever nature, arising in connection therewith except to enforce for the payment thereof out of [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable].

ARTICLE III

DURATION

The duration of the Authority shall be perpetual except as provided in the Ordinance.

ARTICLE IV

PURPOSE

The purpose of the Authority is to provide an independent legal entity under State law and City Ordinance to undertake, assist with and otherwise facilitate the redevelopment of property within the Cowlitz County Event Center Master Plan, plan area. Redevelopment of the Cowlitz County Event Center Master Plan area by the Authority serves essential public purposes by undertaking development of an underutilized area in the heart of the City in a manner consistent with City planning; facilitating private investment and economic development which will build the City's tax base and create jobs; and providing for the development of public amenities; public parking facilities, recreational and entertainment facilities. The Authority shall acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter into agreements with cultural, public, and other not-for-profit entities or

with private developers proposing to develop public/private facilities in the Cowlitz County Event Center Master Plan area.

Such activities shall be consistent with redevelopment plans for the Cowlitz County Event Center Master Plan area. Undertaking the redevelopment of the Cowlitz County Event Center Master Plan area, specifically including, but not limited to, the acquisition of such properties, preparation of the properties for redevelopment and their disposition to other public, not-for-profit or for-profit entities for redevelopment consistent with the Authority's purpose, is an essential governmental function to be carried out on behalf of the City of Longview.

Although the Authority may be called upon to assist the City, other public, not-for-profit, or for-profit entities with the development, maintenance and operation of public facilities or institutions located in or near the Cowlitz County Event Center Master Plan area, the priority focus of the Authority shall be to undertake, assist with and otherwise facilitate the redevelopment / development of Cowlitz County Event Center Master Plan to advance projects that provide a path to financial self-sufficiency, address site deficiencies including access and identity and position the facilitations to appeal to a broader set of potential clients, consistent with the 2010 Cowlitz County Event Center Master Plan. This may include but is not limited to transforming the site into a facility that has year-round and regional/state-wide attractiveness; upgrading fairground facilities including replacing many of the existing structures considered to be beyond reasonable repair; improving facilities for RV camping; improvements to street and pedestrian infrastructure; and constructing new buildings and facilities associated with the conference center such as a new hotel and/or indoor sports complex. Consistent with applicable law and utilizing all lawful means, the Authority shall work to facilitate and maximize private sector participation in such projects. As desirable and appropriate, the Authority shall serve as a vehicle to undertake or assist with the establishment, development and operation and maintenance of public facilities in or near the Cowlitz County Event Center Master Plan area.

For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Authority, the Authority constitutes an authority and instrumentality of the City of Longview (within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 and Section 145 of the Internal Revenue Code of 1986, as amended).

ARTICLE V

POWERS

Section 5.01 Powers. The Authority shall have and may exercise all lawful powers conferred by state laws, the Ordinance, this Charter and its Bylaws. The Authority in all of its activities and transactions shall be subject to the powers, procedures, and limitations contained in the Ordinance.

Section 5.02 Indemnification. To the extent permitted by law, the Authority shall protect,

defend, hold harmless and indemnify any person who becomes a director, officer, employee or agent of the Authority. and who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the Authority, against judgments, fines, penalties, settlements and reasonable expenses (including attorneys' fees) incurred by him or her in connection with such proceeding, if such person acted in good faith and reasonably believed his or her conduct to be in the Authority's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe his conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract or by vote of the Board of Directors. The Authority may purchase and maintain appropriate insurance for any person to the extent provided by the applicable law.

ARTICLE VI BOARD

Section 6.01 Board Composition. Management of all Authority affairs shall reside in the Board. The Board shall be composed of five (5) members appointed by the City Council to four (4) year terms. The existing PDA Board members shall recommend new Board members to the City Council who shall appoint the Board members. Members shall be civic or business leaders with experience relevant to the purpose of the Authority in such fields as finance, real estate development, tourism, law, or construction management. The City Manager may designate City staff support to the Authority as necessary.

Section 6.02 Board Concurrence and Quorum Defined. "Board concurrence," as used in this Article, may be obtained at any regular or special Board meeting by an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than three (3) votes.

A quorum to commence a Board meeting shall be no fewer than ~~four~~ (4) three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 6.03 Officers and Division of Duties. The Authority shall have three or more officers. The same person shall not occupy both the office of President and any office responsible for the custody of funds and maintenance of accounts and finances. The initial officers of the Authority shall be the President, Secretary-Treasurer and Executive Director. Additional officers may be provided for in the Bylaws of the Authority. The President shall be the agent of the Authority for service of process; the Bylaws may designate additional corporate officials as agents to receive or initiate process. The Executive Director shall be the chief administrative staff person to the Board of Directors. The Authority may contract with the City of Longview to serve as its Executive Director. Subject to supervision by the Board of Directors, the Executive Director shall have primary responsibility for all matters involving day-to-day operations of the

Authority and shall make recommendations to the Board of Directors on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board and he or she shall be entitled to notices of all meetings of the Board of Directors but shall not be entitled to be present during any discussions relating to his or her employment or performances. The Board shall oversee the activities of the corporate officers, establish and/or implement policy, participate in corporate activity in matters prescribed by city ordinance, and shall have stewardship for management and determination of all corporate affairs.

Section 6.04 Executive Committee. The Bylaws may provide for an Executive Committee, which shall be appointed and/or removed by the Board, and shall have and exercise such authority of the Board in the management between meetings of the Board, as may be specified in the Bylaws.

Section 6.05 Committees. The appointment of other committees shall be provided for in the Bylaws.

Section 6.06 Removal of Board Members. In addition to trusteeship and termination or dissolution, respectively, if it is determined for any reason that any or all of the Board members should be removed, with or without cause, and after selection of appropriate replacements by the City Council, the City Council may by resolution remove any or all Board members. The term of any Board member removed pursuant to this section shall expire when the member receives a copy of the resolution removing him or her and a letter signed by the Mayor advising him or her that he or she has been removed pursuant to this section.

A vacancy or vacancies on the Authority Board of Directors shall be deemed to exist in case of the death, disability, resignation, removal, or forfeiture of membership. Vacancies on the Board shall be filled by appointment in the same manner in which members of the Board are regularly appointed. Any person selected to fill a vacancy on the Board shall serve the balance of the term of the person being replaced.

ARTICLE VII

MEETINGS

Section 7.01 Board Meetings.

1. The Board shall meet as necessary but not less than two (2) times a year.
2. Special meetings of the Board may be called as provided in the Bylaws.

Section 7.02 Open Public Meetings. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. In addition, the Authority shall routinely provide reasonable notice of meetings to any individual specifically requesting it in writing. At such meeting, any citizen shall have a reasonable opportunity to address the Board either orally or by written petition. Voting by telephone or by proxy is not permitted.

Section 7.03 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order of the Authority set forth in the Bylaws.

Section 7.04 Minutes. Copies of the minutes of all regular or special meetings of the Board shall be available to any person or organization that requests them as required by state law; minutes with respect to closed executive sessions need not be made available. The minutes of all Board meetings shall include a record of individual votes on all matters requiring Board concurrence.

ARTICLE VIII

BYLAWS

The initial Bylaws may be amended to provide additional or different rules governing the Authority and its activities as are not inconsistent with this Charter. The Board may provide in the Bylaws for all matters related to the governance of the Authority, including but not limited to matters referred to elsewhere in the Charter for inclusion therein.

ARTICLE IX

AMENDMENT TO CHARTER AND BYLAWS

Section 9.01 Proposals to Amend Charter and Bylaws.

1. Proposals to amend the Charter or Bylaws shall be presented in a format which strikes over material to be deleted and underlines new material.

2. Any Board member may introduce a proposed amendment to the Charter or to the Bylaws (which may consist of new Bylaws) at any regular meeting or at any special meeting of which ten (10) days' advance notice has been given to members of the Board.

Section 9.02 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Charter or to the Bylaws, and information, including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board fifteen (15) days prior to any regular Board meeting or any special meeting of which thirty (30) days' advance notice has been given, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which thirty (30) days' advance notice has been given and at least fifteen (15) days prior to which meeting such notice and information is provided to Board members, Germane amendments to the proposed amendment within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 9.03 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than four (4) votes.

Section 9.04 City Council Approval of Proposed Charter Amendments. Proposed Charter amendments adopted by the Board shall be submitted to the City Council. The Authority's Charter may be amended only by ordinance as provided in the Ordinance.

ARTICLE X

COMMENCEMENT

The Authority shall commence its existence effective upon the issuance of its Charter as sealed and attested by the City Clerk and the holding of the initial board meeting.

ARTICLE XI

DISSOLUTION

Dissolution of the Authority shall be in the form and manner required by state law, City ordinance, and the Bylaws. Upon dissolution of the Authority and the winding up of its affairs, title to all remaining property or assets of the Authority shall vest in the City of Longview for use for public purposes.

ARTICLE XII

APPROVAL OF CHARTER

ORIGINAL CHARTER APPROVED by Ordinance 3255 adopted by the City Council of the City of Longview on October 10, 2013.

CERTIFICATE

I, the undersigned, City Clerk of the City of Longview, Washington (the "City") DO HEREBY CERTIFY that the attached CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY is a true and correct original of such charter as authorized by Ordinance 3255 of the City, amended by Ordinance ____.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this day _____ of _____, 2025.

Tiffany Ostreim, City Clerk

EXHIBIT B
BYLAWS
OF
THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I

Board

Section 1.01 Quorum. At least ~~four (4)~~ **three (3)** members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

ARTICLE II

Officers and Committees

Section 2.01 Officers Designated. The officers of the Authority shall be a President, Secretary-Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

Section 2.02. Election Qualifications and Term of Office. The President and Secretary-Treasurer shall be elected by the Board at the first regular meeting of each year, for a one-year term, and each Elected Officer shall hold office during said one-year term and until his or her successor is elected. The first Elected Officers of the Board shall be elected by the Board at its organizational meeting or as soon as practicable following the Board's creation of such Elected Office.

Section 2.03. Powers and Duties.

a. President. The President shall be the chief executive officer of the Public Authority and shall have general supervision over the business of the Public Authority, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Public Authority, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

b. Secretary-Treasurer. The Secretary-Treasurer shall:

1. Certify and keep at the office of the Public Authority, or at such other place as the Board of Directors may order, the original or a copy of the Bylaws, as amended or otherwise altered;
2. Keep at the office of the Public Authority, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors and of the resolutions of the Board, recording therein the time and place of holding such meetings, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings there at;
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
4. Be custodian of the records and seal of the Public Authority;
5. Exhibit at all reasonable times to any director, upon application, the Bylaws and minutes of the proceedings of the directors of the Public Authority;
6. Receive and have charge of all funds of the Public Authority and shall disburse such funds only as directed by the Board of Directors;
7. Perform all duties incident to the office of Chief Financial Officer; and
8. In general perform such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

Section 2.04. Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board by an affirmative vote of the majority of the whole Board may remove any Elected Officer from his or her office whenever in its judgment the best interests of the Authority will be served thereby.

Section 2.05 Vacancies. The Board shall fill any Elected Office which becomes vacant with a successor who shall hold office for the unexpired term and until his or her successor shall have been duly elected and qualified.

Section 2.06. Establishment of Committees. The Board, by resolution adopted by a majority of the full Board, may designate from among its members one or more committees, each consisting of at least three or more members, to represent the Board and, on matters other than those described in Section 2.73.100 of the Ordinance, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board of any responsibility imposed by law.

Section 2.07 Executive Committee. The Executive Committee of the Authority, if established, shall consist of the President, the Secretary-Treasurer of the Board and one member-at-large elected by the Board. The provisions for election, qualifications, term of office and removal of the member-at-large of the Executive Committee shall be identical to those of Elected Officers of the Board as provided herein in Section 2.02, 2.04, and 2.05 of this Article II.

Except as provided in Section 2.73.100 of the Ordinance, the Executive Committee shall have and exercise such powers of the Board of the Authority as the Board may from time to time provide by resolution.

Section 2.08. The Board may from time to time establish advisory committees to report on possible projects or activities and shall fill such committees by appointment of suitable persons.

Section 2.09 Executive Director. The Executive Director shall be the chief administrative officer of the Authority responsible for the day-to-day operations of the Authority and for carrying out the policies and directives of the Board. The Authority may contract with the City of Longview to serve as its Executive Director. The Executive Director shall make recommendations to the Board on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board. The Executive Director is an employee at-will, and as such, may be removed, with or without cause, by the Board.

ARTICLE III

Meetings

Section 3.01 Regular Board Meetings. Regular meetings of the Board shall be held at such place and time or shall be fixed by resolution of the Board.

Section 3.02 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the Secretary-Treasurer or by the person or persons calling the special meeting by delivering personally or by mail written notice at least seven days prior to the time of the meeting to each Board member and to each local newspaper of general circulation and to each radio or television station that has requested notice as provided in the Open Public Meetings Act, Chapter 42.30 RCW, as now or hereafter amended. In addition, the Authority shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems that an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final disposition shall not be taken on any other matter at such meetings.

Section 3.03 Waiver of Notice. Notice as provided in Section 3.04 hereof may be dispensed with as to any member of the Board who at or prior to the time the meeting convenes files with the Board of the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property of the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Notice, as provided in Article IX of the Charter concerning proposed amendments to the Charter or Bylaws and votes on such amendments, may not be waived.

Section 3.04 Notice to the City Council of the City of Longview. Notice of all meetings and minutes of such meetings Of the Board shall be given to the Clerk of the City Council of the City of Longview.

ARTICLE IV

Administrative Provisions

Section 4.01 Books and Records. The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees having any of the Authority of the Board.

Section 4.02 Indemnification of Board Members. The Authority elects to defend and indemnify its present and former officials and their successors, spouses and marital communities to the full extent authorized by law. In addition, the right of indemnification shall inure to each Board member or officer and his or her spouses and marital communities upon his or her appointment to the Board and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as Board member or officer or the Authority shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he or she may have.

Section 4.03 Principal Office. The initial principal office of the Authority shall be the City Manager's Office, 1525 Broadway, Longview, Washington 98632. The Authority may establish by resolution a different location as its principal office.

A RESOLUTION OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY AMENDING THE CHARTER / BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE I, SECTION 1.01

WHEREAS, the Longview Public Development Authority (“Authority”) operates under Bylaws that establish procedures for the conduct of its meetings and the exercise of its powers; and

WHEREAS, Article VI, Section 6.02 of the Authority’s Charter and Article I, Section 1.01 of the Authority’s Bylaws previously required the presence of four (4) Board members to constitute a quorum for the transaction of business; and

WHEREAS, the Board has determined that a reduction of the quorum requirement to three (3) members will allow for more efficient operations while maintaining appropriate governance and oversight; and

WHEREAS, the proposed amendment to Article VI, Section 6.02 of the Charter has been presented in redline format in accordance with Section 9.01 of the Charter, and

WHEREAS, the proposed amendment to Article I, Section 1.01 of the Bylaws has been presented in redline format in accordance with Section 9.01 of the Charter, and all procedural requirements for amending the Charter and Bylaws have been satisfied;

NOW, THEREFORE, BE IT RESOLVED by the Longview Public Development Authority as follows:

1. Amendment of Charter. Article VI, Section 6.02 of the Charter of the Longview Public Development Authority is hereby amended to read as follows:
Section 6.02 Board Concurrence and Quorum Defined. A quorum to commence a Board meeting shall be no fewer than three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

2. Amendment of Bylaws. Article I, Section 1.01 of the Bylaws of the Longview Public Development Authority is hereby amended to read as follows:
Section 1.01 Quorum. At least three (3) members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.
3. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of this Resolution.

PASSED by the Longview Public Development Authority, and approved by its Chairman this _____ day of May, 2025.

PRESIDENT

ATTEST:

SECRETARY



City of Longview

Agenda Summary

APPOINTMENT OF LINNEA WINTERS TO THE ACCESSIBILITY ADVISORY COMMITTEE

DATE: May 22, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Accessibility Advisory Committee has had a vacancy since January, due to a resignation. This is a mayor appointment that requires council concurrence. Mayor Spencer Boudreau has reviewed applications and recommends the appointment of Linnea Winters to an unexpired term through December 31, 2026.

RECOMMENDED ACTION:

Council concurrence to appoint Linnea Winters to the Accessibility Advisory Committee to an unexpired term through December 31, 2026.

STAFF CONTACT:

Mayor Spencer Boudreau

Safety Risk Manager Rashelle Douglas

Attachments:

1. Winters, Linnea - AAC application 2024 - redacted

Profile

Linnea

First Name

Winters

Last Name

Middle
Initial

Email Address

Street Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Are you over the age of 18?

☒ Yes ☐ No

Employer

Job Title

Which Boards would you like to apply for?

Accessibility Advisory Committee: Submitted

Availability (please check all that apply)

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday

Interests & Experiences

Why are you interested in serving on a board or commission?

I am interested in serving on the Accessibility Advisory Committee because I would love to help make Longview a more accessible city.

Describe your skill/experience/education that would be beneficial for the volunteer opportunity(ies) you've checked above.

Having been born disabled, I bring the perspective of the accessibility aspect of the committee. Having used different mobility devices throughout my life I understand how that can impact someone's ability to access different things in public. I have had experience researching accessibility solutions. I am currently in a manual wheelchair which I have fully come to understand the negative impact an inaccessible environment has to your mental, physical and emotional health.

RESUME OPTIONAL

Upload a Resume

I understand that all members of City Boards and Commissions are expected to abide by the [City of Longview Municipal Code](#), [Washington State Open Public Meetings Act](#), and the [Appearance of Fairness Doctrine](#). Additionally, I have read and agree to abide to the guidelines in the [Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees policy](#).

I understand and agree to the expectations as explained above.

☒ I Agree

I hereby certify that I am capable of performing the volunteer work, or commission, board, or committee services as identified in this application (check which applies):

With accommodations

Please list three (non-relative) references. Please include phone numbers.

Joy Mullins: [redacted] Kinzey Piper: [redacted] Courtney Oswalt: [redacted]



City of Longview

Agenda Summary

APPOINTMENT OF MANON KAUFMAN TO THE PARKS & RECREATION BOARD

DATE: May 22, 2025

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Due to the recent resignation of Claire Pang, there is a vacancy on the Parks & Recreation Board. This is a city council appointment. The council appointments committee (consisting of MaryAlice Wallis, Ruth Kendall, and Kalei LaFave) met to review applications. The committee recommends the appointment of Manon Kaufman to an unexpired term through December 31, 2025.

RECOMMENDED ACTION:

Appoint Manon Kaufman to the Parks & Recreation Board to an unexpired term through December 31, 2025.

STAFF CONTACT:

MaryAlice Wallis, Councilwoman
Ruth Kendall, Councilwoman
Kalei LaFave, Councilwoman

Attachments:

1. Kaufman, Manon - Parks Rec app 2025_Redacted

Profile

Manon

First Name

B

Middle Initial

Kaufman

Last Name

Email Address

Street Address

Suite or Apt

Longview

City

WA

State

98632

Postal Code

Primary Phone

Alternate Phone

Are you over the age of 18?

☒ Yes ☐ No

Question applies to multiple boards

Are you resident of the City of Longview (do you live within the city limits)?

☒ Yes ☐ No

Kelso School District

Employer

Substitute Teacher

Job Title

Which Boards would you like to apply for?

Parks & Recreation Board: Submitted

Availability (please check all that apply)

- ☒ Monday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Long-term

Interests & Experiences

Why are you interested in serving on a board or commission?

I have been a resident of Longview for the last 25 years. Following a request to advocate for the wellbeing of our city on a committee, I feel drawn to contribute to the evolution of Longview's community wellness, particularly during times of division and hardship. The Parks and Recreation Board focuses on providing safe and sustainable spaces for connection. Growing up in Longview, I have witnessed the expansion of our local parks and programs. I care deeply about the maintenance and longevity of these opportunities due to their positive impact on children, families, and the overall economy. The greater recreative offerings Longview has, the more likely families are to move here. By contributing to the Parks and Recreation Board, I would provide its members with the perspective of an educator, one who frequently addresses behavioral challenges and misunderstandings among children and youth. I continually witness the beneficial effects of hands-on, immersive, creative outlets on the next generation. Academic performance and emotion regulation improve when these opportunities are available and utilized. Moreover, prosocial skills are refined by interacting with others in these contained settings. This increases the development of a successful city, one defined by unity and partnership. My passion is to ensure these bountiful afterschool and summer programs, facilities, and community park events continue. Parks and Recreation strengthens the lives of inhabitants within a city, which is precisely what Longview deserves.

Describe your skill/experience/education that would be beneficial for the volunteer opportunity(ies) you've checked above.

This opportunity would allow me to utilize my personal experience working to problem solve the unending obstacles educators and parents encounter in children and youth. School administrations work tirelessly to meet the changing needs of the young. A significant key to aiding cognitive retention, physical and emotional agility, and altruistic actions reside in safe spaces to collaborate with others and express themselves. Parks and Recreation does this. Children desire movement, spontaneity, tutelage, and physiological release. I would bring these needs to the forefront where new activities, programs, or park renovations are concerned. In addition, my work as a teacher has enabled me to quickly adapt to various communication styles and environments. Fostering cooperation amongst board members and addressing the needs of constituents would be my goal. I am committed to learning and understanding. Actively listening and receiving feedback have helped me respond effectively to the needs of others inside and outside a classroom. Moreover, my patience for conflict has grown with continual application. I approach differences of opinion with care and empathy, seeking common ground where feasible. These skills would equip me to productively serve alongside board members with alternative perspectives. Doubtless we desire the best for our city parks and programs.

RESUME OPTIONAL

[Manon_Kaufman_resume.docx](#)

Upload a Resume

I understand that all members of City Boards and Commissions are expected to abide by the [City of Longview Municipal Code](#), [Washington State Open Public Meetings Act](#), and the [Appearance of Fairness Doctrine](#). Additionally, I have read and agree to abide to the guidelines in the [Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees policy](#), including the [Agreement for Individual Volunteer Services](#).

I understand and agree to the expectations as explained above.

☒ I Agree

I hereby certify that I am capable of performing the volunteer work, or commission, board, or committee services as identified in this application (check which applies):

Without Accommodation

Please list three (non-relative) references. Please include phone numbers.

Jeanne Nortness [redacted] Anne Bennett [redacted] Jack Troupe [redacted]



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

FIRST HALF MAY 2025 ACCOUNTS PAYABLE: \$2,193,148.06

FIRST HALF MAY 2025 PAYROLL:

\$8,896.25, checks
\$1,021,575.43, direct deposits
\$664,222.11, wire transfers
\$1,694,693.79 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Sara Rios, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

PROJECT COMPLETION – CDBG HIGHLAND SPEED CUSHION

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE CDBG HIGHLAND SPEED CUSHION PROJECT

COUNCIL INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Improve transportation systems

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Community Development Block Grant (CDBG) Highland Speed Cushion project has been completed in accordance with the plans and specifications under Contract No. 24-2488-R entered into between the City of Longview and Western United Civil Group LLC. The City Council must accept the project as complete before final contract closeout can be accomplished.

STAFF CONTACT:

Tim Schulz, Project Engineer
Samuel Barham, PE, Project Engineer

Attachments: None



City of Longview

Agenda Summary

SET PUBLIC HEARING FOR PROPOSED ANNEXATION OF 4511 OCEAN BEACH HWY AND ASSOCIATED PARCELS AND APPROVAL OF PLANNING COMMISSION COMPREHENSIVE PLAN AMENDMENT AND ZONING DESIGNATION RECOMMENDATION.

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING FOR JUNE 26, 2025

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities.

SUMMARY STATEMENT:

The property owner of 4511 Ocean Beach HWY (studio west apartments) submitted a notice of intent to commence annexation proceedings to annex into the City from the County and seeking an R-4 High Density Residential zoning designation.

Planning Commission recommended approval of the comprehensive plan amendment and zoning designation associated with the annexation at the May 7th meeting.

STAFF CONTACT:

Irene Rutikanga, Planner

Attachments: None



City of Longview

Agenda Summary

SET PUBLIC HEARING FOR APPROVAL OF PLANNING COMMISSION RECOMMENDATION FOR 3009 COLUMBIA HEIGHTS ROAD REZONE

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING FOR JUNE 26, 2025

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities.

SUMMARY STATEMENT:

The property owner at 3009 Columbia Heights applied for a rezone approval to rezone two parcels at the subject address from Neighborhood Commercial (NC) to Low Density Residential (R-1).

Planning Commission recommend approval of rezone request at the May 7th planning commission meeting.

STAFF CONTACT:

Irene Rutikanga, Planner

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – TENNANT WAY CORRIDOR TRAFFIC SIGNAL IMPROVEMENTS

RECOMMENDED ACTION:

MOTION TO ACCEPT THE LOW BID AND AWARD TO SCHNEIDER & SON, INC. IN THE AMOUNT OF \$895,900.00

COUNCIL INITIATIVE ADDRESSED:

Improve transportation systems

Improve streets and roads

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The project provides for the traffic signal modifications at five intersections along Tennant Way, ADA curb ramp replacement, and any other incidentals necessary to complete the specified work.

On Wednesday, May 14, 2025, six bids were received as follows:

\$895,900.00 – Schneider & Son, Inc, La Center, WA

\$911,000.00 – Northeast Electric, LLC, Woodland, WA

\$972,682.00 – Western United Civil Group, LLC, Yacolt, WA

\$1,024,675.00 – City Electric Co., Ridgefield, WA

\$1,057,835.00 – Grade Werks Excavating LLC, Battle Ground, WA

Non Responsive – SLE, Inc., Vancouver, WA

\$1,024,100.00 - Engineer's Estimate

The low bid received was determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through an allocation of Surface Transportation Block Grant Program funds and local funds.

STAFF CONTACT:

Ivona Kininmonth, PE, Project Engineer

Attachments: None



City of Longview

Agenda Summary

RESOLUTION NO. 2560 - INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR DISTRESSED PUBLIC FACILITIES GRANT FUNDS FOR THE MINT VALLEY GOLF COURSE PRO SHOP

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2560.

COUNCIL INITIATIVE ADDRESSED:

Continue effective financial management
Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This interlocal agreement puts into place an agreement between Cowlitz County and the City for distressed public facilities grant funding. The funding will be used to repair the Mint Valley Golf Course Pro Shop. The repairs will include the replacement of the roof, siding, and other repairs listed in the scope of work in the interlocal agreement. The project was planned as a 2026 CIP project. This funding will cover the expense to City.

STAFF CONTACT:

Kenny Robinson, Program Coordination Specialist

Attachments:

1. Res 2560 ILA County Mint Valley
2. City of Longview Mint Valley Interlocal Agreement 2025 final_

RESOLUTION 2560

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW,
WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE
CITY OF LONGVIEW AND COWLITZ COUNTY FOR THE AWARD OF \$450,000
FROM THE COUNTY'S DISTRESSED PUBLIC FACILITIES FUND FOR THE MINT
VALLEY GOLF COURSE PRO SHOP SIDING AND ROOF PROJECT.**

WHEREAS, the City of Longview and Cowlitz County are authorized under Chapter 39.34 RCW, the Interlocal Cooperation Act, to enter into agreements for the cooperative provision of services and funding; and

WHEREAS, Cowlitz County has awarded the City of Longview \$450,000 from its Distressed Public Facilities Fund to support the Mint Valley Golf Course Pro Shop Siding and Roof Project; and

WHEREAS, the purpose of the Interlocal Agreement (ILA) is to formalize the terms and conditions for the disbursement and use of the funds awarded for the project as described therein;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW:

Section 1. The City Council hereby approves the Interlocal Agreement between the City of Longview and Cowlitz County for the award of \$450,000 from the Distressed Public Facilities Fund for the Mint Valley Golf Course Pro Shop Siding and Roof Project.

Section 2. The City Manager or designee is hereby authorized to execute the Interlocal Agreement and any related documents necessary to carry out the intent of this resolution.

Section 3. This resolution shall take effect immediately upon its adoption.

ADOPTED by the City Council of the City of Longview, Washington, this ____ day of _____, 2025.

M A Y O R

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

**INTERLOCAL GRANT AGREEMENT FOR
AWARD OF FUNDS FOR PUBLIC FACILITIES FINANCING ASSISTANCE
UNDER CHAPTER 82.14 RCW**

This Interlocal Grant Agreement (the “**Agreement**”) is made and entered into pursuant to Chapter 39.34 RCW, the “Interlocal Cooperation Act,” by and between the City of Longview, a municipal corporation organized under the laws of the State of Washington, acting by and through its City Council (the “**Grantee**”), and Cowlitz County, Washington, a political subdivision of the State of Washington, acting by and through its Board of Commissioners (the “**County**”), on the date stated below.

RECITALS

1. The County imposes, in addition to other taxes authorized by law, a nine one-hundredths of one percent (0.09%) tax of the selling price in the case of sales tax or value of the article used in the case of a use tax as allowed by RCW 82.14.370 and Cowlitz County Code 3.21.
2. The moneys collected as described above are deposited into the County treasury in a special revenue fund recognized as the Distressed County Public Facilities Fund for financing public facilities in Cowlitz County.
3. The Grantee submitted an application for grants of up to \$450,000 in funds from the Distressed County Public Facilities Fund for year 2025 for Mint Valley Pro Golf shop roof and siding replacement, the “**Project**”. The application is attached as Exhibit 1 and incorporated as part of **Attachment A – Scope of Work for Project**.
4. The County reviewed the application, and the Board of County Commissioners decided to award a grant from the Distressed County Public Facilities Fund for the Project.
5. The Grantee represents and certifies that it is qualified to receive funds for a “public facility” under RCW 82.14.370, and that it is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or work set forth in this Agreement.

Now therefore, in consideration of the mutual covenants contained herein, the Grantee and the County agree as follows:

AGREEMENT

1. **Incorporation of Recitals.** The above Recitals are hereby incorporated into the substantive provisions of this Agreement.
2. **Purpose of Interlocal Grant Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the County will provide the Grantee with a grant award to be used to pay or reimburse necessary expenditures incurred for the Project.

3. **Term.** This Agreement shall take effect on upon execution of this agreement and terminate on December 31, 2025.
4. **Scope of Eligible Expenditures.** Grant funds may only be used to pay or reimburse eligible expenditures consistent with and as detailed in **Attachment A - Scope of Work for Project**.
5. **Grant Amount.** The Grantee is awarded a total of \$450,000.
6. **Budget.** The Grant Award shall be expended by the Grantee as set forth in **Attachment B -Budget**.
7. **Grantee Responsibilities.** The Grantee agrees to administer the grant proceeds consistent with this Agreement. The Grantee shall provide the County with certification using the form of **Attachment C** that grant funds were used for eligible expenditures. The Grantee shall use the grant invoice template **Attachment D** to request payment from the County.
8. **Reporting Requirements.** In addition to the responsibilities outlined herein and in **Attachment A - Scope of Work for Project**, at least once a quarter, and at the conclusion of either the grant expenditure or the grant contract period, the Grantee shall provide a report on the progress made to date on the Project, using such forms and meeting such requirements as determined by the County. Such reports shall be provided by the Grantee to the County electronically to the County's Project Manager identified herein.
9. **Access to and Maintenance of Records.** The Grantee shall maintain internal controls, accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County, for a period of six (6) years to ensure proper accounting for all grant funds and compliance with this Agreement. The Grantee acknowledges that records may be subject to disclosure under the Public Records Act, Chapter 42.56 RCW.

The Grantee agrees that the County or any duly authorized representatives shall have at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Grantee which are related to this Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.
10. **Termination.** The following provisions apply regarding termination of this Agreement:
 - a. **Termination for Loss of Funding.** The County shall have the right to terminate this Agreement upon advance written notice if the funds relied upon for the grant

award are terminated, suspended, or otherwise lost or impaired in whole or in part.

- b. **Termination for Convenience.** Either party may terminate this Agreement for convenience upon giving the other party at least 30 days' advance written notice. In that event, the Grantee will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.
- c. **Termination for Default.** If either party defaults in its performance under this Agreement, the nondefaulting party may give the defaulting party written notice that it has 30 days in which to cure the default. If the default is not cured within 30 days of notice, the nondefaulting party may terminate this Agreement. In the event of such a termination, the nondefaulting party shall have all rights and remedies available to it under the law.

However, if a notice of termination for default has been issued and it is later determined for any reason that the Grantee was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Convenience paragraph hereof.

- 11. **Termination Procedure.** The following provisions apply in the event that this Agreement is terminated:
 - a. The Grantee shall cease to perform hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
 - b. The Grantee shall provide the County with an accounting of authorized services provided through the effective date of termination.
- 12. **Conflict of Interest.** Grantee designees, agents, members, officers, employees, consultants, and any other public official who exercise or who has exercised any functions or responsibilities with respect to the Project during his or her tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the Project, are barred from any interest, direct or indirect, in any grant or proceeds of the Project, or benefit there from, which is part of this Agreement at any time during or after such person's tenure.
- 13. **Governing Laws.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any dispute regarding or arising out of this Agreement shall be Cowlitz County Superior Court.
- 14. **Personnel.** The Grantee will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Grantee shall be responsible for all applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Grantee shall be covered by Industrial Insurance in full compliance with Title 51 RCW. The Grantee shall defend and indemnify the County, and their officials, officers, employees, and agents from and against all claims arising from any

actual or alleged violation of the Grantee's duties under this section or applicable law. Solely for the purposes of this indemnification provision, the Grantee expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The Grantee's duty to defend and indemnify shall survive the termination of this Agreement.

15. **Contract Representatives.** The parties' designated representatives shall be responsible for the administration of this Agreement and for receiving notices given in connection with this Agreement. The following are designated as the representatives of the parties:

For the County:

Name: Kathy Funk-Baxter
Title: Finance Manager
Department: Office of Administrative Services
Address: 207 4th Ave. N. #308
Kelso, WA 98626
Telephone: (360) 577-3065
E-mail: funkbaxterk@cowlitzwa.gov
Fax: (360) 425-7531

For the Grantee:

Name: Kenny Robinson
Title: Program Coordinator Specialist
Address: 1525 Broadway St
Longview, WA 98632
Telephone: (360) 442-5092
E-mail: Kenny.robinson@ci.longview.wa.us

16. **Notices.** Any notice required or permitted to be made under this Agreement may be given personally, by facsimile, or by first-class, registered or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day.
17. **Indemnification.** To the fullest extent permitted by the law, the Grantee shall indemnify, defend, and hold harmless Cowlitz County and the officials, officers, employees, and agents of each of them, from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the acts, errors or omissions of the Grantee, its subcontractors, third parties, Cowlitz County, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited

to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease, or death, or to injury to or destruction of property, including the loss of use resulting therefrom. The Grantee's duty to indemnify, defend, and hold harmless includes but is not limited to claims by the Grantee's or any subcontractor's officers, employees, or agents. The Grantee's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of Cowlitz County, or its officials, officers, employees, and agents. Solely for the purposes of this indemnification provision, the Grantee expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties.

18. **Survival of Indemnity Obligations.** The parties agree all indemnity obligations shall survive the completion, expiration or termination of this Agreement.
19. **Compliance with Laws.** The Grantee and its officials, officers, employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, regulations, rules, and policies. The County shall have no obligation to ensure such compliance.
20. **Permissible Use Warranty.** The Grantee warrants that its planned and actual uses of the grant award herein constitute permissible uses for sales and use tax funds for public facilities in rural counties consistent with RCW 82.14.370. This section shall survive termination of this Agreement.
21. **Relationship of the Parties.** This Agreement, and the Grantee's and the County's activities under it, shall not be construed as creating any kind of partnership or joint venture, nor shall it be construed as creating any kind of independent contractor, agency or employment relationship between the Grantee and the County.
22. **No Third-Party Rights.** This Agreement is entered into by the parties solely for their own benefit and it creates or grants no rights of any kind to any other party.
23. **Assignment.** The Grantee shall not assign any of its rights or delegate any of its duties under this Agreement without the prior express written consent of the County, which may be granted or refused at the County's sole discretion.
24. **Waiver.** No term or condition of this Agreement shall be deemed waived unless such waiver is expressly agreed to in writing by the party granting the waiver. In addition, waiver of any breach of this Agreement shall not be deemed a waiver of any prior or subsequent breach.
25. **Amendment.** This Agreement can only be amended in writing, and only upon execution by both parties.

26. **Entire Agreement.** The parties acknowledge that this Agreement is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral or written representations or understandings not incorporated into this Agreement are specifically excluded.
27. **Headings.** The headings in this Agreement are for convenience only and shall not be deemed to affect the meaning of its provisions.
28. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the remaining provisions that can be given effect without the invalid provision, provided that the underlying intent of the parties can still be given effect.
29. **Signature Authority.** Each person signing this Agreement on behalf of a party warrants that he or she has full authority to sign this Agreement on that party's behalf.
30. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be deemed one agreement. Each counterpart may be executed and delivered by facsimile to the other party.
31. **Attachments.** The following attachments are incorporated into this Agreement by reference.
- a. Attachment A – Scope of Work for Project
 - b. Attachment B – Budget
 - c. Attachment C – Certification Form
 - d. Attachment D – Invoice Form

IN WITNESS WHEREOF, the parties have executed this Agreement on this __ day of , 20

RECIPIENT:

BOARD OF COUNTY COMMISSIONERS
OF COWLITZ COUNTY, WASHINGTON

Signature

Richard R. Dahl, Chairman

Print name:

Steven L. Ferrell, Commissioner

Steve Rader, Commissioner

Title:

ATTEST:

CONTRACT HAS BEEN APPROVED
AS TO
FORM BY COWLITZ COUNTY
PROSECUTING ATTORNEY

Kelly Grayson, Clerk of the Board
Date _____

ATTACHMENT A - SCOPE OF WORK FOR PROJECT

The Grantee is to [describe [project]].

1. The Project shall:

Complete the following repairs to the Mint Valley Pro Golf shop:

- i. Exterior Concrete Patio Decks
 - Demo all elevated concrete slab decks, framing and railings and replace them with new framing and properly detailed concrete slabs or waterproof decking system.
- ii. Roof and Gutters
 - Tear off existing shingle roofing and replace it with new metal Panel or shingle roofing system.
 - Replace all translucent roofing panels with new heavy duty translucent FRP roofing panels,
 - Install new PMMA membrane liner in gutters to protect from future sheet metal seam failures.
- iii. Exterior Walls & Siding
 - Demo all siding panels from the southern restroom addition and north Kitchen wall.
 - Remove all wall insulation.
 - Remove all plumbing fixtures and accessories from restrooms south walls and stage for reinstallation.
 - Remove window, and repair wall framing.
 - Remove all interior sheet Rock from exterior south walls and soffits of the janitor and restroom addition.
 - Clean prep and treat all wood studs from mold growth on all exposed walls.
 - Provide and install new window.
 - Provide and install new exterior sheathing, weather wrap and siding to south walls.
 - Paint new exterior siding and trim.
 - Provide and install new wall insulation where removed.
 - Provide and install new Sheetrock walls, tape, and finish.
 - Paint all interior restroom walls.
 - Re-install existing plumbing fixtures and accessories.
 - New upgraded siding and trim package for the complete building.
- iv. Interior Damages
 - Complete sheet rock patching and painting of the ceiling.
 - Repair leaking condensate line and filter of the ice machine.
 - Remove damaged sheetrock from adjacent walls, treat wood framing for mold and replace and paint sheetrock.

b. Project shall comply with all City required procurement processes

c. Project shall commence in 2025 and complete by October 1, 2025

2. **Performance monitoring.** The County will monitor the Grantee's performance by tracking work progress, reviewing payment requests for applicable costs, and ensuring that all requirements under this Agreement are met. Substandard performance as determined solely by the County constitutes noncompliance with this Agreement.

If action to correct substandard performance is not taken by the Grantee within 30 days after being notified by the County, then the County may terminate the Agreement as described herein.

ATTACHMENT B - BUDGET

1. **Budget.** The County shall reimburse the Grantee in an amount not to exceed \$450,000. Unspent grant proceeds will be reallocated at the discretion of the County.
2. **Payment.** Subject to Section 1, the County shall reimburse the Grantee for costs and expenses necessary to perform activities described in the Scope of Work for Project. The Grantee shall ensure that requests for reimbursements are based on billings supported by appropriate documentation of costs and expenses actually incurred. Additionally, the Grantee shall ensure that monthly invoices include receipts, reports, and other detailed documentation of charges.
3. **Invoices.** The Grantee shall submit invoices using the County's form, or such other form as approved by the County. Consideration for services shall be payable upon receipt of properly completed invoices which shall be submitted to the County Contract Representative within this Agreement, by the Grantee, not more often than monthly. The invoices shall describe and document to the County's satisfaction a description of the work performed, activities accomplished, the progress of the Project, and fees. The final invoice must be received by the County no later than the 30 calendar days following the end of this Agreement.
4. **Duplication.** The Grantee assures that work performed and invoiced does not duplicate work to be charged to the County and State of Washington under any other contract or agreement with the Grantee.
5. **Advance Payment.** The County shall not make any payments in advance or in anticipation of the delivery of services to be provided pursuant to this Agreement.
6. **Authorized Services.** The County shall pay the Grantee only for authorized services provided in accordance with this Agreement. If this Agreement is terminated for any reason, the County shall pay only for services authorized and provided through the date of termination.
7. **Recovery of Costs Claimed in Error.** If the Grantee claims and the County reimburses for expenditures under this Agreement which the County later finds were one (1) claimed in error or two (2) not allowable costs under the terms of the Agreement, the County shall recover those costs and the Grantee shall fully cooperate with the recovery.

ATTACHMENT C - CERTIFICATION

I, Kenny Robinson am the Program Coordinator Specialist of the City of Longview and I certify that:

1. I have authority and approval from the governing body on behalf of the Grantee to accept proceeds from the County per Agreement for the Project by and between the County and Grantee.
2. I certify the use of funds submitted for reimbursement or payment under this Agreement were used only to cover those costs that:
 - a. Are necessary expenditures incurred in support of the Project
 - b. Were incurred during the period that begins in May 2025 through December 31, 2025.
3. I understand the Grantee receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts and such documentation shall be produced to the County upon request and may be subject to audit by the State Auditor.

I hereby certify that I have read the above certification, and that the information and my statements provided herein by me are true and correct to the best of my knowledge, and by my signature on this document acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any of the information in this document could subject me to punishment under federal, civil liability and/or in criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code Sec. 1001, et seq. And punishment under Federal law.

Printed Name

Signature

Title

Date

ATTCHMENT D – INVOICE TEMPLATE

INVOICE _____

DATE _____

BILL TO:

Cowlitz County

Office of Administrative Services

207 N. 4th Avenue, Room 308

Kelso, WA 98626

1. Amount Billed this invoice	\$
Description: (attach supporting documentation)	
2. Amount previously Billed	\$
3. Amount not yet Billed	\$
Total contract agreement (items 1-3)	\$

Exhibit 1
Application



City of Longview

Agenda Summary

DISCUSSION OF SOLID WASTE AND RECYCLING RATE CHANGES FOR SECOND HALF 2025 AND 2026

RECOMMENDED ACTION:

PROVIDE FEEDBACK AND DIRECTION; IDENTIFY AREAS WHERE ADDITIONAL INFORMATION MAY BE DESIRED

Attachments: None