



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES
Monday, October 9, 2023
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/89295884885>

VIDEO I. CALL TO ORDER

Mayor David Stuebe called the meeting to order at 5:00 pm.

II. ROLL CALL

Present: Mayor David Stuebe, and Councilmembers Michelle Wagner, Janice Killion, Molly Coston, Julie Russell, Ernie Suggs, and David Fritz

Staff:

David Scott, City Manager
Trevor Evers, Director of Public Works
Daniel Layer, Finance Director/City Clerk
Wendi Steinbronn, Police Chief
Rose Jewell, Community Engagement Manager
Scott Collins, City Engineer
Monie Holmes, Assistant Finance Director
Michelle Wright, Public Works Business Administrator

III. PUBLIC COMMENTS

Larry Keister shared information regarding the solar installation locations at the port and Grove Field. He discussed the purchase and sales agreement with UPC and the building proposal, solar panels and EV charging stations.

Grant Youngren introduced himself to council and shared his interest in the 32nd Street project.

IV. NEW BUSINESS

VIDEO A. Public Works: 32nd Underpass Procurement Method

Trevor Evers introduced consultant **Robynne Thaxton**, Thaxton Parkinson, who presented the project delivery methods available to the city including definition and pros and cons of each option.

- Land taking
- FRA Grant - Regulations, accounting, approvals, NEPA, BNFS approvals. and right-of-way assumptions
- Design-Bid-Build (DBB)
- General Contractor/Construction Manager (GCCM)
- Design-Build
 - Bridging

- Design Competition
- Progressive design-build Traditional Design-build
- The need for owner advisor
- Traditional Design-Build
- Cost reimbursable v. lump sum
- Project Risk Mitigation
- Speed of methods
- Compliance with Environmental Requirements (NEPA)
- Schedule
- Performance requirements
- Recommendation Progressive Design Build or GC/CM
- Next Steps: Procure Owner Advisor, Request permission from Project Review Committee, and Procure either Design Build Team or GC/CM

Council and staff discussion ensued regarding the various options and next steps.

VIDEO

B. Public Works: 2024-2026 Janitorial Services for City Facilities

Trevor Evers presented the following:

- Withdrawal of current contractor - Innovative Services
- Lowest bid for new contract from Vancouver Janitorial Services
- Review of the bids received
- This item will be in the 2024 budget
- Item to be on the 10/23 consent agenda

VIDEO

C. Public Works: Jemtegaard Trail Improvements

Trevor Evers presented the following:

- Background - Project complete 2021
- Maintenance agreement with WSD
- Original design and existing conditions
- Erosion progression
- Consultant selection process
- Proposed repair design
- PBS proposed scope of work
- Proposed cost estimate and funding
- Next steps and recommendation
- Item to authorize city manager to sign on the October 23rd consent agenda

VIDEO

D. Finance: 2024 Budget - Public Works O&M, LTAC, and Other

Daniel Layer presented the following on the Public Works general fund portion of the budget.

- Facilities budget increase outlined
- Engineering budget increase
 - Intern costs
 - Shifting a portion of wages from utilities to engineering
- Parks increase of
 - Supplies
 - Services
- Full time equivalent (FTE) Count
- Street Funds increase
 - Supplies
 - Services
 - Equipment
 - FTE Count

- Cemetery Budget decrease
 - Salaries & Wages
 - Services
 - Capital
 - FTE
 - Supplies
 - ER & R / System reinvest
 - Salaries and wages
 - FTE Count 14.88
- Water/Sewer Fund
- Stormwater Fund
- Request one new FTE
- Stormwater Master Plan
- Annual Catch Basin & Drainage improvements
- Jemtegaard Trail Drainage Repairs
- Chipper
- PW FTE count from 34 to 35

Lodging Tax Advisory Committee

- LTAC Hotel/Motel Fund increase request to \$120,000

Formal Budget Calendar revisions.

VIDEO

E. City Manager's Office: Interlocal Agreement with Vancouver Housing Authority for Rent Buy-down Program

David Scott gave an update on the Vancouver Housing Authority Project regarding the subsidization of housing and the funding options available. He explained the proposed partnership with VHA and local property owner. Next step to workshop the agreement on October 23rd. Council agreed to workshop and consider the ILA the same night at the council meeting.

David Scott presented the following:

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott reviewed council rules regarding the November meeting schedule.

B. MAYOR

Deferred to council meeting.

C. CITY COUNCIL

Deferred to council meeting.

VII. ADJOURNMENT

Meeting ended at 6:49.

David Stuebe

Mayor

Daniel Leyer

City Clerk