

**CITY OF BATTLE GROUND
STUDY SESSION MEETING MINUTES
March 26, 2007**

City Clerk Claire Lider called the roll. The following were:

PRESENT: Mayor John Idsinga, Deputy Mayor Sandra Hall, Councilmembers Regan, Ciraulo, Walters, Reinhold and Ganley.

ABSENT: None.

ALSO PRESENT: City Manager Dennis Osborn, Chief of Police James McDaniel, Community Development Director Brian Carrico, Public Works Director / City Engineer Sam Adams, Finance and Information Services Director David Reeves, Building Official Webb Wilbanks and City Clerk Claire Lider.

PRESS: None.

It was noted that the Association of Washington Cities Annual Conference would be held on June 12 – 15, 2007.

Bike Paths in Battle Ground and Clark County: Presentation

Public Works Director / City Engineer Sam Adams said that, as the City Council knows, there was a citizen that came in and expressed concern about bike paths in the City of Battle Ground. He noted that the City has better north and south connectivity than east to west connectivity. He also added that, on several streets, bicycle lanes exist only on one side, and some street segments have gaps with no bicycle facilities at all.

Mr. Adams explained that staff researched the City's existing Parks Master Plan, Transportation System Plan and conducted a field survey of existing roadways for potential striping for bike lanes.

He then reviewed the options that could be taken with respect Arterials, Collectors and Existing Roadways as presented in the Council Packet:

- Collector Roadway (Major and Neighborhood):
 - Options:
 - Revise Battle Ground Municipal Code 12.116 to include striping for bike lanes and increase the width of our Collector system from 60-foot right-of-way to 64 feet, if 12-foot travel lanes were desired.
 - For existing collector roadways, make a policy decision that existing collector roadways that do not meet roadway width requirements and stripe bike lanes as appropriate. This would eliminate parking in certain areas.
- Arterial Roadways:
 - Option:
 - For existing arterial roadways, make a policy decision that they do not meet roadway width requirements and stripe bike lanes as appropriate. This would eliminate parking in certain areas.

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Mr. Adams then discussed the width issues associated with striping and existing roadways. He explained that a typical bike lane is 4-feet wide with 10-foot vehicle lanes on major collectors, per our Transportation System Plan. He explained the different widths of streets within the City and how the striping would affect the lanes. He said that the Council could reduce either bike or travel lane widths or remove parking so striping can occur.

Mr. Adams explained that staff did not find an easy solution to establish a series of bike lanes in town. He did state that one option would be to paint bike symbols on the ground for people to be able to acknowledge that biking goes on. He then commented that it was interesting for him to look at our system and to try and find ways to connect bike lanes.

There was discussion on:

- The determination of bike lane widths between 4 feet and 6 feet.
- Which areas in the City are collector streets and which are arterials.
- The incorporation of fog lines into the system.

Mr. Adams noted that Mr. Pete Lewis had liked the idea of painting a 6 inch stripe to denote bike lanes. Mr. Adams said that the best way he has heard is the bike symbol, because it states that this area is for bikers, not just for pulling over, etc.

There was discussion about how the bike lanes may affect buses and truck drivers.

Mr. Adams said that the bicycle symbol markings would be about \$275 each. He said that he would find out how many markings the City would need and the location of the markings. He said that then, after a total estimate was compiled, staff could look at locating the money.

There was discussion about ADA regulations on the bike lanes.

Mr. Adams said that this item would be back before the Council within a month to a month and a half with costs and recommendations.

Adoption of the 2006 International Building Codes: Presentation

Building Official Webb Wilbanks explained that the City of Battle Ground has adopted the International Code Council family of codes for 2003, which were adopted by the Council in 2004. Mr. Wilbanks further stated that, in November 2006, the Washington State Building Code Council voted to adopt the 2006 editions of the International model codes. He said that if the City were to adopt the 2006 codes, the City would be brought into compliance with Washington State requirements and would be consistent with other local jurisdictions.

Mayor Idsinga asked if the City were required to adopt the new codes.

Mr. Wilbanks said that adoption of the new codes is required, if the City chose not to adopt the codes, the City "would be out of step" with other agencies, however there are no punitive damages for non-compliance.

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Mr. Wilbanks noted that the adoption of the new codes will provide modernization of materials and methods. He said that it would also eliminate obsolete and conflicting requirements, thus it is primarily an update with revisions and modernizations.

Councilmember Ciraulo asked if the new code is available to be put in an online, electronic format.

Mr. Wilbanks explained that the code has a copyright, so it is not available online. He added that only code amendments are available online. He stated that there is also copy at the front desk for people to review.

City Manager Dennis Osborn said that this item will come back before the Council two more times. He said that the next time this will be before the Council will be to review all the changes that will take place in the 2006 I-codes.

Mr. Wilbanks gave a few examples of the changes that would take place with the code change.

There was discussion about what changes would affect.

It was determined that the changes to the code would be discussed during the next meeting where this item appears as a topic.

Community Development Director Brian Carrico stated that the effective date of the code would be July 1, 2007.

Councilmember Regan thanked Public Works Director / City Engineer Sam Adams for completing the paving on 6th Street.

Encroachment and Storage in Right-of-Way: Presentation

Public Works Director / City Engineer Sam Adams noted that this item is before the Council as this item has come to the attention of Staff and Council because garbage dumpsters, storage units and other objects are being placed in the public right-of-way on a temporary basis by citizens.

Mr. Adams gave a PowerPoint entitled, "Encroachment and Storage in Right-of-Way":

Councilmember Ciraulo noted that he would like to see the real estate standing boxes that are attached to poles addressed through this ordinance as well.

Draft Encroachment Permit:

- Section 1 –
 - Purpose – To protect public access and use of streets and establish methods of managing uses of public streets and easements.

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- Section 2 –
 - Definitions:
 - “Encroachment”: Any structure which will be permanent in nature.
 - “Temporary in Nature”: Meaning not having or requiring permanent attachment to the ground.
 - “Use”: Means anything placed or maintained on public ground.
- Section 3 –
 - Permit Required – No person shall use or encroach upon any public right-of-way, easement or public property without a permit.
 - Encroachment
 - Street Use
 - Fence
 - 1. Nothing in the ordinance prohibits parking of a person’s vehicle.
 - 2. Nothing in the ordinance allows for base or ground support for any sign.
- Section 4 –
 - Application – The permit requirements vary with degree of encroachment.
 - Temporary
 - Permanent
 - 1. The Application will be processed as a Type I land use action pursuant to BGMC 17.100.

Councilmember Ciraulo suggested that staff might want to put in an emergency caveat.

Mr. Adams noted that this would be worth looking into.

There was discussion on length of time that someone could have a storage unit in the right-of-way.

Mr. Adams said that the City could look at a 24 – 48 hour requirement before needing a permit.

Councilmember Ganley said that he thought it should be 72-hours before needing a permit.

Mayor Idsinga agreed with 72-hours before needing a permit.

Councilmember Ganley stated that he did not think the City should allow dumpsters on wheels in a neighborhood.

There was continued discussion on dumpsters in neighborhoods.

Mr. Adams noted that this issue might be able to be handled by Waste Connections. He said that he would will check into that by reviewing the City’s contract with them.

Deputy Mayor Hall noted that Section 5 is missing subsection B.

Mr. Adams said that this would be corrected.

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- Section 5 –
 - Review – Permits will be reviewed and issued administratively by either Development or Public Works Director.
 - The proposal will not unreasonably interfere with public use.
 - No permanent use of right-of-way for traffic or parking.
 - Building Codes must be met including ADA.
 - Encroachments shall not occur over alleys.
 - Building encroachments of 2 feet or less.
 - Minimum height clearance of 8 or 12 feet depending on public use.
 - Encroachment cannot interfere with maintenance.
- 1. Appeals – Decisions made can be appealed to the Hearings Examiner.
- 2. Insurance Requirement – Provide and maintain insurance covering the City.
- Section 6 –
 - Revocation:
 1. All permits are temporary.
 2. May be revoked with 30 days notice or if hazardous condition without notice.
 3. May be revoked if insurance lapses.
 4. If the City is required to remove the obstruction then all expenses will be recorded as a lien against the property or permittee.
- Section 7 –
 - Fees will be reviewed and established by City Council.
- Section 8 –
 - Violations – Enforcement pursuant to Title 20.
- Section 9 –
 - Severability

Mr. Adams noted that this item is just for discussion.

After Hours Service Fee: Presentation

Finance and Information Services Director David Reeves explained that the after hours service fee was put in place in January 1999. He explained that, prior to implementing this fee; the City would not restore service until the next day. He further explained that, since the implementation, “things have changed dramatically” and the fees have gone up. He also added that another question before the Council tonight is if they would like the City to continue to provide this service for our citizens.

Mayor Idsinga asked if there was a particular instance that had raised this topic.

Mr. Reeves said what prompted this topic is that a patron called at 11 p.m. to have water service restored.

He then asked if the Council would like to recover all costs, or change the hours this service is provided.

City Manager Dennis Osborn asked how many water shut-offs were occurring back in 1999, when the after-hours service fee was put in place.

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Mr. Reeves estimated about half as many that are done now, he guessed approximately 50.

Mr. Osborn explained that the volume of shut-offs have gone up and so has the cost of providing this service. He added that Clark Public Utilities does not do shut-offs. He said that Camas has a \$75 shut-off fee and Washougal has no after-hours service fee. Mr. Osborn said that the Council could direct staff with a fee change to show a truer cost that could be recovered and then have a conversation at a later date to discuss providing some kind of customer service. He mentioned that Council could direct the Finance Department stay later on shut-off day to accommodate patrons after hours.

There was discussion on credit cards.

Mr. Reeves stated that he has credit card equipment on the way.

Mr. Adams said that the Public Works Department is not happy doing shut-offs as they are encountering unhappy customers. He said that the Maintenance Workers have to watch a check be physically deposited at City Hall and then they have to follow the person home in order to restore their service.

There was continued discussion on raising fees to recover costs and the times the after-hours service could be completed.

There was discussion about potentially offering this service until 8 p.m.

Mr. Reeves said that he would bring back an ordinance with the new hours for availability of restoration of water service and a \$92 after-hour fee.

Councilmember Regan noted that he thought this was above and beyond, as well as great customer service.

Mr. Reeves summarized what he had heard from the discussion:

- Yes, the Council wants after-hours service,
- The after-hours service would be provided between 4 p.m. and 8 p.m.
- Weekend after-hour service would be provided between 7:30 a.m. – 8 p.m.
- The new fee would be \$92 for after-hour service.

Mr. Reeves then noted that the Vancouver Housing Authority had asked if the minimum water charge could be set aside since they are not open yet.

There was discussion about the quantity of use of the facility.

It was the consensus of the Council that the minimum fee for the Vancouver Housing Authority should not be set aside.

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Council Pay: Presentation

City Manager Dennis Osborn said that this is an item that the Council has had several discussions on. He then noted that there is a correction to the agenda item and that is that the Mayor makes \$425 a month, not \$450.

He further explained that the Council Pay Analysis spreadsheet included in the Council packet shows cities with a population of 14,999 – 29,999 in Western Washington. He then distributed a document entitled, "City of Battle Ground Council Pay Analysis" (attached).

There was discussion about the mode of \$200.

Councilmember Reinhold said that he places money in a separate account that he uses for expenses related to Council. He said that he thinks of it as a stipend, as a way to recover costs, and last year he paid more money than what he put in.

There was discussion about what constituted reimbursable Council related activities.

It was the consensus of the Council that the Council pay should be \$400 for Council and \$550 for Mayor, per month.

There was continued discussion as to what events would qualify for reimbursement.

Mr. Osborn suggested that, since the Council Rules will be forthcoming, this may be something to discuss at a later time. He added that, in this manner, there would be a record of it.

City Attorney Brian Wolfe said that Mr. Osborn and Finance and Information Services Director David Reeves would review all vouchers and let the Council know if an expense is inappropriate.

Mr. Osborn said that Council Pay would be further discussed at a future meeting.

ADJOURNMENT

The meeting was adjourned at 8:41p.m.

John G. Idsinga,
Mayor

Claire Lider,
City Clerk

Meetings of the Battle Ground City Council are recorded on audio tapes. These tapes are kept on file in the office of the City Clerk for a period of six (6) years.