

**CITY OF KALAMA  
CITY COUNCIL MEETING  
FEBRUARY 4, 2015**

**1. OPENING**

Mayor Pete Poulsen opened the City Council meeting at 7:00 p.m. Mayor Poulsen led those present in the Pledge of Allegiance.

Councilmembers present were Mike Truesdell, Dominic Ciancibelli, Mike Dennis Langham, Don Purvis, and Mary Putka. City staff present were City Administrator Adam Smee, Superintendent of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. City Attorney Paul Brachvogel was also present. Members of the public present are listed on the sign-in sheet.

**2. EXECUTIVE SESSION - None**

**3. CHANGES TO THE AGENDA - None**

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS**

Cowlitz Wahkiakum Council of Government Executive Director Bill Fashing introduced himself to the Council explaining that after four months he is still getting familiar with all the member organizations. The COG provides planning resources to local governments in several counties dealing with land, transportation, and economic development planning.

**7. UNFINISHED BUSINESS**

**A. Approve Proposal for General Engineering Services**

City Administrator Adam Smee informed the Council that he, Superintendent of Public Works Kelly Rasmussen, and Councilmember Mike Truesdell have reviewed and ranked the requests for qualifications from engineering, surveying and architectural firms to provide general services to the City. Five engineering firms were considered for general services and the top ranked firm was Gray and Osborne. Three surveying and three architectural firms were reviewed and ranked as well. Since the City is not in need of any architectural services at this time the committee is not recommending the City contract with an architect at this time. Administrator Smee and the committee are recommending the Council enter into contracts with Gray and Osborne for general engineering services and Bluhm and Associates for surveying services. Councilmember Don Purvis made a motion the City Council accept the selection committee's recommended ranking for General Engineering and Surveying services and authorize the City Administrator to negotiate with and place under 2 year contracts the top ranked firms, contingent on market rate pricing. The top ranked firms are Gray and Osborne for engineering and Bluhm and Associates for surveying. Councilmember Mike

Langham seconded, and the motion carried.

**8. NEW BUSINESS - None**

**9. ORDINANCES & RESOLUTIONS**

**A. Ordinance 1354 – Speed Limit Revisions**

Ordinance No. 1354 was read by title: An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Chapter 10.04 Vehicle Code to address speed limits and associated safety issues. Police Chief Gibson explained that this will address the safety issues that have been brought to his attention at the area between Kingwood and Maruhn Park. There have been several accidents in this area that have been speed related, as well as the area businesses have raised concerns for their customers. Councilmember Dominic Ciancibelli made a motion the City Council adopt Ordinance No. 1354 as read. Councilmember Mike Langham seconded, and the motion carried.

**10. CORRESPONDENCE - None**

**11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS**

**A.** Mayor Pete Poulsen reported that planning for 125<sup>th</sup> Anniversary continues. The students in the Leadership class at the High School are now involved, bringing a lot of energy to the group. The three day event will include a street dance and beer garden, the large strawberry shortcake and the big picnic on Sunday. The tall ships will be at the Port. There will be a historical play at the school, a train display at the Community Building, treasure hunts, games from the 1890's and all kinds of fun. BNSF will be donating \$5000 to the event and Fibre Credit Union has donated \$3000. It is hoped that most of the events will be free to the public. Public Works should have the banners up soon.

**B.** Councilmember Mike Truesdell had no report.

**C.** Councilmember Dominic Ciancibelli had no report.

**D.** Councilmember Mike Langham had no report.

**E.** Councilmember Donald Purvis had no report.

**F.** Councilmember Mary Putka had no report.

**12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee reported he has been reviewing the draft update of the Shoreline Master Plan with Department of Ecology and Port of Kalama staff. He has found it interesting and hopefully will be able to present the final draft to the Council by June. It has been a busy start to a fast moving year. It was also noted that the City has opened negotiations with the bargaining units for Public Works/Finance staff and the Police.

**B.** Superintendent of Public Works Kelly Rasmussen presented a written report noting the great job that WWTP Operator Butch Owen has been doing at the WWTP since Lead Operator Rich Smith has been on medical leave. New crewman Alonzo Waddle has

been training with Butch and is learning quickly. Superintendent Rasmussen also noted the budget document that Clerk/Treasurer Coni McMaster had presented and that it is very informative for the public.

C. Police Chief Randy Gibson presented his statistical report noting that a body found on the river this morning was of a person missing since last June in a boating accident. He also commented on the dog issue, and the parole violation arrest. He informed the Council of an IRS scam targeting small businesses that has occurred throughout the County. Someone calls saying they are with the IRS trying to collect a tax debt of the business and are very convincing. The IRS would never call to collect a debt so beware. Chief Gibson let the Council know that the break in at Godfrey's was probably not committed by someone local as a very similar incident occurred just an hour and a half later in the Salmon Creek area of Vancouver that same night. There is video there of three suspects.

D. Clerk/Treasurer Coni McMaster reported that the final budget document is complete, posted to the webpage and has been emailed to the Council. The preliminary January treasurer's report was presented. She stated that new tablets provided to the Council will be more functional once the internet is available in the Chambers. She will do a short training session on the tablets at 6:30 prior to the next meeting. Ms. McMaster informed the Council of the passing of Mike Reynoldson, former City building inspector and former City Councilmember. She requested the City sponsor the Community Building to be used for his memorial service to be held on February 28<sup>th</sup>. The Council was in agreement that the City can host that event.

E. City Attorney Paul Brachvogel had no report.

### 13. CONSENT AGENDA

*Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including:*


1. Claims Vouchers Totaling \$83,468.51 for January, 2015
2. Payroll Vouchers Totaling \$85,318.68 for January 16-31, 2015
3. Minutes of the January 21, 2015 City Council Meeting.

*Councilmember Don Purvis seconded, and the motion carried.*

### 14. EXECUTIVE SESSION - None

### 15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 7:40 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.

  
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Pete Poulsen - Mayor

  
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Coni McMaster - Clerk/Treasurer

**CITY OF KALAMA  
CITY COUNCIL  
FEBRUARY 4, 2015**

**CITY COUNCIL – RATE SETTING 101**

Mayor Pete Poulsen opened the workshop of the Kalama City Council at 5:35 pm. Councilmembers present were Mike Truesdell, Dominic Ciancibelli, Mike Langham, Don Purvis and Mary Putka. City staff present were City Administrator Adam Smee, Superintendent of Public Works Kelly Rasmussen, and Clerk/Treasurer Coni McMaster. Members in the audience are listed on the sign in sheet.

Joe Healy, Financial Planner for HDR Engineering provided the presentation for the Council. The purpose is to provide an overview of why a rate study is needed, how it is done (methodology), and the goals and objectives the City wants to achieve. The purpose of the study is to provide the City with the information that justifies the rates it needs to set and that those rates are equitable to all classes of customers and adequate to support and maintain a healthy utility system. During the presentation the process the consultants will use was reviewed which will be in three phases – Revenue Requirements, Cost of Service, and Rate Design. The study will be conducted for the two utilities, water and sewer, separately and will cover a period from 2015 through 2024. Some information on growth rates and industry standards for reserve balances will be included in the study as well.

Revenue Requirements will be determining what all the expenses including infrastructure improvements, are and what revenue the City needs to meet those expenses over an 10 year period. Cost of Service will determine how the costs of providing services are related to each class of customer so that one class does not subsidize another. Rate Design will be how to actually divide the rates based on the revenues requirements and cost of service calculations so that they are distributed equitably.

There was much discussion on the needs of the City's aging system and how the City struggles to meet those needs and keep reasonable rates. The biggest desire of the Council and City staff is to have a report that will be understandable to the public, justifying the level of the rates necessary for operating the utilities, and that they can easily explain to the public.

Mayor Poulsen adjourned the meeting at 6:40 pm. These minutes are not verbatim. A copy of the tape can be made available for listening.

  
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**Pete Poulsen - Mayor**

  
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**Coni McMaster - Clerk/Treasurer**

# CITY OF KALAMA

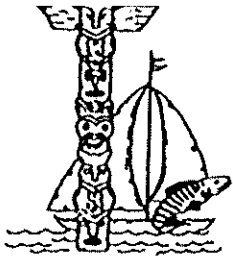
# SIGN - IN SHEET

MEETING Kalama City Council

DATE February 4, 2015

Name	Address	Phone/Email	Do you wish to Speak?	Subject
BEN PURVIS	KCTV			
JOS HEALY	HDR			
Bill Fisking	CISCOG			

Please sign in for the record. Signing in does not mean you must speak but to address the Council you must sign in for the record. When recognized please state your name and address. Your comment could be subject to a time limit at the discretion of the Mayor. Please speak clearly enough for the tape to pick up your voice or step closer to the Council Desk. Thank you.



# City of Kalama

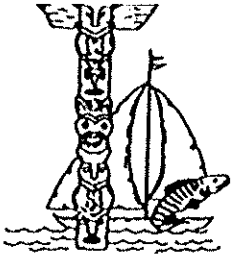
320 N. First St.  
Kalama, WA 98625



## City Council Agenda February 4, 2015 @ 7 pm

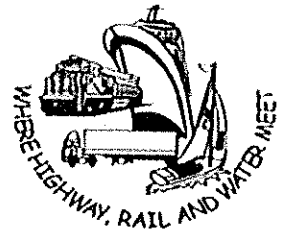
### RATE SETTING WORKSHOP – 5:30 PM

1. OPENING - Mayor Pete Poulsen
  - A. Flag Salute
  - B. Roll Call
  - C. Changes to the Agenda
2. EXECUTIVE SESSION
3. PRESENTATIONS & AWARDS
4. PUBLIC HEARINGS
  - A.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
  - A. Approve Proposal for General Engineering Services
7. NEW BUSINESS
8. ORDINANCES & RESOLUTIONS
  - A. Ordinance 1354 – Speed Limit Revisions
9. CORRESPONDENCE
10. MAYOR & COUNCILMEMBER REPORTS
  - A. Mayor Pete Poulsen – Mayor’s Report – Cow Co Tourism
  - B. Councilmember Mike Truesdell – Finance Committee
  - C. Councilmember Dominic Ciancibelli – Public Works & Planning Committee
  - D. Councilmember Mike Langham – Police, COG Board & 911 Board Rep
  - E. Councilmember Donald Purvis - Parks, KSCC Rep & Health Board Rep
  - F. Councilmember Mary Putka – Library Committee & Chamber Representative



# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda February 4, 2015 @ 7 pm

### 11. DEPARTMENT REPORTS

- A. City Administrator Adam Smee
- B. Superintendent of Public Works Kelly Rasmussen
- C. Police Chief Randy Gibson
- D. Clerk/Treasurer Coni McMaster
- E. City Attorney Paul Brachvogel

### 12. CONSENT AGENDA - *I move the City Council approve the consent agenda as presented.*

#### A. Approval of Payment of Vouchers

- 1. Claims Vouchers Totaling \$83,468.51 for January, 2015
- 2. Payroll Vouchers Totaling \$85,318.68 for January 16-31, 2015

#### B. Approval of Minutes:

- 1. Minutes of the January 21, 2014 City Council Meeting

#### C. Other Consent Agenda Items

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT