

**CITY OF KALAMA  
CITY COUNCIL MEETING  
OCTOBER 15, 2008**

**1. OPENING**

Mayor Pete Poulsen opened the City Council meeting at 7:05 p.m.

**A. Flag Salute**

Mayor Poulsen led those present in the Pledge of Allegiance.

**B. Roll Call**

Councilmembers present were Adam Smee, Dominic Ciancibelli, Chuck Hutchinson, Don Purvis, and Bud Gish. City staff present were Clerk/Treasurer Coni McMaster and Police Chief Bruce Hall. 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**

**A. Jim Bain – Leadership Academy Sponsorship**

Mr. Jim Bain, 308 N. Second Street, proposed the City Council consider sharing the cost of sending a citizen to the Leadership Academy sponsored by the Longview/Kelso Chamber of Commerce each year. The partnership would be between the Kalama Chamber of Commerce, the Port of Kalama, Envision Kalama and the City. The course is a one day a month class for nine months and current cost is \$700. It is a valuable course which Mr. Bain and Clerk/Treasurer Coni McMaster have attended in the past dealing with the many aspects of being a leader in the community. The City will need to determine if they can participate using public funds to sponsor attendance of someone other than a City Council person or City staff member.

**7. UNFINISHED BUSINESS**

**A. Paradise View Subdivision – Request for extension of preliminary plat approval**

Mr. Jim Bain, representing MHL, LCC, presented a request for a 5-year extension of the preliminary plat approval for Paradise View Subdivision. Included in the request was the proposal to provide an extended trail through the development that would help to connect to a city-wide trail system which is a goal of the K-CAP plan and Parks and Recreation Committee. The location of this plat was identified on the map.

The history of this plat is that it was given preliminary plat approval in 1998, extended to 2007 due to the sewer moratorium, and then re-extended to December of 2008. The construction drawings were submitted and approved in 2007. The City Council was provided with a copy of the code revision they adopted earlier in 2008 setting out the criteria for the extension of plats. It was noted that the Council has approved previous extensions for up to three years but never to five.

The Council asked questions regarding how the trails would be built, whether the current plat was being built to today's code standards, and why the plat has not had any site development during the 10-year period. The trails would be of hard packed gravel and sidewalks would still be required. The plat is believed to have been brought up to the current code standards, but the approval of this request could include that condition. The plat has changed owners during the ten years and the first owner had wanted to include many more lots which is not feasible for the steeply sloped property. The new owner purchased it approximately 3 to 4 years ago and has completed over \$300,000 in engineering and geo-technical work to have the construction drawings approved. With the economic conditions, it is not anticipated that any site work will be done soon. There was discussion regarding the due diligence shown by the developer, whether the trail was in the best interest of the City, the length of the extension request, and how granting or not granting the extension would benefit the City. Several Councilmembers had concerns with granting an extension of five years. There are no significant benefits to the City either way the decision goes. Mayor Poulsen voiced his belief that due to the lack of progress on this plat in the ten years, he felt there was little commitment to the project or the City.

Councilmember Dominic Ciancibelli made a motion to approve a 3-year extension of the preliminary plat approval of Paradise View subdivision provided the plat meets the requirements of the current code and builds the proposed improved trails. Councilmember Bud Gish seconded the motion. Councilmember Don Purvis stated he could only support a two-year extension. It was clarified that the trails would only be for walking and not other uses. The motion carried with four in favor and Councilmember Purvis voting against.

## **8. NEW BUSINESS**

### **A. Small Works Roster - Joining Statewide Roster**

Clerk/Treasurer Coni McMaster explained that Municipal Research (MRSC) has established a state-wide Small Works Roster which if the City were to join would reduce staff time in administering the current City roster. Contractors will be able

to register on-line with MRSC for just the City, Cowlitz County, multiple counties or state-wide depending on where they would like to work. The City will no longer have to advertise twice a year, and then track and monitor the listing of contractors. There is a fee of \$100 annually, but it is believed that the advertising costs at least this much. The City will notify all the contractors on its current list that they are switching to MRSC and encourage them to register. Mayor Poulsen voiced a concern that local contractors might miss out on projects as they may not be aware of the small works roster. Ms. McMaster suggested they could provide a flyer with the information with the business license forms to all contractors obtaining licenses in the City. The City will be required to sign an agreement with MRSC and pass an ordinance. The ordinance has been drafted and could be presented tonight. It simply repeals the old code and re-adopts it with the stipulation that the City will be contracting with the state for the roster.

Clerk/Treasurer McMaster read **Ordinance No. 1228** by Title - An Ordinance of the City Council of the City of Kalama, Washington, on the subjects of establishing a Small Public Works Roster process to award public works contracts and a Consulting Services roster for architectural, engineering and other professional services. Councilmember Don Purvis made a motion the City Council adopt Ordinance No. 1228 as read by the City Clerk. Councilmember Bud Gish seconded, and the motion carried.

**B. Declare Planning Commission position vacant and post**

Mayor Poulsen read a letter from Planning Commission Chairman Don Mathison requesting that due to lack of attendance the Commission position held by Diana Leigh be declared vacant and posted for applications. Ms. Leigh has missed the last three consecutive meetings, which by code vacates the position. She has only attended 4 of the ten meetings in 2008. Councilmember Adam Smee noted that at the end of 2007 the Council had considered reducing the Commission from seven members to five due to attendance issues. They were assured by Chairman Mathison that the Commission would monitor and take attendance seriously. Clerk/Treasurer Coni McMaster assured the Council that this is the reason Chairman Mathison had written the letter. There was some discussion of reducing the membership back to 5 or 6, but several people present noted they were aware of someone who would be interested in applying for the vacancy. The vacant position will be posted for applications. Councilmember Chuck Hutchinson made a motion the City Council approve the Mayor vacating the Planning Commission position held by Diana Leigh. Councilmember Adam Smee seconded, and the motion carried. A letter would be sent to Ms. Leigh.

**9. ORDINANCES & RESOLUTIONS**

**Resolution No 517 - Correction of Resolution No. 516 passed on September 17, 2008 - Duplicate Number - Renumber and readopt** - A Resolution of the City Council of the City of Kalama waiving the competitive bidding requirements under Chapter 39.04.280 of the Revised Code of Washington based on the sole source available for the purchase of a modular unit for housing the Police Department.

Clerk/Treasurer Coni McMaster explained that in reviewing resolutions, it was discovered that this resolution was given a duplicate number in error. In order to correct the error the Council will need to re-adopt the resolution with the new number.

Ms. McMaster read Resolution No. 517 by title adding that this was to re-number the Resolution previously adopted on September 17, 2008.

Councilmember Bud Gish made a motion the Council adopt Resolution No. 517 as read by the City Clerk, renumbering said Resolution #516 previously adopted on September 17, 2008 to avoid duplicate numbering. Councilmember Adam Smee seconded, and the motion carried.

#### **10. CORRESPONDENCE - None**

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

A. Mayor Pete Poulsen stated that due to the economic conditions of the entire country, he did not feel the City should proceed with putting the bond proposal before the voters this coming spring. He asked for the opinion of the Council. The Councilmembers all agreed. Discussed was whether or not to continue working on informing the public of the needs in preparation for when the bond could be placed on the ballots for consideration. The subject is being discussed in the community since the Town Hall meeting was held, so the process has begun. The City may want to continue providing information to keep the issues fresh in people's minds. It was decided that the subject would be discussed further after the first of the year to decide how to proceed.

Mayor Poulsen also noted that the Port of Kalama has included \$75,000 in its budget to help the City replace the waterline located near or in RSG. This line is very old and very deep, so it may be abandoned and the waterline rerouted.

B. Councilmember Adam Smee had no report.

C. Councilmember Dominic Ciancibelli had no report.

D. Councilmember Chuck Hutchinson had no report.

E. Councilmember Donald Purvis noted he would be attending the Envision Kalama meeting on Thursday evening. Envision Kalama is a foundation set up to raise funds for projects that will benefit the community. Its basis was formed during the K-CAP

planning process. Envision raised money to help the City with the planting of the new trees as part of the Downtown Streetscape project. Councilmember Purvis reported that his tenure on the Board of Directors of the Chamber of Commerce is ending this year. With that he suggested that Councilmember Chuck Hutchinson be appointed as the Council's representative to the Chamber. Councilmember Hutchinson agreed to the appointment.

F. Councilmember Bud Gish had no report.

## **12. DEPARTMENT REPORTS**

A. Director of Public Works Carl McCrary was absent.

B. Police Chief Bruce Hall reported that so far only \$1200 has been spent on the department's relocation. The conditional use permit hearing was held and he is awaiting the decision from the Hearings Examiner. The recently confiscated Dodge Durango can now be claimed by the City. It was seized during a drug arrest. It can be sold or converted to use by the City. Chief Hall announced that Community Service Officer Cody Traub has been hired to fill the vacant officer position. He will be attending the Police Academy starting in November for five months. Cody was excited to be able to serve the community when he was informed of the final decision.

C. Clerk/Treasurer Coni McMaster reported the Finance Department had received the new budgetary software and is working the bugs out. She noted the Council should all have the invitations to the Library book signing event for October 24, 2008. New classes will be offered for the winter quarter by LCC for the Community service classes at the Community Building including beading and art, and an additional aerobics class. Ms. McMaster noted that the City's insurance carrier AWC had completed the annual "loss control report card" and the City had received an "A".

D. City Attorney Paul Brachvogel was absent.

## **13. CONSENT AGENDA -**

*Councilmember Bud Gish made a motion the City Council approve the Consent Agenda including the minutes of the October 1, 2008 City Council meeting. Councilmember Adam Smee seconded, and the motion carried.*

## **14. EXECUTIVE SESSION - None**

## **15. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:30 p.m. 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**