

**CITY OF KALAMA  
CITY COUNCIL MEETING  
JULY 15, 2009**

**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 Adam Smee, Dominic Ciancibelli, Chuck Hutchinson, Don Purvis, and Bud Gish. City staff present were Director of Public Works Carl McCrary, 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**

**A. Ordinance Number Corrected to 1241**

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS - None**

**7. UNFINISHED BUSINESS**

**A. USDA/Rural Development Grant Award for \$108,000 - Authorize Mayor to Sign**

This is the grant for the Sauer Road Waterline and the replacing of the Water Plant filter socks. It was noted that the City will replace two sets of the filter socks one with this grant and one with FEMA funding. Councilmember Chuck Hutchinson made a motion the Council authorize the Mayor to sign the grant agreement. Councilmember Don Purvis seconded, and the motion carried.

**B. USDA/Rural Development Loan Offer - Reservoir Ceiling Painting**

Councilmember Chuck Hutchinson made a motion the City Council not accept the loan funding offered from Rural Development. Councilmember Bud Gish seconded. Director of Public Works Carl McCrary explained that when this was applied for it was hoped the funding would be from grants. It is being offered as a loan. Rather than have the City take on more debt, this project can be funded from reserves. He is recommending the City not accept the loan. He projected the project would start in October or November of this year. The motion carried.

**8. NEW BUSINESS**

**A. Sauer Road Waterline Replacement Design - Gray & Osborne Agreement Amendment**

Mayor Poulsen explained that Gray and Osborne were ranked as number one during the engineering interviews, so this project will be an extension of the award to them. It was noted that the design costs will be covered by the grant funds as well. The award will be for an amount not to exceed \$15,550. Councilmember Adam Smee made a motion the Council authorize the Mayor to sign the Amendment with Gray and Osborne awarding the design for the Sauer Road Waterline. Councilmember Dominic Ciancibelli seconded, and the motion carried.

**B. Authorize the signing of lease agreement with Cascade Networks for Police Access Line - Tabled**

**C. Accept the Justice Assistance Grant from CTED for Police Department**

Police Chief Bruce Hall explained the grant is for \$9,999 and will be used for obtaining a live scan fingerprint device. This will allow the City to take a better quality of fingerprints and avoid the rejects from the State. Councilmember Adam Smee made a motion the Council authorize the City to accept the Justice Assistance Grant from CTED and authorize the Mayor to sign. Councilmember Dominic Ciancibelli seconded, and the motion carried.

**9. ORDINANCES & RESOLUTIONS**

**A. Ordinance No. 1241 - An Ordinance of the City of Kalama, Washington amending the 2009 Budget to reduce the City's 2009 Budget to accommodate the unanticipated drop in revenues and reducing expenditures to meet the shortfall reducing the total 2009 Budget in the amount of \$551,900.00**

Clerk/Treasurer Coni McMaster read Ordinance No. 1241 by title. She explained the City is addressing the shortfalls in sales tax revenues, building and planning fees from development, water/sewer connection fees and water fees due to a drop in industrial water usage. The drop in water usage was earlier in the year for several months and has recently risen back to the normal level. Councilmember Bud Gish made a motion the City Council adopt Ordinance No. 1241 as read by the City Clerk. Councilmember Chuck Hutchinson seconded, and the motion carried.

**B. Resolution No. 531 - Six Year Street Plan - Mis-numbering Correction**

Resolution No. 531 was read by title. It was noted this is only to correct the resolution number, and there are no changes to the plan previously adopted. Councilmember Chuck Hutchinson made a motion the City Council adopt Resoluton No. 531 as read. Councilmember Adam Smee

seconded, and the motion carried.

**C. Resolution No. 532 - Adopting City Policies and Procedures**

Mayor Poulsen noted that the Public Works Project Policy in Section 3 of the resolution would be removed from the resolution to have it further reviewed by staff prior to passage. The revised Resolution 532 was read by Title. Councilmember Chuck Hutchinson made a motion the Council adopt Resolution No. 532 as revised and read by the City Clerk. Councilmember Bud Gish seconded, and the motion carried.

**D. Resolution No. 533 - Amending City's Credit Card Policy**

Resolution No. 533 was read by Title. Mayor Poulsen explained that these policy updates are being put in place at the request of the State Auditor. Councilmember Dominic Ciancibelli made a motion the City Council adopt Resolution No. 533 as read. Councilmember Don Purvis seconded. There was some discussion by Director of Public Works Carl McCrary and Police Chief Bruce Hall about needing to have the credit cards available when the City Hall offices are closed. This could be an issue during a weekend emergency or after regular business hours. Mayor Poulsen noted that all the department heads are authorized to carry the credit card all the time, and if it was an urgent need someone could be called in to provide a card. The motion carried.

**10. CORRESPONDENCE**

**A. Letter from Amalak Supporting use of Donations for Community Building Window Replacement**

Clerk/Treasurer Coni McMaster noted that the current budget for the Reserve fund does include some capital funds, so this could be done without a budget amendment. Councilmember Chuck Hutchinson noted that the Lions have all but about \$500 to replace the windows, so this would be the City's contribution.

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

**A.** Mayor Pete Poulsen reported on the loss of the Video Store business, the added freeway signs for Kimmi's Alaskan Grill, gas being back at the Minit Mart, and the new clothing store. It was noted that the Madill building south of town has been purchased, and a new industry will be going in.

**B.** Councilmember Adam Smee reported he had missed the Summit meeting to attend the Guild negotiations.

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

**D.** Councilmember Chuck Hutchinson had no report.

**E.** Councilmember Donald Purvis reported the Health Department is reviewing the results of the recent survey. He noted the recent news of Kelso and Longview considering merging the two cities. He also asked that the guideline for tourism funding he had provided several months ago be considered while the City is updating policies. This will allow for a better way to track the requests and the spending of the tourism funds. Clerk/Treasurer Coni McMaster stated that it can be utilized in the upcoming budget process. She will be working to finalize it.

**F.** Councilmember Bud Gish noted a Public Works Committee meeting had been held, but he was unable to attend.

## **12. DEPARTMENT REPORTS**

**A.** Director of Public Works Carl McCrary provided a written report. He informed the Council of the recent fire set in the Toteff Park restroom. It was noted that the same type of fire was also set at the Port's restrooms on the same weekend. Mr. McCrary reported the First Street Project is out to bid. The bids will be opened next Tuesday. The engineer's estimate on the project came in about \$200,000 more than what the City has secured for the project. Mr. McCrary has approached the County RSTP committee and the City qualifies for some additional rural STP money. This will provide the additional \$200,000 in funding to complete the project. The stimulus funding will cover the landscaping on the project as well. Mr. McCrary let the Council know that the Meeker Drive Lift Station electrical work is nearly complete. Councilmember Chuck Hutchinson asked about the culvert at the Water Plant that is listed on the report. Mr. McCrary explained that they discovered the plugged culvert in time to request FEMA funding which he thinks will help cover the work.

**B.** Police Chief Bruce Hall reported there have been 4 suspicious small fires recently including the one at Toteff Park. There was talk of putting up cameras to help deter vandalism. Chief Hall noted that the new prosecutor is doing well in court which is helping the city to resolve cases, collect fines and get some community service in town. He added that he was not sure what kind of a report can be developed to provide information to the Council on the arrests and court outcomes, but he and Fred Johnson would look at it. There is a new program being put together for use County wide to deal with child abuse cases. Councilmember Chuck Hutchinson noted it is good to hear that citizens are getting their day in court when necessary.

**C.** Clerk/Treasurer Coni McMaster reported that the Child Abuse program the Chief spoke of will be making a presentation to the Council in August. She provided the quarterly Treasurer's report through June which included in the budget portion the amendment adopted tonight. The City's new population estimate is 2505. Ms. McMaster asked how many of the Councilmembers want to be registered to attend the upcoming official's training in September to be held in Kalama. Ms. McMaster asked the Council to be thinking about what they would like to see and how they would like to see the information for the upcoming 2010 budget process.

Ms. McMaster explained a request from the Lewis Review to advertise in a special section of the monthly paper called "two hours away." The City could do something similar to what they are doing with the Bugler or they could put in City information. The Council decided to hold this over to another meeting.

Councilmember Don Purvis asked the Council what they thought the Council should be doing to keep a closer eye on projects to avoid overages of the set budgets. Ms. McMaster noted that having good estimates is important, and that overages are usually approved by budget amendments. Councilmember Purvis noted the Councilors are custodians of the public funds and help to control how funds are expended when they sign the bills for payments. It was noted that if the Councilmembers get too involved they could be micro-managing, but they can ask questions and review all the bills if they have some concerns. Mayor Poulsen noted that this project (the police building) has been different than most other City projects in that it has been done in pieces. The Council was made aware that the project had gone over the set budget. They had the ability to stop the project at anytime. It was noted that they had never seen a total of the budget or the expenditures. There were flaws in this project and how it was done, and as Mayor he takes that responsibility. Councilmember Adam Smee noted that some projects do go over, but that it would be irresponsible not to complete them too. We have to learn from our mistakes. Having the work done by the City crew kept some of the money here in town. In the future projects will be addressed differently. It was noted that this was to be a three year plan, but it looks like now it will be a fifteen year plan, provided the City can maintain the lease. Chief Hall noted that he made some mistakes, but the building is built to code and is a good secure building the City can be proud of. There was a lot of free labor from the Department of Corrections used to help cut the costs. They got a lot for \$100 per square foot. Mayor Poulsen noted that the overruns should have been presented like change orders to the Council, but the project couldn't be stopped without a great waste of City money and time. If the City had bid the project out, it would have cost more. His door is always open if the Council has questions or concerns. Councilmember Purvis asked what will the City do with the old building? For now it will be used for storage. Chief Hall informed the Council that they started moving in today and can use help if anyone wants to volunteer. Mayor Poulsen noted the new facility will provide much better working conditions, and the Public Works crew did an incredible job on the interior.

D. City Attorney Paul Brachvogel was absent.

### **13. CONSENT AGENDA**

*Councilmember Chuck Hutchinson made a motion the City Council approve the Consent Agenda including Claims Vouchers Totaling \$41,681.56 for July and the City Council minutes of July 1, 2009. Councilmember Bud Gish seconded, and the motion carried.*

14. **EXECUTIVE SESSION - None**

### **15. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:23 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**