

**CITY OF KALAMA
CITY COUNCIL MEETING
JANUARY 6, 2010**

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 - None

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS

A. Authorize the Mayor to sign Quit Claim Deed - Old Cemetery Easement

Clerk/Treasurer Coni McMaster provided a map and explained this is the west end of the expired 1925 easement. The City has no interest in the easement. This is being done to clear title for the adjoining property owners. Councilmember Bud Gish made a motion the City Council authorize the Mayor to sign the quit claim deed releasing any interest and clearing title to the old cemetery easement off Taylor Road. Councilmember Adam Smee seconded, and the motion carried.

B. Specifications for City Hall Roof Repair

Mayor Pete Poulsen stated that while he doesn't like the cost of having to do the plans and specifications, it is necessary in order to get like bids from the contractors and have the job done right. Part of the Facility Plan included a study of the current roof and its needs which was completed by architect Rob Barrantine, so he has all the necessary info to move forward with the specifications. The City did bid for the architectural services for the plan. Director of Public Works Carl McCrary noted that in general the roof doesn't look bad. The areas of concern are the angles, the parapets, and flashings. Currently there are leaks at the Library. The estimated cost of the roof in the facilities plan was \$70,000. This was two years ago, so there is some concern that the costs could be more, even as much as

\$100,000. There was some discussion of the different options now available. Police Chief Bruce Hall commented that perhaps the City should consider its other options before it spends that kind of money on the old building. There are the buildings down next to the new police building or the property next door to the current City Hall which could be available. These could be used to pursue the ultimate goal of a new complex. Mayor Poulsen noted that economically this is not the time to try to put a bond in place for funding a new facility. Clerk/Treasurer Coni McMaster noted that the City doesn't have funds for purchasing property or for making major improvement to new property. Even if the City was to pursue that option immediately, it would be at least 2 to 3 years out. The City Hall needs maintenance now in order to continue to be used. Chief Hall stated that it may be better to spend the money pursuing the long term goal. Ms. McMaster noted that in the 15 years she has been with the City, the need for maintenance work on the City Hall has been discussed over and over, and it is put on hold for some future goal. It's time something was done to fix the problems at the facility. Councilmember Bud Gish noted that the City will not have the funding for a new complex even in 5 years. The City Hall is going to be used, and it needs to be fixed right. Doing the major maintenance on the structure will help the value of the building in the future. Councilmember Adam Smee made a motion the City Council authorizes the work to be done to draft the drawings and specifications with the expenditure of funds not to exceed \$9000 from the Capital Improvement Fund. Councilmember Don Purvis seconded, and the motion carried.

8. NEW BUSINESS

A. Authorize the signing of the ACH Agreement with Cowlitz Bank for Direct Deposit of Payroll

Clerk/Treasurer Coni McMaster explained that the City wants to offer direct deposit to the employees which requires additional paperwork be signed for setting up the Automated Clearing House activity. Councilmember Don Purvis made a motion the City Council authorizes the Mayor and/or Clerk Treasurer to sign the necessary documents with Cowlitz Bank for setting up ACH transactions. Councilmember Bud Gish seconded, and the motion carried.

B. Approval of Change Orders No 1 - Authorize Mayor to Sign

Director of Public Works Carl McCrary explained that originally this was two change orders which he had approved, but the contractor had not included any additional days. They added two days to the requests and combined them so they are now over the \$8000 he is authorized to approve. Mr. McCrary continued that the moving of the hydrants to better locations allowed the City to gain 2 more parking places as well. The money should be included in the funding package, but if it isn't, the cost could be covered by the water reserve funds. The cost is very

reasonable for the work done. Councilmember Chuck Hutchinson made motion the City Council authorizes the Mayor to sign Change Order No 1 on the First Street Improvement Project Phase 2. Councilmember Bud Gish seconded, and the motion carried.

9. ORDINANCES & RESOLUTIONS

A. Ordinance No.1250 - An Ordinance of the City of Kalama, Washington amending the 2009 Budget to include unanticipated expenditures for a new used police car and unanticipated transfers necessary to account for the overpayment of sales taxes from the State increasing the Budget in the amount of \$302,000.00.

Ordinance No. 1250 was read by Title. Councilmember Adam Smee asked about the sales tax overpayment. Clerk/Treasurer Coni McMaster explained that contractors working outside the city limits in the industrial areas often miscode their sales tax reports to the State so the state sends the taxes to the City that should be going to the County. This occurred several years back and wasn't found or reported to the State timely, so when it was found, the correction by the State left the City with no sales tax revenues for several months. Ms. McMaster reviews the monthly reports and reports to the State those amounts that have been misreported so that it is not building to a large amount. In the last two months there have been some large amounts which total close to \$26,000. This would wipe out at least a month's worth of sales tax revenues for the City. She has requested the state take it over several months rather than all at once. Mayor Poulsen noted that the funds were moved to a reserve fund to offset any reductions the State may make. Councilmember Chuck Hutchinson asked about the garbage overage. Since the garbage service contract is based on the revenues received, when the City receives more than anticipated the expense also increases. Councilmember Bud Gish made a motion the Council adopt Ordinance No. 1250 as read. Councilmember Chuck Hutchinson seconded, and the motion carried.

B. Resolution No. 542 - A Resolution of the City Council of the City of Kalama Approving the Interlocal Agreement with the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA) and its Members.

Resolution No. 542 was read by Title. After some discussion, the resolution was tabled until the City Attorney could be available to comment on the agreement. The item would be on the next Council agenda.

C. Resolution No. 543 - a Resolution Of The City Of Kalama, Washington declaring two vehicles of the Kalama Police Department and temperature monitoring equipment from the Wastewater Treatment Plant surplus and authorizing disposal in the City of Kalama's best interest

Resolution No. 543 was read by title. It was noted that

one of the temperature modules is not in working order, but the other one will be surplus. The State no longer requires the temperature testing in the river, so the equipment is no longer needed. Councilmember Dominic Ciancibelli made a motion the City Council adopt Resolution No. 543 as read. Councilmember Adam Smee seconded, and the motion carried.

10. CORRESPONDENCE

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen commented on the Department of Ecology letter complimenting the City's Wastewater Treatment Lab. He noted that this is a hard test to pass. The tester is one of the top experts in the field, so this is a great accomplishment.

B. Councilmember Adam Smee had no report.

C. Councilmember Dominic Ciancibelli had no report.

D. Councilmember Chuck Hutchinson reported that the new car from Texas looks to be a good deal for the City. It has low miles, a good paint job, and has the necessary equipment already installed. Councilmember Smee asked about the costs of bringing the car back from Texas. Chief Hall stated he thought all the options would cost about the same. He also noted that he received all the maintenance records on the vehicle. Councilmember Hutchinson added he has talked with the Chamber about adding or getting some new Christmas lights for next year. He noted that he is working with the Chief on getting the safe moved into the facility soon.

E. Councilmember Donald Purvis asked about the Envision Kalama meetings and if they would be held weekly. Mayor Poulsen replied that for a while there will be weekly meetings on Monday at City Hall from 5pm to 6pm. There are several groups working together in hopes of implementing some of the items that have been included in different plans adopted by the City and the other groups. Currently the focus is on the Twilight film connection and how to draw on that. They are planning little things with low cost, such as banners. Another item is signage from the freeway. The group is looking at all options and ideas, plus how to implement them.

F. Councilmember Bud Gish reported the Public Works Committee had met and discussed the ongoing projects including the nearly complete reservoir painting project. The work at the police station is almost completed. Also, there is a plan to use the corrections crew to remove and replace some of the sidewalk pavers at the Community Building.

12. DEPARTMENT REPORTS

A. Director of Public Works Carl McCrary submitted a written report. They began filling the 2-million gallon reservoir today. It will take about 3 days to fill it, and then it will need to be tested before it can be put back on line. This should happen by next week.

B. Police Chief Bruce Hall reported that the Police building was closed out in 2009 within the final budget. There was a palm tree donated for the site as well. He noted that he hopes the Facilities Plan that was developed will keep moving forward towards the goal. The lighted signs at the school have been installed and a request for funding submitted to the State. There was some discussion regarding the surplus Dodge Durango and whether it could be utilized for the Building Department. The blazer has some problems, and is not running well. There would be funds transferred for the vehicles.

C. Clerk/Treasurer Coni McMaster reported she was working to close out the year. In the first 6 days of 2010 the City has received four building permits including 2 new homes, so let's hope it is a good sign. She invited all of the Council to take a look at the Mayor's office and conference room that Mayor Poulsen has painted and worked to clean up. The staff and the Mayor will continue the efforts in the rest of the building. Mayor Poulsen noted that they will be using the old police facility to store much of the excess that has accumulated at City Hall. He has requested that Public Works do some maintenance and clean up when they can do inside work. Ms. McMaster also noted that she has received information that the lock on the outer door of the vault at the Community Building may be able to be replaced.

D. City Attorney Paul Brachvogel was absent.

Mayor Poulsen asked the Council to begin thinking about what they think should be done so the City can require maintenance on the existing downtown buildings and protect the feel of Kalama with new construction. He would like to look at establishing some design codes for the City. All the work being done needs to be continued with help from the downtown building owners. There was some discussion that there could be some costs involved to get an enforceable code drafted. This would be something the Planning Commission would work on. It was suggested that a workshop be held to continue the discussions. All downtown building owners would be invited, and the Planning Commission should be included. It was noted that the Planning Commission's annual report will be presented at the next Council meeting.

13. CONSENT AGENDA

Councilmember Bud Gish made a motion the City Council approve the Consent Agenda including Claims Vouchers Totaling \$219,366.24, Payroll Vouchers totaling \$137,255.34, the City Council minutes of December 16, 2010 and the following items:

1. AWC Retro Program Renewal
2. Vision Software Annual Maintenance Renewal - per Budget
3. Virtual Consulting Annual Computer Maintenance Renewal - per Budget

Councilmember Don Purvis seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:40 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

Pete Poulsen - Mayor

Coni McMaster - Clerk/Treasurer