

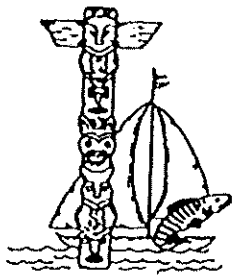
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda April 20, 2016

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
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
 - A. Award the Bid for the China Garden Road Construction Phase – Lakeside Industries
 - B. Request for Qualifications – Architect Services – City Hall/Library/Police
 - C. Request for Proposals – Downtown Economic Development Plan Consultant
7. NEW BUSINESS
8. ORDINANCES & RESOLUTIONS
 - A. Ordinance No. 1377 - 2016 Budget Amendment to address flood expenses in all Departments, Public Work equipment repairs, and purchase of a new Police vehicle.
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



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- D. Councilmember Mike Langham – Police, COG Board & 911 Board Rep
- E. Councilmember Rosemary Siipola – Parks & Health Board Rep
- F. Councilmember Mary Putka – Library Committee & Chamber Representative

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 Erin Hillier

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

A. Approved for payment are:

Claim warrants 36054-36055, 36065-36112 and ACH transactions of \$2,949.17 totaling: \$160,701.55 and

Payroll warrants 36056-36064 for April 1-15, 2016 and ACH transactions of \$21,122.03 totaling: \$ 60,065.51 for a Grand Total \$220,767.06

B. Approval of Minutes:

- 1. Minutes of the April 6, 2016 City Council Meeting

C. Other Consent Agenda Items

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
APRIL 20, 2016**

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, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. Councilmember Dominic Ciancibelli was absent. City staff present was City Administrator Adam Smee, Superintendent of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. 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

Watering Downtown Plantings - Diane Roberts of Envision Kalama thanked the City for their support on the downtown project. She noted that local organizations Amalak, Envision and the Chamber raised \$2,400 for all the new plants downtown and she wanted to know if there was a plan for watering them. Superintendent of Public Works Kelly Rasmussen informed them the plants were watered yesterday. He added that with only 4 crewmembers they are doing it as often as they can. Looks like there will be some rain in the next few days. The City does not have someone to dedicate to that 6 hours a day. When asked about the correction crew, he replied that they only come once a week. Ms. Roberts noted that Envision is willing to help with \$500 toward the effort. Superintendent Rasmussen and City Administrator Adam Smee explained that a crew wage of \$43 an hour with benefits uses that \$500 quickly, as it takes a lot of time to water the plants. There are liability issues using volunteers. The downtown project was cut back losing the proposed irrigation system, which has made watering a major problem. There was discussion about getting a part-time grounds position but there are union issues that would have to be addressed to fill such a position. During the summer, the City does have summer workers that will do some watering. Future budgets may need to include money for grounds keeping. Clerk/Treasurer Coni McMaster suggested that the organizations ask the business owners to help too. City Administrator Smee noted this was brought up at the Chamber meeting and they received compliments that downtown looks good, but not all the business owners are willing to water and clean the sidewalks. Maybe the Chamber and the City can find someone interested in work part-time.

Mandatory Garbage Requirements. Mr. Ron Madderra resident and Homeowners Association President of Columbia Terrace Estates asked about the garbage collections and that it is mandatory under the code. He is looking for a way to make exceptions for people who shouldn't be charged as they have no garbage. Currently they are charged anyway. He cited a few examples such as one resident who recycles so efficiently that she has no garbage; another that has two places in town and only uses garbage at one; and then snow birds. Clerk/Treasurer Coni McMaster noted that snowbirds are already exempt provided they notify the City they are going to be gone and this includes vacations of two weeks or more. City Administrator explained that the City has contract service with Waste Control based upon a fixed cost for the service based on all residents having service. Allowing optional service would affect the costs to rest of the citizens. Mr. Madderra compared the mandatory service with taxing people without providing services and it isn't fair. Mayor Poulsen noted he had discussed with one resident having the park provide services but the residents would still have to pay for it. Mr. Madderra stated that these residents are not producing garbage and are mainly elderly on fixed income but being forced to pay for a service they don't use. It was noted that it is their choice to not use the service which is available to them. Councilmember Mike Langham compared this to a hotel charge which includes a spa, pool, and gym and requesting a reduction in the charge because you don't use those amenities. If you live in the County garbage service is optional but most cities have mandatory service to address health and safety as well as nuisance issues. This is living in an urban setting with rules there to keep the community clean and in the best interest of the community. Clerk/Treasurer Coni McMaster noted there have been discussions with the attorney to look if anything can be offered.

Elm Street Garbage Issue. Gail Niebel of 356 Elm Street noted that she has also been dealing with garbage issues. Her issues are with the neighbors regarding pickup and she has tried to work with them. The neighbor's cans are always left at her residence claiming it is an easement within the City alley right-of-way. It was originally one neighbor and now it is several which led to complaints being made to the City. Ms. Niebel noted that she has felt bullied by neighbors over the years even when she has tried to be a good neighbor. The City has now made it required that the cans all be taken out to Elm Street and not in the alley. Clerk/Treasurer Coni McMaster noted that the garbage pickup in the alley was also dangerous since the truck did not have room to turn around and was backing out of the alley onto Elm Street so the new location makes it safer. Ms. Niebel noted that one neighbor did not move her can it still sits on Ms. Niebel's property. She was advised that if it remains on her property to contact the police.

7. UNFINISHED BUSINESS

A. Award the Bid for the China Garden Road Construction Phase Lakeside Industries

City Administrator Adam Smee informed the Council the City received three bids for China Garden Road construction. One bid was disqualified as the bond was not submitted as required in the bid proposal. It could have set a precedent for future projects and while unfortunate for the City and the contractor it could have led to liability issues. The two remaining bids were considered and the Lakeside Industries bid is still below the engineers estimate and is low bid. The bid information has been sent to TIB for approval. Administrator

Smee is requesting the Council approve the bid contingent on the final TIB approval. Councilmember Mary Putka made a motion the City Council award the bid for the construction of the China Garden Road project to Lakeside Industries for an amount not to exceed \$362,736.00 contingent on TIB approval... Councilmember Mike Langham seconded and the motion carried. It was noted that the construction is an 8-week project to be done within the 10-week window of the school's summer vacation.

B. Request for Qualifications – Architect Services – City Hall/Library/Police

City Administrator Adam Smee stated that the City put out a Request for Qualifications for architect services for the library and police facilities. The Library will be mostly interior design and the Police will be the big project for a new building. The City received only two proposals from Coates Design and Mackenzie. Mackenzie had visited sites to look at scope and that was reflected in their proposal. Coates has a very impressive consultant for Police design but it would more than likely out of our price range. He noted he would like the same firm to do both the projects and hopes this may be more economical. The first work will be on the Library. He has ranked the proposals as Mackenzie 1 and Coates 2. Councilmember Rosemary Siipolia made a motion the Council approve the ranking as presented by Adam for architectural services. Councilmember Mike Truesdell seconded, and the motion carried.

C. Request for Proposals – Downtown Economic Development Plan Consultant

City Administrator Adam Smee explained the request for proposals under the CERB grant for the Downtown Economic Development Plan went out and he received many phone calls showing interest in the project. The proposal asked for a lot because he doesn't want a document that will sit on a shelf, but wants to see development, outside investment and a marketable document for drawing interest to the City. The City received four proposals, some structured and some creative. He ranked the firms by familiarity with region, offering some synergy in working with the plans for Spencer Creek Business Park which needs to be a part of the project. The firms needed to do their homework to deal with this. The strength of the team and the work plan were also ranked. They needed to show they understand limitations faced by the community as well as the positives. He wants the final deliverables to be something we can publish and put out to get attention and interest from developers and business. Mackenzie does have a track record in Kalama having been involved in past discussion on city needs and plans with the Port. It appears they have hired the economist that had been working with the Port of Kalama, who would work on the project. The firm CAI had impressive resumes, but they did not make contact with Adam and they have mostly large community work. Their proposal did not seem to include future implementation of the plan. Administrator Smee believes Mackenzie would have the most positive outcome and has ranked them as number 1. There are a few less constraints in negotiating the contract for planning services. He is requesting the Council approve the ranking and will negotiate the contract to get started. The project budget has been set, so it shouldn't go over in these negotiations. Councilmember Mary Putka made a motion the City Council approve the ranking of the firms as presented with Mackenzie number 1. Councilmember Mike Langham seconded, and the motion carried.

8. NEW BUSINESS - None

9. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1377 - 2016 Budget Amendment

Ordinance No. 1377 was read by title: An Ordinance of the City of Kalama, Washington Amending the 2016 Budget to account for the unanticipated revenues and expenditures related to the December 2015 Flood Event, Public Works equipment repairs and the purchase of a new police car increasing the Budget in the amount of \$455,275.00. Councilmember Rosemary Siipola made a motion to adopt Ordinance No. 1377 as presented. Councilmember Mike Langham seconded, and the motion carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen reported had no report.

B. Councilmember Mike Truesdell had no report.

C. Councilmember Dominic Ciancibelli was absent.

D. Councilmember Mike Langham informed them the COG annual meeting is tomorrow at 11am to 2 pm.

E. Councilmember Rosemary Siipola stated that Health Board meeting will be quarterly and she is also on a County committee "40 for 2020" group.

F. Councilmember Mary Putka asked about the Bookmobile. Clerk/Treasurer Coni McMaster answered that it is down at the old building and the staff is filling it with books. It is set open May 4. The Chamber is working with school for job shadowing for students at different businesses in town.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee invited Councilmembers to join him in attending the Small City Advisory meeting on April 26th in Toledo. They are reviewing the small cities handbook. Councilmember Mike Langham and Mayor Poulsen agreed to go. Adam reported that the downtown City Center overlay project should go out for bids next month. The Chamber meeting yesterday was well attended and the new school superintendent is impressive. Adam provided a list of projects the City has in the works as requested by the Mayor, which included some completed ones, some with unknown costs and the funding sources. There is a lot in the works and the City is working to set priorities and making progress. Funding is coming from city reserves, grants and loans. The outside funding makes up two-thirds of the funding. There are smaller projects that have been completed and a lot of regular things going on which all take up time. Mayor Poulsen wanted something to show the public what is being done and what has been accomplished and just how much

funding has been procured. The staff is very competent and professional as well as hardworking. The list is only from 2014 so there is a lot more that could be added over the last 5 to 10 years. Councilmember Rosemary Siipola suggested this be included in public notices, such as the newsletter, City website and facebook. It was noted that there may be some FEMA mitigation available for the police department. The City has already applied for mitigation funding for stormwater projects. Mayor Poulsen noted that replacing the Police department building will be a large project with a large price tag. The City will need to hear from the public while explaining the needs to the public to get the community's understanding. The citizens don't always understand the needs as the City grows. The Police Department has grown in reputation as a professional organization and now we have to house them. A new facility should be sustainable for next 50 plus years.

B. Superintendent of Public Works Kelly Rasmussen presented a written report. He informed the Council that Phase two of Stone Forest is progressing rapidly with 250 feet of sewer in the ground already, along with road grading having been completed. He has worked with FEMA along with Coni. He has a WSDOT meeting for the Toteff crossing work tomorrow. The Crew repaired a leak in the Ivy Street main and helped a customer with leak on Meeker Drive. The WWTP operators rebuilt the pump and impeller and reconfigured sensors to better interface with the systems. The City has a couple of great operators that save the City money at the sewer plant. The Crew installed air conditioner at the Police Department. They also repaired a Chlorine sensor that burned out.

C. Police Chief Randy Gibson presented his statistical report. He noted that it isn't the officers that really need the air conditioner but the computer servers that overheat in the hot rooms. It should be an interesting summer in this space. The activity report shows expected numbers and the only notable incidents are the two incidents with crosses as they are a little unusual.

D. Clerk/Treasurer Coni McMaster reported she has been working on FEMA/Insurance issues and trying to complete the Annual report. The plan now is to be moving May 4. With all the routine items and projects happening it has been a challenge at times this year for her and the staff, but it does keep things interesting.

E. City Attorney Erin Hillier was absent.

13. CONSENT AGENDA

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

Claim and Payroll warrants 36054-36112 and ACH transactions of \$24071.20 for a Grand Total of \$220,767.06 and the Minutes of the April 6, 2016 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

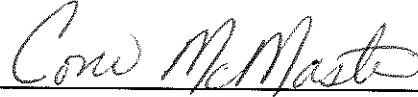
14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:37 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.



Pete Poulsen - Mayor



Coni McMaster - Clerk/Treasurer

