

**CITY OF KALAMA
CITY COUNCIL MEETING
APRIL 6, 2011**

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 Acting Police Chief Steve Parker. 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

City Attorney Paul Brachvogel suggested the Council take action to ratify the recent separation agreement between the City and its former Police Chief later in the meeting.

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS

A. Rank Engineering Firms - Military Road Sidewalk/Elm St. Projects

Director of Public Works Carl McCrary presented the Committee's recommendations for engineering services to design the Military Road Sidewalk project and the Elm Street Enhancement project. Four firms were interviewed and the Committee is recommending ranking Gray and Osborne, Inc first and Hammond Collier second. The other two firms interviewed missed the mark on what is needed by the City. Mr. McCrary is requesting the Council approve the ranking of the two firms selected and authorize the Committee to negotiate a contract. Councilmember Bud Gish made a motion the City Council rank Gray and Osborne, Inc. first and Hammond Collier second for the Elm Street Enhancement and Military Road Sidewalk projects and direct the selection committee to negotiate engineering service contracts for the projects. Councilmember Adam Smee seconded, and the motion carried.

B. Kalama School District - Garbage Service Underpayment - Settlement

At request of the Council, the City made contact with Waste Control regarding the settlement offer from the School. Waste Control requested they received at least \$15,000 of any settlement. The City

went back to the School District and requested the settlement be increased to \$17,600 which will allow the City to keep \$2600 for their costs and pay Waste Control the amount requested. The City will contribute \$40 from their 15% of the final settlement to pay Waste Control. The School has approved this amount, and the offer is before the Council for approval. The City and Waste Control will be monitoring the services provided annually to avoid any kind of discrepancies in the future. Councilmember Don Purvis made a motion the City Council approve the settlement offer from the Kalama School District regarding the garbage billing underpayment in the amount of \$17,600 and authorize the Mayor to sign the settlement agreement. Councilmember Adam Smee seconded, and the motion carried. It was clarified that no money directly from the City would be used to cover the payment to Waste Control.

C. COG - Planning Services Contract - Authorization to Sign

Clerk Treasurer Coni McMaster explained that this is the annual contract for the City's planning services from the Cowlitz Wahkiakum Council of Governments which has already been included in the annual budget. The signing is a formality at this point. Councilmember Chuck Hutchinson made a motion the City authorizes the Mayor to sign the contract with the COG for planning services. Councilmember Bud Gish seconded, and the motion carried.

D. Change Order #5 - Meeker Drive Sidewalk Project

Director of Public Works Carl McCrary explained that the project has been funded by a \$125,000 grant. With this change order and the engineering fees, the cost of the project will be over the grant amount. This is due to quantity of material charges. After some discussion with the contractor and engineer, the engineers, Hammond Collier, have agreed to forgo the remainder of their fee. This brings the project to a total of \$126,385.86 which is just over a 1% cost increase. This is the final change order on the project, and no further costs will be charged. Councilmember Adam Smee made a motion the Council approve the Change Order for Woodland Constructors in the amount of \$4804.00. Councilmember Bud Gish seconded. Councilmember Dominic Ciancibelli noted that costs always seem to get increased during the course of a project through change orders. It was noted that this project included some added items requested by the City, based on the availability of the grant funds. All along the project budget was monitored to stay within the grant funding as well. The motion carried.

8. NEW BUSINESS

A. Proposals for Police Department Review/Police Chief Recruitment - Prothman

Mayor Pete Poulsen explained to the Council that after much thought, he believes that in the City's best interest bringing in a consultant to evaluate the Police Department and help in recruiting a new Chief needs to be done. It will come with a cost, and he realizes

that this won't be easy to do. Even as Mayor he doesn't have a clear view of exactly what the needs and duties of the Police Department are, so a true evaluation will help to address the future of the department. There has been criticism of nearly all the chiefs in recent history, and nearly all have left under less than perfect circumstances. He added that this is not about the current staff, as he believes they are doing a good job. It is about being able to fully understand how the department should function administratively within the City. This kind of evaluation will provide himself and the Council the information they need to do that effectively. He also wants to find the right leadership for the department, as well as someone that will be able to relate to the community and its needs. There are consultant firms that do this all the time, so are more experienced than he is. The Prothman company is one such firm. Mayor Poulsen explained that he had checked with other cities that have used them and got nothing but good reviews. The first of the two proposals is for the departmental review with a cost of \$6000 plus the expenses which could be as much as \$2000. The second proposal for the recruitment is at \$8500 plus expenses. So the City is easily looking at \$20,000. It was noted that the City does have the ability to control the actual expenses throughout the contracts. Mayor Poulsen continued that he plans to involve the citizens through a committee in the hiring process of a new chief. The process needs to go through Civil Service, so there will be a list of candidates to be interviewed. Once hired, Mayor Poulsen would propose a town hall meeting to introduce the new chief to the public and let them get to know who he is and where he came from. He understands the cost will be hard to swallow, but he isn't sure how else to do it right. Mayor Poulsen suggested a meeting with Mr. Prothman be considered before the City takes action.

Councilmember Hutchinson noted that within the evaluation of the department recommendations for implementing changes and how long it may take to implement would be helpful. These challenges will become the responsibility of the new chief, so knowing this will be important when looking at applicants and their credentials. Councilmember Bud Gish noted that after reading the proposals, he is concerned that Mr. Prothman might be looking for the "perfect" person, and there isn't going to be one. No one is perfect. Mayor Poulsen assured him, that Mr. Prothman is very much aware of the needs of a small town and would be looking for the best fit and not absolute perfection. City Attorney Paul Brachvogel noted he has worked with Greg Prothman and found him to be very practical. There was some discussion about looking to local agencies, and the Mayor explained that it would be better to use a totally outside agency to be sure of all neutrality.

Citizen Jim Dickey asked what Sgt. Parker thought of the proposal.

Sgt. Parker agreed that an outside party would be the best to provide an unbiased opinion. Councilmember Dominic Ciancibelli asked where the money will come from, when the City can't afford to fund even simple items like surge protectors for the Library. It was noted that there may be some savings within the Police budget itself, but that most of the funds would have to come from the reserve fund. The City has been careful in spending the reserves which are there to cover emergencies and urgent needs. Funding for the Library is what it is, and isn't relative to the issue at hand. There was further, rather

passionate discussion regarding how the City funds are spent and various department needs. Councilmember Adam Smee suggested that a meeting with Mr. Prothman and his consultant, Mr. Cardin, would be helpful. It would be best held as a workshop, rather than during a regular meeting. Mayor Poulsen restated that this is what he is suggesting. He wants to fix the issues and have the community accept the changes and new chief. It was understood that no matter what is done, not every citizen will be in agreement or pleased. Mr. Jim Dickey, noted that since the public doesn't bother to show up at the Council meetings, they really don't care anyway. It was agreed to try to schedule a workshop meeting on April 13th at 6pm, if Mr. Prothman can be available. If this wasn't available, alternative dates would be looked at.

B. Intergovernmental Agreement For Grounds Equipment & Maintenance Services-State, Clark County & Cities in Clark County

Director of Public Works Carl McCrary explained that this resembles a co-op group formed by the entities in Clark County where they allow the use of staffing and equipment to each other. The entities pay the rates of the organization that is providing the equipment or labor based on the actual costs or their rates. Having the agreement in place helps to insure that all liability issues are addressed for all the entities. The costs will vary and the option to compare costs with private companies is still available. This would also be useful during an emergency situation. Mayor Poulsen indicated that he would like to table this until the next meeting for further review.

C. Reappoint Bertie Tomlinson to the Housing Authority Board

Mayor Poulsen stated that Ms. Tomlinson's appointment to the Board expires this month. She has expressed her desire to be reappointed. Councilmember Purvis stated he did not know Ms. Tomlinson. It was noted that she is a former Councilmember, and during the recent issues with the Board she has become the Chairman. Mayor Poulsen feels she has stepped up to take the position and is doing a good job during the difficulties the Housing Authority has been having. Councilmember Bud Gish made a motion the City Council approve the Mayor's appointment of Bertie Tomlinson to the Kalama Housing Authority Board for a five-year term. Councilmember Don Purvis seconded, and the motion carried.

A brief break was taken at this time. The meeting resumed at 8:30 p.m.

D. Ratification of the Separation Agreement with Bruce Hall

Councilmember Chuck Hutchinson made a motion the City Council approve the separation agreement between the City and Chief Bruce Hall as signed. Councilmember Adam Smee seconded, and the motion carried. City Attorney Paul Brachvogel noted that while the separation

agreement is an administrative action, the Council ratifying the agreement is a final step.

9. ORDINANCES & RESOLUTIONS - None

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen reported that tickets are on sale for the April 30th Community Building fundraiser: Blues, Wine & Chocolate. It will be a night of good music with different performers. The cost is a \$10 donation. Mayor Poulsen also reported that the Port of Kalama is progressing with preparing for the annexation of the East Port area. This may be before the Council within the year.

B. Councilmember Adam Smee reported he had attended the Kalama Housing Authority exit audit. He had currently been working on the in house review of the City's annual report. It is an interesting process that while time consuming, provides him with a better understanding of the City budget.

C. Councilmember Dominic Ciancibelli had no report but indicated he would be attending the next Planning Commission meeting.

D. Councilmember Chuck Hutchinson reported that he has been in contact with Chamber members regarding the watering of the flowers downtown during the summer. It is hoped that all organizations will participate in the watering so the plants will be maintained adequately. He added that he was having issues with completing the public disclosure documents on line. Several others noted the same problems.

E. Councilmember Donald Purvis reported that the recent Health Department review and Pathways 2020 reports were out. Cowlitz County was at the bottom of the rankings. He prompted Carl to publicize the new walkway along Meeker Drive as part of the County-wide trail system.

F. Councilmember Bud Gish had no report.

12. DEPARTMENT REPORTS

A. Director of Public Works Carl McCrary presented a written report. He added that in a negotiated agreement between the City and Roof Toppers due to the time overruns on the City Hall Re-roofing project, the Public Works shed had received a new roof. This was completed in a day after the City crew had completed stabilizing the structure. The Meeker Drive Sidewalk project is completed. Mr. McCrary also commended the recent community service worker he had. She worked very hard in all kinds of weather weeding and cleaning. He also noted that there is topsoil at the shop that could be utilized in the flower baskets downtown.

B. Acting Police Chief Steve Parker reported Officer Jeff Skeie has been working on the background checks for filling the new officer position. He has removed a couple of the candidates from the list. Acting Chief Parker then noted that the Kalama Police Guild has established an account at Heritage Bank for re-establishing the drug dog program for the City. Donations can be made to the "Canine Replacement" account.

C. Clerk/Treasurer Coni McMaster provided the 1st quarter budget report noting that the balances are very low. The General Fund does include the three months of severance pay which creates a slight inflation of the budget at this time. Both the Library and Community Building funds are struggling. Property taxes are due this month, so there will be some additional funds coming in. Streets is also low due to the Meeker Drive Sidewalk project and the wait for the grant funds. The City should receive around \$45,000 at the end of the month. The Auditors were scheduled to be here tomorrow, but will now be here on Friday. The annual report is nearly complete. Ms. McMaster thanked Councilmember Smee for all the time he put in to review the report.

Ms. McMaster noted that the 50th Annual COG dinner is coming up. Mayor Poulsen, as COG chairman will be attending, and so will Planning Commission Chairman Don Mathison. If anyone else wants to attend, please let her know prior to next Friday.

D. City Attorney Paul Brachvogel had no report.

13. CONSENT AGENDA

Councilmember Bud Gish made a motion the City Council approve the Consent Agenda including Claims Vouchers Totaling \$48,889.20, Payroll Vouchers totaling 95,692.42, and the City Council minutes of March 16, 2011. Councilmember Don Purvis seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 9:05 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