

**CITY OF KALAMA  
CITY COUNCIL MEETING  
APRIL 20, 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, Don Purvis, and Bud Gish. Councilmember Chuck Hutchinson was absent. 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**

**4. PRESENTATIONS & AWARDS**

**A. Bruce Odem - Community Emergency Response Team (CERT)**

Kalama Resident Bruce Odem requested the City Council's support for the CERT program in networking throughout the community. With the recent tsunami in Japan, it is really clear, that it is not if a disaster will happen, but when. Mr. Odem is in contact with the County Department of Emergency Management and wants to encourage the City to be part of the team for preparing for emergencies here in the Kalama community. Mayor Poulsen suggested that Mr. Odem also attend the local CARE meetings that are held at the Fire Station on the first Thursday of each month. The group includes members from all the large industries based at the Port as well as the City, Fire, Police, and Port. Mr. Odem encouraged the Council to participate in the upcoming CERT training in June.

**B. Kalama Safe Community Coalition**

Ms. Karla Gates, Intervention Specialist at Kalama Middle and High Schools, and Mr. Brian McCrady introduced a group of leadership students from the school who are working in the community to bring about awareness of teen alcohol use and the consequences. The students provided a video of interviews they did in the community with business owners and other students on how they felt about the issues of teen drinking. It was noted that it is illegal for adults to provide alcohol to teens, even in their own homes. They suggested that it is important for parents to talk to their teens about the subject. As a part of the "Draw the Line" program, commitment cards were provided to all to be completed. The group requested a picture with the Council. Mayor Poulsen and the Council thanked the group for the presentation and the work they are doing.

- 5. PUBLIC HEARINGS - None
- 6. PUBLIC COMMENTS/CONCERNS - None
- 7. UNFINISHED BUSINESS

- A. Prothman Consulting Agreements - Police Dept.  
Assessment/Chief  
Recruitment

Mayor Poulsen asked for the Council to take action on the proposals from the Prothman after the discussions held at the last Council meeting and the workshop meeting. Councilmember Bud Gish made a motion the City Council approve the two consulting agreements for the Police Department Assessment and Police Chief Recruitment as presented. Councilmember Don Purvis seconded. Councilmember Adam Smee stated that after a lot of thought on the issues he believes that the City needs to do a professional job search to find the right person and needs assistance to do this. He has reservations on the department assessment as he believes that a new chief would do this anyway. If the City had lots of funding available, he would like to see both done, but that isn't the case. Goals need to be set for the Department and these would set targets for the Chief to approach. Councilmember Dominic Ciancibelli agreed with Adam and feels the new Chief should do the assessment. The right candidate has to know civil, criminal, and labor laws for Washington, so if the candidate comes from outside Washington he/she will have to get training. Therefore, he believes that a local candidate would be important. Councilmember Smee noted that the two proposals jointly submitted for combining the work, so there is a possibility that the cost for doing only the recruitment could increase a small amount. Councilmember Purvis asked if they should cap the additional expenses. Councilmember Bud Gish noted that much of this was discussed at the workshop. Since it appears that the two agreements need to be acted on separately, he withdrew the motion and the second was withdrawn by Councilmember Purvis. Mayor Poulsen stated he understands that it is all coming down to economics. He still feels that both actions are needed. He believes that he can work with the current officers and come up with a mission statement for the Department and a list of issues known by them to be addressed. He believes that doing the recruitment will be a success if the City chooses to out source it.

Councilmember Bud Gish made a motion the City Council agree to the recruitment contract with Prothman. Councilmember Don Purvis seconded. There was some discussion regarding the additional expenses referred to in the agreement. It was suggested that the Mayor be allowed to negotiate limit on these or include a not to exceed amount. Mayor Poulsen stated that due to the confusion, the issue be tabled until further input could be provided. The motion was withdrawn. It was noted that the issue needs to be resolved in a timely manner to move forward and get the department on track. The Council was in agreement to hold a special meeting if necessary.

- B. Grounds Equipment and Maintenance (GEM) Interlocal  
Agreement-ClarkCo/Cities

Director of Public Works Carl McCrary recommended the City Council approve entering into the agreement. This will provide the City with the ability to exchange equipment and labor like a co-op in time of emergency as well as everyday. The agreement spells out the responsibilities for insurance and costs, but does not obligate the City to use any of the entities. Councilmember Adam Smee made a motion the City Council approve the Mayor to sign the GEM agreement. Councilmember Bud Gish seconded, and the motion carried. It was noted the agreement is valid until 2015.

**C. Approve Design Engineering Contract -Gray & Osborne - Elm Street Project**

Director of Public Works Carl McCrary informed the Council the Committee had interviewed, ranked and now negotiated with the engineers for the design portions of the Elm Street and Military Road projects. The Committee is recommending approval of the agreements with Gray & Osborne Engineering to complete the design phases. Councilmember Don Purvis made a motion the City Council authorizes the Mayor to sign the Local Agency Standard Consultant Agreement with Gray & Osborne with a scope of design work not to exceed the amount of \$10,500 for the Elm Street Enhancement Project, contingent upon approval of the WSDOT. Councilmember Adam Smee seconded. It was explained that this is a grant funded project to help pull people off the freeway. It includes improving the crossings at the Elm Street and Frontage Road as well as the north side mural on the underpass and the installation of planters. The costs for the design are covered by the grant funding. The motion carried.

**D. Approve Design Engineering Contract-Gray & Osborne-Military Rd. Sidewalk**

Director of Public Works Carl McCrary explained that this project will continue the sidewalk down Military Road into the Whitney Addition and Stone Forest Subdivision areas. The funding is coming from the Transportation Improvement Board. The total cost of the project is about \$260,000, and the City will need to cover \$26,000 of the costs. Councilmember Adam Smee made a motion the City Council authorizes the Mayor to sign the TIB Consultant Agreement with Gray & Osborne with a scope of design work not to exceed the amount of \$25,000 for the Military Road Sidewalk project, contingent upon approval of TIB. Councilmember Don Purvis seconded, and the motion carried.

**8. NEW BUSINESS**

**A. AWC Loss Control Survey Recommendations**

Clerk/Treasurer Coni McMaster noted she wanted the Council to be aware of the recommendations for Council education included in the letter. Director of Public Works Carl McCrary added that he feels the City staff and officials need to be better educated in dealing with public records requests.

**B. Mosquito Control Board – Reappoint Dan Ohall**

Mayor Poulsen indicated the would like to reappoint Dan Ohall to the position. Mr. Ohall has requested the reappointment. Councilmember Bud Gish made a motion the City Council approve the Mayor's reappointment of Dan Ohall to the Mosquito Control Board. Councilmember Don Purvis seconded, and the motion carried.

**9. ORDINANCES & RESOLUTIONS – None**

**10. CORRESPONDENCE – None**

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

**A.** Mayor Pete Poulsen had no report.

**B.** Councilmember Adam Smee had no report.

**C.** Councilmember Dominic Ciancibelli noted the Planning Commission meeting had been cancelled, but he had a notice indicating a workshop would be held on April 28<sup>th</sup> with the Council to review the work on the downtown design standards. Clerk/Treasurer Coni McMaster explained that this ill not be a workshop with the entire Council, but rather with the Councilmembers previously involved in the committee and the Mayor. Councilmembers Ciancibelli and Purvis indicated they would attend as did the Mayor.

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

**E.** Councilmember Donald Purvis reported that the Tourism “Big Idea” being promoted by County Commissioner Misner has hit one snag, since Woodland has declined to participate.

**F.** Councilmember Bud Gish reported the Public Works Committee had not met, but he did participate in the Committee that negotiated with the engineers for the two projects.

**12. DEPARTMENT REPORTS**

**A.** Director of Public Works Carl McCrary presented a written report. Mr. McCrary informed the Council about the report on the outflow pipe from the Wastewater Treatment Facility which he had inspected by divers. The metal brackets are eroding and will need to be repaired or replaced in the near future. He is getting a proposal for the work. This is about 12- to 20 feet below the surface depending on the time of year.

**B.** Acting Police Chief Steve Parker reported they have not been extremely busy at the department. They have completed the background checks on the applicants for the officer position and have made a conditional offer of employment to one candidate. He will now have to complete the polygraph testing and the psychological exam prior to being hired. They believe they have found a good candidate.

**C.** Clerk/Treasurer Coni McMaster noted the upcoming Planning Commission Workshop will be at 7pm on next Thursday. She added that her department has been quite busy with the auditors, but it looks like they will be finished on site by the end of the week.

**D.** City Attorney Paul Brachvogel noted he will be out of town for the next meeting.

**13. CONSENT AGENDA**

*Councilmember Bud Gish made a motion the City Council approve the Consent Agenda including Claims Vouchers Totaling \$75,251.05, Payroll Vouchers totaling \$43,641.48 and the City Council minutes of April 6, 2011 and the City Council workshop meeting of April 12, 2011. Councilmember Don Purvis seconded, and the motion carried.*

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:33 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**