

**CITY OF KALAMA
CITY COUNCIL MEETING
April 15, 2015**

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, Dominic Ciancibelli, Mike Dennis Langham, and Mary Putka. Councilmember Don Purvis was absent. City staff present were City Administrator Adam Smee, Superintendent of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. 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 – addition to unfinished business

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS

A. Stormwater Utility Information

City Administrator Adam Smee presented some info on the process of creating a stormwater utility from information originally received in 2008 and 2013 from the City's engineers. The RCWs give the City the authority to establish and operate a stormwater utility, including setting the rate or fees. The challenge is to justify what the charge to the citizens would be. In most cities it is based on a set amount for a single family residence based on an average of impervious surface which becomes an equivalent residential user unit.. This is where the study is needed and where the costs come in as the 2013 proposal was for \$40,000. Administrator Smee provided rough calculations based on maintenance costs the city has incurred in the last year, depreciation estimates, estimated capital improvement costs, and 10% for admin costs. His calculations resulted in a fee of \$7.07 per month. He did not include any costs for NPDES permits which the city may have to comply with as they grow. Other cities' stormwater fees are in a range of \$6 plus. There will be an impact on the citizens. The previous scope of work from G&O includes mapping and how much surface, and cap facilities plan plus public meetings and development of the ordinance. Add this to the cost it could be up to \$14 per month. Department of Ecology has a template for establishing the utility and he feels staff can do some of the work including the ordinance and public outreach or education so he would look at negotiating the \$40,000 cost down. Hopefully get it down to \$20 - \$25000. How to fund the study is a question the Council would have to address. Use general reserves as a one time expense or incorporate it into the

fees. Councilmember Dominic Ciancibelli asked where has the City been paying for this and how are we short now. Stormwater maintenance has been handled through street which is general fund monies. The forming the utility will add some administration costs. If the maintenance wasn't coming from funds allocated to streets there would 15 to 20000 more for streets. We don't have a direct funding source for stormwater, but we have these facilities in the ground and have to maintain them. As a cash basis entity we are not required to do depreciation, just expense infrastructure as it is paid for. Pipe life is 50-75 years so we don't think of it often. We do need to have a maintenance/replacement plan to avoid any failures in the system and currently there is no direct funding. Developments build facilities and these get dedicated to the city in a lot of cases as homeowner associations don't manage these well. Storm includes the actual facilities with pump stations or drainage ponds, the pipe in the ground and ditches that are natural drainage ways. Private property owners still have to maintain their own facility. The City can't enforce HO association covenants and has no authority over them. Years ago the City tried to determine how much stormwater was getting into the sanitary sewer and find ways to stop the storm from going into the sewer system.

Mayor Poulsen expressed his surprise at the \$7 amount. Adam explained it is a guesstimate and there might be more units to be factored in. The Council will have the option as to where to set the rate. Setting up the utility would make it an enterprise fund to be supported through fees or rates rather than using the general funds. It will still take years to get fund accumulated to make an significant improvements. The issue of doing the study is if challenged are the rates set substantiated in some way, which is what the study would provide. Council can establish the utility and the rate without the study but may not be able to defend the rate set. Mayor Poulsen noted the public may not be able to get on board with the need and the high rate especially since they won't see anything for many years. The risk of a challenge is minimal if the rate is nominal and doesn't create public outcry. It would be best to have a methodology to defend a rate no matter the amount. There can be different residential and commercial rates, and these are usually based on a base residential equivalent fee for so much impervious surface. The study would provide a formula for calculating the fees for different classes of customers. It was asked if we could ease into this. We don't have the population to be required under the state regulations, so yes we could. Once we establish the utility, we will need to make plans to use the funds no matter what the amount. Clark County did get a lawsuit filed against them and lost so are paying out settlement. The City has to find a balance when it establishes the fee.

How much is the City willing to spend to be sure we are justified when we set a fee. If we don't do anything, general funds will still have to be utilized for these expenses drawing from other department funding and having nothing to address areas that become known as possible problem areas. Other ways to fund the study might be grants or forming an LID. There would still be costs to set up an LID. If Council wants us to consider using general fund reserves, it is reasonable to look at it for next year's budget. Adam noted he is hesitant to form a new utility without an assessment on which to base rates. It may be okay if we start small at a dollar, but can't recommend without a study of some kind. Go ahead when feel it is financially able. The effect on the street fund is a consideration as there are very limited sources for street funding. The Mayor noted that it would be important to consider what we are leaving for the future and if we do nothing to meet the future needs. Council still has the ability to decide the rate no matter what the recommendation is. This is the same as has been done with sewer rates.

We are doing the water and sewer rate study now, which could have impact on the citizens. Councilmember Mary Putka noted if we increase those rates and add a stormwater fee too we create a definite burden for the citizens. At a population of 5000 the City will be required to have a permit for stormwater. The permit requirements may include testing, mapping, and reporting which will have some costs. The City will have to demonstrate we are in compliance. Could we base rate on that need? A study will look at how to phase in rates over a period of time to meet the needs. Adam stated that he is not sure we could get this included in all the projects we are looking at this year. Including in next year's budget would be preferred. If we choose to do study and it comes back at \$7, it doesn't have to be adopted at that level. Start lower and work over a period of time to increase. The study can be a one-time expense from reserve funding .

8. NEW BUSINESS

A. Comprehensive Plan Overview & Discussion

City Planner Matt Buchanan provided a brief overview of the process and need to update the 10-year old Comprehensive Plan. It is a document the Council should rely on in for making decisions that will impact the future growth of Kalama. It sets long term goals and adopts policy for zoning, subdivisions, growth to meet the needs for now and the future. The process of updating the plan should include public input. It is a 20 year vision, but Kalama has seen a lot of changes in Kalama in the last 10-years. The review will be done by the Planning Commission which has met and discussed what they want to see plan become. Currently there is not a clear vision included in the plan. Matt is suggesting the City do a survey and included an example of a visual needs survey from Clark County. What does the community wants to see in the future? The plan would be to use the information from a survey to capture the vision and use as they develop the plan. He would look at doing the vision survey in the summer at local events. We can also do an Online survey from the Website. Before we start on the details he will need to do some work. The City needs to look at updating its current Urban Growth boundary.

The Planning Commission has formed a committee with Matt and wants some of the Council to be a part of it. Matt will continue to provide regular feedback to the Council. He asked "How does council use the plan?" Is it useful? What do they see for the future? Mayor Poulsen noted that it has been difficult to get the commercial business and property owners to buy in on these types of issues. The City has worked to stimulate the downtown with improvements and City volunteers also put out great efforts in the downtown area, but it has been hard to get property owners to engage and commit to improve their properties. He doesn't know how to get that involvement or even a positive response. It was suggested to try to get a Chamber representative on the committee. Councilmember Mary Putka volunteered for the committee. The downtown building owners should also be notified of the process and invited to participate. Matt noted that he will be relying on the Council and Commission members to do outreach. Councilmember Dominic Ciancibelli stated he doesn't remember the Comp Plan review process when he was on the Planning Commission getting a lot of public comment. The Kalama Community Action Plan did get some response and community involvement.

9. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1358 – Budget Amendment – New Truck – PD Grant-Camera

Ordinance No 1358 was read by title. An Ordinance of the City of Kalama, Washington amending the 2015 Budget to authorize the purchase of a Public Works vehicle from reserves and account for a Police Grant to purchase a camera increasing the Budget in the amount of \$32,900.00. MP adopt 1358 - Mike L seconded. Lv grant and covers the camera for evidence purposes in battery cases. Carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen had no report.

B. Councilmember Mike Truesdell had no report.

C. Councilmember Dominic Ciancibelli reported a lot of the crew have been on vacation and it has been a lot of mowing work this spring.

D. Councilmember Mike Langham had no report.

E. Councilmember Donald Purvis was absent.

F. Councilmember Mary Putka reported the Folk Volunteer breakfast is tomorrow. Wordcatcher is next weekend and there is a raffle basket over at the Library. The Folk book sale is on the 24th. The Chamber dinner is on Saturday.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported WSDOT received a complaint regard the intersection E Frontage and Oak Street. When they looked at it they had some concern with 45 mph speed zone and its length which is only 3/10th of a mile. They made a recommendation it be lowered to 35 instead of 45. The concerns are related to sight distance. They also noted the 25 mph sign on the southbound lane is too small and is not placed at the same place as the 45 mph sign going north. Superintendent of Public Works Kelly Rasmussen has placed a 25 mph sign at the same point as 45 mph sign. It was noted that WSDOT needs to have the bushes trimmed in this area to also address the sight lines.

B. Superintendent of Public Works Kelly Rasmussen presented a written report. He noted he had 35 water shut offs in April; the grass is growing fast but they are keeping it mowed; spraying the cracks in the sidewalks for weed control; they assisted with traffic control at the house fire yesterday; and the Port sewer main project tis moving quickly. Kelly added that they are having discussions with engineers about the China Garden project. The

request for proposals closes on Monday, so they will hold interviews and would like 2 Councilmembers to participate. He encouraged the Council to go to look at the new Haydu Park as it is nearing completion. It is impressive.

C. Police Chief Randy Gibson presented his statistical report noting the that a local retired Marine bomb sniffing dog was found and returned to his local retired USMC owner. The drug arrest listed is from a federal agency investigation that ended here in the city with the City receiving the cash and a Toyota van as forfeiture based on heroin that was confiscated. Chief Gibson also noted the house fire up on Silverdust Drive and that the heroin overdose victim survived.

D. Clerk/Treasurer Coni McMaster reported work at Housing Authority is continuing. She has filed the annual report for the Transportation Benefit District and the City's Annual report is completed and waiting for review before she files it.

E. City Attorney Paul Brachvogel had no report. Left at 8pm

13. CONSENT AGENDA

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

1. Claim Warrants 34553 through 34599 and electronic Payments totaling \$129,150.14
2. Minutes of the April 1, 2014 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

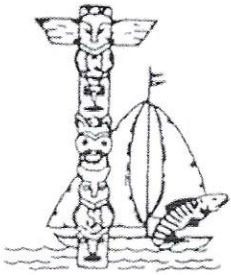
Mayor Poulsen adjourned the meeting at 8:35 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.



Pete Poulsen - Mayor



Coni McMaster - Clerk/Treasurer



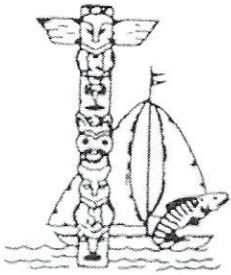
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda April 15, 2015 @ 7 pm

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
 - A.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
 - A. Stormwater Utility Information
7. NEW BUSINESS
 - A. Comprehensive Plan Overview & Discussion
8. ORDINANCES & RESOLUTIONS
 - A. Ordinance No. 1358 – Budget Amendment – New Truck – PD Grant-Camera
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
 - D. Councilmember Mike Langham – Police, COG Board & 911 Board Rep
 - E. Councilmember Donald Purvis - Parks, KSCC Rep & Health Board Rep
 - F. Councilmember Mary Putka – Library Committee & Chamber Representative



City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda April 15, 2015 @ 7 pm

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 Paul Brachvogel

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

A. Approved for payment are:

Claim Warrants 34553 through 34599	\$123,998.79
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Electronic Claim Payments dated: April 17, 2015	\$ 5,151.35
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For a total of	\$129,150.14
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B. Approval of Minutes:

- 1. Minutes of the April 1, 2014 City Council Meeting

C. Other Consent Agenda Items

13. EXECUTIVE SESSION

14. ADJOURNMENT

