

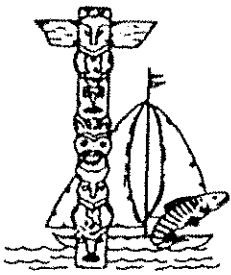
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda November 16, 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
  - A. 2017 Budget and 2017-2022 Capital Facilities Plan Public Hearing
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
  - A. Kalama Comprehensive Plan Update – Recommendations from Planning Commission
7. NEW BUSINESS
8. ORDINANCES & RESOLUTIONS
  - A. Resolution No. 644 Comprehensive Plan Adoption
  - B. Resolution No. 645 Setting 2017 Tax Levy Rate
  - C. Resolution No. 646 2017 Tax Levy Increase
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 Rosemary Siipola – Parks & Health Board Rep
  - F. Councilmember Mary Putka – Library Committee & Chamber Representative



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## City Council Agenda November 16, 2016

### 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:

Claims and Payroll Warrants 36880-36943 and ACH transactions of \$385,780.98 for a Total of \$521,761.14 for November.

#### B. Approval of Minutes:

- 1. Minutes of the November 2, 2016 City Council Meeting

#### C. Other Consent Agenda Items

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
NOVEMBER 16, 2016**

**1. OPENING**

Mayor Pete Poulsen opened the City Council meeting at 7:03 p.m. Mayor Poulsen led those present in the Pledge of Allegiance.

Councilmembers present were Mike Truesdell, Mike Dennis Langham, Mary Putka and Rosemary Brinson Siipola. Councilmember Dominic Ciancibelli was absent. City staff present were City Administrator Adam Smee, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. City Attorney Erin Hillier was also present. Members of the public present are listed on the sign-in sheet.

**2. EXECUTIVE SESSION**

**3. CHANGES TO THE AGENDA - None**

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS**

**A. 2017 Budget and 2017-2022 Capital Facilities Plan Public Hearing**

Mayor Poulsen opened the hearing. Clerk/Treasurer Coni McMaster presented a power point overview of the changes from the previous hearing, personnel costs, the Street expenditures and the General Fund expenditures including the Police, Building and Planning, Finance, Parks and other administrative costs. Changes since the November 2, 2016 included some added expenditures in water/sewer that are covered by the proposed revenues, the changes for Tourism and Community Building funds discussed at the hearing and the addition of the funds anticipated from the passage of the sales tax proposition. Also, the City received construction cost estimates for the Library renovations and has increased the Capital Improvement and General Fund Reserve budgets \$250,000 to cover the projected cost. The City has received a request from Kelso Housing Authority for the recording fees restricted to affordable housing expenditures to be used to replace/repair the roofs on the Kalama facility. After some discussion, the Council was in consensus this be included in the budget.

Ms. McMaster presented information on the personnel costs which are the largest expense of the City for all departments. Annual payroll is estimated at \$2,116,950 including estimates for overtime and benefits. For non-bargaining employees, the cost-of-living increase is 1.2%, and contract raises are 2.75% for Teamster Unit employees and 3% for Police Guild. There are some merit raises included for Finance, Public Works and the management team. Benefits including medical insurance and retirement are 40% of wages. The salary schedule showing the annual salaries without overtime was also presented.

Street funding was reviewed and with the proposed revenues plus the carryover the

proposed expenditures are covered. They include Payroll of \$83,000 and operating maintenance costs of \$85,760 for a total budget of \$168,760. Street reserves are used for improvements and over the last two years have been used to match the grant funds the City has received for the work on China Garden Road and Frontage Road. For 2017, the only project the City will be working on is the Meeker Stabilization project which is 86.5% funded by grant funds. This work is to address the roadway that is affected by the slide area. Also for streets the City has the Transportation Benefit District funds which they are proposing spending between \$50,000 to \$75,000 on various side street projects. The smaller side streets are not eligible for grant funding which is reserved for the high traffic streets.

General Fund expenditures include the following:

Legislative/Executive	Includes Costs for Mayor/Council/Elections/Publications	\$ 37,500
General Administration	Includes City Administration/Insurance/Attorney/General	\$ 177,725
Administration of Justice	Includes Court/Prosecutor/Public Defense/Jail costs	\$ 111,800
Police - Operating Costs	Salaries-Vehicles-Communications	\$ 850,475
Building and Planning	Includes Building inspections/City Planner/Nuisance	\$ 217,550
Finance	All Financial Operations	\$ 318,200
Parks	Maintenance & Operating Costs	\$ 17,400
Transfer to Library & Streets		\$ 147,000

Projected Revenues are anticipated to cover the expenditures of \$1,877,650 and it is anticipated the City will carryover \$150,000 to 2017.

Ms. McMaster completed the individual fund overview. The final budget will include the operating expenses of the City as well as projects for the Library expansion, the Robb Road Water line extension, the Sewer System plan, the Economic Development plan, work on the Meeker Drive Stabilization, the design of the new Police Department, and some equipment for Public Works. There will be water and sewer rate increases of 2% for water and 9.5% for sewer. Ms. Marlene Jenkins asked about the rate increase and if the public would have another chance to address it. Ms. McMaster explained that the rate increases were established last year for a five-year period from 2016 to 2020 based on recommendations of the Water/Sewer Rate Study, so all public hearings were held at that time and it was also addressed at the revenue hearing in October. She noted the increase is estimated for 2-person household with 600 cubic feet of usage at 8.54 per month or \$102.48 a year. A 4-person household with 1000 cubic feet of usage will see an increase of \$12.99 per month or \$155.88 per year. Mayor Poulsen explained the history of the mandated new facilities and the City's choices to not raise fees during the recession as was recommended by the engineers which put the City behind in reserves and just making the loan payments due on the facilities.

Sabrina Johnson asked about the stormwater issues in the downtown area and what was being done. City Administrator Adam Smee explained that Superintendent of Public Works Kelly Rasmussen has done jetting and cameraed the downtown lines where he found some areas that were blocked and those have been addressed. Kalama is one of the few cities that do not have stormwater utility and there is no direct funding source for improvements. It would require an assessment to the citizens and the Council has found it difficult to add to the utility costs. The City needs to seriously consider adopting a stormwater utility and assess a fee. The State has stormwater requirements in place and currently

Kalama falls below the threshold for compliance, but that could change. We need to be preparing for compliance. Currently we are doing all we can to address those issues that are occurring based on weather. Superintendent Rasmussen has looked at what is in place and worked to make it work better. Mr. Frkovich, resident on Taylor Road, asked about the stormwater discharged through the old reservoir up on Taylor and Horizon and if it can be rerouted. Administrator Smee responded that he would like to look at that option, and what could be done. It will require analysis and mapping of watershed and how to address the heavy rains. This would be part of the initial study to establish a utility and will take money and time. Several audience members noted that until it gets addressed the City won't invite business here to fill the empty buildings. Mayor Poulsen noted that there are more issues with the buildings than just the possible flooding. Property owners need to make improvements to their buildings making them desirable to rent. The City doesn't have options to provide for incentives to property owners and enforcement issues are a struggle with limited staffing. He did note that the long empty building on the corner of Fir and First Streets is currently being renovated, so some things are happening. Ms. Teresa Barker of the Friends of the Library Kalama asked that along with the Library renovation, could it include parking lot improvements. Administrator Smee explained that the City is already spending more than anticipated so the parking lot will have to wait until a future date.

Ms. McMaster noted that the Budget is required to be passed by December 31, 2016. She does not have the final ordinance ready for this meeting and would like to have the hearing continued to December 7<sup>th</sup> so she can review all the numbers after closing out November. Since there were no more comments and questions, Mayor Poulsen closed the hearing continuing to the December 7, 2016 Council meeting.

## **6. PUBLIC COMMENTS/CONCERNS**

Joy Harris of 133 N. Third let the Council that she misses the Library which provides all citizens with access to a big world outside of Kalama. She thanked all the volunteers and staff for keeping it running this past year.

Maureen Jenkins of 650 Taylor Road noted that the flood last December was a sad thing. Now that the new building is occupied she would hate to see any damages should something happen again and the pumps don't work due to a loss of electricity. She suggested that the City find the funds to provide generators so the pumps will be operational no matter what. City Administrator Adam Smee responded that Public Works does have a towable generator and the Shop can function on generator power as well as the water and sewer plants. Many of the pump stations don't have on site generators which is where the portable generator is used. The pumps downtown do have diesel generators on site. There is not a generator system at the new City Hall building and it may be something we need to address as there was water in the basement last December.

Ms. Jenkins voiced her desire to see sidewalks in areas on Third Street and Taylor Road using the \$19,000 in Fund 103 Sidewalk Improvements. She stated that Taylor Road residents had paid into fund and once the area was built out sidewalks would be put in. Taylor Road is pretty skinny and it would require private property owners to give up some of their street adjacent property. Clerk/Treasurer Coni McMaster noted that she was not aware

of any sidewalk contributions from the area of Taylor Road. Mayor Poulson noted that he walks to the top of Taylor along the new sidewalks on Fifth Street and through the new developments that all have new sidewalks, so he can avoid Taylor Road. There are no plans for putting sidewalks on Taylor. It would be very costly; probably over a million dollars to add sidewalk. The City works to improve and build sidewalks when they do street projects whenever possible.

Mr. Craig Frkovich a resident on Taylor Road noted that speeding is an issue and asked if the City could get an LED sign to show speed. Chief Randy Gibson informed him that we do have one that is battery operated and do use it, currently on China Garden Road.

## **7. UNFINISHED BUSINESS**

### **A. Kalama Comprehensive Plan Update – Recommendations from Planning Commission**

City Administrator Adam Smee introduced Mark Person the City's consulting planner with Mackenzie. Mr. Person noted that this is a mid-life update of the Comprehensive Plan that was adopted in 2005. After 10 years it was time for a refresh. He explained that a Comp Plan is a guiding document to help the City make decisions and works as a policy directive. Since this was a mid-life update they didn't get too deep into the goals and policies but did a complete demographics update. The update includes changes to reflect things that have occurred in the last 10 years and the goals or objectives that were met during that time. Kalama Planning Commission recommends the plan to the Council for approval. City Administrator Smee noted that it was fun to look at what we have accomplished since 2005 and what the goals are in the next ten year. The City will be looking at completing a new plan in about 9 years. The plan does address the urban growth boundary issues including the difficulties since the County does not recognize any growth boundary and we do not plan under the Growth Management Act. The Comp Plan can be amended throughout its life in conjunction with things like annexations, major state law changes, or conflicts. The Plan will be adopted by resolution.

## **8. NEW BUSINESS – None**

## **9. ORDINANCES & RESOLUTIONS**

### **A. Resolution No. 644 Comprehensive Plan Adoption**

Resolution No. 644 was read by title: A Resolution relating to Land Use Planning and the City of Kalama's Comprehensive Plan adopted pursuant to RCW 35A.63 (Planning and Zoning In Code Cities), adopting an updated Comprehensive Plan and providing for the repeal of the City of Kalama 2005 Comprehensive Plan. Councilmember Rosemary Siipola made a motion to adopt Resolution No. 644 adopting the updated Comp Plan. Councilmember Mike Langham seconded, and the motion carried.

### **B. Resolution No. 645 Setting 2017 Tax Levy Rate**

Resolution No. 645 was read by title: A Resolution of the City of Kalama establishing

the dollar amount of tax revenue for ad valorem taxes which will be necessary to meet the financial requirements of the 2017 Budget of the City of Kalama. Councilmember Mary Putka made a motion the City Council adopt Resolution No. 645 setting the 2017 Tax Levy. Councilmember Mike Langham seconded, and the motion carried.

### **C. Resolution No. 646 2017 Tax Levy Increase**

Resolution No. 646 was read by title: A Resolution of the City of Kalama establishing the amount of the property tax increase to meet the requirements of the 2017 Budget. Councilmember Mike Truesdell made a motion the City adopt Resolution No. 646 as read. Councilmember Mike Langham seconded, and the motion 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 was absent.

D. Councilmember Mike Langham noted the sales tax passed supporting the police.

E. Councilmember Rosemary Siipola attended the AWC Regional meeting where they discussed the desire and need for the elected officials to get more involved with the state legislators. Local jurisdictions have concerns with the taking of funds to balance the budget including PWTF & MRSC. This led to a discussion of the State issues include McCleary decision for which the state is paying daily fines. It will take the State a lot of work to find ways to meet the requirements of McCleary.

F. Councilmember Mary Putka reported Adam has done a wonderful job in working with the Architect and stakeholders of the Library. She feels that the design team has done the best they could with the budget available. She also noted that the Chamber is sponsoring the Festival of Lights at the marina in December again this year.

### **DEPARTMENT REPORTS**

A. City Administrator Adam Smee informed the Council that staff and the Library stakeholders have reviewed the 90% drawings for the Library. The bid documents are now ready as well as the 90% cost estimates which still seem high. The plan is put it out to bid on Monday and open bids on December 19<sup>th</sup>. The cost estimates have a base range including taxes and contingency of \$310,000 up to \$340,000. The heating upgrades were cut back, the Library side will have heat and air, but the Council Chamber will not get air conditioning. He is optimistic that we will get decent bids as this is inside work that can be done during the winter. The bids will be brought back to Council and they will be able to authorize the items as they choose. He will bring more news in 5 weeks.

Adam let the Mayor and Council know that the concerns with the local lights on I5 and the exits disappearing will be addressed. He has the information that WSDOT is doing improvements on the exits here at Kalama and working in the areas already. This work will include upgrading to LED lights. So, it will get better. Mayor Poulsen noted that there are a few lights downtown out and in need of replacement.

**B.** Superintendent of Public Works Kelly Rasmussen was absent.

**C.** Police Chief Randy Gibson presented his statistical report with 120 calls resulting in 12 actions taken. Items still being investigated are the child abuse cases.

**D.** Clerk/Treasurer Coni McMaster reported that the Sales tax proposition passed and will be effective beginning April 1, 2017. Final paperwork has been submitted to the State to close out the China Garden Road project. AWC Risk Management conducted a biannual assessment audit and will be submitting a report back to the City with recommendations. Staff and Council will be needing to take required training under new laws. She will be trying to tie up the final issues with FEMA in the next week.

The High School Girls Volleyball team won state championship, they would like to hold their banquet at the Community Building. Based on the non-profit status the cost would be \$50 and they are requesting this be waived or donated in honor of their accomplishment. Councilmember Rosemary Siipola suggest they all chip in 8 to 10 dollars and donate the fee. The Council was in agreement.

**E.** City Attorney Erin Hillier had no report.

### **13. CONSENT AGENDA**

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

1. *Claims and Payroll Warrants 36880-36943 and ACH transactions of \$385,780.98 for a Total of \$521,761.14 for November.*
2. *Minutes of the November 2, 2016 City Council Meeting*

*Councilmember Mike Langham seconded, and the motion carried.*


### **14. EXECUTIVE SESSION**

At 8:55 pm, Mayor Poulsen called an executive session on a litigation issue that should take about 15 minutes. He noted the Council will only be coming back to adjourn. The meeting resumed at 9:03 pm.

### **15. ADJOURNMENT**



Mayor Poulsen adjourned the meeting at 9:03 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.



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**Pete Poulsen – Mayor**



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**Coni McMaster - Clerk/Treasurer**