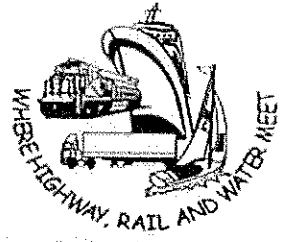


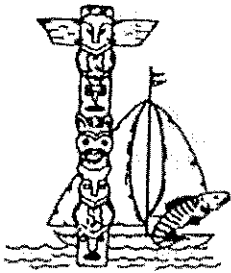
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda December 7, 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 – 2017-2022 Capital Facilities Plan – Continued Hearing
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
  - A. Downtown Pavement Preservation Project – Council Accept Project as Complete
  - B. Robb Road Project – Accept Project Closeout and Rebid
7. NEW BUSINESS
8. ORDINANCES & RESOLUTIONS
  - A. Resolution 647 – 2017 Fees
  - B. Resolution 648 – Building Fees
  - C. Ordinance No. 1382-Adopt the 2017 Budget and Capital Facilities Plan
  - D. Resolution 649 – Surplus Police Items
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



# City of Kalama

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## City Council Agenda December 7, 2016

- 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 and Payroll warrants 36945-37006 including Voids and ACH transactions of \$38,536.36 totaling \$218,515.11

#### B. Approval of Minutes:

- 1. Minutes of the November 16, 2016 City Council Meeting

#### C. Other Consent Agenda Items

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
DECEMBER 7, 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, Dominic Ciancibelli, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. City staff present were City Administrator Adam Smee, Superintendent of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, Police Officer Justin Taylor, and Finance Clerk Kiley Mirenta. City Attorney Erin Hillier was also present. 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**

**A. 2017 Budget – 2017-2022 Capital Facilities Plan – Continued Hearing**

Mayor Poulsen re-opened the public hearing. Clerk/Treasurer Coni McMaster explained that after reviewing all the numbers the final budget total for 2017 is \$8,544,125. The only change that has been made was an increase in the transfer from water/sewer to the equipment reserve to meet the costs of equipment as requested by Superintendent of Public Works Kelly Rasmussen. The \$12,000 has been the same for 20 years and it was increased to \$24,000. The full draft ordinance including the salary schedule and the Capital Facilities Plan was provided. Ms. McMaster noted that she believes this is the final numbers and if the Council chooses it can be passed tonight. She asked if anyone had any questions. There were no questions and several Councilmembers thanked the staff for all the work they put into the budget. The hearing was closed at 7:05 pm.

**6. PUBLIC COMMENTS/CONCERNS - None**

**7. UNFINISHED BUSINESS**

**A. Downtown Pavement Preservation Project – Council Accept Project as Complete**

City Administrator Adam Smee noted that the project on East Frontage has been completed and the road is greatly improved. It has been a challenge working through all the funding requirements for the federal funding, but we were able to get through the process. The City also received some additional funding from Transportation Improvement Board to

help cover the increased costs. Administrator Smee thanked Engineer Tamara Nack at Gray and Osborne for keeping this on track. The Council just needs to accept the project as complete to close it out. Councilmember Rosemary Siipola made a motion the City accept the project as complete and complete the final closeout documentation. Councilmember Mike Langham seconded, and the motion carried.

#### **B. Robb Road Project – Accept Project Closeout and Rebid**

Superintendent of Public Works Kelly Rasmussen explained that originally the project had received all the required permits from BNSF and put it out to bid and awarded the bid. When the Contractor started to begin the work, BNSF stopped the work at the proposed location. City staff and G&O Engineer Mike Johnson met with BNSF and worked out a solution that required changes to the original design. The contractor was offered the opportunity to do the work under the changed design but they chose not to and have agreed to close out that contract. The City has rebid the project this last Monday for just the bore and will open bids in a couple weeks. We only have until the end of March to get the work completed as the extension on the permits will expire. Councilmember Mike Truesdell made a motion the City accept the closeout of the contract with Integrity Excavating. Councilmember Mike Langham seconded, and the motion carried.

### **8. NEW BUSINESS**

### **9. ORDINANCES & RESOLUTIONS**

#### **A. Resolution 647 – 2017 Fees**

Resolution No. 647 was read by Title: A Resolution of the City Council of the City of Kalama replacing Resolution No. 629 relating to fees and charges imposed by the City of Kalama and establishing the following fees and charges for the services beginning January 1, 2017. Councilmember Dominic Ciancibelli made a motion the Council adopt Resolution NO 647. Councilmember Mike Langham seconded and the motion carried.

#### **B. Resolution 648 – Building Fees**

Resolution No. 648 was read by Title: A Resolution of the City of Kalama, Cowlitz County, Washington, setting fees for building permits and related matters as of January 2017. Councilmember Mary Putka made a motion the City Council adopt Resolution No. 648 as read. Councilmember Rosemary Siipola seconded. Councilmember Dominic Ciancibelli asked how the increase was determined. Clerk/Treasurer Coni McMaster noted that it has been several years since there were any increases and this is just meet the needs of increasing costs to the City. The motion carried.

#### **C. Ordinance No. 1382-Adopt the 2017 Budget and Capital Facilities Plan**

Ordinance No. 1382 was read by Title: An Ordinance of the City of Kalama approving and adopting the Budget for the City of Kalama for the calendar year 2017 in the amount of \$8,544,125.00 and the Capital Facilities Plan for years 2017 through 2022. Councilmember

Dominic Ciancibelli made a motion the City Council adopt Ordinance No 1382 as read. Councilmember Mike Langham seconded, and the motion carried.

**D. Resolution 649 – Surplus Police Items**

Resolution No. 649 was read by Title: A Resolution of the City of Kalama, Washington declaring Police Department rifles and pistols surplus and authorizing disposal in the City of Kalama's best interest. Councilmember Rosemary Siipola made a motion the City Council adopt Resolution 649 declaring Police items surplus. Councilmember Mike Langham seconded and the motion carried.

**10. CORRESPONDENCE - None**

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

**A.** Mayor Pete Poulsen had no report, but noted that the AMALAK will be hosting a tour of homes which include the historical displays at the City Hall.

**B.** Councilmember Mike Truesdell had no report.

**C.** Councilmember Dominic Ciancibelli had no report.

**D.** Councilmember Mike Langham had no report.

**E.** Councilmember Rosemary Siipola had no report.

**F.** Councilmember Mary Putka asked about an issue with the lights at the Library. City Administrator Adam Smee noted it had been taken care of.

**12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee reported that interested contractors had the opportunity to look at the old City Hall building in preparing for the bids on the Library renovations. He is hopeful the process will provide numerous bids and a more affordable cost. The Contractors have asked to have the opening on Tuesday December 20<sup>th</sup> instead of Monday December 19<sup>th</sup>. The bids will be brought before the Council on January 4, 2017. Adam informed the Council of his work with the COG related to the Strong Cities grant which will allow regional cities to collaborate on regional needs for this area and present them to legislature. This may help in funding availabilities that we don't currently have with the hope to getting some regional recognition in the legislature. Small cities are unable to afford lobbyist to provide them voice, so we have to look at collaborative efforts to help each other. There is an AWC event in February that should be attended by the Mayor or City officials to address legislative needs related to cities and supported by AWC and MRSC across the state.

**B.** Superintendent of Public Works Kelly Rasmussen presented two written reports for the last two Council periods. He noted that the significant rain event over Thanksgiving

weekend required crew time related to storm drainage, but it also showed that the efforts to address problem areas since last December's flood seems to have made improvements to the system that lessened the impact in several areas. Kelly reported that Department of Emergency Management is predicting a snow/freezing rain storm for tomorrow. They report that snow should arrive at about 11am and transition to freezing rain at 4-6pm with that changing to rain after midnight. Kelly stated that his policy will address safety first if freezing rain occurs and they won't put the heavy trucks on the road. The crew will be out deicing prior to the storm. Clerk/Treasurer Coni McMaster noted that the City Hall offices will close early if the freezing rain looks to be materializing so everyone gets home safely.

C. Police Officer Justin Taylor presented the Department's statistical report which included 18 reportable incidents. He noted that Officer Cody Traub left for a new position with the District Court with his last day being December 5<sup>th</sup>. Mayor Poulsen noted that Cody started with the City when he was still in high school as a computer aid in Public Works. He was a good officer during his tenure and was a local resident all his life.

D. Clerk/Treasurer Coni McMaster provided the November Cash/Investment report. She noted that things have been business as usual in her department with the staff busy with the customers and general duties as we approach the year end. She added that it has been interesting to watch the historical displays being put together in the lobby.

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. *Claim and Payroll warrants 36945-37006 including Voids and ACH transactions of \$38,536.36 totaling \$218,515.11*
2. *Minutes of the November 16, 2016 City Council Meeting*

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

### 14. EXECUTIVE SESSION - None

### 15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 7:40 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

