

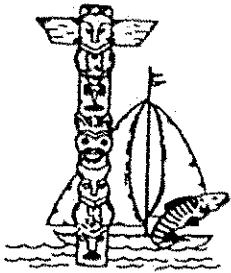
# City of Kalama

320 N. First St.  
Kalama, WA 98625

## City Council Agenda January 4, 2017 @ 7 pm



1. OPENING - Mayor Pete Poulsen
  - A. Flag Salute
  - B. Roll Call
  - C. Changes to the Agenda
2. EXECUTIVE SESSION - Real Estate Transaction – (30 Minutes?)
3. PRESENTATIONS & AWARDS
  - A.
4. PUBLIC HEARINGS
  - A.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
  - A. Kalama City Hall/Library Renovations – Award Construction Bid
  - B. Kalama Robb Road Water Main Extension – Award Construction Bid
  - C. 2017 Chemical Bids - Award
7. NEW BUSINESS
  - A. 2017 Appointments – Committee Assignments
    1. Mayor Pro Tem
    2. CWCOG Board Representative
    3. SWRTPO Board Representative - COG
    3. Committee Assignments
8. ORDINANCES & RESOLUTIONS
  - A.
9. CORRESPONDENCE



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### 10. MAYOR & COUNCILMEMBER REPORTS

- A. Mayor Pete Poulsen – 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

### 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:
- B. Approval of Minutes of the December 21, 2016 City Council Meeting
- C.

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
JANUARY 4, 2017**

**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 (arrived 7:05pm), 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, and Police Chief Randy Gibson. City Attorney Bill Hillier was also present. Members of the public present are listed on the sign-in sheet.

**2. EXECUTIVE SESSION – Potential Real Estate Transaction**

At 7:02 pm. Mayor Poulsen called an executive session to discuss a potential real estate transaction for 30 minutes. At 7:32 an addition 10 minutes was announced. The meeting resumed at 7:43 pm.

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

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS**

Kalama residents Dan and Diane Roberts were present to show support for the library. Mr. Roberts noted that often time items that are important but not urgent get overlooked among the urgent and important issues. He feels the Library is one of those. After looking at all the options he believes the City should do it right and include the air conditioning in council chambers area. The Library will expand into that space in the future. Mayor Poulsen noted that it is not likely the Council Chambers will move in near future.

**7. UNFINISHED BUSINESS**

**A. Kalama City Hall/Library Renovations – Award Construction Bid**

City Administrator Adam Smee explained the bids were presented as a base bid plus two alternates for the work on the outside brick and window and the air conditioning of the chamber area. The architects have verified the bids which showed that one had not included sales tax which changes the totals and now have one low bidder instead of possibly two. The 2017 budget included the \$350,000 for base and \$150,000 for alternate 1. Alternate 2 is the air conditioning for the Chamber. The base bid includes air in the old Library area. It is an additional \$20,000 to do the chambers and it can be done at a later date. Staff is not recommending that the air be done. They have concerns that with an old building may find

surprises during the construction that is not anticipated, so we need a cushion. There is only half million dollars in the budget, so it is very tight and not much to cover the unexpected. The base bid and alternate 1 will get the building envelope and functionality of the interior. It is for the Council to decide. Mayor Poulsen also cautioned the Council to consider the limited funds and no cushion in the budget. There is the Police facility to be completed in the future. Councilmember Rosemary Siipola made a motion the Council award the bid with all the alternates to Centrex. Councilmember Mary Putka seconded. Ms. Siipola explained that the Chamber will become a community room and at only 3 % of the total project she thinks it will be better to do the air conditioning while the building is open. It was asked if the City has the funds. While the answer is yes, City Administrator Smee noted that does take the reserves to a low balance and it is a very tight budget. The reserve will have 220000 and rule of thumb is to have 90 days of operating funds or 20% on hand. Carryover/reserve will equal that but just and there are concerns with reducing the reserves. Mayor Poulsen noted that the Police insurance funds are being used to get the Library project completed so we need to be conservative. While the amount may not be a lot, the budget is already tight. Clerk/Treasurer Coni McMaster noted that over her time with the City she has seen the reserves be spent and fall short when revenues drop off. The Staff has worked very hard to build the reserves, so that operations will not have to be limited or funded by loans. Mayor Poulsen noted that the City is being very generous to the Library and has increased the project's budget considerably from where it began. He suggested the Council be conservative. Projections are the unknowns. Clerk McMaster noted that there are other projects that need to be done and there can be additional costs. The City needs to have a reserve. The past has shown that and she has seen layoffs/pay cuts when reserves are low. The voted was called and the motion carried with 4 in favor and one abstention by Councilmember Ciancibelli. Several of the Councilmembers voiced their appreciation for the work that was put into the process.

#### **B. Kalama Robb Road Water Main Extension – Award Construction Bid**

Superintendent of Public Works Kelly Rasmussen explained this is the rebid after BNSF forced changes to the project. The engineer's estimate was \$252,000. Tapani Inc was the low bidder at \$282,604.80. The construction management will be handled by G&O at a cost of 21,700. He recommends the Council award the bid and construction management and move forward with the project. City Administrator Adam Smee explained that staff is also request the authorization to approve change orders of \$10,000 or less to keep the project moving. We have to have the project completed by the end of March when the BNSF permits expire. Councilmember Dominic Ciancibelli made a motion the Council award the bid to the low bidder, construction management to G&O and authorize approval of change orders of \$10,000 and less to staff. Councilmember Mike Langham seconded and the motion carried.

#### **C. 2017 Chemical Bids - Award**

Superintendent of Public Works Kelly Rasmussen noted that every year the City has to put this out to bid. This year the City received two bids, with each only bidding two of the four products.

- Northstar Chemical – Sodium Hypochlorite @ 2.16 per gallon & Sodium Hydroxide at 2.49 per gallon
- Cascade Columbia Distribution – Diatomaceous Earth at .697 per pound and Sodium Fluoride at .85 per pound.

Councilmember Mary Putka made a motion the Council award the bids as presented. Councilmember Mike Langham seconded, and the motion carried.

## 8. NEW BUSINESS

### A. 2017 Appointments – Committee Assignments

1. **Mayor Pro Tem** - Mayor Poulsen appointed Councilmember Rosemary Siipola with the Council's approval.
2. **CWCOG Board Representative** - Mike Langham was reappointed
3. **SWRTPO Board Representative – COG** – Mike Langham was appointed
3. **Committee Assignments** – no changes.

## 9. ORDINANCES & RESOLUTIONS - None

## 10. CORRESPONDENCE - None

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

A. Mayor Pete Poulsen reported that on February 11 the City and Amalak would hold the Blues, Chocolate and Wine event. The Bottleneck Blues Band will play and it is to raise money for the Community Building.

- 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 had no report.

## 12. DEPARTMENT REPORTS

A. City Administrator Adam Smee had no report

B. Superintendent of Public Works Kelly Rasmussen reported the crew has been deicing and plowing to keep the roads as safe as possible. They have changed the product using from the mag chloride to a salt brine which works better in the lower temperatures and is less expensive. Mr. Roberts thanked Kelly noting the crew does a great job. It was also noted that the new awning over the porch on the Community Building looks good.

C. Police Chief Randy Gibson presented his statistical report for the last 2 weeks with 86 calls with 11 resulting in reports. Routine items, except for train accident which may

have been an attempted suicide and person is in critical condition. The computer fraud case is being investigated and may be tied to another case involving \$19,000.

D. Clerk/Treasurer Coni McMaster had no report.

E. City Attorney Bill Hillier commented that it was nice to see a Council that communicates and not bicker.

### 13. CONSENT AGENDA

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

1. Claims and Payroll Warrants 37064 – 37133 plus ACH Transactions of \$278,319.74 for a total of \$430,472.37
2. Minutes of the December 21, 2016 City Council Meeting

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

### 14. EXECUTIVE SESSION - None

### 15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:25 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

# SIGN - IN SHEET

MEETING City Council

DATE January 4, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Dan Roberts (DAN ROBERTS)	Kalama	361 673-3600 360-673-3600	Yes	Library

Please sign in for the record. Signing in does not mean you must speak but to address the Council you must sign in for the record. When recognized please state your name and address. Your comment could be subject to a time limit at the discretion of the Mayor. Please speak clearly enough for the tape to pick up your voice or step closer to the Council Desk. Thank you.