

**CITY OF KALAMA
CITY COUNCIL MEETING
MAY 17, 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.

Mayor Poulsen informed all present that Councilmember Dominic Ciancibelli had resigned from the Council. He noted the 20 years of service Mr. Ciancibelli had given to this community and that he was proud to have served a portion of that time with him. Councilmembers present were Mike Truesdell, 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 Acting Police Chief Steve Parker. City Attorney Erin Hillier was also present. Members of the public present were citizens Sandra Macias Hughes, Lynn Hughes, Liz Norgaard, and Mike Reuter.

2. EXECUTIVE SESSION

Mayor Poulsen announced the Council would be going into executive session for about 20 minutes to discuss a potential litigation issue. The meeting resumed at 7:18 pm.

3. CHANGES TO THE AGENDA - None

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS

Kalama citizen Sandra Macias Hughes noted that the open house for the Police Chief candidates was well done.

7. UNFINISHED BUSINESS - None

A. Accept the Robb Road Waterline Extension Phase I

Superintendent of Public Works Kelly Rasmussen explained that Gray & Osborne have determined the job to be complete and the Final Contract Voucher has been signed by the Contractor. Councilmember Rosemary Siipola made a motion the City Council accept the project as complete and authorize the Mayor or City Administrator to sign the final Contract Voucher. Councilmember Mike Langham seconded, and the motion carried.

B. Engineering Selection for 2017

City Administrator Adam Smee informed the Council that he and Superintendent of Public Works Kelly Rasmussen reviewed the 5 applications for General Engineering services and the update of the City's Wastewater Facilities Plan to be completed this year. After reviewing all the submittals, they ranked the firms as:

1. Gray & Osborne
2. Gibbs & Olson
3. PBS
4. HHPR
5. ???? – They are a geotechnical firm.

Administrator Smee is asking the Council to accept the ranking and authorize him to negotiate costs and a contract with the top firm. The contract would be for at least 2 years which is acceptable to the State Auditor. Councilmember Mary Putka made a motion the City Council approve the ranking and authorize the City Administrator to negotiate a contract.

8. NEW BUSINESS

A. Community Building – Contracts for Classes

Clerk/Treasurer Coni McMaster explained that two local Zumba instructors are wanting to lease the Community Building by the hour for classes open to the public, similar to the way Evergreen Ballet used to use the building. Council agreed the lease would be acceptable. Mayor Poulsen also noted that the Council still needs to pay for the volleyball banquet that was held in the Building.

9. ORDINANCES & RESOLUTIONS - None

10. CORRESPONDENCE

Clerk/Treasurer Coni McMaster noted the City had received an invitation to the retirement party for David Freece, Director of the Cowlitz County Historical Museum on June 1, 2017 from 6 to 8 pm.

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

- A.** Mayor Pete Poulsen had no report.
- B.** Councilmember Mike Truesdell had no report.
- C.** Councilmember Mike Langham had no report.

D. Councilmember Rosemary Siipola reported she has been attending regional Health Department meetings working under a \$1.4 billion grant for transforming Medicaid. She will be attending a free conference in Seattle dealing with reducing opioid drug use in communities.

E. Councilmember Mary Putka reported the Library is looking terrific as the shelves are going up. The work on the event for July 29th is going well but they are still looking for a band.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported he participated in the ranking process for the TAC which provides rural funding from federal funds through WSDOT to local entities. Kalama had not submitted for any of the funding this year, but will benefit from the funds awarded to the Port of Kalama for their road improvements on Kalama River Road related to the Spencer Creek Business Park. They were awarded \$900,000 for the project.

B. Superintendent of Public Works Kelly Rasmussen presented a written report. He added that he hopes to have the second phase of the Robb Road Waterline loop project out to bid in the next few weeks. This will be for the I-5 crossing to connect to the 8-inch main which will provide fire flow to the south industrial area. He noted he and his crew had spent the day with a representative from Department of Health reviewing procedures at the Water Treatment Plant. He also bids from Lakeside for work on Meeker Drive to stabilize the area where it has been affected by the slide. The City is still studying the area and site in hopes of finding a permanent correction. Councilmember Rosemary Siipola thanked Kelly and his crew for the work on the downtown clean-up day at Toteff Park.

C. Acting Police Chief Steve Parker presented his statistical report which had 18 reportable incidents most of which are standard calls for service. There were 5 impounds during the period for cars that had been parked on the street for long periods and were not licensed. This can be costly to the owners. He noted that the City held oral board interviews for entry level police candidates and may good candidates.

D. Clerk/Treasurer Coni McMaster noted the amount for the payments for approval tonight includes the annual loan payments. She has been working on completing the Annual Report and reviewing the procedures for the Accounts payable process. Building has slowed down a little with fewer new permit submittals. There will be a utility system upgrade in the future. The crew is now using a laptop to read the octive commercial meters which works better than the City's handheld device. Mostly it is business as usual in her department.

E. City Attorney Sam Satterfield had no report, but provided a draft letter to the owners of the sliding property behind Columbia Terrace Estates for consideration. Citizens have asked the City to look at the issue even though the slide and surrounding property are all owner privately.

13. CONSENT AGENDA

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

1. Claim and Payroll Warrants 37604 – 37657 plus EFT/ACH transactions totaling \$378,712.37

2. Minutes of the May 3, 2017 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

It was asked how long it might be before the City will hire a new Chief. Administrator Smeeth the City is targeting July 1, 2017 for a start date, but moving and selling homes could factor into the selected candidates availability.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 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