

**CITY OF KALAMA
CITY COUNCIL MEETING
FEBRUARY 15, 2012**

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 Adam Smee, Dominic Ciancibelli, Mike Dennis Langham, Don Purvis, and Mary Putka. City staff present were Director of Public Works Carl McCrary, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. City Attorney Paul Brachvogel was also in attendance. 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

A. Proclamation - March is American Red Cross Month 2012

Mayor Poulsen read and signed the proclamation supporting and acknowledging the good work done by the Red Cross here and across the world.

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS

A. Library Board Appointment - Applicants Cynthia Svensson & Pix Basso

Mayor Poulsen noted that Ms. Basso had withdrawn her application after hearing that another applicant living in the City limits had applied. The open position is an inside one, but after months of no applications, Ms. Basso had submitted an application for consideration based on her past service on the board even though she lives outside the City limits. Mayor Poulsen noted Ms. Svensson's qualifications and felt she would be a good member. It was noted that she attended the last Library Board meeting and is a member of the Kalama Book Club. Councilmember Don Purvis made a motion the City Council approve the Mayor's appointment of Cynthia Svensson to the Library Board. Councilmember Dominic Ciancibelli seconded, and the motion carried.

B. Recommendations for Ranking Engineers-Surveyors for 2012 Projects

The engineering services committee consisting of Director of Public Works Carl McCrary and Councilmembers Adam Smee and Mike Langham, held interviews with four firms and developed the following rankings:

CONSTRUCTION MANAGEMENT ELM STREET SIDEWALK PROJECT

	<u>RANK</u>
HHPR	<u>2</u>
Hammond Collier/PACE	<u>3</u>
Gray & Osborne	<u>1</u>
Wallis	<u>N/A</u>

GENERAL SURVEYING

	<u>RANK</u>
HHPR	<u>3</u>
Hammond Collier/PACE	<u>2</u>
Gray & Osborne	<u>1</u>
Wallis	<u>N/A</u>

DESIGN AND CONSTRUCTION MANAGEMENT FOURTH STREET

	<u>RANK</u>
HHPR	<u>1</u>
Hammond Collier/PACE	<u>3</u>
Gray & Osborne	<u>2</u>
Wallis	<u>4</u>

Mayor Poulsen asked what it was about the firm HHPR that earned them the first spot on the Fourth Street project. Councilmember Smee explained their presentation addressed issues that others didn't, addressing both sides of the street and sidewalk issues. The committee agreed it was a very good approach. They are from Vancouver and they received good references from their work on a Longview project. Councilmember Smee made a motion the City Council rank the engineering/surveying firms listed above for various City projects per the Mayor-appointed committee recommendations, and that the selection committee be authorized to negotiate contract terms per State Law. Councilmember Don Purvis seconded, and the motion carried.

8. NEW BUSINESS

A. Authorization to put Elm Street Improvements & Military Road Projects to Bid

Director of Public Works Carl McCrary stated that the projects are ready to go out for bidding. The plan is to advertise them together and perhaps get the same contractor for both projects. This could help cut costs for inspections and construction management. Councilmember Mary Putka made a motion the City Council authorizes Gray & Osborne to call for bids for the Elm Street Enhancement Project and Military Road Sidewalk Project. Councilmember Dominic Ciancibelli seconded, and the motion carried.

9. ORDINANCES & RESOLUTIONS

A. Resolution No 572 - A Resolution of the City Council of the City of Kalama adopting a Financial Policy for the City of Kalama

Resolution No. 572 was read by title. Councilmember Dominic Ciancibelli addressed several areas of the document for clarification. Clerk/Treasurer Coni McMaster and Mayor Poulsen answered all the questions explaining that these policies are drafted based upon the principles that the City operates under currently. They are just being put in writing. There are areas within the policies where the City could be more proactive, but it doesn't change the intent of the policy. The policies are a tool to be used by the staff and Council for guidance. Councilmember Don Purvis made a motion the Council adopt Resolution No. 572 as read. Councilmember Ciancibelli seconded, and the motion carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen reported the work on the Blues Festival is moving forward. He also promoted the City on a recent KLTV program.

B. Councilmember Adam Smee reported on the finance meeting held with Time Value Investments (TVI) advisor Peter Becker. TVI is a broker that works with governmental entities investing in bonds. State law dictates what type of investments the City can make, keeping the money as safe as possible. The Local Government Investment Pool is where the City currently keeps its reserve funds, but the interest rate is only .13%, so the return is very minimal. Federal bonds are secured by the federal treasury. The interest is greater on the bonds, as the money is invested for a specific long-term period from 2 to 5 years. There are no penalties for early cash outs, but the interest received will be less. There may be a small loss of principle. The process includes a safekeeping element where a bank acts as holding source for the funds and bonds, so that funds are not directly sent to the broker. There are some fees involved which average between \$300 and \$400 a year. There would be a \$200,000 minimum investment. Mayor Poulsen had also attended the meeting and felt comfortable with the process and TVI. He suggested that if the Council has additional concerns, they meet with Clerk/Treasurer Coni McMaster to discuss them. Adam also explained that with the system proposed for investing with a broker the City will have a secure system in place to help increase the rate of return on reserve funds and still easily manage them.

C. Councilmember Dominic Ciancibelli had no report.

D. Councilmember Mike Langham had no report.

E. Councilmember Donald Purvis had no report

F. Councilmember Mary Putka reported she attended the Chamber meeting and

found it very interesting how the four co-presidents are working together. This will be featured in an upcoming Review news article. The Chamber is also planning its banquet at the end of March, and all citizens are invited. Mary then reported some statistics from the Library which included that 3,481 people were in and used the computers. There are some issues with the library's need for computer technical services. The person that was performing tech services at no cost previously has become unreliable, so the Library has to incur some costs for services. This is a budget concern that is being looked into. She noted the Cowlitz County Literacy Advocacy will be meeting here in Kalama on February 23, 2012.

12. DEPARTMENT REPORTS

A. Director of Public Works Carl McCrary presented a written report. He noted that the citizens along Military Road have been very responsive to getting the easements completed for the Military Road project. It was noted that vandalism at the restrooms at Toteff Park has decreased since the removal of the bushes.

B. Police Chief Randy Gibson presented a statistical report. He reported the sale of the two vehicles produced \$4875 for the Police Vehicle Fund. The department has implemented a School Resource Officer program up at the Schools. This will be funded by the Safe Schools grant until June. Feedback has been positive so far. Several department audits have been completed. Chief Gibson informed the Council that in the recent 911 Center bulletin it reports on the upgrades to the dispatch system. He assured all that this will not have an affect on the costs to the City for services. Mayor Poulsen noted he has received citizen's comments in appreciation of the police presence at the School before and after school.

C. Clerk/Treasurer Coni McMaster reported it has been business as usual mostly. AWC, the City's insurance, recommends through their Risk Management program that staff and elected officials have training. They are now offering free on-line classes to help meet this goal. Coni asked the Council if they would like to take the courses as a group prior to a meeting, or it could be set up for each to work on their own. The class this quarter is on ethics for elected officials. The Council will consider it and get back to her.

D. City Attorney Paul Brachvogel had no report.

13. CONSENT AGENDA

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including Claims Vouchers Totaling \$75,464.45 and the City Council minutes of February 1, 2012. Councilmember Don Purvis seconded, and the motion carried.

14. EXECUTIVE SESSION

At 8:25 p.m. Mayor Poulsen called a 20 minute executive session to discuss litigation issues. The session was extended an additional 15 minutes at 8:45. The meeting resumed at 9:00 pm.

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 9:00 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

Pete Poulsen - Mayor

Coni McMaster - Clerk/Treasurer