

**CITY OF KALAMA
CITY COUNCIL MEETING
JUNE 7, 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, 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 Sam Satterfield 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

A. Appointment to City Council – Open Position #2 – Sandra Macias

Mayor Pete Poulsen announced that he would appoint Ms. Sandra Macias, the candidate running unopposed for Position No 2 to seat vacated by the resignation of Dominic Ciancibelli. Clerk/Treasurer Coni McMaster administered the oath of office to Ms. Macias and she took her seat on the Council.

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS

Mr. Jim Hill, Kelso City Council member, noted he is here to address issues regarding complaints about fireworks. This came about in his work related to veterans from all eras, after hearing issues of the need for additional medications and issues that address the quality of life for the veterans around the 4th of July. He is wanting to find a way to address the issues for all, those that sell fireworks for fundraising, and those that use them and those that don't like them. He started the effort a couple of weeks ago and has taken an online poll with over 800 responses, most wanting to see some change in how fireworks are addressed. He has taken the issue to the Cowlitz County Commissioners as well. After many ideas were discussed from an all-out ban to doing nothing the focus is now on prohibiting the mortar type devices which go extremely high and are extremely load and to reduce the number of days that fireworks are allowed to be sold and used. Some groups have rejected all the options. Mr. Hill feels these are very limited changes being requested and public sentiment seems to support this. He continued that fireworks are no longer made in USA as regulations for OSHA, safety regulations, litigation issues and low-cost imports have closed it down. Fireworks come from China and Mexican factories run by the Mexican drug cartels to launder

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money. Mr. Hill is asking Kalama's Council to consider a limitation on the sales, reducing it to only 3 days and ban the mortar rounds. He would like the Council to do a letter to the County Commissions regard the changes. Also, the cost of dealing with all the complaints, violations and issues by local law enforcement are being covered by the local jurisdictions, he suggests they all request reimbursement from the County. Mr. Hill noted that they are not asking for a ban on fireworks, but feel it is out of control and want each to community to look at the codes and modify them to address issues. The County is the authority, but the City can make stricter rules by ordinance if they choose. Mr. Hill noted he has received positive responses in both Longview and Woodland, and some support in Kelso. He is now distributing petitions in Woodland which is receptive as they deal with Clark County where they have banned fireworks and have \$500 fines. The fines here are very low and should be adjusted to discourage violations. He will leave a copy of the petition. Mayor Poulsen noted the City Council will consider it.

7. UNFINISHED BUSINESS

A. Police Facility – Preliminary Design Decision

City Administrator Adam Smee explained to the Council that over the last couple of months he has worked with the design team on the needs and projection for future growth of the Police department. The design should be for at least a 20-year life span to meet the needs of a growing department. This led to whether to design a single or two-story facility and which would be best to meet that 20-year horizon. Kim Doyle and Scott Moore, of Mackenzie, presented conceptional drawings and plans of the two options, what each option presents for useable space, and how it meets the needs for growth, plus cost estimates for each. The location will be at Maruhn Park, so each design is made to fit within the "bowl" at the bottom of the slope. Forecasting shows that in 20 years there could be 12 full time officers and support staff needed for the department to service the citizens. The single-story facility would be 4000 square feet of useable space with the public access area and staff working areas at the front of the building and the police space for holding cells, evidence, and records would be in the back third of the building. The two-story facility would be 5400 square feet with 4600 of usable square footage due to the needs for stairways and elevator to meet ADA requirements. There is less connectivity in the two-story and the public access would be on the second floor with the non-public area on the first floor. Both would have public parking on the south side of the building with access from Frontage road and access to steps leading to the gazebo up on Meeker. In back of the building would be gated parking areas for the officers with access to the building to bring in suspects and evidence away from the public. The designers are using the downtown guidelines in their work to help establish the character, but not have it look overly historic, which they hope will enhance the buildings in the rest of downtown. They are working on maximizing the space, having an attractive façade and stay within the budget. The cost estimates show that a two-story facility would be a half a million dollars more than the one-story. These estimates include not only the construction costs but costs for site work and the soft costs, as well as some contingency built in, which they have fine-tuned with Adam during their discussions. This is the Infant stage of the development and they need to determine which option to proceed with. Administrator Smee recommended the single-story option, not just because it is less expensive, but because after going through the design process and projecting the growth, it will meet the 20-year growth needs, meet the

needs of being an emergency center for the community, and be very citizen accessible. It was noted that they have used an open design concept to help with future growth. Also with changes in technology there are new storage options always evolving to deal with evidence and records that require less space. Councilmember Mary Putka noted that having the public access upstairs could be an issue for the citizens. It was explained that a police facility is very specialized, which many don't realize as it requires separate areas for suspects for interrogations, staff/public restrooms, holding cells separating them from each other, possible witnesses and the officers or staff working in the building. Kalama has not had all these in the past and it is important to officer safety. Councilmember Rosemary Siipola agreed the single story makes the most sense as Kalama steps into the future. Safety and security are paramount and she doesn't feel it will be disruptive to the neighborhood, as she lives across from the current temporary location. She noted that Chief Gibson had laid this proposal out and it makes a lot of sense. The department has 5 miles of freeway area to respond to and from. They are the first responders in the community. Councilmember Mike Langham noted they have to have the hardened facility, of the staff could be at the mercy of the suspects they deal with. Councilmember Sandra Macias noted from a customer/citizen perspective, having the public access when you come in the door is a better, friendlier response to the public, while the need to go to a second floor seems cold. Mayor Poulsen noted that Chief Gibson felt the needs of the department could be addressed, including growth in a 4000-square foot facility. The Council will need to educate the public on the needs and requirements of the department.

Ms. Kathryn Pilcher, the neighbor to the north Maruhn Park stated that she supports the police but does not want them as neighbors. They were not informed of the zone change and were out of town at the time of that meeting. Many others agree that they don't want to lose the park. More of the public should have a chance to speak on the issue before the Council makes the decision. Mayor Poulsen noted that it has been decided in part because it saves a half million dollars as the City owns the property. It is also out of the flood plain, has easy to both the north and south areas of town and I5 access. Ms. Pilcher noted it changes the whole neighborhood and will bring down her property values. Mr. Jim Bain had two comments with the first being that he would like to see the facility be planned for a 30 to 50-year horizon, by designing the footings and foundation to be able to add a second story in the future. Scott Moore responded that it is difficult to do as codes change over time and those changes are not predictable and this would also add to the costs. Administrator Smee noted the City is already in "sticker shock" over the costs estimates with both the Library and Police facility, but also there is an urgency in moving forward. The current space the Police are working out of is not sufficient for the department and needs to be fixed as soon as possible. The City doesn't have the luxury of time for analysis to address extended future needs even though they might like to. Mr. Bain's second comment was in regards to the departments need for a sally port to bring in prisoners. While it won't be a complete covered enclosed area, the fenced portion of the parking area will be address this need effectively with automatic gates and security. Mr. Bain asked Sgt. Steve Parker what he thinks of the proposals. Sgt. Parker responded that he echoes what Adam had to say. The single-story design meets the priorities he had and is pretty happy with the design. Mr. Bain made a suggestion that to respond to the public about losing the park, the Council could look to mitigate it by helping to develop another area for a replacement park. Someone suggested emphasizing the Port park or lead citizens to Toteff park which has public restrooms. Mayor Poulsen noted that the City will still honor the Maruhn family by enhancing the upper areas of

the park at the gazebo which has a nice view and will remain accessible from below. He understands the Pilcher's concerns, but doesn't think it will result in diminished value to neighboring properties as it will be a nice facility. This was not the first choice, as the City looked at many, but it helps with the costs to the community. Once the design is further along the City will hold a Town hall meeting to inform the public and allow them to see what is proposed. Administrator Smee noted the Council needs to make an official decision between the single and two-story designs. Councilmember Mary Putka made a motion the City Council approve the continuation of a single-story design for the police facility. Councilmember Mike Langham seconded and the motion carried. There was some additional discussion regarding the Town Hall and how the public would be notified which would be through the usual methods of publication in Daily News, posting in areas around town, webpage and facebook and possibly on the City utility bills.

B. 2017 Budget Amendment

Clerk/Treasurer Coni McMaster noted that is very large budget amendment in the amount of \$1,381,300.00. There is some duplication within the budget caused by transfers, but the biggest portion is Robb Rd project in the amount of \$625,000. Administrator Adam Smee explained this is the second phase of the project to go under I5. The first phase bored under the railroad and has been completed as of April. The State permits are being processed and the City may be ready to go to bid mid-June. In 2015 the City received \$110,000 in funding from the County in rural economic tax funds. He requested addition funds in 2017 and the City will receive \$200,000. The project was approved as it provides for the potential of economic growth for not only the City, but at the Port of Kalama and the entire region plus the project is basically ready to go as the plans are already complete. Ms. McMaster explained that the City portion of this funding will come from water reserved funds which will require a transfer in the amount of \$560,000 which is a duplication of expenditures. Also, due to the increase in construction the City has received additional water and sewer hookups which are then transferred to the reserves so this is also not a true expenditure. Ms. McMaster explained the other expenditures in the amendment include Library funds of \$17,300 for additional costs related to moving into the new facility, the donation from Folk sent to Envision for furnishings, and a scanner for which they have applied for a grant to fund. Ms. McMaster is requesting approval through the budget amendment for the purchase under a five-year contract of new software for Building permits, business and dog licensing, and an upgrade to the current utility software. The amount for 2017 will be \$10,000. This will improve efficiencies in the Finance Department. Also in the General Fund are the cost which was covered by insurance of a new administrative vehicle and adjustments to cover the building costs and revenues related to the increase in construction which has exceeded the projections, a portion of which will cover the new software cost. The police portion of the amendment is for the costs associated with the search for a new Police Chief.

8. NEW BUSINESS - None

9. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1385 – 2017 Budget Amendment

Ordinance No. 1385 was read by Title: An Ordinance of the City of Kalama,

Washington amending the 2017 Budget to account for increasing the Budget in the amount of \$1,381,300.00. Councilmember Rosemary Siipola made a motion the City Council adopt Ordinance No. 1385 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 Sandra Macias had no report.

D. Councilmember Mike Langham noted the 911 Board meets tomorrow.

E. Councilmember Rosemary Siipola reported the County Commissioners would be holding an evening meeting for Health Board to discuss the needle exchange program. She will be attending in Seattle a free workshop on opiate issues put on by the Attorney General's office.

F. Councilmember Mary Putka reported that the issue with the shelves will be fixed and the Envision fundraising is going well.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported the Library staff has started moving in with high spirits. The bookmobile has closed, and next week the Jail crew will bring the books from storage. He will be working to get storage areas some shelving at the end of the week. They are working through the punch list as it nears completion. Centrex has been a good contractor to work with, and there were not any large change orders.

B. Superintendent of Public Works Kelly Rasmussen presented a written report. He noted the City completed paving on Meeker Drive which included grinding out the slide area down to the old highway a total of 13 inches down. Hopefully this will last 4 to 5 years as they can only hope to slow down the issues. To do a permanent fix, it will require they take all the weight off and totally rebuild the roadway. The slide testing is being done but more time is necessary and the City needed to do a short-term fix. Also paved was South 3rd Place which had never had asphalt. Together both projects were just under \$50,000 and paid with TBD funding. There are issues at Meeker Drive Lift station with the pumps being clogged by non-sewage items believed to be coming from the manufactured home park. A vac-truck was required to pump it out. He will be making contact through the mail, and the park management to address the issue. He will consider smoke testing the facility to help find where the problems are. The state finalized the Water consumer confidence report which went out with the City bills. Kelly informed the Council the City has been approved for a \$5000 RMSA grant in conjunction with LaCenter to purchase a monitoring device for testing the reflectivity of the signs. This can reduce liability issues as the City is required to maintain

the signs to certain standard.

C. Acting Police Chief Sgt. Steve Parker presented his statistical report which include 182 calls with 21 requiring follow-up reports including one suicidal male taken to the hospital. Sgt. Parker informed the Council that a tentative offer of employment has been made for an entry level police officer to Katy Neil. She will graduate from the reserve academy later this month and come to work for Kalama. She will need to attend the State academy later in the year. He believes she will fit in well with the department. It was noted that she, her husband and 3-year old daughter have made Kalama their home.

D. Clerk/Treasurer Coni McMaster reported the 2016 annual report has been filed and the department is very busy. Adam noted that building and planning issues are continuing and keep the staff challenged. Ms. McMaster noted the Council will be setting two public hearings on the consent agenda, one for the Critical Area Protection Ordinance update as recommended by the Planning Commission and the Six-Year Transportation Improvement Plan due by July 1st. They will also receive in the near future a request for an extension of the Eagle Cliff preliminary plat located on Meeker Drive beyond Columbia Terrace Estates.

E. City Attorney Sam Satterfield had no report.

13. CONSENT AGENDA

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

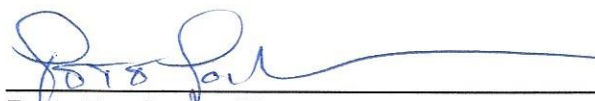
1. Claim and Payroll Warrants 37658 through 37730 and electronic and ACH payments totaling \$342,310.60
2. Minutes of the May 17, 2017 City Council Meeting
3. Set Public Hearings for June 21, 2017 - 7:00pm-Six-Year Transportation Improvement Plan and 7:30 pm - Critical Areas Protection Ordinance Update

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

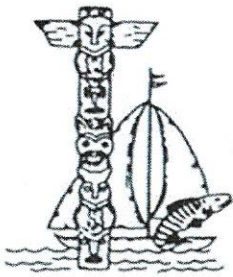
Mayor Poulsen adjourned the meeting at 8:47 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.



Pete Poulsen - Mayor



Coni McMaster - Clerk/Treasurer



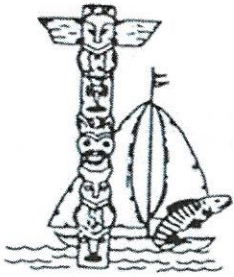
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda June 7, 2017 @ 7 pm

1. OPENING - Mayor Pete Poulsen
 - A. Flag Salute
 - B. Roll Call
 - C. Changes to the Agenda
2. EXECUTIVE SESSION
3. PRESENTATIONS & AWARDS
 - A. Appointment to City Council – Open Position #2 – Sandra Macias
4. PUBLIC HEARINGS
 - A.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
 - A. Police Facility – Preliminary Design Decision
 - B. 2017 Budget Amendment
7. NEW BUSINESS
 - A.
8. ORDINANCES & RESOLUTIONS
 - A. Ordinance No. 1385 – 2017 Budget Amendment
9. CORRESPONDENCE
10. MAYOR & COUNCILMEMBER REPORTS
 - A. Mayor Pete Poulsen – Cow Co Tourism
 - B. Councilmember Mike Truesdell – Finance Committee
 - C. Councilmember
 - 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



City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda June 7, 2017 @ 7 pm

11. DEPARTMENT REPORTS

- A. City Administrator Adam Smee
- B. Superintendent of Public Works Kelly Rasmussen
- C. Police Department
- D. Clerk/Treasurer Coni McMaster
- E. City Attorney

12. CONSENT AGENDA - *I move the City Council approve the consent agenda as presented.*

A. Approved for payment are:

Claim & Payroll warrants 37658-37730 and ACH/EFT transactions totaling: \$342,310.60

B. Approval of Minutes of the May 17, 2017 City Council Meeting

C. Set Public Hearings for June 21, 2017

7:00 pm	Six-Year Transportation Improvement Plan
7:30 pm	Critical Areas Protection Ordinance Update

13. EXECUTIVE SESSION

14. ADJOURNMENT

CITY OF KALAMA

SIGN - IN SHEET

MEETING City Council

DATE June 7, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Sue AnnisLangham	5400 Meranda	278-8879		
Lynn Hughes	109 STEPPING STONE ST	673-5454	NO	
Jim Marsh	222 Stepping Stone	673-4137	NO	
Cheri Marshall	222 Stepping Stone		NO	
Nancy Kovar	108 Stepping Stone	977-4709	NO	
Minerva Cantu	222 Stepping Stone	510 828-2311	NO	
Monica Pilcher	702 Birch St. #4	360-430-2080	NO	
Kathryn Pilcher	1051 N 1 st	360-261-5938	NO	
Louis Pilcher	✓	360-957-3914	NO	
Tom Hill	190 N 22nd	577-4709	YES	Fireworks
Scott Monte	01611 SW GREENLAWNS PORTLAND OR	(503) 943-9522		

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.