

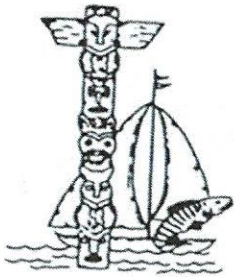
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda August 2, 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. Oath of Office – Police Chief Ralph Herrera
 - B. Award of Appreciation
4. PUBLIC HEARINGS
 - A.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
 - A. Council to Ratify “For” and “Against” Committees for Ballot Measure
 - B. Award Construction Management on Robb Road Phase II to Gray & Osborne
 - C. Authorize Design and Construction Management for Robb Road – Tidewater Drive Connection
7. NEW BUSINESS
 - A.
8. ORDINANCES & RESOLUTIONS
 - A. Resolution No. 655 - Reset the Ivy Street Vacation Hearing
9. CORRESPONDENCE
10. MAYOR & COUNCILMEMBER REPORTS
 - A. Mayor Pete Poulsen – Cow Co Tourism
 - B. Councilmember Mike Truesdell – Finance Committee
 - C. Councilmember Sandra Macias – Public Works & Planning Committee



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- 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 Ralph Herrera
- D. Clerk/Treasurer Coni McMaster
- E. City Attorney Sam Satterfield

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

A. Approved for payment are:

Claims and Payroll warrants 37898 - 37959 and ACH/EFT transactions for July 2017 totaling \$229,995.92

- B.
 - 1. Approval of Minutes of the July 19, 2017 City Council Workshop
 - 2. Approval of Minutes of the July 19, 2017 City Council Meeting
 - 3. Approval of Minutes of the July 26, 2017 Special City Council Meeting
- C. Set a Town Hall Meeting for October 11, 2017 on the Police Facility Needs 6pm in the Kalama Community Building.
- D. Affirm the Mayor's appointment of Colleen Neel to the Cowlitz County Mosquito Control Board for a two-year term.

13. EXECUTIVE SESSION

14. ADJOURNMENT

CITY OF KALAMA

SIGN - IN SHEET

MEETING City Council Meeting

DATE August 2, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
LYNN HUGHES	109 SE ST ST	LYNNH@GMAIL.COM		
Mark Wilken	Post			
Marrene Jenkin	650 Taylor Rd		NO	
Pon MARRERA	5400 Meeker Dr	TEAPARTY@GMAIL.COM	NO	

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.

**CITY OF KALAMA
CITY COUNCIL MEETING
AUGUST 2, 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, Sandra Macias, 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 Ralph Herrera. 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. Oath of Office – Police Chief Ralph Herrera

Mayor Poulsen officially welcomed Chief Herrera. Clerk/Treasurer Coni McMaster administered the oath of office and his wife, Mandy Herrera officially pinned the Kalama badge to his uniform. Chief Herrera noted that he is truly glad to be here and especially now that his family has joined him. He stated that this is a time of change, but that he has inherited a terrific department to lead.

B. Award of Appreciation – Sgt. Steve Parker

Chief Herrera continued that the Department has a dedicated terrific staff and they operated professionally during the interim period before he was hired under the leadership of Sgt. Steve Parker. Chief Herrera presented a plaque to Sgt. Parker in appreciation of the job well done serving as Acting Police Chief. Sgt. Parker accepted the plaque thanking the City stating that he just continued doing the job as it needed to be done.

C. Innovation Partnership Zone

City Administrator Adam Smee added this noting that there is a deadline related to the request for support from the Port of Kalama for establishing an Innovation Partnership Zone. Port Executive Director Mark Wilson explained that the Port is heading this effort for to establish a research and development group through a Washington State Department of Commerce program. The group would be made up of leaders in the area of technology development, Washington State University and training would be local through Lower Columbia College. The research and development effort is meant to create a space for the

people who work up the new ideas in special fields to develop creative ideas that spin off to start-up businesses in the local area. With the North Port methanol project, there are big players in technology development from both China and England. These companies are leaders in technology development and have the people and ability to help build something new and innovated, so the Port is beginning the process of bringing the groups together. Mr. Wilson is asking for a letter of support from the City for the project application under which the Department of Commerce will create the designation that will allow the promotion of the Innovation Partnership Zone. Funding comes from the partners and they are looking to have them locate in the Spencer Creek Business Park which would also possible incubator spaces for future start up business. He has been talking with LCC about developing a program on how to build entrepreneurship. This is a new process and different and there are only 14 of these zones in the state, each focused on different technologies such as distilling or smart grid technology. This area is more industrial focused so the group will be in that area with the focus to help to establish new business opportunities that will bring in tax revenue. These big players can help to grow the area which is very important to future. It was noted that this follows up on the City's efforts to revitalize downtown and build for the future. The application is due on Monday so there is only a small window as the applications are only accepted every two years.

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS

A. Council to Ratify "For" and "Against" Committees for Ballot Measure

Clerk/Treasurer Coni McMaster noted that the Committees are made up of:

Dan Roberts, Dan Ohall, and Lynn Hughes on the For Committee

Mareen Jenkins, Janet Swihart, and Kathy Pilcher on the Against Committee

Councilmember Rosemary Siipola made a motion the Council approve the committees appointed to address City of Kalama Proposition #1. Councilmember Mary Putka seconded, and the motion carried.

B. Award Construction Management on Robb Road Phase II to Gray & Osborne

Superintendent of Public Works Kelly Rasmussen explained that Gray and Osborne engineers have designed the first two parts of the project and managed the BNSF bore which was the first phase. This phase will connect the lines under I5 and remove a deadend waterline that they have to flush which wastes water. When the third phase is completed the area will have a looped system and adequate fire flow. The total cost for the construction management is \$56205. Councilmember Rosemary Siipola made a motion the City Council award the Construction Management Contract for the

Robb Road Water Main Loop Project Phase II to Gray and Osborne for an amount not to exceed \$56,205. Councilmember Mike Langham seconded and the motion carried.

C. Authorize Design and Construction Management for Robb Road – Tidewater Drive Connection

Superintendent of Public Works Kelly Rasmussen explained this is for the both the final design and construction management for the third phase which will be on the west side of BNSF replacing 100 feet of waterline to provide a safer water supply to the residents on Tidewater as well as the industrial area. This will be the last phase and the City will still have to bid for construction. Due to the bidding rules, the City can't do the work in house as it is a part of the three phase project. Councilmember Mary Putka made a motion the City Council award the Design and Construction Management Contract for the Robb Road Water Main Loop Project Phase III – Tidewater Connection to Gray and Osborne for an amount not to exceed \$36,860. Councilmember Mike Langham seconded, and the motion carried.

8. NEW BUSINESS - None

9. ORDINANCES & RESOLUTIONS

A. Resolution No. 655 - Reset the Ivy Street Vacation Hearing

Resolution No. 655 was read by Title: A Resolution of the City Council of the City of Kalama repealing Resolution No 654 and fixing the time and place of the public hearing before the Kalama Hearing Examiner on the request to vacate a portion of Ivy Street right-of-way between parcels 4064201 and 40639 to adjoining property owners.

Clerk/Treasurer Coni McMaster explained that the City has not had a street vacation in many years and during that time the process changed to be heard before the Hearing Examiner which staff had forgotten.

Councilmember Rosemary Siipola made a motion the City Council adopt resolution No. 655 resetting the hearing. Councilmember Mike Truesdell seconded, and the motion carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen reported he is working on setting up a street dance for the Saturday night before the car show on August 19th.

B. Councilmember Mike Truesdell had no report.

C. Councilmember Sandra Macias reported that she met with Kelly discussing the completion of the crew and WSDOT's work on the west side of Frontage Road. It took three

trucks and many loads but the ditch has been cleared out so you can now see water flowing through this to the river. The project involved a road closure and she was able to keep the public notified, and she only heard positive comments.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola had no report.

F. Councilmember Mary Putka reported the Library opening was successful with an estimated 250-300 touring through the Library. It was a great day for Kalama.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee made no report.

B. Superintendent of Public Works Kelly Rasmussen commented on the completed ditch work and thanked Sandra for being voice on social media. He is now working on an easement at the juniper storm drain which he wants to work on next to help bypass the drainage way that flows into the Post Office parking lot.

C. Police Chief Ralph Herrera presented his statistical report with 125 calls for service resulting in 22 reportable incidents. He noted that local Methodist Church has agreed to open its doors as a cooling shelter for locals in need. The hours will be from 11am to 6pm. He noted that if anyone knows of someone needing help to let his department know and they will help to transport them.

D. Clerk/Treasurer Coni McMaster provided the July Cash and Investment report and noted the consent agenda includes setting the Town Hall meeting on the Police Facility for October 11, 2017. This is right before the ballots come out and just after the Voter's Pamphlet comes out. She informed the Council that she has uploaded information from the PDC on campaigning and has a few hard copies if the Council wants one.

Ms. McMaster then informed them that the heat pump on the north side of the building is not working. It wasn't cooling so we asked it to be looked at by our service provider. To fix it will be at least \$3000, but there could be more because they can't test it until this part is fixed. To replace the unit is \$9000 but that does not include the Council Chambers. The unit is 17 years old. The unit in the Chamber is 24 years old and only provides heat and the provider recommends replacing it due to age and condition. We would need to take the funds from the reserve fund and that has been used for the outside and heat/air conditioning on the south side of the building so that balance has already been reduced. It is possible to pay for it outright or to fund as we have police cars with an interfund loan. Staff will be looking at the options for replacing this unit and also addressing the Chamber issues but during the remodel it had a \$24,000 price tag which we couldn't afford. There was some discussion about getting a ductless cooling unit for the Chambers and this would be looked at. Council agreed to having the north side unit replaced and asked that estimates for the replacement for the Chamber unit or the option for a ductless unit be requested.

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:

- A. Claims and Payroll warrants 37898 - 37959 and ACH/EFT transactions for July 2017 totaling \$229,995.92

- B.
 - 1. Approval of Minutes of the July 19, 2017 City Council Workshop
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- C. Set a Town Hall Meeting for October 11, 2017 on the Police Facility Needs 6pm in the Kalama Community Building.

- D. Affirm the Mayor's appointment of Colleen Neel to the Cowlitz County Mosquito Control Board for a two-year term.

Councilmember Mike Truesdell seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 7:43 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