

# City of Kalama

320 N. First St.  
Kalama, WA 98625

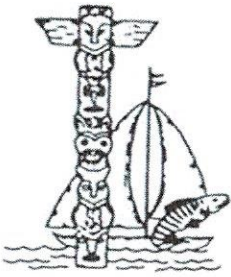


## City Council Agenda September 6, 2017 @ 7 pm

1. OPENING - Mayor Pete Poulsen
  - A. Flag Salute
  - B. Roll Call
  - C. Changes to the Agenda
  
2. EXECUTIVE SESSION
  
3. PRESENTATIONS & AWARDS
  
4. PUBLIC HEARINGS
  
5. PUBLIC COMMENTS & CONCERNS
  
6. UNFINISHED BUSINESS
  - A. Street Vacation – Recommendations from Hearing Examiner
  - B. Gray & Osborne – Time extension for Meeker Drive Stabilization Project
  - C. Library Renovation & Repair – Final Acceptance as Complete
  
7. NEW BUSINESS
  - A. Parks & Recreation Program Proposal – Michele Pellock
  - B. Antique I5 Signage
  
8. ORDINANCES & RESOLUTIONS
  - A. Ordinance No.1388 - Ivy Street Right-of-Way Vacation

AN ORDINANCE OF THE CITY OF KALAMA, WASHINGTON, RELATING TO STREET VACATIONS, AUTHORIZING THE VACATION OF APPROXIMATELY 6,600 SQUARE FEET OF UNDEVELOPED RIGHT-OF-WAY ALONG A PORTION OF IVY STREET, KALAMA COWLITZ COUNTY, WASHINGTON.

9. CORRESPONDENCE



# City of Kalama

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## City Council Agenda September 6, 2017 @ 7 pm

### 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
- 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 38020-38093 and EFT/ACH transactions for August totaling: \$260,341.27

#### B. Approval of Minutes of the August 16, 2017 City Council Meeting

### 13. EXECUTIVE SESSION - Personnel Issue/Potential Litigation

### 14. ADJOURNMENT

# CITY OF KALAMA

# SIGN - IN SHEET

MEETING City Council Meeting

DATE September 6, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Lynn Haines	109585 Kalamazoo	693-5454	NA	
Sue Dennis Langham	5400 Meekins Dr. #133	270-8879		
Mike Peck	Kalamazoo	572-1858	NO	
M. Henderson				
Craig Finkbein			NO	
Carolyn Finkbein			NO	
Margaret Jenkins	Kalamazoo		maybe	
For Willis	Waste Control	360 485-4302	Yes	
Ron MADDERA	5400 MECKER	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  
SEPTEMBER 6, 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-Hughes, 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**

Add Waste Control Presentation to the Agenda.

**4. PRESENTATIONS & AWARDS**

**A. Waste Control – Jim Willis & Ken Young**

Waste Control owner Jim Willis and Operations Manager Ken Young were present to do their annual check in with the City. They feel honored to serve Kalama for the many, many years they have. Kalama is almost like family and they feel we enjoy a great relationship. They asked if there were any specific problems and to let them know if there are. The one issue facing both Waste Control and Kalama is the current proposal being considered by Cowlitz County to allow control of landfill to be purchased by an outside contractor. Their company worked with the County when landfill closed, and were ready to haul trash east until the proposal for the new landfill was made. After years of negotiations it was finalized and went into service for the County. Waste Control put together a system to keep rates low if using the County owned landfill which based on current use should have a 100-year life. An outsider contractor will use it up much faster and shorten that to half or less, plus the money will go outside of the area. Waste Control, the Solid Waste Advisory Committee and local entities are asking the County to slow down and not just look at the front money. The outside contractor proposal will cause rates to go up for all the citizens with a loss in capacity by accepting outside waste, and money leaves the area. City Administrator Adam Smee is on the Solid Waste Advisory Committee and is a strong advocate for the City. This proposal totally changes the plan from what was negotiated years ago, that has worked to keep ours, the lowest rates on west side of mountains. The County seems to be focused on the very large up-front payment and not having to run landfill so have requested proposal after being approached by one of the 5 nationwide companies. The County is accepting some waste from outside the area but not enough to shorten its life cycle. The bigger companies would give capacity away. The issue should be before the advisory committee, but the Commissioners have chosen not to listen. Current interlocal agreements with the cities may

not have any clauses that protect or give the cities a voice. Waste Control and the cities will need to follow this issue closely.

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS - None**

**7. UNFINISHED BUSINESS**

**A. Street Vacation – Recommendations from Hearing Examiner**

City Administrator Adam Smee explained that Mr. and Mrs. Craig Frkovich have submitted a request to vacate 6600 feet of right-of-way-between the two pieces of property they own. The process requires the application be reviewed at a public hearing in front of the City's Hearings Examiner which was done on August 23, 2017. The location is steep, so street development is not practical. The Hearings Examiner along with staff is recommending the Council approve the request. Superintendent of Public Works Kelly Rasmussen noted that there are no utility needs in the area at this time, but it was noted that the Hearings Examiner is recommending that the vacation require an easement to allow for any current or future utility easement needs. The City will receive payment for the vacated property based on the value of the adjoining property which is about \$3.10 per square foot. The fees and easement requirements have been included in the drafted ordinance No 1388.

**B. Gray & Osborne – Time extension for Meeker Drive Stabilization Project**

City Administrator Smee explained that this is an on-going project for which the City received grant funding, for determining how Meeker Drive might fixed in a more permanent way for the slide area that has been asphalted over many times. This is a time extension only for an additional year and does not increase the cost of the project. The is ongoing study and some grant funds remaining. There is discussion of making some additional more complex studies to make the information more viable, but would require the scope of work be changed, so that may come in the future.

Councilmember Rosemary Siipola made a motion the City Council extend the timeline for the Meeker Drive Project. Councilmember Mike Langham seconded, and the motion carried.

**C. Library Renovation & Repair – Final Acceptance as Complete**

City Clerk/Treasurer Coni McMaster explained that the Library facility is essentially complete except for a few minor punch list items which are being addressed. The City is required to file paperwork to close out the project which can take 30 to 60 days or more to process before it can release retainage which requires the project be accepted as complete. She asked the Council to accept the project as complete contingent on staff finalizing the punch list items prior to the release of retainage so the final paperwork can be files. City Administrator Adam Smee noted that it is hoped that this will allow the retainage to be released and project completely closed in 2017 and not carryover to 2018.

Councilmember Mary Putka made a motion the City Council accept the Library Renovation and Repair project as complete with staff to ensure all punch list items are completed prior to the release of retainage. Councilmember Mike Truesdell seconded, and the motion carried.

Kalama citizen Mike Reuter asked how far out of budget did the project get as he has heard that it was originally budgeted for \$300,000 to \$350,000 and came in much more. City Administrator Adam Smee responded that the construction budget was always \$500,000 and the project came in with change orders just under that amount. The City did not have to amend the budget for the construction, keeping it within the proposed amount which is why there was no air conditioning in the Chamber completed. He noted that this truly upsets and frustrates him that rumors are saying the City is \$200,000 over budget, but no one has come into the office to talk with staff, look at the project budget, or ask questions. Staff is here to help them to understand where all the money goes from 9 to 5 daily. The public makes allegations, but doesn't come talk to us and get facts. City staff takes it seriously in how they handle and spend taxpayer's money, plus we have to answer to the State Auditor. Anytime you want to know about a project or anything, please come talk to us. We are happy to share. It is difficult as we go to take the final step for completion and have this come up. Mr. Reuter stated he wasn't sure, but hearing rumors and seeing things on facebook so he wanted to get the correct information to help others understand. Administrator Smee explained that when the City looks at a project it goes through phases. First it is listed in the City's Capital Facilities Plan (CFP) which is a part of the annual budget. The CFP is a wish list of sorts for all the needs in all departments. Cost estimates are based on past projects costs and many of the projects listed are unfunded. When a project becomes a priority due to something like a road slide or the flood, the City has to find funding and move forward to fix or replace the facility. This includes design and construction. Design work has to be completed in order to establish a final cost estimate which is then put out to bid. Those bids come in and often they are higher than the estimate and sometimes one may come in lower. State law sets out the bidding rules we have to follow including that the City has to accept the lowest qualified bidder, and all projects have to include prevailing wages. The City can reject the bids if they all come in high and the funds are not available. If affordable the City awards the low bid. If an unforeseen issue comes up then change orders are negotiated for that work. Administrator Smee was very clear with the Library project contractor that there was a limitation on funds. The contractor did very well considering the age and condition of the original building. Staff is always happy to explain what is going on to the public and is not hiding anything. The facts are available and all the information has been presented to Council which is on film and the written minutes are available. Kalama citizen Ron Madera noted that social media can be dangerous and asked if the minutes are posted on the City website. Yes, City staff tries to get them out as soon as possible and is working to improve the timeline, but the minutes are not posted until approved by the Council, so will always be two weeks or a month out. Mayor Poulsen noted that he, the Council, and staff are frustrated by the criticism being received based on illusions created by social media. Over the last fifteen years the City has completed many projects worth millions of dollars following the same process as this one and the proposal for the police station. Suddenly now the process is not open and the City is acting in a corrupt manner. The public needs to look to find available information either in the office or on the Website. Ms. Marrene Jenkins stated that some recent issues have been discussed and decided on the same night, and her concerns are

from the last 18 months. She added that she knows the Community wanted the library and this location was always going to be the Library and not the Police site. People need to go the meetings. It was noted that social media creates issues, often without facts. The Council will see people at meetings when they interested in things that only affect them. Once its addressed they immediately leave regardless of other issues on the agenda. Government is not run as a public consensus, but by the elected officials doing their job. It's what the citizens elected them to do. Many of the people stirring up issues are those that don't live in the City limits and have not vote. The issues are not political ones and shouldn't be turned political just because it is an election year. The City is following laws and rules of state. Councilmember Rosemary Siipola noted that certain issues such as real estate can't be initially discussed in public. The Council has to do what is in the best of community and a lot of thought goes into all the decisions they make. Mayor Poulsen noted that this Council is very functional. There will be a town hall meeting in October to discuss the Police Department needs, but it will be to provide information on the needs, the design and the cost and will not be a debate. We own the property which saves the taxpayers \$500,000 or more. Mayor Poulsen noted that his frustration is up and he hopes the citizens will take pride in the community and police department so they can have a home for the future. It is all about the community. Councilmember Mike Langham suggested that people don't forward rumors. Councilmember Sandra Macias applauded Mike Reuter and Marrene Jenkins for getting the facts. She noted that since moving here she has been a part of the audience at Council and the Planning Commission. She decided to run for a Council seat because she wants to help people and to be the voice of the public. There has been an ongoing discussion of the police department since the flood destroyed the building. At the one meeting when the Council decided on the location, the room was filled with people there to discuss the sanctuary city issue, but most left before the Council discussed the police site issue. Councilmember Macias noted that she has posted facts on the social media sites and they get deleted, as it appears some don't want to hear facts. She recently worked with Superintendent Kelly Rasmussen and saw how the process for a project works. Everything is documented. She encouraged people to come to the meetings and if they can't watch on them on-line at KLTV.

## **8. NEW BUSINESS**

### **A. Parks & Recreation Program Proposal – Michele Pellock**

Clerk/Treasurer Coni McMaster explained that for many years now the City has been working to establish a Community Education/Parks & Recreation program with programs being offered at the Community Building. There is no dedicated staff to work on this and pursue instructors and work up class ideas. If an instructor suggests a class, the staff works to get the word out and see if there is interest. Michele Pellock is the current Zumba instructor for the only on-going community class and also has rented the Community Building for her own toddler Zumbini classes. She has made a proposal to take on working up classes, trying to add one a month, to grow our community education programs. She has ideas for cooking, flower arranging, painting classes and more. In exchange for her doing this work she would like to forgo the rent for the Zumbini classes which is \$15 per hour and the classes are only held once a week. Ms. Pellock would work closely with Coni and all instructors would have to be approved by Coni along with background checks for any that will be working with children. The Council discussed the proposal briefly and felt there should be a time limit for the City to look at how the arrangement is working and if the City is benefiting.

Councilmember Rosemary Siipola made a motion the City Council accept the proposal for a period of six months for the development of classes working with Clerk/Treasurer Coni McMaster and within city policies. Councilmember Mike Langham seconded and the motion carried.

**B. Antique I5 Signage**

Clerk/Treasurer Coni McMaster presented the request from Antique store owner John Norton for the City to contribute to the cost for the Antique District Freeway sign. He is also requesting funds from the Chamber as well. Earlier this year the City, Chamber and Mr. Norton split the cost for last year's signage which is now expiring. Ms. McMaster noted that this one will expire in 2018 and she assumes they will ask again. She will ask them to make that request during the budget preparation so it can be included if the Council chooses. There was discussion as to how many antique stores are here and why they don't get together to pay for it. All recognize that this is good for the downtown community, but noted that the local restaurants all pay for their own. It was suggested that if the Council agrees to help with this one, they be clear it is the last time unless it is included in the annual budget. It was suggested that all the antique dealers be involved and the City would only pay up to \$100 in the future. Councilmember Mary Putka made a motion the City pay a third of the cost now and notify Mr. Norton that the City will only do \$100 in 2018. Councilmember Mike Langham seconded, and the motion carried.

**9. ORDINANCES & RESOLUTIONS**

**A. Ordinance No.1388 - Ivy Street Right-of-Way Vacation**

Ordinance No. 1388 was read by title: An Ordinance of the City of Kalama, Washington, relating to street vacations, authorizing the vacation of approximately 6,600 square feet of undeveloped right-of-way along a portion of Ivy Street, Kalama Cowlitz County, Washington.

Councilmember Mary Putka made a motion the City adopt Ordinance No 1388 vacating a portion of Ivy Street right-of-way. Councilmember Rosemary Siipola 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 reported on the Fir and Second Street waterline break. She happened to be downtown just after it happened and she was very impressed on how all the departments worked together and knew what to do. Public Works responded



immediately to get the water turned off as it cascaded down the hill to downtown. The Police responded to take care of traffic and the office staff provided some communication and notification. Given the information, Councilmember Macias was able to get the information out on facebook to inform the community. The crew worked to get it fixed and it was all cleaned up by afternoon. The water that came down the hillside drained out of town as was it supposed to.

**D.** Councilmember Mike Langham attended a 911 council meeting where they issued a draft interlocal agreement for review. This is part of the process for establishing a separate agency to run the 911 center for all entities in the County. The 911 center will become its own entity without county and city controls receiving all of tax revenue allocated. Councilmember Langham believes that the changes could lead to new lower rates for the City.

**E.** Councilmember Rosemary Siipola informed the Council she will not be on the Health board, as the Commissioners did not appoint her. She has joined the Worksource Development group for Clark and Cowlitz County. They help provide programs and information on the local job and career opportunities that could keep kids here in the area. The school and Port participated and she feels this is a good role for the city to be a part of. One thing that has been noted is that Kalama does not have daycare facilities even though there are a lot of working parents here.

**F.** Councilmember Mary Putka reported the Library is doing well and invited the people with questions to come to the Library, see what they have and what an asset the City has now. She added that the shelves and furnishings were all donations from local companies and citizens.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smeed reported staff is beginning the budget for 2018 and has closed August. There are ongoing capital projects throughout the community which is great for economic development and the community, as well as an increase in homes. The City has issued 47 new home permits this year and issued 30 in 2016. It was noted that school enrollment went up 70 students.

**B.** Superintendent of Public Works Kelly Rasmussen presented a written report and noted the work on China Garden Road completed to be sure the road will be good for the winter. Several Councilmembers noted that downtown looks great and Kim is doing a great job. Kelly thanked the Council for approving the hiring of the part-time grounds person Kim Sibley.

**C.** Acting Police Chief Steve Parker presented the statistical report, noting that Chief Herrera is at the academy to complete his Washington certification. Steve noted the felony DUI, which is a first for Kalama. A DUI becomes a felony if the driver has multiple prior convictions or as in this case has a vehicular assault conviction. He also noted the stolen car chased to Kalama by the State Patrol where the suspect was lost after he abandoned the car and then later the same day a Kalama vehicle was stolen and found abandoned up north. They are also continuing to look for the person or persons responsible for the graffiti around town.

D. Clerk/Treasurer Coni McMaster provided the end of August report and that she is preparing the 2018 budget preliminary documents which the Council will see in October. She informed the Council that she requested an additional bid for the heating and cooling for the North side of the building and Council Chambers from Entek. It is for \$23,725 plus tax. The bid with the remodel was between \$24,000 and \$26,000. Denali's bid is for \$18,720.60 including tax. The City recently received the final amount from the insurance company from the flood which is the depreciation versus replacement value difference of \$39,000. She and Adam would like to take the \$20,000 to cover the cost for Denali to replace the heating and cooling systems on the building. The Council agreed to move forward with the replacement.

E. City Attorney Sam Satterfield reported he has been helping staff with several issues.

### 13. CONSENT AGENDA

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

Claims and Payroll warrants 38020-38093 and ACH/EFT transactions for August 2017 totaling \$260,341.27 & Approval of Minutes of the August 16, 2017 City Council Workshop

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

### 14. EXECUTIVE SESSION-

At 8:40 pm Mayor Poulsen announced the City would go into executive session regarding a personnel/litigation issue for 20 to 30 minutes. The meeting resumed at 8:59pm.

### 15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 9:00 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