

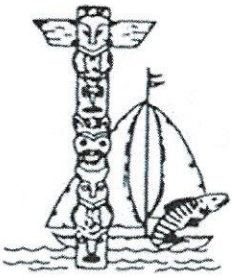
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda October 18, 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
 - A. Public Hearing on the Revenues for 2018 – Ad Valorem – Property Tax
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
 - A.
7. NEW BUSINESS
 - A.
8. ORDINANCES & RESOLUTIONS
 - A.
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
 - D. Councilmember Mike Langham – Police, COG Board & 911 Board Rep
 - E. Councilmember Rosemary Siipola – Parks
 - F. Councilmember Mary Putka – Library Committee & Chamber Representative



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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:

October Claims and Payroll warrants 38214-38263 and ACH/EFT transactions totaling \$373,001.86

B. Approval of Minutes of the October 4, 2017 City Council Meeting

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
OCTOBER 18, 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 Sandra Macias, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. Councilmember Mike Truesdell was absent. City staff present were 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 - None

5. PUBLIC HEARINGS

A. Public Hearing on the Revenues for 2018 – Ad Valorum – Property Tax

Mayor Poulsen opened the hearing. Clerk/Treasurer Coni McMaster provided a power point presentation explaining the revenue sources of the City and any increases that are being proposed for 2018. The City will increase the regular property levy by the legal limit of 1% but due to the increased in the assessed valuation of the property within the City limits, the actual tax rate drops from \$1.94 to \$1.76 per 1000 of assessed valuation. While no increases are anticipated to any of the tax rates, she reviewed the projected revenues from sales taxes, real estate excise, utility taxes, and others. The City is not proposing many increases to the fees it charges but only adding ones for electronic public record requests, and laminating at the Library. Once the Planning Commission makes a recommendation, the City will add the sidewalk fee or calculation to the resolution. Building fees will remain the same except for the plan review fee for the submittal of duplicate house plans which will be set at 50% of the first plan review fee. The City is also adding a penalty fee of double the permit fee for those that fail to get a permit for at project. Ms. McMaster reviewed that 2015 adopted utility rate increase that will be effective January 2018 which increases an average bill about 8% for those inside the City limits and 2% for those outside on only water services. Garbage rates are expected to remain the same in 2018. She reviewed other revenue sources including court fines, interest the City earns, donations, beginning reserve balances which have not yet been projected, grants and loans. The final revenue projected is for just over \$8 million. Questions asked during the presentation included:

Ms. Marrene Jenkins – Are street funds used when the street is damaged due to a Utility break? In those cases, the utility is responsible for the repairs including the street.

The amount being held in reserves looks very high. It was explained that some "revenues" are duplicated based on the rules set by the State Auditor. The City has to receipt funds into specific line items and then has to transfer those funds to reserves or to projects which then duplicates the revenues.

If the City receives a donation that is specified for a project such as the electrical upgrade of the Community Building, does the City respect that? There not usually that kind of specifications when donations are made but yes, the City will use the donation as specified. Mr. Ron Maddera noted that a Lions garage sale will be held this weekend that will help the Community Building at the Helping Hand facility.

Mr. Mike Reuter – With the growth, why were the utility rates still going up? Based on the Water/Sewer Rate Study in 2015, the City set a five-year incremental rate increase that goes to 2020. At that time the City will review the growth and incorporate that into any future rate increases.

Ms. Linda Dolph – Kalama no longer operates the Housing Authority so are the funds given to Kelso. Yes, the City provides the funds to Kelso for projects on the Kalama facility.

Can donations to the Community Building or funds for improvements to the Community Building be used even though the Police are using a part of the building, basically for electrical upgrades? There is fund 106 which is where Amalak, Lions Club and any fundraising proceeds are placed for Community Building improvements which could be used if the Council chooses to do that. It was noted that the Police are covering 50% of the utilities while they are occupying the building as well as some of the basic operating supplies. For 2017, the Building has been self-supporting.

Mr. Paul Akre – Asked what the debt ratio is. The City currently has general fund debt for the City Hall building of about \$280,000 and Water/Sewer debt is around \$4 to 5 million. The longest debt will be paid off in 2027 which is Sewer debt, while the Water debt should be paid in 2022.

Councilmember Sandra Macias asked about the notary services the City provides. Finance staff will provide this service at no charge for those with a Kalama address including those that live outside the City limit.

Ms. McMaster noted that the City will be holding public hearings on the Budget and Capital Facilities Plan on November 15 and December 6 which will be more detailed and departmentalized. The City adopts the budget by expenditures.

- 6. PUBLIC COMMENTS/CONCERNS - None**
- 7. UNFINISHED BUSINESS - None**
- 8. NEW BUSINESS - None**
- 9. ORDINANCES & RESOLUTIONS – None**

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

- A. Mayor Pete Poulsen had no report
- B. Councilmember Mike Truesdell was absent.
- C. Councilmember Sandra Macias had no report.
- D. Councilmember Mike Langham noted that new 911 entity will cost less for Kalama.
- E. Councilmember Rosemary Siipola had no report.
- F. Councilmember Mary Putka reported the Library has over 400 pictures that will be scanned to websites for public availability under the Historic Grant they have received. They have also received the furnishings to complete the library areas. She noted that Chief Herrera and his staff will be having Cookies and Milk with preschoolers here at the Library on October 25th. The Chief will be cooking a PR/Cuban dinner as a fund raiser in the future. The Folk tea was successful. Mary reported that the Chamber's Halloween event will be on Tuesday the 31st from 3:30 to 6pm. Those that want to help the downtown merchants can donate of candy at Kalama Shopping and Double Ds. There will be the annual Turkey Dinner the first weekend in December along with the Tree lighting and the Festival of Lighted Boats will be on December 9th.

12. DEPARTMENT REPORTS

- A. City Administrator Adam Smee was absent
- B. Superintendent of Public Works Kelly Rasmussen presented a written report. He informed all present that the storm predicted to come in beginning tonight has moved south and will be as strong here as originally predicted. Saturday there will be heavy rainfall in this area. He provided a website that is updated four times a day that he uses to get the best and most up-to-date predictions. This will be a good test of all the storm work completed in the last six months. During the downpours last week all the areas flowed out as the City wanted it to and flowed into the storm systems, working well. Asked about snow in this coming storm, Kelly replied that the snow would be at 4000 feet. He noted he has received the engineer drawings for Phase 3 of the Robb Road project which will be presented as a change order to the current contractor with hopes of completing the project by the end of the year.
- C. Police Chief Ralph Herrera presented his statistical report which included 139 calls for 18 reports. He explained he has implemented a new procedure at the Department in the interest of safety, where the front door will be locked at all times including business hours. The office staff will respond to knocks on the door after viewing by camera who is there. He publicized it on the Police facebook and was met with mixed reviews and feedback. He continued that from the first time he set foot in the office he felt this was important to be done and should have been done long ago for the safety of personnel. If you go into any

police facility the entrance is an area that is secured from direct access to personnel and working areas. He will be participating in an Earthquake drill at the school tomorrow. He noted the Cookies with a Cop event on the 25th. He announced that the Department is partnering with a downtown business owner for a Halloween surprise from the police so beware. Councilmember Sandra Macias thanked the department for their support of the neighborhood watch efforts. The recent meeting of the Stone Forest neighborhood watch was opened up to the whole community and she has received at least three personal responses wanting to see how to get neighborhood watch in their areas.

D. Clerk/Treasurer Coni McMaster asked the Councilmembers who would be attending the AWC Regional Forum down in Vancouver next week. Councilmember Rosemary Siipola stated she would attend. She confirmed which Councilmembers would be attending the December education opportunity in Vancouver also.

E. City Attorney Sam Satterfield reported he and City Administrator Adam Smee had attended the Boundary Review Board hearing on the Chilton Annexations where they scheduled a follow-up hearing for October 30th when they will make a decision. The decision is due by the second week in December.

13. CONSENT AGENDA

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

Claim and Payroll warrants 38214-38263 and ACH/EFT transactions for October totaling \$\$373,001.86; and

Approval of Minutes of the October 4, 2017 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

14. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:05 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

SIGN - IN SHEET

MEETING City Council Meeting

DATE October 18, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Lynn Summers	109 S. S. S.	673-5454	NO	
Paul Abner	215 Eli Ave	673-2822	NO	
Jean Abner	215 Eli Ave	673-2822	NO	
Marlene Jenkins	Kalama		?	
John Flynn	610 Taylor	673-3646	NO	
Mike Reetz	KALAMA		NO	
Linda Doyph	Taylor		NO	
RON MADDEREA	5400 MEEKER DR	TEAPARTY/CAN con @gmail.	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.