

**CITY OF KALAMA
CITY COUNCIL MEETING
NOVEMBER 15, 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

Mayor Poulsen took the opportunity to recognize and congratulate Mayor-Elect Mike Reuter who was in the audience. He also thanked all the candidates who ran for offices based on the desire to serve their community.

5. PUBLIC HEARINGS

A. 2018 Budget & 2018-2013 Capital Facilities Plan Hearing

Mayor Poulsen opened the public hearing at 7:05 pm. Clerk/Treasurer Coni McMaster presented a power point outlining the proposed capital facilities projects for 2018 and the draft expenditures for the Library, Community Building, Tourism, other Special Revenue funds, Water/Sewer including reserve funds and Garbage. She noted this is a public hearing and the public is welcome to ask questions during the presentation. There was a review of the projects accomplished in 2017 which include the Library building renovation, the two phases of the Robb Road waterline extension, the repaving of the slide area on Meeker Drive, the Downtown Economic Development plan, and the downtown storm sewer work. The highest priority project for 2018 is a new Police Station that at this time is unfunded. Other projects include the third phase of the Robb Road waterline extension, the Sewer System Plan, Phase 1 of the new Cloverdale Pump Station, Phase 1 of the waterline replacement from Vincent Road to the Rebel, and new equipment in several departments. Projects proposed for future years and the estimated costs were also reviewed. Ms. McMaster gave a brief overview of the budget funds the City uses based on the State Auditor's requirements. Estimated expenditures by department were presented. The only discussion during the presentation focused on the Community Building, as the revenues are insufficient to meet the projected expenditures with a shortfall of \$8600 after the carryover from 2017. There were comments regarding that it has never been self-supporting, and that the general fund has been subsidizing the funding including paying all of the insurance costs

over the last two years. The Police are currently occupying a portion of the building and paying 50% of all the utilities. There were many suggestions as to how to help including raising the fees, having more events, marketing the facility better, and doing more fundraisers. There was also a suggestion that if the building is a drain, that it should be sold. It was noted that over the last six months the usage at the building has been picking up and hopefully that will continue. The City will probably cover the insurance with general funds again in 2018. The City will hold a second hearing on December 6, 2017 at 7pm where the personnel costs of the city as well as the Street and General Fund budgets which includes, Police, Finance, Parks, Building and Planning will be presented. The hearing was closed.

6. PUBLIC COMMENTS/CONCERNS

Kalama citizen Mr. Mike Phillips addressed the Council with his concerns regarding the restructuring of the Library that he has heard will be happening. He wanted to know what was the reasoning, who was involved, and when this would happen. Was the Library staff, the director and the Board consulted. Mayor Poulsen noted the City has spent a lot of money on the new facility and he has proposed making some changes. He will involve the board on updating the policies. He has been looking at talking to Timberland Regional Library about policies and getting information from this professional organization. He noted that he cannot discuss personnel issues at a public meeting. Mr. Phillips questioned whether it was relevant to compare Timberland with Kalama considering how large they are. Mayor Poulsen noted that historically the Library has operated in a vacuum which needs to change. He does believe that he and the City Library can benefit from the professionalism and experience from Timberland. The Library is a City function. Ms. Jeanne Copperstone asked where the idea was generated and when it will be implemented. Clerk/Treasurer Coni McMaster explained that the restructure is a management decision. The plan is to fill hours with less part-time staff, by having only one other staff member instead of three to fill the hours the director cannot work which should provide for more efficient operations. Some of the discussion was rather heated regarding the dismissing of staff and why now or why it was being done. It was noted that personnel issues cannot be discussed in public. Ms. Carol Eby, a library patron of over 40 years provided a letter to the Council and provided some excerpts noting that the Library has a remarkable but low paid staff willing to serve the community. They have worked through many challenges and she doesn't think the Mayor or Council should rush to judgement. FOLK member Teresa Barker noted that what is needed is to have more staff to cover for breaks and meeting other needs at the Library. Ms. Eby noted that there is a cost to replace knowledge and dedication current staff at the Library has. Mr. Eby suggested that the Council and Mayor put on the brakes and let the board make some recommendations or leave it to the new mayor. Using the board will bring all the stakeholders into the process. Dismissing two out of four employees will be disrupting the services. Mayor Poulsen noted that the City needs to make some changes. Kalama resident Terry Hauge stated this is the first meeting he has attended, but is here because of library and he knows all that work there. The City have a difficult time to get the experience and build a relationship for the public if let staff go. Councilmember Mary Putka commented that she has long been an advocate for the Library and is the current Council liaison to the Library. She agrees with the direction the City is going in regard to the Library, and the restructure. It was asked if there was problem why it wasn't done sooner. Mayor Poulson noted that he takes no pleasure in this process, but during the new construction process he saw and heard things that he now feels require actions be taken. He gets emotional because he cares about Kalama and he cares about the

Library. He is trying to fix the situation which is his responsibility. He explained that he originally wanted the Bank building to be the new Library, but the floor would not support the books so the plans changed, but the Library was still to be expanded. He is not sure why the opposition, but he needs to resolve the issues. He is sorry that some will be hurt. Ms. Eby asked if there are not protocols such as annual evaluations to address personnel problems. The entire Library staff worked during the period of recovery and the City will now tell them they are not good enough. Mr. Eby asked if the staff were given warnings or chances to make improvements, and if not why. What is the process? Ms. McMaster noted that the Personnel Policies state annual evaluations should be done and management does the best it can to meet this. She noted that she does not know if the Director has done staff reviews. Mr. Eby asked City Administrator Adam Smee if he knew. He stated he did not off the top of his head, but this is not the forum to discuss personnel issues. Copies of the policies and collective bargaining agreements can be provided, these issues cannot be addressed at a public meeting. He will not open the City to litigation with a public discussion. Personnel is not the purview of the public, but a function of the Mayor and City administration. City Attorney also explained that it is not appropriate to discuss personnel at a Council meeting. The Mayor has to make hard decisions and the public has to understand that it must be confidential. Ms. Barker noted that she loves the staff at the Library and believes that all the patrons feel the same way. Some even just come in to visit, so she is behind the librarians 100%. Ms. Eby noted that passing out candy at Halloween she hasn't heard complaints from the citizens, but rather why it isn't open more.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ORDINANCES & RESOLUTIONS

A. Resolution 657 Property Tax – Levy Rate

Resolution No. 657 was read by title: A Resolution of the City of Kalama establishing the dollar amount of tax revenue for Ad Valorem taxes which will be necessary to meet the financial requirements of the 2018 Budget of the City of Kalama. Clerk/Treasurer Coni McMaster noted that the levy are will be \$1.74 per \$1000 of assessed value in 2018. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 657 setting the tax levy for 2018. Councilmember Mary Putka seconded, and the motion carried.

B. Resolution 658 Property Tax – Levy Increase RS – 1 MP2 carried

Resolution NO. 658 was read by title: A Resolution of the City of Kalama establishing the amount of the property tax increase to meet the requirements of the 2018 Budget. Clerk/Treasurer Coni McMaster noted that the 1% increase equals \$4,266.73 over the 2017 amount. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 658 setting the percentage of increase to property taxes for 2018 at 1%. Councilmember Mary Putka 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 noted that as winter approaches the downtown is doing okay during the recent storms but Public Works will continue to monitor the NOAA website for weather forecasting. The City will continue to communicate through facebook and the city website to provide emergency information. Citizens can contact City Hall and Pw directly for information. During a weather event the City will try to get the word out as soon as possible. She noted that one of the facebook sites has been blocked to her so the City cannot post to that site nor respond to postings there.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola had no report.

F. Councilmember Mary Putka reported the sale of outside Library cards are up, the new magazine rack has come in and will be up soon, and the City still needs to address the book drop. Ms. Pulka added that the next Chamber is next week and the new mayor will be attending.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported he spent time on the budget and doing management team reviews in the last two weeks. He and Kelly are working up a request for qualifications for engineering to deal with proposed projects in 2018. He has had many post-election meetings to deal with the issues, noting his personal disappointed with the failure of Proposition 1.

B. Superintendent of Public Works Kelly Rasmussen presented a written report. He had attended a weather briefing for the winter which suggests the northwest will get several snow and cold events which was already seen with the snow last week in Seattle. He noted that Department of Emergency Management posts all weather event warnings and he monitors the weather as storms are reported. In preparation he had deicer delivered, is getting plows ready and the sander for the 5-yard Dump Truck. The supersak sand bags are ready, but hopefully won't be needed. They will be staged at Elm Street to be ready if China Creek has some problems with the culvert being blocked. Kelly added that the crew did a dry run of the downtown pumps and all worked well. He reminded all present that these pumps are only meant to work if the river is flooding and not if it is a stormwater event from the hillside. Crewmember Bryce Drabek has passed his level 1 Water Operator test. This area is growing and water operators are becoming fewer as more entities are contacting out for services. Kelly noted that in the budget there was number in reserve for meter replacement, so he explained that the new meters have a10-year life, so money is being set aside to provide for replacement when the time comes.

C. Police Chief Ralph Herrera presented his statistical report with 109 calls for

service with 20 reports. The department did an afterschool safety presentation to the latch key kids on Monday. Last night's Conversation with Cop at the Deli had a nice turn out. They will try to do these or similar events once a quarter. Recruit Caty Neil graduates tomorrow from the academy and it will stream live at 1 pm. The entire department will be attending, while Cowlitz County Sheriff will be covering the City. This is a great accomplishment for Officer Neil as she has held a leadership role throughout her time at training and passed all her tests with nothing less than a 96%. She will begin field training, a 16-week program, next Monday. She will be a great asset to the City. It was asked if all officer could attend the quarterly events in the future. Chief Herrera noted that all are available to attend as one purpose is to be sure the public know who the officers are. Library volunteer Sabrina Johnson thanked the Chief for the Cookies with a Cop event. Chief Herrera noted there will be more such events. He is proud of what is happening within the Department as it is a team effort. He is fortunate, as is the City to have such dedicated officers.

D. Clerk/Treasurer Coni McMaster reported work on the budget continues. Copies of the presentations and current drafts are posted on website. Her departments new staff member is working well and her department is very busy.

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:

Claim warrants 38329-38377 and ACH/EFT transactions for November totaling \$195,949.69; and

Approval of Minutes of the November 1, 2017 City Council Meeting

Councilmember Rosemary Siipola seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 9:09 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