

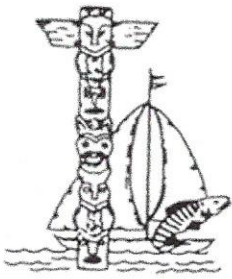
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda November 1, 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. Employee Recognition – Kim Sibley
4. PUBLIC HEARINGS
  - A.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
  - A.
7. NEW BUSINESS
  - A. Police Car – Purchase Contract – Deferred Payment
8. ORDINANCES & RESOLUTIONS
  - A.
9. CORRESPONDENCE
  - A. Envision Kalama – Letter of Appreciation Downtown Streetscape
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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## City Council Agenda November 1, 2017 @ 7 pm

### 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:

Claim and Payroll warrants 38268-38326 and ACH/EFT transactions totaling \$217,232.49

- B. Approval of Minutes of the October 18, 2017 City Council Meeting

- C. Approval of the Mayor's Appointments to:

Kalama Civil Service Commission – Levi Morgan – until 9/1/2022

Kalama Planning Commission – Lynn Hughes until 1/2/2024

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
NOVEMBER 1, 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 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. Employee Recognition – Kim Sibley**

Superintendent of Public Works Kelly Rasmussen read the letter from Envision thanking the City and employee Kim Sibley for the upkeep of the downtown landscaping during the last year. It has never looked better downtown and it's all due to Kim's hard work.

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS**

Ms. Marrene Jenkins addressed the Council about how when she came here she was impressed with how good the police department was and was surprised to hear about the problems that were had over the years during the recent Town Hall meeting. She believes that the officers have worked hard and provided good service to the community. As the issue of the temporary office space has become a hot topic, she believes the City should do a better job at providing a better temporary space for the officers to work from until a new space gets built. She noted that she will be missing the next few meetings and would like the minutes published more quickly to the webpage.

**7. UNFINISHED BUSINESS - None**

## **8. NEW BUSINESS**

### **A. Police Car – Purchase Contract – Deferred Payment**

Adam explained that after several conversations with a local Security company owner regarding a Ford Interceptor they were trying to sell, Chief Ralph Herrera and himself met to actually look at the vehicle. It has very low mileage, is police pursuit rated, in immaculate condition and they are offering a deferred payment plan with no interest. The City has a new vehicle on order to be purchased this year, but there is still a need for an additional vehicle to meet the needs of the department. This costs less than a new vehicle will and with the deferred payments until 2019 it will help meet the needs now without incurring immediate cost. It is partially equipped and will remain unmarked while being used as an administrative vehicle. It can be outfitted as a patrol vehicle once Officer Neil completes her field training. This falls under the Mayor's authority so no action is necessary, but staff wants the Council and public to be fully informed of how this will work when it comes back in the 2019 budget for payments.

## **9. ORDINANCES & RESOLUTIONS - None**

## **10. CORRESPONDENCE**

### **A. Envision Kalama – Letter of Appreciation Downtown Streetscape**

## **11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS**

**A.** Mayor Pete had no report.

**B.** Councilmember Mike Truesdell had no report.

**C.** Councilmember Sandra Macias reported that first rain storm tested the updated storm system downtown which worked as it was supposed to taking all the drainage out to the river.

**D.** Councilmember Mike Langham had no report.

**E.** Councilmember Rosemary Siipola had no report.

**F.** Councilmember Mary Putka reported the Chamber appreciated the many donations of candy for the Halloween event with everything going well downtown. Lots of kids with an estimated 1000 to 1200 pieces of candy being distributed. The Library had 36 or more children attend for the Cookies and Milk with a Cop. Their other programs are going well, also.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee reported he enjoyed his vacation, coming back refreshed with a more positive prospective. He will be working with staff on the capital facilities projects for 2018 along with the budget. There are a number of projects that are

needing to be done. He noted the Boundary Review Board denied the Chilton II annexation up off of China Garden Road. After taking the testimony, the board found that it didn't meet the objectives mostly dealing with the boundary lines as they were laid out or irregular. It is unfortunate as we need the additional housing, and it would also help to upsize the water lines helping to provide for fire flow out in this area. The heat is working in this building with the new system having been installed and the emergency exit hardware on the front door has been installed.

**B.** Superintendent of Public Works Kelly Rasmussen presented a written report which included the removal of a tree and some road work where the Taylor Road had some small wash out issues. Several of the crew have been taking training as required to keep their licenses as water operators. The department will be looking at some new and better ways for doing lab testing that was brought back from one of these trainings. The crew installed new LED light replacements at the Water Plant. He had the crew do a mock drill on how the current pump systems should deploy should the downtown area start to flood again. This system is set up to deal with the issue of the Columbia River rising to a level that water can't flow out from the City and doesn't work when flooding is created by an overabundance of rainfall. Kelly explained how the system is designed to work. The drill proved that it will work while providing training for the crew prior to an event.

**C.** Police Chief Ralph Herrera presented his statistical report for 125 calls for service and 18 reports. He noted the department is seeing an increase with dogs off lease down at the Marina Park including an incident of a dog bite, so this is a gentle reminder to keep your dogs on the leash for safety issues. He reported that the Access audit was completed today and the department passed with only a couple of minor reporting issues. The officers enjoyed the Cookies and Milk event and plan to focus on the youth in these positive ways which included them visting the elementary school the next day. Officer Neil is completing the mock scenario portion of her training at the academy. Thanks to the hard work of Steve Parker, the Department received notice that late Chief Randy Gibson will be honored on the National Police Officers Memorial wall this coming May. Chief Herrera noted that the Halloween event where they had a small haunted house for the kids to tour was a lot of fun. Mayor Poulsen commended Chief Herrera for all the community outreach and interaction with the community that he has done since arriving here in July.

**D.** Clerk/Treasurer Coni McMaster reported she had nice vacation and will be preparing the budget and capital facilities information for the public hearing at the next meeting.

**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 and Payroll warrants 38268- 38326 and ACH/EFT transactions for

September totaling \$217,232.49;

Approval of Minutes of the October 18, 2017 City Council Meeting; and

Approval of the Mayor's Appointments:

Kalama Civil Service Commission – Levi Morgan – until 9/1/2022

Kalama Planning Commission – Lynn Hughes until 1/2/2024

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

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 7:41 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 November 1, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Lynn Humes	109 550	673-5454	NO	
Margaret Henderson	Kalama	673 3100		
Levi Morgan	408 W 4th	6731260	NO	
Mika Reuter	KALAMA		No	
Marrlene Jenkins	Kalama		Yes	Police Station and Testimony
Shawn Hgn	1010 Taylor	6733646	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.