

**CITY OF KALAMA  
CITY COUNCIL MEETING  
DECEMBER 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, 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 - Personnel/Potential Litigation Issues**

At 7:01 p.m. Mayor Poulsen announced the Council would go into executive session for 15 minutes to discuss issues of personnel and potential litigation. At 7:16 Clerk/Treasurer Coni McMaster announced an additional five minutes would be needed. At 7:20 an additional five minutes was announced. The meeting resumed at 7:23 p.m.

**3. CHANGES TO THE AGENDA - None**

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS**

**A. 2018 Budget & 2018-2023 Capital Facilities Plan Hearing**

Mayor Poulsen opened the public hearing. Clerk/Treasurer Coni McMaster provided a power point presentation outlining the personnel costs, street budget including improvement projects and the general fund budget which includes, police, finance, building, planning and parks. Personnel costs are estimated a \$1.5 million in wages including estimated overtime, plus benefits equaling 40% of the wages, for a total of just over \$2.2 million. The salary schedule showing base annual salaries for all full-time employees and hourly wages for part-time employees was shown and will be included with the adopting ordinance. Streets operation and maintenance is struggling to meet the needs and will have to be monitored closely to stay in balance with a total budget of \$242,700 which includes a Stormwater Utility plan to be funded by a loan from water and sewer. Street improvements will not include the work on Elm Street and E. Frontage as the City did not receive the grant funding from the Transportation Improvement Board. The stabilization study on Meeker Drive will continue at a cost of \$75,000 which is partially grant funded. The budget includes \$5000 allocated to sidewalk improvements, and \$75,000 from the Transportation Benefit District funds for other street improvements to done in 2018.

The General Fund was presented showing the breakdown of expenditures by departments which include the Police at 45%, Administration of Justice at 6%, General  
2017-12-6 Minutes

Services at 14%, Finance at 17%, Building at 7%, Planning at 3%, Parks at 1%, and Administration/Executive at 7%. Total General Fund budget is \$1,952,655. It was noted that to bring the Community Building into balance \$6000 of the insurance costs have been included in the General Fund. General Services includes \$100,000 for Streets and \$47,000 for the Library. Carryover is projected at \$120,000 to \$150,000 and will cover the \$20,000 plus shortfall between revenues and expenditure projections. The final total budget for all funds projected for 2018 is \$7,645,105. There were no questions from the audience. Ms. McMaster noted that the adopting ordinance is ready. If the Council chooses, it can be passed tonight unless they have changes to propose to the budget as it was presented. She also noted that this is a working document throughout the upcoming year and can be amended to address unanticipated events. City Administrator Adam Smee noted that since employee bargaining agreements will expire and negotiations will be on going, the budget will likely be amended mid-year at least. The public hearing was closed.

## **6. PUBLIC COMMENTS/CONCERNS**

Councilmember Sandra Macias addressed the Council and the public with a request that all speakers come to the microphone which has now been placed off center near the one staff table so that the speaker can face toward the audience as well as the Council. She noted that she has a hearing disability and has also heard from audience members that when members of the audience speak straight on to the Council, the rest of the audience have difficulty hearing. At this angle, they will face both as those speaking need to be heard by all.

Mike Phillips of 188 S. Second Street, asked about the changes in the library and how the City plans to measure the efficiencies, what the efficiencies are and what are the impacts. He had sent an email from the website, but had not heard back. Mayor Poulsen stated that he was not prepared to respond to that tonight. Mr. Phillips as if the Mayor had been working on with the director or had there been any discussion with the staff to identify efficiencies. Mayor Poulsen noted that he cannot respond on employment issues and was not ready to address the issue tonight. Mr. Phillips stated he is asking about the means and method of the operations and not personnel. Mayor Poulsen again responded he is not prepared to comment. Clerk/Treasurer Coni McMaster stated that no email had been received and asked Mr. Phillips to please forward it to her.

Cynthia Svensson of 490 Fir Street, gave a thank you to Mayor Poulsen for appointing her to the Library Board seven years ago giving her the opportunity to serve the community. The old Library was unimpressive and not inviting when she first came to Kalama, but the staff has always been inviting and helpful. As part of the Library Board she addressed the Council and found them all very receptive to the library importance, granting requests for funding for training and moving to renovate the Library space prior to the flood. The flood wasn't anticipated, so that changed the plans. Everyone wanted the town to recover and be better. The new Library space much more pleasant to come to and be in. This Council made the Library a priority providing as much as they could. They are still moving forward with the plan for recovery. Ms. Svensson noted the community should enjoy what we have done as we continue to move forward.

Don Mathison, Planning Commission member, stated he watched the Council hearing where the Library issue came up and was surprised to learn that the Library Board has

policies in place, which is what the Mayor explained needed to be updated. He suggested that the staff bring out the policies for review so the public and staff can comment similar to what is done by the Planning Commission. The Commission recently completed an update of the Comprehensive Plan which was hard work, but includes operation policies many city departments. As a citizen it is their duty to find out what the policies and objectives of each department are. If all the concerned parties get together, then a plan and updated policies can be worked out.

Carol Eby of 1010 Martin's Bluff Road spoke that after the last meeting she has been reflecting on her history with the Library and struggled to understand the goals of restructuring. She provided some information she learned while at working to obtain a Human resource certification in an effort to help the Mayor and Administrator out of the position the City finds itself in. One would be conflict resolution to address the complaints from staff to management or management to staff and the role of management to mediate the issues. Second, she noted that the Library has a mature workforce with 50 years of combined experience, so the City should be looking at succession planning for replacing staff, in all departments. Staff that may be aging out should be training so there is retainage of the knowledge that current staff have.

Connie Dean of 1115 China Garden Road, stated she came wanting to address the Library issues and ask about employees being let go but now understands that the Council can't discuss the personnel staff. She continued that she saw workers acting tirelessly to get the new library up and running, which is way greater than it was. While she is unsure of all the funding, she understands that fees come in to support. She noted that students come in for info and many need this access. The employees that are working whether volunteers or paid are very helpful. They have a great system and with the low expenditures it should not be a big issue. Instead of letting them go, they deserve rewards for all they have done.

Pat Schallert of 188 S Second Street stated that she has lived here for 18 years and watched the Library grow. She was here when Louise was hired and watched her work to make improvements. The staff is always pleasant. They all worked hard and saved much during the flood, dealt with the difficulties of operating from the bookmobile and work hard to make it a better place. They deserve accolades. She noted she has never heard that we need to change the structure. Just because the management doesn't like their style is not a reason. They should be given credit for all the work they have done. Mike Phillips added that the City has a number of assets including vehicles and facilities but the most valuable is the employees. How it handles employees is important. If the employees can't trust what they have been told then it can undermine the dedication of employees.

Zack Prim of 245 S. Second Street asked if the budget includes the cuts and the restructure and why cut the department that is one percent of the budget to cover a budget shortfall. Clerk/Treasurer Coni McMaster noted there were never were any cuts to the Library budget. It was a restructure of changing the staff from four to two positions. Mr. Prim noted that Louise knows Kalama as she wrote the book on Kalama. She is an invaluable asset to the City. The staff deserves everything they are getting and more, so he supports the status quo. Ms. Connie Dean noted that the current staff is working as a team which better than having one working alone.

**7. UNFINISHED BUSINESS - None**

**8. NEW BUSINESS**

**A. Port of Kalama's Intent to Annex – Kalama River Road Properties**

Port of Kalama Business Development Manager Eric Yakovich explained this approximately 13 acres on Kalama River Road consisting of three parcels surrounded by properties already inside the City limits. The Port of Kalama owns all the parcels, both inside and outside the City limits and believes it is most efficient to have all the parcels inside the City limits. City Administrator Adam Smee noted this will also smooth out irregular boundaries and service areas along Kalama River Road, so staff is in favor of the annexation. It is believed that the County will probably approve as well for the same reasons. The parcels border on the river and are an island of County surrounded by City. The Port recently purchased and now wants to bring them into the City limits. It was noted that Camp Kalama is separated by other parcels and is not included in the property being requested for annexation. Councilmember Rosemary Siipola made a motion the City Council accept the intent to annex from the Port of Kalama, with the assumption of all or any portion of existing city indebtedness by the area to be annexed, and zoning the property as Mixed Use upon its annexation. Councilmember Mary Putka seconded, and the motion carried. It was noted the next step will be for the Port to file a signed petition to annex with the City.

**B. Big Idea Board – Request to Continue Big Idea Program**

Mayor Poulsen explained that the Big Idea was created by former County Commissioner Misner to encourage tourism with funding from the hotel motel taxes all entities in the County receive. Each entity puts in a share based on percentage of what they receive in hotel/motel taxes. In each of the five years, one entity receives \$67,000. For Kalama, the annual contribution has been \$350 per year so it is a high return for Kalama. Castle Rock use the funds to build a tourist center, while Longview and Kelso partnered to put up wayfinding signs. Kalama used the funds for the Kalama Blues Festival and the 125<sup>th</sup> Anniversary Celebration. The idea is to get “heads in beds” and generate more tourists with numerous events or conventions to help as well. The current agreement is coming to an end of the 5-year period. The current Board is requesting to have it continue for the next five years and requesting each entity issue their support, as the County Commissioners will have the final approval. The new Mayor and Council will get to decide how to spend the funds in the future. Mayor Poulsen stated he hopes the Council will want to continue. It was asked “what happens when McMenamins opens”. Kalama’s share will go up as its tax revenues increase. Mayor Poulsen and the staff will prepare something for the next meeting if the Council wants to support the renewal. As Mayor Poulsen is the current board member, a new member will need to be appointed by the new mayor. The board would like to have two, but Kalama has only one at this time.

**9. ORDINANCES & RESOLUTIONS**

**A. Ordinance No. 1390 – 2017 Budget Amendment**

Ordinance No. 1390 was read by title: An Ordinance of the City of Kalama, Washington amending the 2017 Budget to account for increasing the budget in the amount of \$294,800, including authorizing an interfund loan, to accommodate unanticipated revenues and expenditures. Councilmember Mary Putka made a motion the City adopt Ordinance No. 1390 as read. Councilmember Mike Langham seconded, and the motion carried.

**B. Ordinance No. 1391 – Mayor’s Authority**

Ordinance No. 1391 was read by title: An Ordinance of the City of Kalama, Washington adopting into the Kalama Municipal Code Chapter 2.08 as amended to include an outline of the Mayor’s authority as defined under RCW 35A.12.100. Councilmember Rosemary Siipola made a motion the City adopt Ordinance No. 1391 as read setting the Mayor’s authority per RCW 35A.12.100. Councilmember Mike Langham seconded, and the motion carried.

**C. Resolution No. 659 – 2018 Fee Schedule**

Resolution No. 659 was read by title: A Resolution of the City council of the City of Kalama replacing Resolution No. 647 relating to fees and charges imposed by the City of Kalama and establishing the following fees and charges for the services beginning January 1, 2018. Councilmember Rosemary Siipola made a motion the City adopt Resolution No. 659 as read setting fees for 2018. Councilmember Mary Putka seconded, and the motion carried.

**D. Resolution No. 660 – 2018 Building Permit Fees**

Resolution No. 660 was read by title: A Resolution of the City of Kalama, Cowlitz County, Washington, setting fees for building permits and related matters as of JANUARY 2018. Councilmember Mary Putka made a motion the City adopt Resolution No. 660 as read. Councilmember Mike Langham seconded, and the motion carried.

**E. Ordinance No. 1392 – 2018 Budget & Capital Facilities Plan Adoption**

Ordinance No. 1392 was read by title: An Ordinance of the City of Kalama approving and adopting the Budget for the City of Kalama for the calendar year 2018 in the amount of \$7,645,105.00 and the Capital Facilities Plan for years 2018 through 2023. Councilmember Rosemary Siipola made a motion the City adopt Ordinance No 1392 as read adopting the 2018 Budget. Councilmember Mary Putka seconded.

Mayor Poulsen noted that the budget is very complex and different each year depending on projects and city needs. The management staff does an incredible job to bring it into balance and have always presented a balanced budget for consideration. Adam and Coni as well as the other Department Heads are to be commended. He is and the Council and citizens should be proud of the staff and appreciate what they do. 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 met with Kelly and all is going well.
- D.** Councilmember Mike Langham had no report.
- E.** Councilmember Rosemary Siipola had no report.
- F.** Councilmember Mary Putka reported the Chambers Lighted Boat event is this Saturday. Last Saturday Santa was at the Library and was well received.

## **12. DEPARTMENT REPORTS**

- A.** City Administrator Adam Smee had no report.
- B.** Superintendent of Public Works Kelly Rasmussen presented a written report. He noted the crew has been very busy while his focus has been working with property owners on an utility easement on Tidewater Drive needed to complete Phase 3 of the Robb Road waterline. De-icer has been put down to address the cold weather forecast and will continue to be used as needed. He has been working with the utility staff on updating the water facilities report for the Department of Health and with the Planner and Planning Commission to update the sidewalk code. He is looking forward to 2018.
- C.** Police Chief Ralph Herrera presented his statistical report with 142 calls resulting in 26 reports. Officer Caty Neill's field training is going well, as she is extremely active. All feedback has been positive and he expect good things from her. She will be training in Woodland and other areas to expose her to a wider range of calls so she has experience with all types of calls. The training is expected to finish in February. This Saturday is the Shop with a Cop at the Woodland Walmart. There are 30 kids expected. This Saturday the department will be out for the Lighted Boats event.
- D.** Clerk/Treasurer Coni McMaster reported that the November Treasurer's report is included in the online packet. As she works to move to close out 2017, there will be another budget amendment presented to address transfers to reserve funds. She requested the Council approve paying off the Public Works Trust Fund loan for the Wastewater Treatment Plant Design which would be about \$124,000. This would save the City about \$11,000 over the next five years. The City has received well over the anticipated connection fees for water and sewer with sewer at \$472,000 so there are funds available for paying off the debt. The Council agreed this would be a good plan. City Administrator Adam Smee noted that this year the City has experienced a 5 to 6 percent growth rate which is high and if it continues will create the need for more projects to meet the needs. Ms. McMaster offered her congratulations to the State Champion football team. Mayor Poulsen noted it was a great game.

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. Claim and Payroll warrants 38379 -38456 and ACH/EFT transactions totaling: \$485,360.93

B. Approval of Minutes of the November 15, 2017 City Council Meeting

C. Mayoral Appointments to Kalama Planning Commission – Phil Fortuna Vacant term 12/06/2017 to 1/2/2023

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

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:44 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**