

# City of Kalama

320 N. First St.  
Kalama, WA 98625

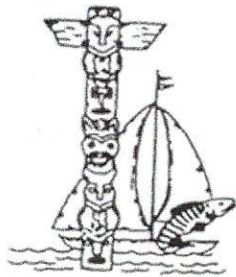


## City Council Agenda December 20, 2017 @ 7 pm

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.
5. PUBLIC COMMENTS & CONCERNS
6. UNFINISHED BUSINESS
  - A. Robb Road Waterline Extension Phase 2 – Accept as Complete
7. NEW BUSINESS
  - A.
8. ORDINANCES & RESOLUTIONS
  - A. Ordinance 1393 – 2017 Budget Amendment
9. CORRESPONDENCE
10. MAYOR & COUNCILMEMBER REPORTS

Committee Assignments for 2018

  - 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:

Claims and Payroll Warrants 38458-38518 plus ACH/EFT transactions totaling \$274631.98

#### B. Approval of Minutes of the December 6, 2017 City Council Meeting

#### C.

### 13. Administration of Oath of Office to New Mayor and Councilmembers

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
DECEMBER 20, 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, and Mary Putka. Councilmember Rosemary Brinson Siipola was absent. City staff present were City Administrator Adam Smee, 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 CHANGES TO THE AGENDA – Add Executive Session to the agenda.**

**3. EXECUTIVE SESSION**

Mayor Poulsen called an executive session to discuss personnel and litigation issues for about 15 minutes. The meeting resumed at 7:12 pm.

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS**

**Margaret Hendrickson**, Old Pacific Highway South stated that she lived here in the 50s, left, came back and has been long time resident. She stated that there was an area where water puddled near the culvert at her driveway which years ago raised concerns about bugs and west Nile virus due to the standing water. Many years ago, the culvert was blocked and when Stone Forest was built one portion of the culvert was removed. About three weeks ago she found a deep hole by driveway and that the fill had been removed so the water can travel down and onto her property. After her complaints the hole was filled with dirt and rocks, but with the culvert open, she believes her driveway will sink. Will the City pay for that? She doesn't think so. They have also opened other culverts up above and now she has to put up with it. For years she has done work on the City easement and now the City wants her to pay \$75 to work on the property. She stated she wants an answer from the Council as she has never heard of such a thing. Mayor Poulsen asked Mrs. Hendrickson how many times has public works been up to help her address the issue. She replied that she has called Kelly and requested help, but has never seen it. There is an old water pipe on the property and she is not sure where it is connected to but they (Public Works) has done nothing. She stated this needs to be straightened out with public works. Mayor Poulsen asked her "What do you want the City to do?" She stated that Kelly and Chad didn't have anything to do, so just came to cause trouble. Mayor Poulsen responded that he knows Public Works has been out, but that she always finds the results inadequate when they go out to help. Mrs. Hendrickson stated she wants the culvert blocked so no water passes and noted that Kelly didn't like

landscaping either, but Carl had no problems. She noted there will be standing water in the ditch with no drainage to the shop and no sidewalk. She added that kids walking will slip on the rocks. City Administrator Adam Smee explained to prepare for storms the Public Works crew look at areas throughout the City. In this area they found water sheeting off the road south of the Hendrickson driveway which they addressed by clearing the ditch. They used the jetter and found the culvert had been removed with the construction of Stone Forest. What they did in the area is an attempt to get the water to infiltrate into the ground as there is no storm drain. He explained that the City requires a right-of-way permit when someone does work in the street or sidewalk areas which Mrs. Hendrickson did when she refilled in the culvert, but it is not necessary for cleaning vegetation on property. After speaking with Mrs. Hendrickson, he requested that Public Works fill in the hole to avoid having a car tire damaged if it was hit, and that was why the gravel/dirt and rocks were added. This is a valid plan to infiltrate the water as it goes to a swale. The swale could be on her property but that is not clear. If the Mayor wants the crew to refill the culvert, they can, but he can't be sure there won't be an issue with water on the roadway. Mrs. Hendrickson stated that water on the roadway was not from the rain but the neighbor using a hose, so it won't be an issue. Mayor Poulsen instructed Administrator Smee to go ahead and fill the culvert again.

**Connie Dean** thanked Pete for all he has done during the years for the City during his term as Mayor. She added some thoughts on the Library and the personnel who work there. They have all worked hard for many years doing fundraisers, working in the bookmobile, holding programs such as story time and computer classes as well as providing books, computers, help with homework and many other services. They have collected local history and saving it for the public. Most residents have used it at some time, So the staff have kept the Library in working order during floods and other events, and now provide a 21<sup>st</sup> century Library. Ms Dean asked about the current Library Board opening, noting that it is listed for an outside resident where in the past it was listed for both. The Library is a very important resource to the Community and the current staff should be kept. Clerk/Treasurer Coni McMaster stated the Library Board is made up of 3 inside residents, and 2 outside residents, so the current vacancy is for an outside resident.

**Joanna Boatman**, lifetime resident of Kalama stated she is here to say thank you to Pete. Having been born here the community is dear to her. She noted that Pete's mother (Neva Poulsen) would be very proud of what he has done. For years she and Joanna had dreamed for a museum and now we have one thanks to Pete. He has done lots of things for this community over the years. The audience responded with applause.

**Gary Wallace**, a resident outside the City limits voiced his congratulations to Mayor elect Mike Reuter and to Mayor Poulsen Pete. He noted that Mayor Poulsen has done lots of good things. He believes there is a vision of Kalama including providing a great quality of life which begins with maintaining a positive image, which Pete has done. Congratulations and good luck.

## **7. UNFINISHED BUSINESS**

### **A. Robb Road Waterline Extension Phase 2 – Accept as Complete**

City Administrator Adam Smee explained the project of looping the water line on the

south end of town has completed two phases in 2017 with the bore under the railroad and now the crossing of I5. Water is hooked up on the east side of the freeway and Phase 2 is complete. The City is working to get the needed easements to tie into the water line on Tidewater Drive which we hope to complete in 2018. The City needs to accept Phase 2 as complete so we can finalize all the paperwork and make the final payments. Councilmember Mary Putka made a motion the City Council accept the Robb Road Waterline Extension Phase 2 as complete. Councilmember Mike Langham seconded, and the motion carried.

**8. NEW BUSINESS - None**

**9. ORDINANCES & RESOLUTIONS**

**A. Ordinance No.1393 - 2017 Budget Amendment**

Ordinance No. 1393 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 \$557,007.00, to accommodate unanticipated revenues and expenditures. Councilmember Mary Putka made a motion the Council adopt Ordinance No. 1393 as read. Councilmember Mike Langham 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 took the opportunity to thank Pete for all the work done this summer in the efforts to keep downtown dry this winter. She stated that while it has been a very short association with Pete it has been very educational. She wished him the best in retirement.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola was absent.

F. Councilmember Mary Putka reported the Chamber's Lighted Boat Festival was terrific and had a great turn out. She also thanked Pete noting that everything she knows about politics, she learned from Pete which includes that you can disagree but still like each other. Mary noted that the Council is 100% in support of the Library and it is thanks to Mayor Poulsen that they achieved the goal of the new facility.

**12. DEPARTMENT REPORTS**

City Administrator Adam Smeed informed the Council that one Planning Commission member has been frequently absent over the last two years. He wanted the Council to be aware that Chairman and staff will draft a letter to request resignation to the allow for

someone with less conflicts to fill the position. Adam continued that with the budget amendment passed tonight it allows the general operating funds to make up for the monies spent to upgrade the Library building, by putting funds back in the reserve account. The goal is to have 20% of the operating costs held and we will start at 19.6 % in 2018 which was not expected based on the expenditures. The Council should recognize that the difficult rate increases made for water and sewer over the last couple of years equate to being able to plan for and complete the projects on the 6-year plan for maintenance and improvements. He thanked them for that. Adam that annual reviews were completed for management staff. He and Mayor Poulsen recommend that Kelly Rasmussen be promoted to Director of Public Works effective the first of the year. He will have more responsibilities including long range planning and greater financial responsibility. Kelly has worked very hard to earn the title which does include a small wage increase. Adam requested the Council consider attending a retreat in early 2018, somewhere out of town, to discuss the issues that face Kalama, as well as a time for new Mayor Elect Reuter to disseminate his goals for the new term.

A. Superintendent of Public Works Kelly Rasmussen was absent.

B. Police Chief Ralph Herrera presented his statistical report of 87 calls with 12 reports. He noted the new car is now outfitted and will be picked up tomorrow. Officer Neill is progressing very well during her training, including fighting off job offers from the training agencies like Woodland. Chief Herrera reported the reunification drill for a critical incident is still be planned for the spring. Fire Chief Leatzow has succeeded in installing a repeater at the school so during an emergency event all the responders will have a specific channel for local communication. Ralph thanked Pete for giving him the shot here in Kalama and he recognizes that leadership is never easy. He has the utmost respect for Pete and wishes him well in his retirement.

D. Clerk/Treasurer Coni McMaster reported she continues to work toward closing out 2017. There have been 62 or more building permits in 2017 and the staff continues to be busy. Our new hire is working out very well. Coni noted that she has been with Pete since he became Mayor and watched all that he has done. There have been ups and downs, but Pete has always worked for Kalama. The one thing that has always been clear is his love of the community and that was his focus. She wished him well and hopes he will put has much effort into enjoying his retirement as he as in serving the City.

C. City Attorney Sam Satterfield congratulated Mayor Poulsen on his retirement.

Mayor Pete Poulsen thanked his family for allowing him to do this, as he couldn't have without them supporting him. What he does he does for the town and not for any other reason, but it is the staff that does the work and the citizens receive outstanding work from all from Public works to the Council. He noted that he has been lucky that over his terms the Council in its many forms has been on the same page for the City. They may have had disagreements, but the goal to make the City better was always there. He believes Kalama has achieved that goal but the credit is not only his as he is only a figure head. The Council and staff worked hard to achieve the goals. He continued that Mike Reuter will be a good Mayor too. Pete noted he had no experience when he took on the office of Mayor. Mike has the benefit of a staff that will help him to achieve his goals. There are lots of great things that will happen

here as it is a good community. He is honored to have been Mayor having spent the majority of his life in the community. Pete offered an apology to his daughter Tiffany for having to put up with public complaints over the years about her dad while working at the pharmacy and to his wife Debbie for making her a political widow. He thanked the citizens who it has been an honor to serve knowing they also love the community. It is what is called democracy. Mayor Poulsen received a standing ovation.

### 13. CONSENT AGENDA

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

Claim and Payroll warrants 38458-38518 plus ACH/EFT transactions totaling \$274,631.98

Approval of Minutes of the December 6, 2017 City Council Meeting

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

### 14. Administration of Oath of Office to New Mayor and Councilmembers

City Clerk/Treasurer administered the Oath of Office to the new Mayor Mike Reuter and Councilmembers Sandra Macias and Mike Truesdell. Mayor-elect Mike Reuter thanked Pete for all he has done for the community. He knows he has big shoes to fill.

### 15. ADJOURNMENT

Mayor Poulsen adjourned his final Council 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 December 20, 2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Margaret Henderson	Kalama	673-3100	yes	Culvert - Permit
Chels Turner	8 Cedar Lakes Dr R93	360 220-2914 CAtamney@53R.com	NO	
Lynn Hughes	109 SSS	673-5454	NO	
Connie Dean	1115 China Echo Rd.	425-387-8900	yes	library
Susan Dennis Langford	5401 meeker Dr. Unit 333	360-270-8879	no	
Scott Emshel	615 WATERS WATCH RD KALAMA	360-673-1770	yes	
Barbara Emshel	"	724-961-0453	NO	
MARRENE JENKINS	650 Taylor Rd		NO	Sweating in a Mayor
JOHN FERRASO FLYNN	610 Taylor Rd	673-3646	-	
GAYLA MARPLE	5400 Meeker Dr		?	LIBRARY
JOE DILLER	5400 MEESKER DR	521-5332	?	
Laura Commerce	5400 Meeker Dr	laura.commerce@quintel.com	NO	Mayor

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

# SIGN - IN SHEET

MEETING City Council Meeting

DATE 12-20-2017

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Ron Madrera	5400 meeker DR	206 327 5300	NO	—
DAN CHALL	235 ELI AVEY		NO	—
Shirley Lamm			NO	
GARY WALLACE	Waggoner Rd		YES	Congratulations New Year

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