

**CITY OF KALAMA  
CITY COUNCIL MEETING  
JANUARY 17, 2018**

**1. OPENING**

Mayor Mike Reuter opened the City Council meeting at 7:00 p.m. Mayor Reuter 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, Director 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. CHANGES TO THE AGENDA – None**

**3. PRESENTATIONS & AWARDS**

**A. Community Business Recognition – Shop with a Cop**

Police Chief Ralph Herrera acknowledged the local businesses that contributed to the Shop with Cop event with certificates. Present to accept theirs were Walter Bourdage of Walt Inc, and Don Armeni of Kalama Telephone Company. Other businesses and citizens that participated were J&B Towing, RSG, Antique Deli, Lou Pilcher and Jim Bain.

**4. PUBLIC HEARINGS**

**A. Port of Kalama – Kalama River Road Annexation**

Clerk/Treasurer Coni McMaster noted the Council approved the Port of Kalama's intent to annex property along Kalama River Road on December 6, 2017. The Port has submitted the petition and it has been certified by the County Assessor. The property is 13.29 acres that is surrounded by Port property that is already inside the City limits so this will fix those irregular boundaries. The Council needs to approve the petition to annex and forward it on to the Cowlitz County Boundary Review Board. Port of Kalama Development Director Eric Yakovich commented the Ports would like to see this move forward. There were no comments from the audience. Councilmember Sandra Macias noted that she sees no reason not to move forward. The resolution is later on the agenda.

**5. EXECUTIVE SESSION - Potential Litigation - 30 minutes**

At 7:05 Mayor Reuter announced the Council would go into executive session for 30 minutes on potential litigation. The session was extended for an additional 15 minutes. The meeting resumed at 7:50pm.

**6. PUBLIC COMMENTS/CONCERNS**

Mayor Reuter announced that he would not allow any comments on personnel or Library  
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issues tonight as he believes it is time to move on. The Council has spent enough time on the issue. He will take comments on any other issues.

Mike Phillips of 188 S. Second Street, stated that he understands the hard work and time the Councilmembers put in and how hard it is to deal with the cynicism. He really does appreciate what they do. He believes they could avoid the cynicism through openness and how they communicate with the public. He noted that the using of private emails to do City business is not allowable and makes the personal email account discoverable including private emails This possibly opens up the entire Council's personal emails. He stated he is aware of an email that was sent to staff including the City Attorney from a Council member. The attorney should be counseling the Councilmembers regarding this behavior. Councilmember Rosemary Siipola confessed that she was the guilty party. Her tablet was dead, so she sent the email from her phone without thinking. She somehow included Molly Ciancibelli in the email unintentionally. She noted that she will try to do better in the future.

Jack Eby of 1010 Martin's Bluff Road stated that he is disappointed he can't speak to the issue we can't talk about. They have at previous meetings, the Council didn't listen to the citizens, and now the Mayor is curtailing the discussion. The Mayor and Council are not listening and he is ashamed they won't let them talk. Why even have the meeting if they are curbing what we can talk about. City Attorney Sam Satterfield explained that a Council is for the purpose of conducting business of the City. The public comment period is not mandatory as part of the meeting. The Mayor is expected to run the meeting to get the business done in an efficient and orderly manner. Mr. Eby stated that while it may be all legal, it is not ethical. Mayor Reuter told Mr. Eby if he wanted to talk please send him an email and call him directly. Mr. Eby noted that he didn't want to have a private conversation, but rather in public so there could be witnesses to the conversation.

Ms. Cynthia Svensson of 490 Fir Street made a comment about the Library, not personnel related, but with a cartoon illustrating the reasons the City needs a Library. It was originally posted on Facebook and received some very positive likes from Kalama citizens who support the Library.

Ms. Stacy Mangan of 298 S 11<sup>th</sup> Street stated that she has concerns with the School Bond and the design of the Eighth Street outlet. Eighth and Date Streets are the area in which they are planning the new school and it appears there will be only one way in and out of the neighborhood. She noted she was unable to attend the school meetings and was not sure who was involved in developing the plan. There are drainage issues in the area and there doesn't appear to be room for sidewalks. Many cars are parked on the street in the area and there are not good site lines for entering onto China Garden Road. She wants to be sure that the City monitors how it will be done. City Administrator Adam Smee stated he was on the committee during the preliminary design process and helped to select the architectural firm. Qualified professionals were involved in the process. The area in question also has the undeveloped 9<sup>th</sup> Street right-of-way which may be developed. The City will permit the project which will require the plan include a traffic plan, addressing traffic flow patterns. Taking Eighth Street will probably require mitigation to address the ramifications of removing that access. There is also a way to open up Tenth Street to allow for another access into the area. The project has not been totally designed to address all the issues, as the School is waiting to get the bond passed. Ms. Mangan asked about Adam's position with the City and

his qualifications. He explained the City's government structure of Mayor/Council form of government noting the Mayor is the Chief Administrative Officer, the Council is the legislative body and the department heads are the management team. He noted he has a bachelor's degree in Science and a master's degree in Business Administration. He noted he is not a planner and the City uses consultants for planning and engineering purposes.

## **7. UNFINISHED BUSINESS**

### **A. Award the Chemical Bids for 2018**

**Northstar Chemical – Sodium Hypochlorite - \$1.92 per gal.**

**Univar – Sodium Hydroxide - \$1.75 per gal.**

**Cascade Columbia Dist. – Diatomaceous Earth - .72 lb.**

**Sodium Fluoride - .87 lb.**

Director of Public Works Kelly Rasmussen explained the City is required to request bids annually for chemicals used at the Water and Wastewater plants. He explained where each chemical is used. The City received 3 bids and comparing to the previous year some went up and some when down. He requests the Council award the bid to the low bidders. Mayor Reuter asked about the selection process and vetting the bidder and the products. Director Rasmussen explained that a complete bid packet is provided when the City advertises which contains all the specs and grades that can be used. He noted that they are specialized chemicals so it almost always the same bidders. Clerk/Treasurer McMaster noted that under state law the City is required to take the low bid. Councilmember Rosemary Siipola made a motion the City award the bids to the low bidders as presented:

Northstar Chemical – Sodium Hypochlorite - \$1.92 per gal.

Univar – Sodium Hydroxide - \$1.75 per gal.

Cascade Columbia Dist. – Diatomaceous Earth - .72 lb. & Sodium Fluoride - .87 lb.

Councilmember Mike Langham seconded, and the motion carried.

## **8. NEW BUSINESS**

### **A. Economic Development Plan – Cowlitz/Wahkiakum Counties – COG**

Mr. Bill Fashing, Executive Director of the Cowlitz Wahkiakum Council of Governments (COG) explained the proposed economic development district covers two counties and allows for planning in the entire area. They work with the local Economic Development Council, small business development and other local groups on comprehensive planning strategy in the region. The district and the plans help entities within to get federal funding for different projects. Most of the qualified improvements are job focused and the areas has received around \$12 million in last decade. The previous district included Lewis County, but was dissolved. The COG receives a \$70,000 planning grant each year which they have to match with cash and in-kind services. He encouraged the Council to support the resolution for establishing the new district which will require federal approval. So far, the federal agencies are supportive of the program. Clerk/Treasurer Coni McMaster asked when the resolution

was needed. The application is due by the end of March. She noted she will draft the final resolution for the next meeting. City Administrator Adam Smee noted that Kalama has received state funds for the Economic Revitalization plan which is helped by this district as well. Kalama needs this district in order to be recognized by federal and state agencies that provide access to funds for the entire region, as well as helps grow and provide employment locally. He asked that the Council please support it.

### **B. Cowlitz County 911 Public Authority**

Councilmember Mike Langham explained the proposed resolution is to support the new authority as a stand-alone entity taking it out from under the County jurisdiction and controls. It should compact the process and provide better communication. The City will be asked to sign up with the new entity as a customer. Police Chief Ralph Herrera stated that since 1991 Kalama has used the 911 services through the County. All the local entities participate. A study was completed which found shortcomings within the structure and current system. The 911 Board considered options including staying with the County, combining with another agency, or becoming an independent agency. They are requesting a resolution for support to become the independent entity. The Board is still discussing how it will be governed and Kalama being a small agency may be represented under a combined representative for the small agencies in the system. The future may include migration to a digital system as well.

### **C. Council Meeting Day & Time – Live Broadcasting**

City Administrator Adam Smee explained that during the renovation KLTN using the PEG funds mounted the cameras in the chambers to allow for the live streaming of Council meetings as is done for other entities in the County. With the infrastructure now in place KLTN needs to get the connectivity piece to loop the system to Longview. Looking at the current KLTN schedule, the current Council meetings conflict with the Cowlitz County Planning Commission also being broadcast live. So KLTN is asking if Kalama would consider changing the day and/or time of the meetings. There are time slots open in Mondays, Fridays and Thursdays. This is just to present the options to the Council for consideration. There were concerns raised with Mondays due to the many Monday holidays throughout the year. The Council would consider the options.

## **9. ORDINANCES & RESOLUTIONS**

### **A. Resolution No. 661 – Acceptance of Port-Kalama River Rd. Annexation**

Resolution No. 661 was read by Title: A Resolution relating to a pending annexation as identified as the Port-Kalama River Road Annexation and accepting the Petition to Annex of the owners of certain property described herein, and conditionally approving the same subject upon Boundary Review Board approval. Councilmember Rosemary Siipola made a motion the Council approve Resolution No. 661 accepting the Port – Kalama River Road Annexation. Councilmember Mike Langham seconded, and the motion carried.

**10. CORRESPONDENCE - None**

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

**A.** Mayor Mike Reuter had no report.

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

**C.** Councilmember Sandra Macias reported she had met with Kelly and with Coni. She thanked Adam for earlier explanation of the government structure.

**D.** Councilmember Mike Langham stated he had covered the 911 issue.

**E.** Councilmember Rosemary Siipola stated that she and the City Administrator, Director of Public Works and Police Chief all attended the WSDOT Safe Routes to School grant workshop earlier today. This could help the City address several areas including the Date Street area discussed earlier. She noted she will attend the State Traffic Safety Commission tomorrow. She informed all that traffic distractions dealing with electronics and sleep deprivation are the number one cause of accidents. State Patrol are currently doing traffic stops for texting and driving in an effort to address the problems.

**F.** Councilmember Mary Putka addressed the Library supporters in the audience stating she appreciates their concerns but due to the negativity directed at her personally she has asked the Mayor to be taken off the Library Committee. She has devoted much time and energy to support the library, but feels the public doesn't support her continued efforts. She reported she did talk with Library Director Louise Thomas who reported the history project is moving ahead with the staff having been trained and working on the project. The children's programs are continuing as well as the Fire It Up program has started up. Chief Herrera and the Library are planning a Cuban/Porta Rican dinner in the near future. The Chamber's Annual Dinner will be held in March and they are accepting nominations for citizen of the year and the Totem award which is for a local business. Ms. Cynthia Svensson thanked Mary for all her work over the years as did Mayor Reuter.

**12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee reported that local developers are getting back to work after the holidays. The City has one application that is complete and looking at possibly receiving three additional ones within the year. Development applications will go before the Planning Commission for review. He and Director of Public Works Kelly Rasmussen are looking at Capital Facilities Plan for 2018 for planning on how to move ahead with the projects. They will look at competitive grants to help but are prioritizing projects to address the needs. Clerk/Treasurer Coni McMaster is working to close 2017 which looks to close on a positive note.

**B.** Director of Public Works Kelly Rasmussen presented a written report. He noted

the crew was busy while he was on vacation. They replaced a burned-out pump at the Water Treatment Plant with the spare. This was a new pump, so was rebuilt under warranty and has been returned. So they have a spare on hand again if needed. The operators are doing some tests for the Sewer System plan and will continue through the year as the plan progresses. The crew has also addressed issue with some valves at the WTP which are beginning to wear out due to time in service, but all are back on line. They put some gravel and rock on Eighth Street which is in great need of repair and hopefully will be able to use the TBD funds this year to address. The PLC unit at the Fifth Street pump station had the LED screen go out and needs to be fix. Kelly noted the City has a lot to be done this summer. He will be sending out engineering RFQ shortly. The third phase of the Robb Road project will continue if he and get the issues with the residents resolved. The clean-up at the sewer plant has been done, and the Port will be putting in some plantings to keep it out of view from McMenamins. The HMI on the plc was replaced at the Water Treatment Plant.

Police Chief Ralph Herrera presented his statistical report for 99 calls with fifteen reports. He informed the Council he has taken a position on Cowlitz Chaplaincy Board. And started last week. Chief Herrera thanked all that came out last week for the memorial for Chief Gibson. The Police staff is continuing to do safety presentations to the Latch Key club at the school. They will also participate in the Career fair in February. Officer Ross attended the funeral up in Grays Harbor for the deputy killed in the line of duty. Chief Herrera thanked all on the Council and staff that also helped with the Shop with a Cop event. He noted he will continue to develop community outreach projects.

D. Clerk/Treasurer Coni McMaster reported she is closing 2017 and working on completing the 2018 Budget document as soon as possible. She informed the Council that local resident Edith Martin who passed away in late December had made donations of \$500 to both the Library and the Community from her estate.

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:*

Claims Warrants #38569-38586 plus ACH/EFT payments for December 2017 of in the amount of \$ 28,047.95;

Claims and Payroll Warrants #38587-38620 plus ACH/EFT payments for January 2018 of in the amount of \$356,385.39

Approval of Minutes of the January 3, 2018 City Council Meeting

Planning Commission appointment to the vacated Term until 1/2/2022 of Craig Frkovich

*Councilmember Rosemary Siipola seconded, and the motion carried.*

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 9:05 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.

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**Mike Reuter - Mayor**

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**Coni McMaster - Clerk/Treasurer**

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