

**CITY OF KALAMA  
CITY COUNCIL MEETING  
JULY 18, 2012**

**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 Adam Smee, Dominic Ciancibelli, Mike Dennis Langham, Don Purvis, and Mary Putka. City staff present were Director of Public Works Carl McCrary, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. City Attorney Paul Brachvogel was also in attendance. Members of the public present are listed on the sign-in sheet.

**2. EXECUTIVE SESSION - None**

**3. CHANGES TO THE AGENDA** - The scheduled executive session and items related to contract negotiations were removed from the agenda and will be scheduled to a future agenda.

**4. PRESENTATIONS & AWARDS**

**A. Comcast Internet Essentials – Tim Goodman**

Mr. Tim Goodman, the new Comcast Government Affairs Representative, introduced himself. He is the contact with the City for any questions or concerns they might have regarding the services Comcast provides to the citizens. He will also be the contact for the upcoming franchise agreement renewal. Mr. Goodman informed the City about a program that Comcast is offering for low-income residents to connect to the internet called Internet Essentials. If a family qualifies for the school free-lunch programs, they would qualify for the program. The cost for internet services is reduced to only \$9.95 per month. They are also offering to subsidize the cost of a new computer. This program is being offered throughout the region. Mayor Poulsen thanked him for the information.

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS**

**A. Matt Hermen – Invitation to COG Economic & Fiscal Health Workshop**

Kalama City Planner Matt Hermen presented the City Council with an invitation to the Economic and Fiscal Health Workshop being sponsored by the Council of Governments. The first day will be held in Centralia in the evening focusing on planning for economic health in communities which would be good for elected officials to attend. The second day is in Longview and will be more staff-oriented on technical assistance. The COG is hoping to get representation from cities throughout Cowlitz, Wahkiakum, and Lewis counties.

## **7. UNFINISHED BUSINESS**

### **A. Accept the Military Road and Cloverdale Road Pedestrian Improvement Project**

Clerk/Treasurer Coni McMaster stated the engineers, Gray & Osborne, have recommended the Council accept the project as complete. Councilmember Dominic Ciancibelli made a motion the City Council accept the Military Road and Cloverdale Road Pedestrian Improvement Project as complete and authorize the Mayor and staff to sign the closeout documentation. Councilmember Mary Putka seconded, and the motion carried.

### **B. Accept the Elm Street Pedestrian Project**

Clerk/Treasurer Coni McMaster stated the engineers, Gray & Osborne, have recommended the Council accept the project as complete. It was asked if the drainage issue had been corrected. Director of Public Works Carl McCrary explained that the project was built to the engineering specifications. He has been working with Washington State Department of Transportation to have a catch basin added to deal with the water pooling at that location. The City accepting the project will not have an affect on getting this corrected in the future. Councilmember Dominic Ciancibelli made a motion the City Council accept the Elm Street Pedestrian Project as complete and authorize the Mayor and staff to sign the closeout documentation. Councilmember Don Purvis seconded, and the motion carried.

## **8. NEW BUSINESS**

### **A. Kalama Housing Authority Request for Funding**

Housing Authority Director Marcel Goulet presented an update and fiscal report on the condition of the Kalama Housing Authority to the Council. He explained that since having taken the position as Director, the Housing Authority has taken great steps in correcting reporting issues, getting all units and vouchers filled, and containing their budget issues. It has been a challenge, but great progress has been made. They are at full capacity on the units on Cloverdale and only have two vouchers to fill. The two vouchers are awarded and the recipients are looking for housing. They are now scoring 100% on state reports. They are still struggling with certain expenses including the unemployment debt and the repayment of the funds that were used for the housing program instead of the voucher program. They also will have an additional expense for the upcoming audit. Their current revenues and federal funding are covering the regular monthly expenditures, repairs and maintenance including the mold remediation which is ongoing. The Housing Authority has also requested all the capital funds they are entitled to from HUD to help with these expenditures. At this time the Housing Authority would like to request the \$5000 in funding previously approved by the Council in 2011 and an additional \$5000. The \$15,000 previously awarded to them has been used to upgrade their computer systems, the unemployment debts, and back pay for an employee who separated from service. Councilmember Don Purvis made a motion the City

approve awarding \$10,000 from the affordable housing funds to the Kalama Housing Authority. Councilmember Adam Smeed seconded. Kalama citizen Jim Dickey asked where the funds come from? Clerk/Treasurer Coni McMaster explained that these are from document recording fees paid through the County. The City receives at least \$3000 per year and the funds can only be expended on items related to providing affordable housing in the community. Mr. Dickey asked since HUD is a federal agency, why would the City be involved. Ms. McMaster and Mr. Goulet explained that the Kalama Housing Authority is a local agency associated with the City that receives federal funds not a federal agency. The motion carried.

**B. Authorize Mayor to Sign MRSC Contract – Small Works & Consultant Roster**

Clerk/Treasurer Coni McMaster explained that the City has been using the small works roster through Municipal Research (MRSC) for several years and MRSC has requested an updated contract be signed. This services costs the City \$120 per year, but the savings the City realizes from not having to maintain their own roster is much more. Councilmember Don Purvis made a motion the City Council authorizes the Mayor to sign the contract with MRSC for the Small Works Roster and Consultant Roster services. Councilmember Mary Putka seconded, and the motion carried.

**C. Online Billing Services for the Public – Invoice Cloud**

Clerk/Treasurer Coni McMaster stated that after researching many options for providing online bill payments to the customers, she has found one that would be able to provide all the online options including ebills and autopay. The City's software provider is partnering with Invoice Cloud to provide not only online payments but the abilities to provide the customers with electronic billings and to set up automatic payments. There will be a monthly \$75 fee to the City plus there is a fee for the ebills of forty cents. It currently costs sixty-one cents to mail out a bill so that is a savings, but the company has agreed to waive the forty cent fee for the City. Either way the cost savings could cover a portion or all of the monthly fees. Councilmember Don Purvis asked for how long would they waive the fee? Ms. McMaster wasn't sure, but would find out if there was an end date. She continued that no matter which option the City will choose, those customers paying online will incur a convenience fee. The City could absorb those fees, but the Council has stated their desire to have the costs to provide service be supported by only those that use it. The convenience fee is the way to do that. Convenience fees vary greatly by companies and are controlled by the credit card companies which charge a percentage of each transaction. With Cloud, there would be a ninety cent fee for electronic checks and \$5.95 for credit card transactions. There was concern whether the fees would keep people from using the service. This could be true, but people are continually requesting to be able to do this. It is at their option to use the service or not. Other utilities and companies are accepting payments, and whether the fee is up-front or incorporated into the rates being paid, they are covering the costs, and the consumers are paying them. The Council recognized the need to be able to go with online processes, as this is what the future will be. Ms. McMaster also noted that an unknown benefit may be a staff time savings from a reduction in late notices and shutoffs. The convenience fees are less than what the City charges for late fees. The Council requested a detailed overview of

what costs to the City and customers would be prior to them giving final approval.

## **9. ORDINANCES & RESOLUTIONS**

### **A. Ordinance No. 1259 – An Ordinance of the City of Kalama, Washington amending Kalama Ordinance No. 1103 which established Kalama Municipal Code Chapter 9.30 Park Code of Conduct.**

Ordinance No. 1259 was read by title. Councilmember Don Purvis made a motion the Council adopt Ordinance No. 1259 as read. Councilmember Mary Putka seconded. Councilmember Dominic Ciancibelli asked about the “loitering” wording and definition. Isn’t that what you do in a park? While this is what is already in the code, it was agreed that this could be confusing. City Attorney Paul Brachvogel noted that the wording could be subjective, plus he knows of cases where the loitering wording has had the code section nullified. He would look for a better way to address it. Director of Public Works Carl McCrary had concerns about the section allowing for fires in stoves or fireplaces in the parks. He feels there should be no fires in the parks period. This is current code as well. After much discussion on the fire concerns versus the ability to have picnics in or use the parks and based on the fact there have been no fire issues at the parks, the Council felt this could remain in the code. Councilmember Adam Smee noted that Toteff Park has a sign that says “no dogs”, but according to the code section, animals are allowed as long as the owners clean up after them. It was concluded that the sign should be removed. The ordinance will be revised to address the “loitering” wording and brought back to Council.

### **B. Ordinance No. 1291 – An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Chapter 12.16.010 Payment of Water and Sewer Rates to include provisions for allowing customers to pay bills on a monthly schedule upon request.**

Ordinance No. 1291 was read by title. Councilmember Don Purvis made a motion the City Council adopt Ordinance No. 1291 as read. Councilmember Dominic Ciancibelli seconded, and the motion carried.

### **C. Ordinance No. 1292 - An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Chapter 2.34.090 Powers Of The Examiner to include the hearing of Street Vacation Petitions as authorized by RCW 35.79.**

Ordinance No. 1292 was read by title. Councilmember Don Purvis made a motion the City Council adopt Ordinance No. 1292 as read. Councilmember Adam Smee seconded. Clerk/Treasurer explained that current Street Vacations are put before the Planning Commission, but due to recent legislation, they can now be heard before the Hearings Examiner. City Attorney Paul Brachvogel added that this keeps appearance of fairness issues out of the process since Commission members can often have innocent contact with petitioners. The motion carried.

### **D. Resolution No. 587- A Resolution of the City of Kalama, Washington**

**declaring numerous items that are no longer of use from the Library, Finance Department, Public Works and Police Department surplus and authorizing disposal in the City of Kalama's best interest.**

Resolution No. 587 was read by Title. It was noted all items are to be sold "as is." Councilmember Adam Smee made a motion the City Council adopt Resolution No. 578 as read. Councilmember Dominic Ciancibelli seconded, and the motion carried. Clerk/Treasurer Coni McMaster noted that the City will be holding a silent auction on Saturday July 20<sup>th</sup> on these items and abandoned property from the Police Department including a large number of bicycles.

**10. CORRESPONDENCE - None**

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

**A.** Mayor Pete Poulsen reported the Blues Festival is one month away, and the posters are going up. It will be on August 18<sup>th</sup> from 2pm to 10pm at the Marina Park. Admission is \$7 or \$5 with two cans of food for Helping Hand.

**B.** Councilmember Adam Smee noted the Teamster negotiations are close to settling.

**C.** Councilmember Dominic Ciancibelli had no report.

**D.** Councilmember Mike Langham noted the Guild negotiations are also nearly complete.

**E.** Councilmember Donald Purvis reported he has been attending the Fourth Street Project construction meetings. The project appears to be going well.

**F.** Councilmember Mary Putka reported the Chamber is currently focused on the Kalama Fair which is coming up this weekend. The Library Summer Reading program is doing well with 49 kids attending so far.

**12. DEPARTMENT REPORTS**

**A.** Director of Public Works Carl McCrary presented a written report. He noted that the City gets help from other agencies which is greatly appreciated. Recently the cities of Vancouver and Longview have been of service. Also the Department of Corrections crew and community service workers have provided a lot of help to the crew. Kalama recently helped the DOT crew on a project. Today they asked if this was our parade weekend and came in and swept the underpasses and event portions of the City streets to help out. It was noted that the website update has gone well.

**B.** Police Chief Randy Gibson provided his statistical report. He noted that there were no great issues over the Fourth and the recent party on Sandy Island which was shut

down by the Columbia and Cowlitz County authorities after a stabbing incident. Many participants were planning to leave for the island from the Kalama Marina. He added that the Police Department website is up, and available to the public thanks to Officer Traub. The National Night Out event is on the website, and out on posters. It will be in the newsletter going out in the water bills. Public Works is working to move the flag pole to the new station after a donation from a citizen. Chief Gibson stated the department will be managing traffic for the parade on Saturday.

C. Clerk/Treasurer Coni McMaster noted the newsletter will be in the bills at the end of the month. The silent action on Saturday was noted, and all the remaining computer items will be donated to the cheerleader's fundraiser through EcoTech on Sunday. Coni provided a mid-year budget report. At this time the City is still holding its own. Some revenues are up, and some are down. Sales tax is down 7% from collections in the same period of 2011, but on track to meet the annual budgeted amount. She doesn't see any areas of large concern at this time, but also no economic improvement. The Parks and Recreation cake decorating class was yesterday and seemed to go well.

D. City Attorney Paul Brachvogel had no report.

### **13. CONSENT AGENDA**

*Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including Claims Vouchers totaling \$76,511.41, Payroll Vouchers Totaling \$48,394.89 and the City Council minutes of July 2, 2012. Councilmember Don Purvis seconded, and the motion carried.*

### **14. EXECUTIVE SESSION - None**

### **15. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:35 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

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**Pete Poulsen - Mayor**

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**Coni McMaster - Clerk/Treasurer**