

**CITY OF KALAMA
CITY COUNCIL MEETING
AUGUST 15, 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 - None

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS - None

6. PUBLIC COMMENTS/CONCERNS

Mr. Mike Brewster of 410 S. Tenth Street informed the Council that a few years ago he had approached the City regarding his concerns with some trees near his property that he considered dangerous. After some thought, he recognized the aesthetic value for leaving the trees. He would like to request that some dead trees be removed. He has a neighbor that would be willing to do it at no cost to the City. Mr. Brewster added that he is working on a rain garden in the area as well. It was noted that the trees are on City property up near the football field. Mayor Poulsen asked Director of Public Works Carl McCrary to take a look at the trees to determine what could be done.

7. UNFINISHED BUSINESS

A. Urban Growth Area Plan – Update to Plan adopted in April 2005

Clerk/Treasurer Coni McMaster explained that in 2010 Director of Public Works Carl McCrary brought the revisions to the City's Urban Services Area to the Council for consideration. After discussions with the County it was determined that the area should be labeled an Urban Growth Area rather than "services". Since the original document had been adopted in 2005, there are some additional text updates included in the 2010 documents. At that time there were some concerns with the timing of the revision, and if it wouldn't be better completed in conjunction with Cowlitz County's Comprehensive Plan update, so the revision was tabled. Staff has participated in the County's Comp Plan update meetings where the committee has agreed to the boundaries and plan the City has adopted including the

revisions. So the item has been re-presented for the Council to act on. City Attorney Paul Brachvogel asked about the annexation section of the document and whether the City wanted to leave out the North Port area. This had been done at the request of the Port of Kalama during the original work for adoption in 2005. If the City or Port were to look at annexing that area, the plan could be amended to include the area. Mr. Brachvogel noted that he doesn't want it to interfere with the City's future growth potential.

Ms. McMaster noted that an issue that will have to be addressed with the County, is adoption of an interlocal agreement for the development standards to be used in the areas within the growth boundary. During the Comp Plan update committee meetings, the need for these was discussed, but there seemed to be some reluctance from the County's Building and Planning staff to work at these to pass in conjunction with the Comp Plan update. Without the interlocal agreements in place, there will be no clear standards for developments that occur in these areas. Mr. McCrary reminded the Council of the issues regarding streets, sidewalks, and street lights, the City had to address within the Whitney Addition where it was approved for development in the County, but then annexed into the City. Ms. McMaster stated to get the interlocal agreements passed in conjunction with the County's adoption of the Comp Plan may need the cities to push for it as it is not part of the scope of work for the Comp Plan update. The resolution for adopting the revisions is on the agenda for approval.

8. NEW BUSINESS

A. Computer System Replacement Proposal – Finance Department

Clerk/Treasurer Coni McMaster explained that the Finance computer system is having issues on a regular basis. The system is comprised of machines that are anywhere from over 3 years old to over 5 years old. All the software is outdated as we are still operating on Windows XP and using Office 2003. There are efficiencies being lost by not have more up-to-date software. Ms. McMaster contacted both the current IT provider and the software IT provider for quotes on replacing the system. While it could be done in pieces, the best solution is a complete upgrade which will provide much better service all around. The current IT provider is recommending DELL computers, and the software provider will have computers built with the most up-to-date Intel components. The DELL option is less costly up front, but Ms. McMaster would prefer to go with the other option. Having the computers built with the most up-to-date components should provide a better life expectancy. The software provider, Vision, will include a year of IT services which would make up the difference in the cost. The City will need to finance the replacement either through outside loans or internally. The cost of the new system will be covered by all departments. While the City has chosen in the past to make loans from the reserve to ensure they get rebuilt, the City could spend the funds outright. The best financing option would be to loan ourselves the funds at a much lower interest rate. Councilmember Adam Smee noted he has reviewed the proposals and believes the Vision option will be the best, plus it allows for the IT services to be all under one provider. This was originally being considered for the 2013 budget, but the service agreements are expiring and would have to be renewed in 2012. He noted that the City has paid off the financial software upgrade, so this would replace that payment in the budget. Councilmember Adam Smee made a motion the City Council authorize the Clerk/Treasurer to order and purchase a new computer system from Vision Municipal Software for an amount

not to exceed \$30,000 and authorize the City taking an interfund loan from the reserves to cover the costs for a term of five years at 1%. Councilmember Don Purvis seconded, and the motion carried.

B. Reappointment of Don Mathison to Civil Service Commission – 6 year term

Mayor Pete Poulsen stated he would reappointment Mr. Mathison to the Civil Service Commission for another 6 years. Councilmember Don Purvis made a motion to approve the appointment of Don Mathison to the Civil Service Commission for an additional six years. Councilmember Mary Putka seconded, and the motion carried.

C. Police Car – Emergency Replacement

Police Chief Randy Gibson informed the Council that his department has not yet received the new car that was ordered to replace the wrecked vehicle. Now the Sgt's car has had a major breakdown that could prove to be dangerous if driven. Costs to repair this vehicle are estimated at \$3300, and the Blue Book value is only \$2400, so it makes little sense to expend funds to repair it. He has searched and found a vehicle in state that would be a good replacement. It is a 2008 Dodge Charge with 47,000 miles fully outfitted as a police vehicle. The dealer will include the canine conversion in the price of \$15,000. Chief Gibson stated he believes this would be a 5 to 6 year solution based on miles driven by Sgt. Parker. Funds for the vehicle purchase will need to be approved. Clerk/Treasurer Coni McMaster stated the City could take another interfund loan from the reserve to cover this cost. However, she feels the City should spend the funds outright for this purchase. With the previous loan for the balance on the new car purchase and the loan for the computer system approved earlier tonight, the City could have loan payments that preclude the City from being able to plan for future needs. Mayor Poulsen asked what the "multi-displacement system" on the new car is. Chief Gibson explained that this allows the 8-cylinder engine to operate as a 4-cylinder engine when driven on the highway which will cut down fuel costs. Councilmember Don Purvis made a motion the City Council approve the purchase of the used Dodge Charger with funds from the General Fund Reserve for \$15,000. Councilmember Dominic Ciancibelli seconded, and the motion carried. It was noted that sales tax would be covered from funds that are in the vehicle maintenance line item.

D. 2013 Library Budget

Councilmember Mary Putka noted that as new Councilmember she has been leaning a lot. While the Library is not her only concern, she believes the importance of the Library to the Community needs to acknowledge as the City begins budget preparation. The Library is more than books and provides computer access to those without home access for job searches and other important needs. She knows the Council supports the Library, and hopes that when looking at the budget there could be a workshop to include Envision and Folk to discuss how to better support the Library.

9. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1295 Establishing City Administrator

Ordinance No. 1295 was read by Title - An Ordinance of the City Council of the City of Kalama, Washington, creating the position of City Administrator. Councilmember Mary Putka made a motion the City Council create a position of City Administer under Ordinance No. 1295. Councilmember Mike Langham seconded, and the motion carried with one abstention from Councilmember Adam Smee. Mayor Poulsen thanked the Council for their support in creating this position noting that this is a brave move forward for the City. Citizen Jim Dickey added his support of the action, stating that he believes it is a great thing for the City. He asked when an appointment might be made. Mayor Poulsen indicated he hoped to do so at the next meeting. He noted that the City will also be losing a valued employee (Carl McCrary) with a long tenure with Kalama and a load of experience.

B. Ordinance No. 1296 Business Licensing Code Amendment

Ordinance No 1296 was read by Title - An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Chapters 5.06.040 Private Detectives And Detective Agencies Application Procedures and 5.24.040 Taxicab Driver License - Qualifications to allow for complete background checks for applicants for Private Investigator and vehicle for hire business licenses. Clerk/Treasurer Coni McMaster noted this is amended to include legal wording required in order to ensure that complete background checks can be done. Councilmember Don Purvis made a motion the City Council adopt Ordinance No 1296 as read. Councilmember Adam Smee seconded, and the motion carried.

C. Resolution No. 581 Adopting Revised Urban Growth Area Plan

Resolution No. 581 was read by Title - A Resolution of the City Council of the City of Kalama adopting and establishing an Urban Growth Boundary and policies for the extension of services within those boundaries, repealing Resolution No. 461 in its entirety. Councilmember Adam Smee made a motion the City Council adopt Resolution No. 581 as read. Councilmember Don Purvis seconded. Director of Public Works Carl McCrary noted a small correction on the map where the river boundary line was not quite lined up. This will be corrected. The motion carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Pete Poulsen reported the Blues Festival is on Saturday, and there is a lot of work to do in the next two days. It should be a good event.

B. Councilmember Adam Smee had no report.

C. Councilmember Dominic Ciancibelli reported he met with Carl and discussed several items including the Elm Street mural, the Fourth Street project, the RSG project scheduled to start Monday, and the painting of crosswalks and railroad crossings. Dominic added that he sent an article to the Planning Commission regarding a project in Cleveland to

help a neighbor rebuild its commercial areas. The project involves setting up businesses in vacant buildings with offers of free or reduced rent for the first year of operations. The committee has received funding, and they would work with the property owners. He thought this might generate some ideas for our downtown. He plans to attend the Commission's upcoming meeting on August 23, 2012. Mayor Poulsen indicated that he would try to attend as well.

D. Councilmember Mike Langham had no report.

E. Councilmember Donald Purvis had no report.

F. Councilmember Mary Putka reported READ Kalama invitations will be going out. She added that she would be talking with the Chamber about encouraging businesses on First Street to water and take care of the planters in front of their businesses. Dominic also addressed this explaining that the City crew has been doing it, but their time is needed else where.

12. DEPARTMENT REPORTS

A. Director of Public Works Carl McCrary presented a written report. He provided the Council with an article that explains how the large granite boulders came to be on Kalama's hillsides from long ago floods.

B. Police Chief Randy Gibson presented his statistical report. He noted that two theft incidents are related and probably by the same individual. Chief Gibson added the National Night Out event was a success with around 200 attending. He thanked those Councilmembers that were able to attend. He also thanked the Amalaks and the Fire Department for providing and preparing all the food. Chief Gibson noted the flag pole has been moved, thanking Mr. Jim Dickey for his contribution to the project.

C. Clerk/Treasurer Coni McMaster thanked Carl and the crew for the cleanup around City Hall. She reported she has begun the preliminary work on the 2013 budget. The Building Department is processing the Port building permit which should be issued in the next month. The newsletter and monthly billing option has received a positive response. Ms. McMaster noted that the exit conference for the Department of Retirement System audit will be held tomorrow by phone. She informed the Council of the invitation to the Amalaks 100th Birthday event on September 6, 2012 at 6pm at the Community Building.

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 \$97,874.87 and the City Council minutes of, 2012. Councilmember Don Purvis seconded, and the motion carried. It was noted that since the pay period ends today, no payroll vouchers were prepared, but the entire month would be approved at the next meeting.

Mr. Jim Bain reported that the Kalama United team at the Cancer Relay for Life event did well and are becoming a great presence. He hopes the Council will reserve the second weekend in August next year to attend.

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:30 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

Pete Poulsen - Mayor

Coni McMaster - Clerk/Treasurer