

**CITY OF KALAMA
CITY COUNCIL MEETING
NOVEMBER 7, 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 Dominic Ciancibelli, Mike Dennis Langham, Don Purvis, and Mary Putka. City staff present were City Administrator Adam Smee, Assistant Director of Public Works Kelly Rasmussen, 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

A. Children's Justice and Advocacy Center (CJAC) - Brett Kelso

Mr. Brett Kelso introduced himself as the new executive director of CJAC. The Center is there to serve children that are victims of abuse and neglect. They work with all agencies involved and the family in efforts to deal with the prosecution of a case and recovery of the individual. They have highly trained investigators conducting interviews. The Center is located in Kelso and serves all the cities and the County. It was noted that they work with CASA as well. City Attorney Paul Brachvogel encouraged Mr. Kelso to contact the local bar association regarding doing pro bono work if needed. Police Chief Randy Gibson commended the organization for providing invaluable services to the law enforcement community by having the skilled professionals they do. Mr. Kelso invited all those present to participate in the upcoming fundraiser on November 24, 2012 which will be a pancake breakfast event. Tickets are available through him and are 5 for \$25 or \$7 dollars each.

5. PUBLIC HEARINGS

A. 2013 Revenues – Property Taxes, Fees, Utility Rates

Mayor Pete Poulsen opened the public hearing. Clerk/Treasurer Coni McMaster reviewed several specific revenue items. The City will be increasing property taxes less than a half of a percent due to the over \$13 million decrease in valuation. The actual tax rate goes up from the 2012 rate, but the increase will be less than the 1% percent allowed by statutes. The City is only proposing to increase a few of the fees it charges, one for political signs from \$5 to \$10, and the animal boarding fees. All other changes to the fees are for better clarification. The Council will need to consider increasing the sewer rates to meet the debt payments as was recommended during the 2012 budget discussions. Raising revenues

for streets from the Transportation Benefit District or utility taxes was discussed during the workshop and will presented to the public at a later date. Curb-side recycling is also possible with an additional fee. This would have to be something that was passed on to all consumers and not an optional service. Ms. McMaster noted that she did not feel that the public was requesting this enough that it should be implemented at this time. The Council requested that this be researched further to determine the public interest.

The one fund that was out-of-balance in the preliminary budget was the operating fund for the Community Building. Ms. McMaster is recommending the Council increase the lease amount for the Church from \$850 to \$1050 and increase the non-profit usage fee from \$100 to \$200. With this additional revenue and having made cuts in the maintenance costs for the building, she has balanced the fund for 2013.

Councilmember Dominic Ciancibelli noted that the prior Council had committed to keep the building self-supporting. He asked if this was the view of the current Council. He continued that if a group uses the funds for benefit of the building or the City, then they should receive a reduced rate, and all others should pay full price. This led to a discussion of the policy issues that need to be addressed and issues of possible discrimination. Administrator Smee noted that other jurisdictions simply apply a rate reduction to organizations that have the federal non-profit status, which leaves any kind of staff determination out of the picture. There was some discussion about how a citizen differs from a non-profit group which would be that a group is usually charging a fee to participate in the events and a citizen is not. A clear policy does need to be established.

It was explained that the reduced maintenance budget means that only the basic upkeep and any minor repairs will be completed on the building. Should any major maintenance become necessary those costs would have to be amended into the budget from the reserve fund. The reserve fund has been funded by donations from various civic groups to be used for improvements to the building. This is very helpful, but making improvements will not help, if the City can't keep the lights on. There was discussion that a year ago there was a fundraiser held to support the operations of the building which was thought to be going to happen every year, but nothing was held this year. It is not in the best interest of the City to rely on donations to cover the operating budget, which is why the fees need to be increased. Ms. Shirley Lowman, member of AMALAK, one of the major donors to the building, noted that one of the monthly donations from the Lions dinner could be or was thought to be available for operating expenses if necessary and not just for improvements. She hoped that rather than a 100% increase to the non-profit fee, the City would consider only half that for 2013. Ms. McMaster noted that the non-profit rate had not been raised in at least 15 years. Kalama citizen Jim Dickey noted that he has donated toward specific projects in an effort to free up operating funds for operating expenses. It was asked if the economy played a part in lower revenues. It was pointed that out that back before the recession the City also struggled to make the building self-supporting. This was before the Church had entered into the lease with the City as well. There was further discussion on fund-raising efforts and how to organize an annual event. Also discussed was the effect of the raise in rates on the organizations ability to donate to other city functions, such as FOLK donations to the Library. Based on the discussion, Ms. McMaster asked if a compromise would be to increase the fee only \$50 and take the monthly Lions Dinner donations for

operating costs, rather than reserves. Ms. Lowman noted this would be more acceptable. Administrator Smee felt the increase to the fees in necessary in order for the City to get the building on track. Staff would prepare the increases to the property taxes and fees as discussed for adoption. Mayor Poulsen closed the hearing.

B. 2013 Budget & Capital Facilities Plan

Mayor Poulsen opened the hearing on the 2013 Budget and Capital facilities Plan. Clerk/Treasurer Coni McMaster presented a balanced budget in the amount of \$4,794,675.00 to the Council which included the adjustments as discussed in the Revenue. Since the presentation of the preliminary budget, adjustments to the jail expenses, and insurance transfers have been included. The salary schedule is included which incorporates all the increases under the current bargaining contracts and either a .50 per hour or 2% increase in wages for all non-bargaining unit employees. The Capital Facilities Plan for all departments was presented. It includes no major projects in any departments. Ms. McMaster stated she would answer any questions regarding the information presented. There would be a second hearing on the Budget on November 14th. Mr. Jim Dickey commended the staff on presenting a balanced budget. As there were no further comments, Mayor Poulsen closed the hearing.

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS - None

8. NEW BUSINESS

A. Authorize Mayor to sign for Appointment of Municipal Court Judge Pro Tem

Mayor Poulsen noted that District Court is requesting the appointment of pro tem judges. City Attorney Paul Brachvogel has reviewed the list. His name has been removed as it would be a conflict of interest due to his relationship with the City. Councilmember Don Purvis made a motion the City Council authorizes the Mayor to sign the appointment of Municipal Court Judge Pro Tem. Councilmember Dominic Ciancibelli seconded, and the motion carried.

9. ORDINANCES & RESOLUTIONS- None

10. CORRESPONDENCE - None

11. MAYORS REPORT & COUNCILMEMBERS REPORTS

A. Mayor Pete Poulsen reported that COG director Steve Harvey will retire in March of next year. He added that the Big Idea money will come to the City in 2013. Several of the organizations want to get some of the funds including the Chamber and Envision Kalama, along with the Blues Festival. He is working on getting a committee together to plan

for the 125th anniversary of the City's incorporation which will be in 2015. Ms. McMaster noted that the Budget hearing next week will include the tourism funding requests. Mayor Poulsen announced that on December 1, 2012 the City will host a retirement party for Director of Public Works Carl McCrary from 2pm to 5pm at the Community Building. This is also Christmas in Kalama weekend. Ms. Shirley Lowman noted that the theme is trains this year so it is hoped that downtown businesses will participate by putting up trains in the windows .

B. Councilmember Dominic Ciancibelli reported he had met with Carl and discussed many of the items on the public works report. He provided copies of the minutes of the Planning Commission to the Councilmembers which discussed the ways to help building owners make improvements on their buildings. The Commission will now focus on the zoning code amendments related to the proposed annexation.

C. Councilmember Mike Langham reported the Chief had presented an annual report on the department which indicates they are moving forward in a positive direction.

D. Councilmember Donald Purvis reported on the meeting of Kalama Safe Schools Coalition which met with the Health Department. The Health Department will be holding a meeting in the Council Chambers on December 11th to get public feedback on issues of concern for Kalama.

E. Councilmember Mary Putka reported that the Library has E-books available which are books that can be checked out via computer and downloaded.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee had no report.

B. Assistant Director of Public Works Kelly Rasmussen presented a written report. He reported the City's insurance AWC has conducted a loss control visit which went very well. They were impressed with the departments record keeping and documentation on the step-systems and sidewalks. Mr. Rasmussen also noted the City has completed the RSG waterline project.

C. Police Chief Randy Gibson presented his statistical report. He reported that the two fire investigations have been completed and both are considered accidental. Chief Gibson also noted the passage of Initiative 502 which legalizes marijuana. Some of the law will take effect as soon as December 6th but others will require regulations to be written in the next year. There will also be effects to the canine programs of many jurisdictions. Dogs are trained to react to marijuana and if that is legal, it could restrict the ability to use the dog's reactions as just cause for a search. He will gather more information.

D. Clerk/Treasurer Coni McMaster reported the work on the budget continues. The loss control visit by AWC will produce a report which will include the recommendations that Council all receive appropriate training. The Finance Department has received the new computers.

E. 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 \$110,558.85 for October and \$155,602.39 for November, 2012, Payroll vouchers totaling \$76,794.19, and the City Council minutes of, October 17, 2012. Councilmember Don Purvis seconded, and the motion carried.

14. EXECUTIVE SESSION

At 8:59 Mayor Poulsen announced the Council would go into executive session to discuss a potential real estate transaction for about 15 minutes. He invited both City Administrator Adam Smee and Assistant Director of Public Works Kelly Rasmussen to attend. The meeting resumed at 9:14 p.m.

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 9:15 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