

**CITY OF KALAMA
CITY COUNCIL MEETING
DECEMBER 5, 2012**

1. OPENING

Mayor Pro Tem Don Purvis opened the City Council meeting at 7:00 p.m. Mayor Pro Tem Purvis led those present in the Pledge of Allegiance.

Councilmembers present were Dominic Ciancibelli, Mike Dennis Langham, and Mary Putka. Mayor Pete Poulsen was absent due to illness. City staff present were City Administrator Adam Smee, Assistant Director of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. 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. Planning Consultants – Group Mackenzie

City Administrator Adam Smee introduced Todd Johnson and Jan Mason of Group Mackenzie, a professional planning group that offer a broad spectrum of services. He invited them to make a presentation to the Council on how they could help the City and Planning Commission with the code development related to the Port's request for annexation. They have experience with annexations, large and small scale developments, and working with both private and public entities. Ms. Mason explained that they have been in business for over 50 years. They work with all kinds of jurisdictions with the best interest of the community in mind. Mr. Johnson noted he has worked all over the western states but mostly in Southwest Washington. He described a couple recent projects he has worked on in Clark County. He continued that he has been following the Port's interests in the area and would like to be a part of the project. He sees their role as bringing their experience in these types of projects to work with the planning staff and commission on the code development to provide the city with a good set of standards that allow quality affordable development that will meet the vision of the City. From experience they have found that there are always good intentions in code writing, but it doesn't always result in good usable code. Good code should inspire or provide incentives for development while providing balance and flexibility. It was also noted that this will be mixed use development which is new to the City. Administrator Smee noted his biggest concern will be dealing with the environmental issues and the regulatory agencies from the state. Mr. Johnson noted that they have vast experience in these areas as there are next to no areas available in this area for development that don't have shoreline, floodplain, wetland or critical area issues. They have also worked with development agreements. He noted that the area being looked at will also incorporate some residential homes that will need some protections as well. Councilmember Dominic Ciancibelli noted the City hasn't hired outside planning services before. Mr. Smee noted that the City and Port have an agreement where the costs associated with review and code development will be borne by the Port. There would have to be a scope of work and budget approved by the Port should the City hire

outside consultants as well as their current COG consultant. Councilmember Mary Putka noted she wants to see the integrity of the current downtown of Kalama protected. Mr. Johnson noted that the new should be a supplement to the existing downtown. Mr. Dan Ohall asked if the contract would be joint with the Port. It would not be as the contract would be between Mackenzie and the City. The MOU agreement between the City and Port only addresses the added costs being covered by the Port. Mr. Johnson that the project entails a public process to address how to translate the City's wants and needs to address the needs and wants of the Port. This will be a very significant development in this region with a prime locations and the availability of rail and deep water port. It was asked if the Planning Commission would be able to work with the outside planners. Planning Commissioner Kevin Wade stated they could work with anyone and would appreciate the input. Mr. Jim Bain, former Planning Commission Chair noted he sees this as an opportunity for the Commission to get information from experienced experts in the field. Mr. Steve Harvey of the COG noted that he does not want to see the current planner's role diminished and him to continue to be part of the process. It was explained that Mackenzie would not want to do this, but rather provide more expertise. Mr. Smee noted that the City only gets one chance to do this right and he sees a surplus of knowledge as a plus. There was some consensus that this be presented to the Commission for input as well.

5. PUBLIC HEARINGS

A. 2013 Revenue Public Hearing – Ad Valorem Property Tax Levy

Mayor Pro Tem Don Purvis opened the public hearing at 7:39. Clerk/Treasurer Coni McMaster explained that at the earlier public hearing she had a presented an increase of only .5 per cent for the 2013 property tax levy based on the information received from the assessor's office. After receiving updated information, the City is entitled to the full 1% as allowed under state laws and she is recommending the City levy the full amount. The resulting tax increase is just over \$3700 total. The change is on the total of assessed valuation the County has assessed. The tax rate increases from \$1.95 to \$2.10 per thousand of assessed valuation. The hearing was closed at 7:45pm.

B. 2013 Budget & Capital Facilities Plan – Continued Hearing

a. Elm Street Sidewalk Project – TIB Funding

Mayor Pro Tem Don Purvis opened the continued hearing on the 2013 Budget. Clerk/Treasurer Coni McMaster informed the Council that the proposed budget has been increased approximately \$250,000. This includes the adjustments for the tourism allocations from the last meeting, the addition of the balance remaining on the 4th Street project and the newly TIB funded project for the Elm Street sidewalk. The City just received word that the Elm Street project was 95% funded by TIB. This will be designed, bid, and completed in 2013. It was explained that funds are being returned to TIB as many entities can't meet the match requirements so funding is available. Staff didn't think this application would be funded, so it was a surprise. Ms. McMaster noted that on the 2013 fee resolution new charges were added to cover a monthly meter rental fee on hydrant meters and utility extension applications so that actual review costs can be recovered by the City. Ms. McMaster stated the budget will be ready for passage at the meeting on December 19th and requested the hearing be continued to that date. The hearing was continued to December 19, 2012 at 7pm.

C. Transportation Benefit District

Mayor Pro Tem Purvis opened the hearing at 7:52 pm. City Administrator Adam Smee explained the proposal before the Council is to establish a district with the city limits as the boundaries. Funding of the district will be discussed at future public meetings so the City can hear from the citizens. The District is a separate entity with a board to run it. At this time the board will be the City Council. Once funded, all the funds will be earmarked for street improvements. While the City can receive funds for the main roads and streets through town, it is the neighborhood streets that are in need of work. There isn't funding available for these streets, so the City needs to look at all funding options. The public will be involved in that decision making. The City needs to look at establishing the district and designating funding before the County chooses to do so. If the County does this first, then they will be able to retain some of the funds, while if the City does it first, the funding can be kept here for the local improvements. The City will control the funding coming from its citizens. It will take passage of an ordinance to establish the district.

6. PUBLIC COMMENTS/CONCERNS

Police Chief Randy Gibson noted the Tina Day had been present, but had to leave. She had wanted to inform the Council about the Kalama Cares event to be held on January 22, 2013 at 6:30 pm at the Community Building. The Kalama Safe Community Coalition is sponsoring this to address substance abuse including the increase in heroin usage the community is seeing.

7. UNFINISHED BUSINESS

A. Set Date & Time for Interviews – Open Council Position – December 19 @ 6pm

The City Council confirmed holding interviews of the candidates for the open Council position on December 19, 2012 at 6pm. Three of the four applicants were present. Mr. Jim Dickey noted that he is withdrawing his application.

8. NEW BUSINESS

A. Authorize Mayor to sign TIB Documents – Elm Street Sidewalk Project

Councilmember Mary Putka made a motion the City Council authorize the Mayor to sign the TIB agreement for the funding of the Elm Street Sidewalk Project in 2013.

9. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1299 – An Ordinance of the City of Kalama, Washington, amending the Kalama Municipal Code to enact a new chapter 11.25 entitled Kalama Transportation Benefit District, establishing a transportation benefit district, specifying the boundaries for the transportation benefit district, and specifying that funds generated by the district must be used for the maintenance and preservation of existing transportation improvements.

Clerk/Treasurer Coni McMaster read Ordinance No. 1299 by title. Councilmember Dominic Ciancibelli made a motion the City Council adopt Ordinance No. 1299 as read. Councilmember Mary Putka seconded, and the motion carried.

B. Resolution No. 583 - A Resolution of the City Council of the City of Kalama replacing Resolution No. 564 relating to fees and charges imposed by the City of Kalama and establishing the following fees and charges for the services set forth herein beginning January 1, 2013'

Resolution No. 583 was read by Title. Councilmember Mike Langham made a motion the City Council adopt Resolution No. 583 as read. Councilmember Ciancibelli seconded, and the motion carried.

C. Resolution No. 584 - A Resolution of the City of Kalama establishing the dollar amount of tax revenue for ad valorem taxes which will be necessary to meet the financial requirements of the 2013 Budget of the City of Kalama.

Resolution No. 584 was read by title. Councilmember Dominic Ciancibelli made a motion the City Council adopt Resolution No. 584 as read. Councilmember Mary Putka seconded, and the motion carried.

D. Resolution No. 585 – A Resolution of the City of Kalama establishing the amount of the property tax increase to meet the requirements of the 2013 Budget

Resolution No. 585 was read by title. Councilmember Mary Putka made a motion the City Council adopt Resolution No. 585 as read. Councilmember Mike Langham seconded, and the motion carried.

E. Resolution No. 586 – A Resolution amending Section 9.11 Substance Abuse of the current Personnel Policies and benefits for City of Kalama employees adopted by Resolution No. 460

Resolution No. 586 was read by Title. Clerk/Treasurer Coni McMaster explained that with the passage of Initiative 502 legalizing use of marijuana the City needs to be sure that its drug policy is up to date to meet federal funding requirements. In recent documentation and through a webinar it is being recommended that City be sure their policy is clear and precise. The City has to have a zero tolerance policy to qualify for federal grant funds. This revision clarifies the City's current policy and procedures, but doesn't enact any changes to what is currently being done. The purpose is to be sure that the City retains the ability to qualify for federal funding. City Attorney Paul Brachvogel has reviewed the policy and finds it acceptable. Ms. McMaster noted that the entire personnel policies will be reviewed during 2013, so if necessary revisions to this will be made. Councilmember Dominic Ciancibelli made a motion the City Council adopt Resolution No. 586 as read. Councilmember Mike Langham seconded, and the motion carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

- A.** Mayor Pete Poulsen was absent.
- B.** Councilmember Dominic Ciancibelli reported he had met with Kelly where they discussed the TIB funding for Elm Street and establishing a way to recoup costs for utility extensions such as is being done out at the grain elevator.
- C.** Councilmember Mike Langham had no report.
- D.** Councilmember Donald Purvis reported he participated in the webinar on the marijuana initiative which is still unclear on procedures for implementation. Councilmember Purvis added that he had attended the Kalama Safe Community Coalition meeting.
- E.** Councilmember Mary Putka reported the Library will be starting an adult reading program for adults to encourage literacy in the Community. It will be for the month of January.

12. DEPARTMENT REPORTS

- A.** City Administrator Adam Smee reported that the RSG waterline project was presented with the Port of Kalama contributing to the project. The material portion of the project went over the projected budget while the labor was less. Adam requested the Port share the entire project costs and the Port agreed to the additional \$9,602.96 plus in funding.
- B.** Assistant Director of Public Works Kelly Rasmussen presented a written report. He noted several items including the TIB granting the additional funding for 4th Street, a broken pipe at the water plant, issues at the Wastewater Treatment Plant, and the crew repairs on a sewer lateral on 4th Street. He added that with all the recent rainfall the City didn't experience any major stormwater flooding issues. The storms did cause high turbidity at the Water Plant which means that the filter run times at the plant are shorter. This creates overtime expense for the City. Administrator Smee noted that Kelly had contacted the City's chemical suppliers and received an extension into 2013 at the same 2012 prices.
- C.** Police Chief Randy Gibson provided a statistical report. He reported on the recent fraud investigation for a number of bad checks and several felony drug arrests. Chief Gibson informed the Council of the "Shop with a Cop" event this Saturday. This is completed in conjunction with Woodland Police Department and Walmart. This year 12 Kalama kids will be involved. He noted that seasonal thefts are also occurring so beware what you put out in the yards. Regarding the marijuana initiative which becomes effective at midnight, Chief Gibson noted that the issue of its use being illegal in public has not been addressed penalty wise yet. He would like to propose an amendment to the City's code either adopting the RCW by reference making it a civil penalty of \$103 or by adding the action as a part of the City's disorderly conduct code which could carry a larger penalty. The Council was receptive to adding it to the disorderly conduct code. Staff would work to develop and bring back an ordinance.

D. Clerk/Treasurer Coni McMaster presented the November Treasurer's report. She explained that the bills presented for payment tonight include the semi-annual loan payments for sewer, payment to the contractor on 4th Street, and payroll for the entire month of November due to the early Council meeting on November 14th. She reported that repairs to the refrigerator at the Community Building will be running between \$800 and \$1000 but should be coverable. Good news was received that the City's employee medical premiums will not be increasing for 2013. Ms. McMaster noted she is reviewing the 2012 expenditures and will present a final budget amendment at the next meeting if necessary. The Council had requested a public survey be done on the proposal for curb-side recycling which just went out in the bills at the first of the month. During the time it has been posted prior to the bills going out the City had received some responses as well. Currently the survey is showing 65% of the responses to not be in favor of curbside recycling. Councilmember Mary Putka noted that perhaps not everyone is understanding the advantages and maybe a public meeting should be held.

E. City Attorney Paul Brachvogel was absent.

13. CONSENT AGENDA

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including Claims Vouchers totaling \$409,381.62, Payroll Vouchers totaling \$126,827.03 and the City Council minutes of November 14, 2012. Councilmember Dominic Ciancibelli seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Pro Tem Don Purvis adjourned the meeting at 8:45 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

Don Purvis - Mayor Pro Tem

Coni McMaster - Clerk/Treasurer