

**CITY OF KALAMA
CITY COUNCIL MEETING
DECEMBER 19, 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 - Evaluate Qualifications of Council Candidates

At 7:02 pm. Mayor Poulsen announced the Council would go into executive session to evaluate the qualifications of the candidates for the open Council position for 15 minutes. The meeting resumed at 7: 14 pm.

3. CHANGES TO THE AGENDA - None

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS

A. 2013 Budget & Capital Facilities Plan – Continued Hearing

Mayor Poulsen re-opened the Public Hearing. Clerk/Treasurer Coni McMaster stated the final 2013 budget is \$5,064,875.00. On the Capital Facilities Plan for the Finance and Police Departments, funded amounts included amounts to transfer to reserves for future capital needs. This is to be the beginning of establishing a capital savings policy for expenditures for cars and financial systems. This will be possible in 2013 due to the early repayment of interfund loans in 2012. The scheduled loan payments will now be transfers. The budget includes the Elm Street sidewalk project and the remainder of the 4th Street project. This is a balanced budget. City Administrator Adam Smee noted the hard work Ms. McMaster has put into the budget to get it to balance and maintain staffing and funding levels. It was also noted that the budget does include raises for non-bargaining employees and contract employees did receive raises in 2012. Mayor Poulsen closed the hearing.

6. PUBLIC COMMENTS/CONCERNS - None

7. UNFINISHED BUSINESS

A. Appointment to Open City Council Position

Mayor Poulsen thanked all three candidates for their applications, stating it is good

to see citizens willing to get involved in the community. He encouraged those not receiving the appointment to look at applying for the other commissions and boards in the future. Councilmember Don Purvis made a motion the City Council appoint Mike Truesdale to fill Council position number one. Councilmember Mike Langham seconded, and the motion carried. Mr. Truesdale will be sworn in on January 2nd, 2013.

B. HHPR – Supplement Agreement for 4th Street Project Engineering

City Administrator Adam Smee explained this is due to the project taking longer than anticipated which required the engineers to be on site for inspections longer. The costs are covered by the additional TIB funding received so the City will only incur 5% of the costs. There are a few punch list items left to be completed before the project will be finalized which is why there are expenditures into 2013. Councilmember Dominic Ciancibelli made a motion the City Council authorizes the Mayor to sign the supplemental agreement with HHPR increasing the contract amount by \$39,000. Councilmember Mary Putka seconded, and the motion carried.

C. 2012 Budget Amendment Overview

Clerk/Treasurer Coni McMaster explained that several housekeeping budgetary items need to be addressed to close out the year. The City received more in water and sewer connections than anticipated in 2012, which are then transferred to reserves. The calculation for water rate transfers was changed and not correctly reflected in the 2012 budget. Leave buyouts for the retiring employee and annual contracted buyouts will need to be taken from the Benefit Reserve Fund. The Blues Festival held in the summer received funding from the Big Idea funds which resulted in some additional expenses. The good news is that the General Fund received funds from sales and property taxes in excess of its expectations. Ms. McMaster explained that it looks like the City will have a surplus to carryover to 2013 which she would like to utilize to payoff the interfund loans and transfer funds to reserves. Paying off the loan and not taking the loan for the financial hardware will allow the City to be free of all interfund debts and be able to utilize funds to set up a savings plan for the future. She would also set aside funds for police vehicles and library capital needs. And lastly she would like to transfer \$15,000 into the reserves. This should still leave sufficient carryover in the General Fund. These items are all included in Ordinance 1301.

8. NEW BUSINESS

A. Expiring Positions – Planning Commission – Library Board

Mayor Poulsen noted there are openings on the Library Board, Parks & Recreation Committee, and the Planning Commission due in part to expiring terms. The Planning Commission position is held by Kevin Wade who had applied for the Council position. He was still in attendance and agreed to continue to serve on the Commission. The Parks and Library positions have both been posted. There may be an additional position open on the Planning Commission. Mayor Poulsen reappointed Kevin Wade to the Planning Commisison with the consensus of the Council.

B. WA State Purchasing Co-op – 2013 Membership Renewal

This is a contract with the State of Washington Purchasing Co-Op that allows the City to purchase large items such as police vehicles and public works equipment off the state contracts. It renews once a year, but for 2013 it will be for six months as they are updating the policies. The cost will be \$250. Councilmember Don Purvis made a motion the City Council authorizes the Mayor or City staff to sign the renewal for the WA State Purchasing Co-op for 2013. Councilmember Mike Langham seconded, and the motion carried.

9. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1300 – 2013 Budget and Capital Facilities Plan

Ordinance No. 1300 was read by title. An Ordinance of the City of Kalama approving and adopting the budget for the City of Kalama for the calendar year 2013 in the amount of \$ 5,064,875.00 and the Capital Facilities Plan for years 2013 through 2018. Councilmember Dominic Ciancibelli made a motion the City Council adopt Ordinance No. 1300. Councilmember Don Purvis seconded. Mayor Poulsen expressed his appreciation for all the good work this Council and the City staff does. They are incredible to work with. With the new team in place for 2013, he is looking forward to the future. He hopes the citizens realize how hard they work and appreciate the staff of the City. The motion carried.

B. Ordinance No. 1301 – 2012 Budget Amendment

Ordinance No. 1301 was read by title. An Ordinance of the City of Kalama, Washington amending the 2012 Budget to account for the unanticipated revenues and expenditures for water/sewer connection fees, water transfers to reserves, event revenues, and annual leave buyouts increasing the Budget in the amount of \$215,600.00. City Councilmember Mary Putka made a motion the City adopt Ordinance No. 1301. Councilmember Don Purvis seconded, and the motion carried.

C. Ordinance No. 1302 – Update to Park Rules

Ordinance No. 1302 was read by title. An Ordinance of the City of Kalama, Washington repealing Kalama Ordinance Nos. 1103 and 1259 and replacing Kalama Municipal Code Chapter 9.30 Park Code of Conduct. Clerk/Treasurer Coni McMaster noted this the results from a presentation made by the County Health Department a few months ago and establishes no smoking in the City parks. Councilmember Don Purvis made a motion the City Council adopt Ordinance No. 1302 as read. Councilmember Mary Putka seconded. Mayor Poulsen asked if this is really an enforceable ordinance. Chief Randy Gibson noted that the department would respond to complaints and deal with the issue on a case by case basis. Councilmember Don Purvis who sits on the Health Advisory Board noted the emphasis is on encourage healthy outcomes, and provides a tool for the police to use. It is not expected that this be a priority issue for enforcement. Councilmember Dominic Ciancibelli noted that this could be considered an infringement on individual rights and if we ban smoking then shouldn't ban barbques and fatty foods. Perhaps we should consider designating areas instead of banning smoking. The motion carried with a vote of 3 to 1 with

Councilmember Ciancibelli voting no.

D. Ordinance No. 1303 – Update to Disorderly Conduct Code

Ordinance No. 1303 was read by title. An Ordinance of the City of Kalama amending Kalama Municipal Code Chapter 9.12 Disorderly Conduct to address law changes. Clerk/Treasurer Coni McMaster noted this is at the request of Chief Gibson to address the passage of I-502 legalizing marijuana for private use. Councilmember Don Purvis made a motion the City Council adopt Ordinance No. 1303 as read. Councilmember Mary Putka seconded. Chief Gibson noted the wording is out of the state, but this gives the Department a way to enforce the new laws which the state law really doesn't address. It has a civil infraction, but doesn't address how to enforce. City Attorney Paul Brachvogel requested the Council table the Ordinance to allow him some additional review. He realized during the discussion that the City may not be able to define the activity as a misdemeanor if the state defines it as a civil infraction. He apologized for not seeing this earlier. Councilmember Don Purvis withdrew the motion.

E. Resolution No. 587 – Transfers to Water Reserves Revision

Resolution No. 587 was read by title. A Resolution of the City Council of the City of Kalama re-establishing the distribution of water rates in place as of the date of passage of this resolution in an effort to simplify calculations for distributions to the reserves for debt obligations and future improvements. Clerk/Treasurer Coni McMaster explained that the current process for calculating the transfers from rates is very complicated due to the varied rates for inside, outside, and commercial. This resolution will simplify the process, maintaining the level of transfers, and allowing the Council to determine the amount within the budget process. Councilmember Don Purvis made a motion the City Council adopt Resolution NO. 587 as read. Councilmember Mike Langham seconded, and the motion carried.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBE'S REPORTS

A. Mayor Pete Poulsen noted the great turnout for Carl's retirement party that was well earned. He reported on the Big Idea meeting scheduled for January 4th. He hopes all the organizations will send one representative so that they can get a clear of understanding of how the funds can be spent. The purpose is to get people to stay overnight in the area. It appears that the annual funding will all have to be spent in the year allocated. Also, if the legislature doesn't take action before June, the funds will be restricted again and not available for event funding.

B. Councilmember Dominic Ciancibelli reported on the Public Works accomplishments for 2012 with a report from Director of Public Works Carl McCrary. It has been a busy year for the them with new sidewalks on Military, and 4th Street, replacing of waterlines at RSG and many others. Councilmember Ciancibelli asked about the issues on Cloverdale. Assistant Director of Public Works Kelly Rasmussen responded that the recent weather and an increase in power usage appears to be causing the motor savers on one of

the pumps to alarm at night. They are having the pump suppliers come out to take a look and working with PUD to figure out the problems.

C. Councilmember Mike Langham had no report.

D. Councilmember Donald Purvis had no report, but wished everyone a Merry Christmas.

E. Councilmember Mary Putka had no report but encourage everyone to get to the Library in January.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported that after meeting with Janice Howard AWC insurance the City filed claims for the Cloverdale pump issues it had earlier in the year and the on-going issues at the WWTP stemming from a power surge back in March. This is covered by facility failure coverage and has a \$5000 deductible. He noted that the WWTP issues have cost the City over \$50,000 so if we can recover some of those costs it would be helpful. He commended Operator Rich Smith for the great records he has kept which has allowed the City to be able to file a detailed claim. This problem has been extremely frustrating. There was discussion of how to possibly prevent this type of issue in the future, but there isn't any way to protect the system from these kinds of issues.

B. Director of Public Works Carl McCrary sent the Council his final written report. Assistant Director Kelly Rasmussen elaborated on several items including the broken waterline on Confer Road, Amalak helping with the decorating of Toteff Park, the crew attending a defensive driving course with a focus on reasons not to use a cell phone while driving, a small rock slide on Meeker Drive where the screening project put in place several years ago paid off protecting the roadway, a WWTP blower motor being repaired under warranty, and the crew resolving a stormwater issue on 4th Street. Jim Dickey asked if the open position had been filed. City Administrator Adam Smee explained that they held the interviews and just today offered their choice the position. He has accepted and will start on January 3rd. There were many strong candidates, so it was a difficult decision. The new hire is Travis Buck. Mr. Dickey noted that the City should be back at full staff levels. It was explained that we are moving in that direction, but there are still challenges in some departments. Clerk/Treasurer noted that due to the past cuts and frugal management in all departments is what led to the City being able to maintain the level of services and begin to build reserves for the future.

C. Police Chief Randy Gibson presented his statistical report. He reported on the Shop with a Cop event. 57 children participated from four jurisdictions with 12 children from Kalama. It is a great program and he hopes the City will continue its involvement. Chief Gibson informed the Council that in the wake of the shooting incident in Connecticut, may be expressing concerns with safety at the schools. At the School's request, he is helping to review their safety plans and policies.

D. Clerk/Treasurer Coni McMaster reported on the recycling survey, which has provided a good response. With 295 responses so far, the results are 62% against the

implementation of curb-side recycling and 32% for. The final results would be provide in January.

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 \$183,836.48, Payroll Vouchers Totaling \$49,966.47 and the City Council minutes of December 1-15, 2012. Councilmember Don Purvis seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:45 p.m. wishing all a safe and wonderful holiday. These minutes are not verbatim. A copy of the tape can be made available for listening.

Pete Poulsen - Mayor

Coni McMaster - Clerk/Treasurer