

**CITY OF KALAMA  
CITY COUNCIL MEETING  
JULY 5, 2018**

**1. OPENING**

Mayor Mike Reuter opened the City Council meeting at 7:00 p.m. Mayor Reuter led those present in the Pledge of Allegiance.

Councilmembers present were Mike Truesdell, Sandra Macias, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. City staff present were City Administrator Adam Smeed, Director of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Ralph Herrera. City Attorney Sam Satterfield was also present. Members of the public present are listed on the sign-in sheet.

**2. CHANGES TO THE AGENDA**

- A. The engineer contract addendum was added under new business

**3. PRESENTATIONS & AWARDS**

- A. **Oath of Office – Police Officer David Kerney**

Chief Herrera introduced new Kalama Officer David Kerney and administered the oath of office. Officer Kerney's mother pinned his badge to his uniform.

**4. EXECUTIVE SESSION**

Mayor Reuter called an executive session on Real Estate Transaction/Potential Litigation at 7:05 pm to last about 10 minutes. The session was continued for an additional 5 minutes. The meeting resumed at 7:18 pm.

**5. PUBLIC HEARINGS - None**

**6. UNFINISHED BUSINESS**

- A. **Tidewater Drive Easement**

Director of Public Works Kelly Rasmussen explained this part of the third phase of the Robb Road waterline loop project which is connecting a dead-end line creating a loop which will be an improvement for all served in the area and provide fire flow. The City has been talking with the owners for many months, but they have some demands which the City is not able to give and the owners will not agree. The project needs to get done this year and during good weather, so are taking the legal actions necessary to gain the easements. City Attorney Sam Satterfield added that this is just adjacent to the City limits and is critical infrastructure for the City. The ordinance on the agenda allows for the staff to move forward with the process and get the project moving forward. Councilmember Mike Truesdell asked what part of the property is being affected. It was explained that this is the edge of the property on east side

next to the train tracks and private roadway. The project will not affect their yards or landscaping and the City will repave any right-of-way disturbed as a part of the project. Councilmember Sandra Macias stated they have an easement between their home and the neighbor which is basically green space and it shouldn't be a big deal to the homeowner to have an easement. Director Rasmussen pointed out that they do need to recognize that the city could be working in that area which can be disruptive. The City is still talking with the owners and would prefer to settle than have to litigate the matter.

## **7. NEW BUSINESS**

### **A. General Engineering Service Addendum**

City Administrator Adam Smee explained that we have a general services contract with Gray & Osborne Inc for routine issues needing engineer review. With the many projects being proposed a lot of work has already been done to meet the needs of the City and work will be ongoing. The amendment raising the ceiling on the contract from \$25,000 to \$50,000. Councilmember Rosemary Siipola made a motion the Council approve the Amendment No 1 with Gray & Osborne raising the limit to \$50,000. Councilmember Mary Putka seconded, and the motion carried.

## **8. ORDINANCES & RESOLUTIONS**

### **A. Resolution No. 671 – Amending the Building Code Fees**

Resolution No. 671 was read by title: A Resolution of the City of Kalama, Cowlitz County, Washington, amending Resolution No. 660 setting fees for building permits and related matters as of January 2018 to incorporate the changes in the State fees as of July 1, 2018. Clerk/Treasurer Coni McMaster explained the increase is for the state fees the City is required to charge and remit to the state only, increasing \$4.50 to \$6.50 for residential and from \$4.50 to \$25 for commercial. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 671 as read increasing the fee. Councilmember Mary Putka seconded, and the motion carried.

### **B. Resolution No. 672 – Amending Fee Resolution – Sidewalk fee**

Resolution No. 672 was read by title: A Resolution of the City Council of the City of Kalama amending Resolution No. 659 relating to fees and charges imposed by the City of Kalama beginning January 1, 2018, adding the newly adopted fee for sidewalks. Councilmember Mary Putka made a motion to adopt Resolution No. 672 as read. Councilmember Mike Truesdell seconded. A question from the audience asked for an explanation of what the fee was. The fee for sidewalks was listed as “to be determined” in the original resolution as the City Planning Commission was still reviewing the sidewalk code and how to calculate the costs. That code has now been adopted and the cost is to be “per lineal foot” for anyone that is required to put in a sidewalk, but due to conditions cannot, so they will be required to pay into the sidewalk fund. The cost is set at \$58.50 per lineal foot. The motions carried.

### **C. Ordinance No. 1406 – 2018 Budget Amendment**

Ordinance No. 1406 was read by title: An Ordinance of the City of Kalama, Washington amending the 2018 Budget to account for unanticipated revenues and expenditures in general operating funds and for the Limited General Tax Obligation Bonds issuance for the construction of the Police/Public Safety Facility increasing the Budget in the amount of \$3,054,000.00. Councilmember Rosemary Siipola made a motion the City adopt Ordinance No. 1406 as read amending the 2018 budget. Councilmember Mike Langham seconded, and the motion carried.

### **D. Ordinance No. 1407 – Tidewater Drive Easement**

Ordinance No. 1407 was read by title: An Ordinance of the City of Kalama, Washington relating to the acquisition by eminent domain of an easement over a certain portion of property adjacent to the City of Kalama necessary for the Tidewater Project, directing staff to exhaust all reasonable negotiation efforts to purchase property necessary for the project, describing the public convenience, use, and necessity of such property; providing for the condemnation, appropriation, and use of the property, providing the mode of payment of cost acquisition of the property; and directing the city attorney to prosecute such action in Cowlitz County Superior Court in the event direct purchase efforts are not successful. Councilmember Rosemary Siipola made a motion the City adopt Ordinance no 1407 as read. Councilmember Mary Putka seconded, and the motion carried.

## **9. PUBLIC COMMENTS/CONCERNS**

Kalama Citizen Linda Dolph, thanked the Council for their participation and attendance that Heritage Festival having seen many of them at the event. They have already started planning for next year. She asked when the budgeting for the tourism funding would begin. Clerk/Treasurer Coni McMaster explained they begin in September. She will send out an application at the end of August or early September to be submitted for consideration in the budget.

## **10. CORRESPONDENCE - None**

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

**A.** Mayor Mike Reuter noted the upcoming Solid Waste Advisory Committee meeting on July 10, 2018 at 5:30. He suggested that citizens get informed about this very important issue for the community and the whole area. There are many concerns with what the County is proposing to do with the landfill.

**B.** Councilmember Mike Truesdell had no report.

**C.** Councilmember Sandra Macias thanked the Planning Commission for the work on the sidewalk code and Director of Public Work Kelly Rasmussen for all the easement work on the Tidewater project.

**D.** Councilmember Mike Langham had no report.

**E.** Councilmember Rosemary Siipola reported that she, the Mayor, and Adam had attended the AWC conference where they got some good ideas. She met the Mayor of Washougal attended a very interesting session on a neglected park and how that community was able to improve it. There is a potential for Toteff park to be made more viable. Councilmember Siipola noted that while they were at the conference, they received an email from Linda Dolph regarding the Heritage Festival. Since neither she nor the Mayor could attend on Friday, she forwarded it on to Councilmembers Macias and Putka which then technically made it a meeting. Any violation was unintentional. She added that she is setting up the committee to work on the Economic Development of the downtown, noting that it going to take time, like over 2 to 3 years to complete.

**F.** Councilmember Mary Putka reported on the Chamber events postcard and the Fair coming up with the Parade on July 14<sup>th</sup>.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee noted the July 10 SWAC meeting explaining that the committee will be deciding on a recommendation they will provide to the County. He noted Cowlitz County has the lowest tipping fees on west side of the mountains. The county has operated a landfill for decades, maybe 70 years. Under the adopted plan which includes all cities as members, the purpose is provide the best service to the residents and keep costs affordable with the rates low. The Committee is not selecting an operator but discussing all the options being presented and then deciding on what to recommend to the Commissioners. Other business is keeping the departments busy. A new subdivision application will be coming in for preliminary plat. Current builders indicate that they look to have homes going up until December or January. There is a lot of work in getting a development project through all the phases before homes actually start to be built. Adam noted that he and Kelly are reviewing Chapters 5 through 7 of the Sewer plan update from the consulting engineers. He added that Kalama is growing as indicated by new population estimate issued by the State Office of Financial management for Kalama at 2750.

**B.** Director of Public Works Kelly Rasmussen presented a written report. He announced that that crewman Travis VanSike has earned his Wastewater Operators Certification 1. The City now has one crossed trained staff member for both sewer and water. Travis will now help to cover the weekends at the sewer plant with the other two operators. Its been very busy. The water main break on Cloverdale was the biggest incident and he thanked Councilmember Sandra Macias for getting it posted on facebook as soon as she did. The old 4-inch line will need replaced and hopefully it can be done in-house by the crew. Engineers Gibbs & Olsen will be providing the 60% drawings for the pump station and water line next week. The projects should go out to bid late this year or early 2019 and he would like to run the projects together. Councilmember Macias noted that there was a lot of feedback on the facebook posts. She explained that the post was to get the information out so the public would know what was going on. Those affected by the break were directly notified, as Kelly and crewmembers went door-to-door with notices, talking to all that were home. The facebook is for general information. Kelly explained there are steps taken in these instances first with notifying the State Department of Health, getting it fixed and then having the required testing completed which takes 24 hours. It was also noted that office staff calls all those affected as well so there are duplicate notifications made. Councilmember Macias noted the post reached over 1400 in

just a small amount of time.

Police Chief Ralph Herrera presented his statistical report with 112 calls for service with 12 reports. He noted the new Officer Kerney has been working for the last week and a half in training which he is continuing the search to fill the fifth position opening. His hope to have it filled in the next month or so. The department made their presence known at the festival and provided a presence in the Port area during the 4<sup>th</sup> of July celebration. The Department will be hosting a Cookies and Milk event at the Library on July 11<sup>th</sup>. They are prepping for the Fair and the parade later in the month. The Department will host a National Night Out event on August 7<sup>th</sup> from 6 to 8 pm. He hopes the community will come out and enjoy the evening the focus will be public safety and Fire District #5 will be providing the food. Chief Herrera noted the recent bear sighted headed towards downtown was investigated cautiously and patrolled on all the streets, but no trace was found. Since then calls have come in and they continue to look and patrol. If anyone sees anything, please call and report so the department can coordinate with Department of Fish and Wildlife. Chief Herrera noted it was one year ago today he came to Kalama from Florida, arriving with a U-Haul in tow.

**D.** Clerk/Treasurer Coni McMaster reported new hire Emily Moore is doing well in her first two weeks. She provided the June Cash and Investment report and will complete the quarterly report for the next meeting. She noted that except for the Police Facility, the Archives grant, and equipment for the PD, the budget amendment was mostly housekeeping. The tablets for the Police will be partially covered by existing funds not spent on the tasers. The City paid off the Street loan to Cowlitz County at just under \$27,000. In June the City received the first funds from the 5% utility tax increase which indicates the City is on track with the projected revenue. Also in June they received State tax revenues which would include the period when McMenamings open, and while not a full month, the increase in the Hotel/Motel taxes show a large increase from a normal amount of 300 to 400 dollars to \$1200. Ms. McMaster noted the upcoming Fair Parade and that in the past, as a community event which lasted a very limited time in town, the City had not required the parade to obtain a special event permit or pay the fee. With the growth, the City is seeing much more traffic and the parade has also grown, so the City is requesting a permit and a staging plan to ensure the safety of the public. The parade organizers have requested the City consider waiving the fee for this year and this request is being brought to the Council for consideration. Public Works Director Kelly Rasmussen met with the organizers and have come up with a plan for staging. Kelly explained how the parade would stage, which will be backwards from years past. It will stage along Meeker Drive rather than West Frontage, and this will avoid any issues that would affect the 15 ramps and access. Councilmember Mary Putka made a motion the City waive for the event fee for 2018. Councilmember Mike Langham seconded, and the motion carried.

**E.** City Attorney Sam Satterfield had no report.

### **13. CONSENT AGENDA**

*Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including:*

Claims and Payroll Warrants 39195-39252 plus ACH/EFT payments for the Month of June in the amount of \$ 206,777.35 and the Approval of Minutes of the June 21, 2018

City Council Meeting

*Councilmember Mike Langham seconded, and the motion carried.*

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 8:10 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.

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**Mike Reuter - Mayor**

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**Coni McMaster - Clerk/Treasurer**

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