

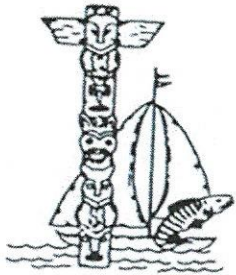
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda May 17, 2018 @ 7 pm

1. OPENING - Mayor Mike Reuter
  - A. Flag Salute
  - B. Roll Call
  - C. Changes to the Agenda
2. EXECUTIVE SESSION
3. PRESENTATIONS & AWARDS
4. PUBLIC HEARINGS
  - A.
5. UNFINISHED BUSINESS
  - A. Review of Bond Process and Schedule
6. NEW BUSINESS
  - A. City of Kalama – Financial Policies - Update
7. ORDINANCES & RESOLUTIONS
  - A. Res. No. 668 – Adopt the updated Financial Polices
8. PUBLIC COMMENTS & CONCERNS
9. CORRESPONDENCE
  - A. Letter to County Commissioners – Landfill Concerns
10. MAYOR & COUNCILMEMBER REPORTS
  - A. Mayor Mike Reuter
  - B. Councilmember Mike Truesdell - Tourism
  - C. Councilmember Sandra Macias – Finance & Public Works
  - D. Councilmember Mike Langham – Police & 911 Board
  - E. Councilmember Rosemary Siipola – Planning & Economic Development
  - F. Councilmember Mary Putka – Chamber & Tourism



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## City Council Agenda May 17, 2018 @ 7 pm

### 11. DEPARTMENT REPORTS

- A. City Administrator Adam Smee
- B. Director of Public Works Kelly Rasmussen
- C. Police Chief Ralph Herrera
- D. Clerk/Treasurer Coni McMaster
- E. City Attorney Sam Satterfield

### 12. CONSENT AGENDA - *I move the City Council approve the consent agenda as presented.*

#### A. Approved for payment are:

Claims and Payroll Warrants #39026-39083 plus ACH/EFT payments for the Month of May in the amount of \$399,826.23

#### B. Approval of Minutes of the May 3, 2018 City Council Meeting

C.

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
MAY 17, 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. Mayor Reuter asked for all to take a moment of silence in honor of police week and Chief Randy Gibson.

Councilmembers present were Sandra Macias, Mike Dennis Langham, and Rosemary Brinson Siipola. Councilmembers Mike Truesdell and Mary Putka were absent. City staff present were City Administrator Adam Smee, 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. EXECUTIVE SESSION – None**

**3. CHANGES TO THE AGENDA – None**

**4. PRESENTATIONS & AWARDS - None**

**5. PUBLIC HEARINGS - None**

**6. UNFINISHED BUSINESS**

**A. Review of Bond Process and Schedule**

City Administrator Adam Smee provided a schedule from the bond underwriter, DA Davidson, for the bonding for the police station construction. He noted that on June 7 the first reading of the bond ordinance will take place, with the second reading and passage on June 21<sup>st</sup>. The City will be working on obtaining a bond rating which is like a credit rating and is required for us to prepare for a public sale. We should have this by July 12 and then complete the process, including setting rates, by the end of July. We are expecting to receive funds in August. The financial policies being presented tonight are a part of this process. There will also be additional reporting polices to adopted during the process.

**7. NEW BUSINESS**

**A. City of Kalama – Financial Policies – Update**

City Administrator Adam Smee explained that the City currently has financial polices which sets the operating standards for how we use money, how we deal with debt, and goals for reserves based on laws and rules in the State RCWs and from the State Auditor. These are being updated with help of the underwriter who provided a template. The City's policy included most of the template already so we are not changing much. The policies are relatively conservative, which both he and Clerk/Treasurer Coni McMaster believe are appropriate and are in the best interest of the City. Councilmember Sandra Macias stated she found that it is good policy with the high standards set. Councilmember Rosemary Siipola stated it is very

thorough. Councilmember Mike Langham stated it is complete and what we need to have in place.

## **8. ORDINANCES & RESOLUTIONS**

### **A. Res. No 668 – Adopt the updated Financial Polices**

City Clerk/Treasurer Coni McMaster read Resolution No. 668 by title: A Resolution of the City Council of the City of Kalama repealing Resolution 572 and adopting an updated financial policy for the City of Kalama. Councilmember Rosemary Siipola made a motion the City adopt Resolution No. 668 as read. Councilmember Mike Langham seconded, and the motion carried.

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

Mr. Jim Bain, 308 Second Street, noted that he has missed some meetings recently, but has been keeping up on KLTV. He is glad they changed to Thursdays which takes care of one conflict for him. He has been to lots of meetings over the years and over the last few months he has made some notes. First, he thanked the Council for doing what they are elected to do and making the hard decisions providing for the needs of the community. We operate under a representative form of government, which is so the general public doesn't have to do the work, make the decisions but elects representatives to do it. He believes that more positive communication in the future would be desired instead of hearing about lawsuits and possible recalls. He noted that in California it cost a city \$500,000 cost to deal with the recall the Mayor, which was brought on by a raise in rates. The public filed the petition and got the recall on the ballot, but it failed and still cost the city that much. It is embarrassing. He hopes the Council will do a better job of explaining things including that the public comments portion of the meeting is a time for the Council to listen and not debate. They can hold workshops to debate issues. They should explain when a subject is something that should be addressed with staff or something the Council can consider for action in the future. Let the public know what can be done. The public needs to talk with Council members to bring the issues before the Council. He agrees that every two weeks not enough and publications in the paper are not enough. The frustration he is hearing is real but better communications would be a help. He noted the Economic Development Plan is a prime example of getting the public to be a part of it, as over the last few months he has heard how they hate the old buildings downtown. So, get involved and be part of the process. It is not easy and is a tough process, but the public needs to take an opportunity to get involved rather than just make complaints.

## **10. CORRESPONDENCE**

### **A. Letter to County Commissioners – Landfill Concerns**

Mayor Mike Reuter expressed concern with the speed that the County is moving forward on the landfill issue which why he and the Council sent the letter to the Commissioners. He read an excerpt from the letter:

“As advocates for our city’s citizens, and your rate payers, we believe the

wholesale privatization of the management and operation of Headquarters Landfill is not the best option and could result in negative impacts to current and future families, individuals, and businesses in our community. This belief is a direct consequence of the limited information provided in what appears to be a hurried and clandestine decision-making process, resulting in the selection of Republic Services. The process for decisions related to solid waste utility outlined in the IAMMSW have not been properly employed.”

He and the Council believe the County needs to slow it down and provide more information in the best interest of its citizens. Other cities are sending similar letters.

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

A. Mayor Mike Reuter had no report.

B. Councilmember Mike Truesdell was absent.

C. Councilmember Sandra Macias reported on the branding committee which after receiving excellent applications has increased in size so that all Kalama applicants were accepted. There are five citizen members, plus representatives from the Port, the School, the Chamber and a business owner along with herself and Coni McMaster as staff. She also received and reviewed the document from 14 years ago – the Kalama Community Action Plan which addressed the community working as one. There are two graphic artists on the committee and she will have a premeeting with them in the first week of June and then with the committee members over 3 days. She hopes to a final product by July. She also met with finance and public works and both have a lot going on.

D. Councilmember Mike Langham noted that he thinks the City should be looking at improving the Community Building as its next project. It needs parking and upgrading to make it a better and safer facility. He proposes a committee be put together to come up with ideas for improvements. It is a great asset for the community. With improvements it could get a lot more use and the community would benefit. We need to make it number two on the list.

E. Councilmember Rosemary Siipola reported she will be attending the SW Regional Transportation meeting in Chehalis tomorrow and a COG Real Estate forum next week. She did attend the Planning Commission meeting last week and they are moving forward with review of the codes addressing downtown development. She has been recruiting for a task force to work on the implementation of the Economic Development Plan and believes it should include the community building as well as city hall. Once the task force is in place she hopes to begin work in June. There is a lot of work ahead of us. She also noted that she and the Mayor will be going to the AWC conference in June.

F. Councilmember Mary Putka was absent.

## **12. DEPARTMENT REPORTS**

A. City Administrator Adam Smee reported he has a pre-ap meeting with the school on their projects and the process of what it will take. The school’s architect has been great to

work with while they are getting all the design and all the pieces to address the impacts for traffic, the environment and the terrain of Kalama in place. He took part in the process of hiring them and the needs assessment conducted by the school. He is confident the architects have the knowledge to get it done right. He noted he and Chief Herrera participated in the Deputy Fire Chief interview and selection process for Fire District #5. He was glad to be a part of it as the Fire District is looking to meet the future needs of the community. He noted that April end of month report indicates the City is operating within the budget while the Kalama area appears to be progressing well economically for both business and residents.

**B.** Director of Public Works Kelly Rasmussen presented a written report noting the work on the lighting along Elm street underpass as it is being used much more with the opening of McMenamins. They have seen more pedestrian traffic since they opened and the businesses downtown are seeing more people as well. He has applied for an AARP grant for a new park area that would include a dog run with a fenced area with doggy bags and garbage cans plus an area for benches including an ADA bench along with a concrete path and landscaping. Since the Maruhn Park area below is going away this will make a nice walking park destination on the north end of town. The Consumer Confidence Reports will be going out in the bills or hand delivered to those addresses that don't receive individual bills. It was noted that those that receive Ebills will see a link to the report in the ebill message. The surveying on Old Pacific Highway for the upsizing of the water line has started. Kelly personally thanked the volunteers for coming out on for the cleanup day where they created a nice landscaped area at base of the walkway over the railroad. He also recognized RSG for the donation of bark dust and Envision Kalama for all the plants. The city had a pump failure at the lower Green Mountain reservoir but were able to get a new one installed. This is one of the single well pumps which pumps up to a higher reservoir, but that Department of Health does not approve. The new station being designed will feed that reservoir and the area beyond. He hopes to be able to upgrade this pump in the future. The crew has been really busy including "flexing" the valves throughout the system. There are over 600 in the water system which covers 20 square miles, so it takes a while as they complete their regular duties. The poison hemlock near the Post Office was sprayed and will be sprayed further up the hillside by County Noxious Weed Control next week.

Police Chief Ralph Herrera presented his statistical report of 145 calls for service and 18 reportable incidents. The City contingent is coming back from DC after the week of Police festivities. He thanked the Behind the Badge organization who helped to cover the expense for them to go. The Department will be launching the first walking school bus next week and he welcomed the Council to participate if they like. There will be several pick-up spots and will go both morning and afternoons. There will be two more dates before the end of the school year. This is in support of the Safe Routes to School Grant program to encourage walking and bike riding to school to alleviate traffic and congestion. Chief Herrera noted he will be at the WASPC conference next week in Spokane.

**D.** Clerk/Treasurer Coni McMaster reported she has received over 100 applications for the open position. The Annual report is being review before submittal. The Library is submitting for another Heritage Grant to do oral histories to preserve the memories of many long-time community members and families. She noted she has received the grant paper work for signing for the Archives grant which will cover two years of the software price and all

the training setup costs for a public records software designed to make it easier for tracking the process than our current in-house system. Coni explained that the Community Building contract states that cancellations made with less than 2 weeks notice do not receive a refund of any rent paid. Bear Country Catering who uses the building – kitchen quite often, wanted to do something in the community. After researching and hearing there was an interest, she scheduled a High Tea for last Sunday. By Friday she only had 7 RSVP's and was forced to cancel the event. She was doing the tea or a dinner and charging to attend. She is asking for consideration of a refund of a portion of the rental fee of the \$500 that she had prepaid. The contract does allow for a refund of any amount over the 50% deposit required to hold the building (\$250) if the cancellation is made at least two weeks prior, but in this case it was only 3-days notice. The Council would need to make an allowance in this case to allow for any refund. The Council opted to go with the City policy and not make any allowances.

E. City Attorney Sam Satterfield had no report.

**13. CONSENT AGENDA**

*Councilmember Rosemary Siipola made a motion the City Council approve the Consent Agenda including:*

Claims and Payroll Warrants #39026-39083 plus ACH/EFT payments for the Month of May in the amount of \$399,826.23

Approval of Minutes of the May 3, 2018 City Council Meeting

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

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 7:53 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

