

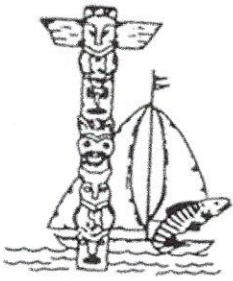
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda June 7, 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. 6-Year Transportation Improvement Plan 2019-2024
5. **UNFINISHED BUSINESS**
  - A.
6. **NEW BUSINESS**
  - A. Bond Ordinance - First Reading
  - B. Post Issuance Compliance Policy
  - C. Initial and Ongoing Disclosure Policy
7. **ORDINANCES & RESOLUTIONS**
  - A. Resolution No. 669 - Adoption of the 6-year Street Plan
  - B. Resolution No. 670 - Adoption of the Post Issuance Compliance and Disclosure Policies
8. **PUBLIC COMMENTS & CONCERNS**
9. **CORRESPONDENCE**
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 June 7, 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 – Annual Report
- 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 #39084-39140 plus ACH/EFT payments for the Month of May in the amount of \$ 194,590.89

#### B. Approval of Minutes of the May 17, 2018 City Council Meeting

C.

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
JUNE 7, 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 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**

**A. 6-Year Transportation Improvement Plan 2019-2024**

Mayor Reuter opened the public hearing on the City's 6-Year Transportation Improvement Plan. Director of Public Works Kelly Rasmussen explained the City files the plan annually to meet the annual requirements of the state. We have to have the plan in order to apply for state and federal grant monies. The City funds street projects with a solid waste utility tax of 6% which is projected to be about \$120,000 over the next 6 years. The City also has the Transportation Benefit District funds from the vehicle tab fees which is projected to provide about 366,000 over the next 6 years. Both funds should provide funding to cover projected smaller projects. The City will be looking for grants from both the Washington Transportation Improvement Board and the federal Surface Transportation Program. There were no TIB grants awarded in this area for 2018, but there have been changes made to the program which hopefully help us to qualify for some of the funding. The larger projects on the list include the overlay of Sixth Street from Birch to Military, pave and add sidewalk along Tenth Street from China Garden Road, and overlay West Frontage Road from Kingwood to Oak Street. The Council had no questions. Director Rasmussen noted that this is a working plan, so the order of projects can change, as it is not set in stone. Ms. Charlene Kline asked about North Second Street. Director Rasmussen noted it is listed on the plan for 2020, but it be at least a \$1,000,000 project in order to meet all the ADA requirements for the sidewalks. It will require the reconstruction of the retaining wall along the road as well. There were no further questions. Mayor Reuter closed the hearing.

**6. UNFINISHED BUSINESS - None**



## **7. NEW BUSINESS**

### **A. Bond Ordinance – First Reading**

Clerk/Treasurer Coni McMaster read the Ordinance by title: “An Ordinance of the City of Kalama, Washington, authorizing the issuance of Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed \$3,400,000 to finance costs related to acquiring, designing, constructing, developing, improving and equipping a police and public safety facility and paying costs of issuing the bonds; providing the form, terms and covenants of the bonds; delegating authority to approve the final terms of the bonds; and providing for other matters relating thereto” and the “Whereas” sections for a first reading. Clerk McMaster explained the 15-page ordinance covers the process of issuing the bonds to cover the costs of the new police facility. There are a lot of requirements the City needs to follow to complete the process which are outlined in the ordinance which was drafted by the City’s bond attorney. The City still needs to get a bond rating in order to get an interest rate established and finalize the bonds to be issued. Clerk McMaster explained that the not to exceed amount includes all the costs associated with the bond. She reported the City had opened construction bids this morning with the lowest bid coming in at just over \$2.7 million without sales tax. Additional costs for project management, contingency for possible change orders and the bond costs would be on top of the construction cost, which is why the not to exceed amount of \$3.4 million. It was asked about the design costs and the costs already incurred would be coming from the bond funds. Clerk McMaster explained that it will depend on the total cost of the project once it is complete as to whether the City will reimburse the expenses it has already incurred on the project. City Attorney Sam Satterfield noted the ordinance is consistent with how bonds are handled. Clerk McMaster noted that once issued, the bonds would be repaid with the funding from the new utility taxes established earlier in the year, the public safety sales tax and general fund revenues.

### **B. Post Issuance Compliance Policy**

### **C. Initial and Ongoing Disclosure Policy**

Clerk/Treasurer Coni McMaster explained these two policies are required to be in place to ensure requirements of the bond are fulfilled and meet the federal tax and securities laws. The City has never issued bonds publicly before, so this is a learning process. She and City Administrator Adam Smee are working with the underwriter at DA Davidson and bond counsel Deanna Gregory at Pacifica Law Group to be sure they understand all the rules and regulations needed to be complied with. The Post-Issuance Policy is for what happens after the bonds are issued which includes meeting the requirements for tax free bonds, reporting requirements and maintaining the City’s bond rating. The Disclosure Policy relates to the disclosure documents the City has to file when the bonds are issued and future disclosure requirements after issuance. There is a lot to learn about the process, which the bond counsel and underwriter are helping the staff to fully understand.

## **8. ORDINANCES & RESOLUTIONS**

### **A. Resolution No. 669 – Adoption of the 6-year Street Plan**



Resolution No. 669 was read by title: Whereas, pursuant to the requirements of R.C.W. 35.77.010, Laws of the State of Washington, the City of Kalama has prepared a revised and extended Six Year Transportation Improvement Program for the ensuing six calendar years, 2019 through 2024. This adopts the plan the Director of Public Works Kelly Rasmussen presented at the public hearing. Councilmember Mary Putka made a motion the Council adopt Resolution No. 669 as read adopting the 6-year Transportation Improvement Plan. Councilmember Mike Langham seconded, and the motion carried.

**B. Resolution No. 670 – Adoption of the Post Issuance Compliance and Disclosure Policies**

Resolution No. 670 was read by title: A Resolution of the City Council of the City of Kalama adopting Post Issuance Compliance Policy for Federal Tax Matters and the Initial and Ongoing Disclosure Policy for the City of Kalama. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 670 as read. Councilmember Mary Putka seconded, and the motion carried.

**9. PUBLIC COMMENTS/CONCERNS**

Ms. Tina Day Connelly, resident on Meeker Drive, expressed her frustration with the City Council for moving forward with the Police facility project after so many in the community have voiced their objections. The Council has not responded in a meaningful way to the public and she is saddened it will move forward. She doesn't mean to diminish the work that has been done nor the needs of the Police department, but the issues are still on everyone's mind.

**10. CORRESPONDENCE - None**

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

A. Mayor Mike Reuter had no report.

B. Councilmember Mike Truesdell had no report.

C. Councilmember Sandra Macias reported she met with Kelly earlier who has some good news to report, and worked with Coni and others on the branding project.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola reported the Planning Commission is starting to review the codes and ordinances with the recommendations in Economic Development Plan which is the first step in beginning to implement the plan's objectives. The COG is adopting new bylaws and finalizing the establishment of the Cowlitz/Wahkiakum economic development district.

F. Councilmember Mary Putka reported the Chamber is taking applications for the July 14<sup>th</sup> Fair parade. The Heritage festival now has a website for information. The festival will be from June 29 – July 1. The organizers are wanting a greeting from the Council to be



included in their brochure similar to the one from years ago. She offered to draft up a message and then have all the Council sign before it is sent. It is needed by the 15<sup>th</sup>. The Council agreed to this plan. The festival will be at the Port Marina Park and a flyer was circulated.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee was attending the County Solid Waste Advisory Committee special meeting.

**B.** Director of Public Works Kelly Rasmussen presented a written report. He noted that back in 2015 the City began the rewrite the Water System Plan and now after 3 years it is finally complete and approved by DOH. Every 6 years it is required to be updated and he is excited to have the updated version. Director Rasmussen noted we have had 7 weeks of dry weather, so several weeks earlier than normal the Water plant is running two filters to meet the needs of the community, as the plant is already producing a high volume of water. Councilmember Rosemary Siipola ask Kelly to give “kudos” to Kim (Sibley) for her work on the downtown area. Everything is thriving and looks great. She doesn’t think it has ever looked better. Director Rasmussen noted she is a hard worker and will pass the praise on. He reported he attended a TIB workshop to learn about the changes in the funding requirements and applications. He hopes to be more successful to get grant funding for street projects.

**C.** Police Chief Ralph Herrera presented his statistical report for 180 calls with 21 reports, noting the train vs car accident on Hendrickson drive. There was no alcohol involved, no excessive speed and no injuries. Next Tuesday, June 12<sup>th</sup> will be the final walking school bus and they are hoping to get more students. They will have a lot of volunteers and some additional incentives to encourage participation. They found that Wednesdays – late start days are not a good time to run the program. They have received positive feedback and great support from the Fire Department and the Port of Kalama. It starts at 7:50 at the bottom of the path in Stone Forest and 7:55 at the Kelso Housing authority. Both groups then meet at the top on Military to cross to the Whitney addition, then they travel to school up through the 10<sup>th</sup> Street area, arriving about 8:20 to 8:25. Chief Herrera reported he has created a shared calendar for events so that all entity events can be included. On August 7<sup>th</sup> his department will host the National Night Out in the downtown – shutting down First Street between Elm and Fir. This is national event to encourage interaction between the Police and the community providing information on safety, crime prevention and other programs available. There will be food from the Amalak and Fire Department and music. It is a free event from 6:30 to 8:30 pm. He has attended two planning meetings with the Heritage festival committee which have been successful in identifying the needs including those for parking and transportation. He has provided them the cost for using the City’s officers during the event. Chief Herrera informed the Council he is in the final stage of the hiring process to fill the current vacant position in the Department, hopefully by July 1, 2018. He added that Office Wong will be retiring from law enforcement as of July 1 as well, so they are actively processing another applicant for possible hiring.

**D.** Clerk/Treasurer Coni McMaster reported that she had filed the 2017 Annual report and has provided it to them for review. May has been closed and they have that report as well. She added that she has hired for the vacant position in her office. Emily Moore was hired and will start on June 25<sup>th</sup>.

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 39084-39140 plus ACH/EFT payments for the Month of May in the amount of \$ 194,590.89, and

Approval of Minutes of the May 17, 2018 City Council Meeting

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

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 7:45 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**

  
\_\_\_\_\_  
**Coni McMaster - Clerk/Treasurer**



