

**CITY OF KALAMA
CITY COUNCIL MEETING
JULY 17, 2013**

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 Mike Truesdell (arrived late 7:18), Dominic Ciancibelli, Mike Dennis Langham, Don Purvis, and Mary Putka. City staff present were City Administrator Adam Smee, Superintendent 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. PRESENTATIONS & AWARDS - None

4. PUBLIC HEARINGS – None

5. PUBLIC COMMENTS & CONCERNS

A. Pathways 2020 – Annual Report

Mr. Paul Youmans of Pathways 2020 presented the Community Report Card for the entire County. This includes statistics on many different healthy community issues including social, education, and health, but the report card includes success stories as well. Improvements are being seen throughout the county with drops in teen pregnancies, less students dropping out of school, and other health areas. Within the report are “calls to action” which provide suggestions for way individuals can help throughout their communities. Mr. Youmans noted that it is the commitment of citizens to work together to change that has driven the improvements over the years. Mayor Poulsen thanked him for the report.

6. UNFINISHED BUSINESS

A. Sand Blaster Event – Request for Water

Ms. Kalei LaFave, President of the Cowlitz United Way, informed the Council of the upcoming Sand Blaster event in September. This is a fundraising event for United Way and proceeds will benefit the entire County including Kalama. They have many sponsors and have already raised over \$45,000. The event will take place in Kalama at the North Port area. United Way is working to find ways for getting the participants to come into downtown Kalama as well whether it be through business discounts or a street fair or dance. The event is going to require both electricity and water as the site is not served at this time. Ms. LaFave requested the City provide water for various obstacles and functions of the event as a donation to support the event. Superintendent of Public Works Kelly Rasmussen noted that City has portable 15K generator that could help to supply power to the site. Councilmember

Don Purvis made a motion the City donate up to 5000 gallons of water and the use of the portable generator for the Sand Blaster event. Councilmember Mike Langham seconded, and the motion carried. Ms. LaFave thanked the Council and encouraged them to attend the event either as a participant or a spectator. It is a 5K course and there is a 1K course for kids. It will be a blast.

B. 2013 Budget Amendment – PT Finance Clerk/New Police Vehicle

Clerk/Treasurer Coni McMaster reviewed the items in the amendment including the new police car, a part-time finance employee, planning costs and codification costs. The part-time employee is to fill the void that was created back at the beginning of 2012 when staff was reduced. The work load is such that the current staff cannot keep up. The planning and codification costs are due to the recent major code amendments and most of the costs will be reimbursed from the Port. Chief Randy Gibson explained the new vehicle will increase cost efficiency with better gas mileage than the old expedition. It is a fully equipped utility vehicle with all-wheel drive. The cost is about \$1000 more than the new vehicle purchased last year. He is working within the department to establish cost savings everywhere possible. The new vehicle should have a life of 6 years before it would be considered for replacement.

7. NEW BUSINESS

A. 2014 Budget Directions

Clerk/Treasurer Coni McMaster stated this is her annual request for input and direction for the Department Heads from the Council. While each department has needs they will be bringing to the budget, staff needs to know what the Council wants to see. City Administrator Adam Smee added that the City has been operating on very lean budgets for the last few years due to the economy. Does the Council want this to continue, with any excess funds placed in reserves? Should we be looking ahead and being progressive in our approach to manage expenses and plan for growth? He explained that communities often try to keep 20% of the budget in reserves and Kalama has not quite reached that level. While he is cautiously optimistic based on the actual numbers at mid-year he knows that future growth is difficult to predict and basing a budget on projected growth would have some risk. The City has done well at maintaining the levels of service to the public with decreasing funds. Councilmember Don Purvis commented that he would hold the budget levels and see what happens with growth in the community. Mayor Poulsen commended the Council and the staff for the incredible job they have done in managing the City with a very tight budget. Some recent actions have included modernizing equipment and processes so as to increase efficiency, reduce costs and help the customers. He would like to see this continue as long-term objectives for all departments. He also wants to the keep the public well informed of the directions taken to meet the needs of the City as he believes the upfront approach leads to better understanding by the citizens. He encouraged the Councilmembers to work with their committees to discuss each department's needs. Councilmember Mary Putka stated she would like to see a wish list from all the departments. Councilmember Mike Langham stated he would like to continue with cutting costs through modernization efforts. Councilmember Dominic Ciancibelli noted that he would encourage the staff to continue with the focus on making advancements with the concentration on what is needed and leaving out the "fluff".

He would support continuing to be cautious fiscally. Ms. McMaster explained that in the budget process the capital facilities plan will include the “wish list” for major projects from all departments. She added that many of the improvements that help the efficiency of the City are also benefiting the customers. Mayor Poulsen suggested the Council begin soon to prepare for the upcoming budget discussions.

8. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1314 – 2013 Budget Amendment Including Interfund Loan

Ordinance No. 1314 was read by Title. An Ordinance of the City of Kalama, Washington amending the 2013 Budget to include unanticipated expenditures for land use planning services, code codification, a Finance Department part-time position, vehicle purchases and authorizing an interfund loan increasing the Budget in the amount of \$91,200. Councilmember Dominic Ciancibelli made a motion the City Council adopt Ordinance No. 1314 as read. Councilmember Mike Langham seconded, and the motion carried.

9. CORRESPONDENCE - None

10. MAYOR & COUNCILMEMBER REPORTS

A. Mayor Pete Poulsen reported he has been working on the Blues Festival. He added that on Friday he, Adam and Coni would be meeting with the new COG director Scott Patterson.

B. Councilmember Mike Truesdell had no report.

C. Councilmember Dominic Ciancibelli reported he met with Kelly and discussed the Sand Blaster water donation request, and that with the dry weather, the crew is finding more leaks in the main lines.

D. Councilmember Mike Langham had no report.

E. Councilmember Donald Purvis reported on a request he received for the support of the Cowlitz Chaplaincy which services the Cowlitz County area and supports first responders. Don and Chief Gibson both emphasized the value of the benefits this organization provides for families in times of crisis as well as to the local police and fire departments. They are a low-profile, non-profit organization and are funded entirely by donations. There are no charges to those that use the service and it is available to all. Chief Gibson added the services provided are invaluable to him and his officers.

F. Councilmember Mary Putka reported the Summer reading program at the Library is going well. They have changed the format in that instead of getting a reward for reading, the kids participating get to pick out a book to have purchased and placed in the Library. They are reading and learning to give back at the same time.

11. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported he has become a member of the Solid Waste Advisory Committee and toured the County's new Headquarters Road facility. He has been reviewing the proposed new franchise agreement with Comcast for cable services. One item that will be addressed is the PEG fees which are currently going to KLTV. At the request of the State Department of Health he and Kelly have been meeting with the Carroll's Water System Committee which has some serious issues with their water supply. There are 165 customers served by a total of 5 wells. In the dry weather, issues occur which cause boil water orders to be issued, plus the infrastructure is old and in need of major repairs. The system has about a 20% loss of water due to leaks. Both DOH and Department of Ecology are trying to find ways to help fix the system and have requested help and input from Kalama, Kelso and the County. Adam noted that the new radio read meter system will be an incredible asset once fully implemented. The 2 day training session was held last week and the crew is reading the meters with it now. The system will be able to provide detailed usage reports directly from the meters. He has also met with the Chamber about the design and placement of the information kiosk and is pleased with the proposed plan and design. Adam added that he will be attending a couple of training sessions in August.

B. Superintendent of Public Works Kelly Rasmussen presented a written report. He noted that the Carrols system is attempting to implement a disinfection system to address the boil water orders but that is currently in the testing stage. If the major leaks could be fixed, the system could function on three wells which would eliminate the contaminated wells. Kelly noted that the summer crew members are working hard at keeping the town clean, and having the street sweeper going through town is a tremendous help. There was some discussion about the water line breaks that had been repaired and the contractor calling in locates. Kelly stated that he will be proposing for the upcoming budget a three year implementation schedule for the new radio read meters to work with the new reading system. This will reduce meter reading time to only a few hours at most from the current week it takes. The time savings to staff will also be a help to the customers through the leak detection information the system can provide.

C. Police Chief Randy Gibson provided the two-week statistical report noting the two recent burglaries involving the stealing of guns and the firing of one. It appears the suspects attempted a burglary in Clark County and have been apprehended in LaCenter earlier today. Identification should be easy as one suspect dropped his I-Phone at one scene in Kalama, and there were blood drops left at the scene in Clark County. Chief Gibson reported there were six fireworks complaints over the holiday. Illegal fireworks complaints are difficult to enforce as the evidence has often gone up in smoke before they can arrive on scene. He noted the Department will be holding the National Night Out on August 6, 2013 at 6pm and hopes the Council will all come out to support.

D. Clerk/Treasurer Coni McMaster provided the Council with a photo of the preliminary design of the new webpage. Councilmember Purvis asked about connections for social networking. Adam explained that there are issues with securing and monitoring of the information as well as the necessary record keeping for public record purposes that have to be addressed prior to the City setting up a site. Adam pointed out that the website design is

set up to be scalable in size to adapt to smart phones and tablets. It was also noted that a new bulletin board will be replacing the old one outside City Hall.

E. City Attorney Paul Brachvogel was absent.

12. CONSENT AGENDA

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

1. Approval of Claims Vouchers Totaling \$45,305.52 For July, 2013
2. Approval of Payroll Vouchers Totaling \$52,780.84 For July 1-15, 2013
3. Minutes of the July 3, 2013 City Council Meeting
4. Set Public Hearing for Alan Engstrom's application for CAPO Reasonable Exception for August 7, 2013 at 7pm

Councilmember Don Purvis seconded the motion. The motion carried.

13. EXECUTIVE SESSION - None

14. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:50 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

Pete Poulsen - Mayor

Coni McMaster - Clerk/Treasurer