

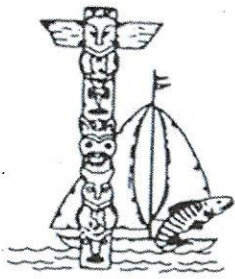
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda August 2, 2018 @ 7 pm

1. OPENING - Mayor Mike Reuter
 - A. Flag Salute
 - B. Roll Call
 - C. Changes to the Agenda
2. EXECUTIVE SESSION - Potential Litigation
3. PRESENTATIONS & AWARDS
4. PUBLIC HEARINGS
 - A.
5. UNFINISHED BUSINESS
 - A. Council Support for SWAC Recommendations – Cowlitz County Landfill
6. NEW BUSINESS
 - A.
7. ORDINANCES & RESOLUTIONS
 - A.
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 August 2, 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 # 39309-39354 including reissued warrants plus ACH/EFT payments for the Month of July and Claims Warrants #39355-39356 and ACH for the Month of August totaling \$ 262,014.95

B. Approval of Minutes of the July 19, 2018 City Council Meeting

C. Appointment of Joy Greenberg to Kalama Planning Commission for a vacant term of August 2, 2018 to January 2, 2020.

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
AUGUST 2, 2018**

1. OPENING

Mayor Mike Reuter opened the City Council meeting at 7:08 p.m. Mayor Reuter led those present in the Pledge of Allegiance.

Councilmembers present were Sandra Macias, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. Councilmember Mike Truesdell was absent. City staff present were City Administrator Adam Smee, 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 – Potential Litigation

Mayor Reuter announced the Council would go into executive session on a potential litigation issue for about 20 minutes. The City Administrator and City Clerk were asked to attend. The meeting resumed at 7:30 pm.

3. CHANGES TO THE AGENDA – None

4. PRESENTATIONS & AWARDS - None

5. PUBLIC HEARINGS - None

6. UNFINISHED BUSINESS

A. Council Support for SWAC Recommendations – Cowlitz County Landfill

Councilmember Rosemary Siipola noted that the County has moved their scheduled meeting to August 24th, requesting the issue be tabled until the next meeting. Councilmember Siipola made a motion to table the issue to the next Council meeting. Councilmember Mike Langham seconded, and the motion carried.

7. NEW BUSINESS - None

8. ORDINANCES & RESOLUTIONS - None

9. PUBLIC COMMENTS AND CONCERNS - None

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter had no report.

B. Councilmember Mike Truesdell was absent.

C. Councilmember Sandra Macias reported Public Works will be doing some work along Cloverdale Road so a facebook notice has been posted to not park along the road next week. Also, if the citizens have flags that are worn out, they can drop them at the City Hall. The City will collect them and Director of Public Works Kelly Rasmussen will arrange for a ceremony to retire the flags appropriately.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola had no report.

F. Councilmember Mary Putka noted the Untouchable's Car Show is on the 19th.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee updated the Council on the Police facility project. Biweekly construction meetings are being held. While the rumors may be that there are issues with the slope and the road sliding, the job was halted for a couple of days due to a wait on materials and there are no problems on the site. The contractor (JH Kelly) is moving forward doing the utility tie ins with the sewer installed up to Meeker and will continue with the water, telephone and cable connections. It was noted by the contractor that they are working on a tight timeline of 150 working days. They have loaded the full set of plans into a CAD system to have 3-D model so they can order materials in advance to help meet that timeline. Working efficiently helps with the time and that the site is a tight space to work in. Administrator Smee noted that project requires special inspection and testing for the concrete and other aspects of the work. The City has contracted with two firms to do the testing. The geotechnical site design work was done by Pan Geo, who are out of Puget sound which is too far and costly for them, so PTI will do soil compaction and other similar testing. The compaction testing has been completed and it is all fine. The hillside is not sliding and no problems on the site as the grading work is complete. It was noted that the contractor had not hit any roots of the maple tree which is protected. Ground work for site stormwater, sewer, water and hydrants will continue. There is a formal process for addressing questions between the contractor, City and the architect so the City can completely document the process. There are no change orders so far, but due to City consultant engineering recommendations during permit review additional rebar will be required which could incur some added cost for the steel. The project budget has contingency built into it, and hopes are to keep it at 5% if at all possible. He and Chief Herrera did meet with the IT provider about the band width needed for the department, which is available to the site. The Police computer system needs to be updated and it seems a good time to transition to new equipment when they move into the new facility. As the Police are data heavy department it will be good to have the IT people in on the conversation, so we have provided them a digital set of drawings and invited them to the next meeting. The contractor is planning on doing the retaining wall and foundation at the same time during construction. It was also noted that the contractor makes decision on how they assign the work schedule and which days they.

Administrator Smee and Clerk/Treasurer Coni McMaster noted that the bond funds were received today and it was anti-climactic after so much work. A short phone call with little

interaction and the transaction was closed. The majority of the funds has been transferred to the St. Investment Pool. Councilmember Rosemary Siipola thanked the staff for the all the work. Councilmember Sandra Macias added that the years of good management resulted in the AA- rating. It was explained that the higher rating lowers the interest rate which is estimated to save around \$75,000 over the life of the bond. Ms. Marrene Jenkins asked if the \$75,000 be applied to the police station loan. Administrator Smee explained that this is not actual funds being saved, but that any extra funds may be applied to the loan or used for other facilities depending on what the Council decides. The city adopts a budget for expenditures each year based on an estimate for revenues. Any surplus can be used as Council chooses which can be for one-time purchases when economy is good to take care of the needs so the City can hold on during economic downturns. Ms. Jenkins noted that while she is prepared to meet the many tax increases being seen, a lot of people are being squeezed. She would like to see the funding kept as reported. Administrator Smee noted that the budget is available which will include a special debt service fund for payments and project costs will be from project fund 315 making tracking of the funds easy.

Mayor Reuter asked Administrator Smee to explain the upcoming Planning Commission (PC) Public Hearing on code revisions needed for the school. Administrator Smee noted that a pre-application meeting with the School had been held. This is a very large project which makes everything look small in comparison and will be the largest project built in Kalama. When the code was drafted it appears they didn't think about building a school, and are not sure could build the current buildings under the current code. The City needs to make some modifications addressing this kind of project. Code revisions start with staff and planners reviewing the code along with what the needs of the school are. The design is for a 3-story structure with a roof height of 50 feet which is not allowed in the current code along with a few other design issues that conflict with the current code. The PC will evaluate and make recommendations back to the council for adoption. The public hearing before the PC is next week and he invited anyone with interest to attend. The recommendations will probably go to the council on the first meeting in September. This will be the first hurdle for the school. They plan to submit for permits by the end of the year to have them approved by April, with construction to begin as soon as school is out in June. The plan is to do most of the work all at the same time. The School is doing a good job for the community in trying to maximize the project. Ms. Marrene Jenkins asked if the code allows them to avoid a 3-story building. It was explained that the current code would not allow a 50-foot building, so only two stories, which would not meet the school needs. They would likely lose the softball field to enlarge the footprint, so they need the 3-story facility. Ms. Jenkins noted the new auditorium is much needed in the community and shouldn't be sacrificed in the design. The geotechnical study has been on-going as they look at dealing with the rock during construction.

B. Director of Public Works Kelly Rasmussen reported the crew will install 680 feet of water main on the south side of Cloverdale Road, replacing an old four-inch line and will be notifying the residents to not park along the roadway. The crew will 10-hour days to get the project done quickly. The two capital projects of the Old Pacific Highway water line from Vincent to the Rebel and the Lower Cloverdale pump station are at 60% drawings and progressing well. He plans to go to bid in January, bidding them together. The old pump station has been having issues with overheating creating many call outs and overtime for the crew. It is antiquated, so by next year it will good to have a new system in place.

Director Rasmussen noted the recent striping of the streets and cracking sealing has generated a lot of chatter. He explained the City has an interlocal with Cowlitz County to stripe the streets every year which keeps costs lower and is usually done late summer or early fall. This year they worked with Port to perform the crack sealing together and were on a waiting list for the required equipment. The County contracted the striping out this year and the contractor decided to do the cities first, without a lot of advanced notice. They did the striping and now the City has come behind them to complete the crack sealing to prolong the life of the asphalt which covers the new striping. It was not intended to happen that way and wasn't a matter of poor planning, it just happened. In the future he will have the crack sealing completed earlier in June.

Director Rasmussen noted the crew is busy with new connections, leak repairs and many issues. He noted the crew worked to stop the leaking of one of the reservoirs with a patch. The reservoir is due for replacement in the next five years. He reported that the Fair Parade was handled differently this year to address traffic concerns both he and Chief Herrera had regarding the on/off ramps and increased traffic. It went better and next year the bathrooms at the police facility should help. There is a lot going on and the crew is getting some overtime. It was asked if hiring more people would be cost effective versus the overtime. Director Rasmussen replied that he is looking at making the groundskeeper position full-time in 2019 as she possesses a flagger card and can obtain a spray certification to benefit the City. He plans to hire another position in 2020, but doesn't want to fill a position and then be forced to lay off someone if the economy changes. It was suggested to hire contract workers. Administrator Smee explained that the has union contracts with its employees so they cannot out-source union work. The City is also unable to use as much forced labor – work completed by its own employees – due to the increase in cost for projects and the bidding laws.

C. Police Chief Ralph Herrera presented his statistical report for 122 calls with 13 reportable incidents. It has been very busy with only 3 officers. Of the two burglary cases, the one at the school has been resolved with the suspect having confessed. The officers and himself have been attending the active shooter training in Longview this week. Officer Kearney will training Woodland for 3 weeks in the near future. Chief Herrera noted he has been involved in the interviews for the new executive director for the 911 center and will do final interviews on August 8th. The National night out is shaping up to be a fun event with music in front of City Hall, food and drink, plus many activities including a bike rodeo for the kids. He hopes that members of the neighbor watch groups will come out to help to grow the program, as he hopes to organize two more in the city in the next year. First Street between Elm and Fir will be closed off for the event and people can park where they can with the event going from 6 to 8:30pm. They will start setting around 3 in the afternoon.

Mayor Reuter asked the Chief to explain what he means by "calls for service." Chief Herrera answered it is anything that involves with a call or contact with an officer and can be self-initiated by an officer, such as a traffic stop, but many don't require incident reports.

D. Clerk/Treasurer Coni McMaster reported she is beginning work on the budget, while the rest of the office has been very busy. Emily is doing well.

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 # 39309-39354 including reissued warrants plus ACH/EFT payments for the Month of July and Claims Warrants #39355-39356 and ACH for the Month of August totaling \$ 262,014.95

Approval of Minutes of the July 19, 2018 City Council Meeting

Appointment to the Planning Commission of Joy Greenberg for a vacant term from August 2, 2018 to January 2020.

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:40 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.



Mike Reuter - Mayor



Coni McMaster - Clerk/Treasurer

