

City of Kalama

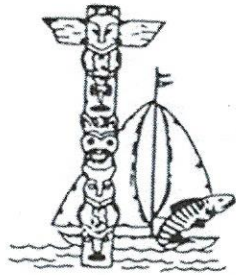
320 N. First St.
Kalama, WA 98625



City Council Agenda September 6, 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
 - A. Proclamation – September 2018 as Suicide Awareness and Prevention Month
 - B. 2017 Performance Award – Wastewater Treatment Plant
4. PUBLIC HEARINGS
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - A. Budget Workshop – Capital Projects

Set a workshop for an off week at 6-6:30pm – September 27th
7. ORDINANCES & RESOLUTIONS
8. PUBLIC COMMENTS & CONCERNS
9. CORRESPONDENCE
 - A. SW Washington NAMI Letter – Suicide Awareness & Prevention Month
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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Kalama, WA 98625



City Council Agenda September 6, 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 #39422-39484 plus ACH/EFT payments for the Month of August in the amount of \$ 227,384.84

B. Approval of Minutes of the August 16, 2018 City Council Meeting

C.

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
SEPTEMBER 6, 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 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. CHANGES TO THE AGENDA

A. Table Item 3A – 2017 Performance award to next meeting.

3. PRESENTATIONS & AWARDS

A. **Proclamation – September 2018 as Suicide Awareness and Prevention Month**

Mayor Reuter read the proclamation proclaiming September Suicide Awareness and Prevention month. Suzanne Arnits and Debbie Archer of the National Alliance on Mental Illness (NAMI) provided information on what NAMI does and how it helps those dealing with mental issues and their families providing support and hope through education and advocacy at no cost. Their services are all confidential and free to use with funding from the local mental health sales tax and federal sources. They also do fundraising. Office are located in Longview and Vancouver. Everyone has the ability to address issues with suicide by just asking the questions and being aware of signs in those we know. They encourage non-judgmental support through kindness.

B. **2017 Performance Award – Wastewater Treatment Plant – tabled to next meeting**

4. **EXECUTIVE SESSION - None**

5. **PUBLIC HEARINGS - None**

6. **UNFINISHED BUSINESS - None**

7. **NEW BUSINESS**

A. **Budget Workshop – Capital Projects - Set a workshop for an off week at 6-6:30pm – September 27th**

Clerk/Treasurer Coni McMaster explained as staff is preparing the draft budget, there are many capital projects either in progress or to be planned for as well many other proposals that require not only funding but staff time. Not all will be able to be funded and there needs to be some prioritizing for the future. Staff will need to hear from the Council as they move forward, so they are requesting a budget workshop be held sometime in September in order to meet the budget timeline requirements. The date being suggested is September 27th. There is a scheduled Civil Service meeting at 5:30 so the Council would have to start at 6:30 pm. Police Chief Ralph Herrera stated he didn't believe there would be an agenda for the Civil Service so the Council could begin at 6pm. It was asked if this was a public meeting. The workshop is open to the public, but it is not one of the public hearings on the budget which will be in October and November. Councilmember Sandra Macias noted that she had met with Coni earlier and was surprised at just how much is going on in Kalama and the need for setting priorities which is the purpose of the workshop.

8. ORDINANCES & RESOLUTIONS - None

9. PUBLIC COMMENTS/CONCERNS – None

10. CORRESPONDENCE

A. SW Washington NAMI Letter – Suicide Awareness & Prevention Month

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter had no report.

B. Councilmember Mike Truesdell was absent.

C. Councilmember Sandra Macias reported she met with Coni on Finance issues. She also noted the newsletter that was included in the utility bills sent out. It is also on the website which can be accessed from a link on facebook as well. It includes a list of important contact numbers which can be clipped and posted on the fridge or kept in a handy location in case of emergencies. She also noted that is very important that citizens update their telephone numbers with the City, so that contact can be made in cases of emergency.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola reported she attended of Regional Economic Development Council meeting and is working the COG on adding Kalama's needs to the plan. She will meet with Mary Melink to look at Kalama projects so they can be aligned with the county and other jurisdictions as part of the plan. Councilmember Siipola added that Envision Kalama is working on a "Give more 24" project to help fund a dog park to be built on the north end of town. Information is available on the Envision website www.envisionkalama.net and their facebook page. This is a one-day event that takes online contributions scheduled for September 20th. It runs for a 24-hour period. There will be additional fundraising for the project. It was noted that the AARP grant applied for was not approved.

F. Councilmember Mary Putka had no report.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported for Public Works that the 90% drawings on the Cloverdale Pump Station and Old Pacific Highway water main projects. The plan is to bid these at the end of the year or early next year so construction can be early next year. Director of Public Works Kelly Rasmussen has been working on the Capital Facilities Plan for the budget based on the information in the Water System Plan, Rate study, and the draft Sewer System Plan for what needs to be done on all the water/sewer facilities. There is funding available for two or 3 projects over the next few years. The Sewer plan update provides recommendations for work on the plant which includes some normal replacement of equipment that wears out with time. These will be the items we do first as we work on extending the life of the systems. The Sewer plan is finishing up and should be to the Council by end of the year. The Stormwater Utility plan is drafted and being reviewed. Hopefully the Council can adopt it so it can be incorporated into the 2019 budget. Director Rasmussen has also applied for two TIB grants for street projects. The decisions on approved projects are announced in November.

Administrator Smee noted he will meet with Roof Toppers about the Library building roof to look at the possible issues. The recent leak during the heavy downpour is the concern. There appears to be no permanent damage from the event but he and the Mayor are concerned for the future. Roof Toppers did the replacement in 2010 so there may warrantee coverage. He and the crew did find some moss that created a clog in one of the drainage areas so it could have been a maintenance issue. He will know more tomorrow after the meeting. He is also having maintenance on the doors at the City Hall done. ADA door openers need to be installed at City Hall and the Library which will include the need for power in these locations. The City Hall has lighting needs in the alcove area. He has ordered flags and poles for City Hall but they are six weeks out. There is no place for an inground pole at the City Hall. He believes the new alcove lighting will be able to illuminate the flags once it is all completed. Administrator Smee continued that there are 3 development projects in the works for the preliminary plat process. Sunset Terrace located south of town on the west side of Old Pacific Highway has a completed application which is being processed to present to the Planning Commission. It includes some single family and some townhouse homes which will help with housing diversity and price points in Kalama. During the process the technical issues are being addressed by the planners and engineers. He believes there are a total of 60 plus lots and it is not being phased. He noted that this year new home starts are slower than 2017 as the City running out of empty lots. Cedar Springs is the second application, but it still has some pieces to deal with before it will be before the Planning Commission. The Chilton property up China Garden Road is a larger lot development which is just beginning discussions with the City. It will require significant water system improvements, so the developers and City staff are looking at the proposals.

B. Director of Public Works Kelly Rasmussen was absent.

C. Police Chief Ralph Herrera presented his statistical report for 161 calls for service resulting in 31 reports. He noted the burglary case on which Officer Skeie did excellent work leading to two suspects and charges. Officer Kearney is doing well and will be back in Kalama next week. School started so the Department sent out reminders to the public via facebook about school bus etiquette and to take your time in the school area. Staffing issues have kept

the department from scheduling the walking school bus again, but hopefully that will be better once Officer Kearney completes his field training. Chief Herrera added he attended the CTE homeowner's meeting which he felt was productive and provided good information to the residents and himself. He will be working on the budget preparations in the next couple of weeks.

D. Clerk/Treasurer Coni McMaster reported she continues working on the budget preparations and preparing for the hearings. She is also working on rewriting the Business License code which required amendments based on new state law. Since portions of the code are from 50 years ago, it needs a full update. Building and planning are keeping her staff busy as well as the normal activities.

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 #39422-39484 plus ACH/EFT payments for the Month of August in the amount of \$ 227,384.84

Approval of Minutes of the August 16, 2018 City Council Meeting

Councilmember Rosemary Siipola seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 7:58 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

