

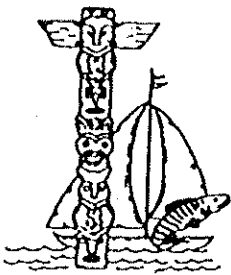
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda October 4, 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. Port of Kalama Substantial Shoreline Development Permit-T-Barge Dock - Continued Hearing
5. UNFINISHED BUSINESS
  - A.
6. NEW BUSINESS
  - A. Tourism Funding - Ideas & Requests for 2019
7. ORDINANCES & RESOLUTIONS
  - A.
8. PUBLIC COMMENTS & CONCERNS (3 minute limit)
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 October 4, 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 #39537-39577 plus ACH/EFT payments for the Month of September in the amount of \$ 237,841.43

#### B. Approval of Minutes of the September 20, 2018 City Council Meeting

#### C. Approval of Minutes of the September 27, 2018 City Council Workshop

#### D. Set 2019 Budget Public Hearings for November 1 and November 15, 2018

#### E. Approve the Mayor's Reappointment of Don Mathison to the Civil Service Commission for a 6-year term.

#### F. Set a Public Hearing for the Increase in Garbage Rates enacted by Waste Control per the contract for services for October 18, 2018 @ 7pm.

#### G. Set a Public Hearing on the Proposal for Establishing a Stormwater Utility and setting Fees for November 1, 2018 at 7pm.

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
OCTOBER 4, 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, and Mary Putka. Councilmembers Mike Truesdell and Rosemary Brinson Siipola 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. CHANGES TO THE AGENDA – None**

**3. PRESENTATIONS & AWARDS - None**

**4. EXECUTIVE SESSION - None**

**5. PUBLIC HEARINGS**

**A. Port of Kalama Substantial Shoreline Development Permit-  
T-Barge Dock – Continued Hearing**

Mayor Reuter opened the public hearing. City Planner John Floyd explained the application and the location of the project. The Port plans to place a centralized commercial dock that will serve vessels that supply the larger ships in the river with stores and crew transport. The dock will be located on Hendrickson Drive north of RSG and the marina. The project will include a loading area and a paved parking area. The project will give the supply vessels access to shore away from the recreational area, boat launch and marina except for fueling. The project meets the goals and policies of the City's Comprehensive Plan and meets the Shoreline Master Plan goals, policies and regulations. The Port has received additional permits required from other regulatory agencies. The Staff is recommending the approval of the Substantial Shoreline Development permit with 17 conditions outlined in the staff report with include pre-construction, construction, and post construction conditions the Port will need to comply with. Councilmember Sandra Macias asked if the project will affect the current usage of the marina. It was explained the project should reduce conflicts between the recreational users and the commercial vessels by moving the commercial use away from the marina.

Ms. Chris Turner of Longview presented the Council with documents addressing her concerns with the project. While she is not opposed to the project, she wants the City to ensure that all best management practices are followed and to ensure that exact limitations of the usage of the dock are clear when completed. She read portions of the document and noted she had not seen the staff report. Her two biggest concerns were with the removal of the pilings in the river and the possibility of future use of the dock as an export dock. Mr. Floyd stated he believes the conditions in the staff report will ensure Ms. Turner's concerns are address adequately. Port of Kalama Planner Tabitha Reeder also explained the many

regulations and assessments for multiple agencies the Port has had to meet in order to receive approval of all the required applications. She explained the Port will follow all regulations and adhere to all conditions set for permit approval. Mr. John Flynn, of Kalama asked about the location and the exact site was clarified. Mr. Jim Bain, of Kalama stated that having worked on the Shoreline Master Plan he believes that the project will meet the regulations and be a benefit along the river. Mayor Reuter asked for additional comments, hearing none, he closed the hearing.

Councilmember Mary Putka made a motion the City Council approve the Substantial Shoreline Development Permit for the Port of Kalama T-Barge Dock as conditioned in the staff report. Councilmember Mike Langham seconded, and the motion carried.

**6. UNFINISHED BUSINESS - None**

**7. NEW BUSINESS**

**A. Tourism Funding – Ideas & Requests for 2019**

Clerk/Treasurer Coni McMaster informed the Council that with the opening of McMenamins the City has seen an increase in the Hotel/Motel Taxes which are restricted for Tourism use. The City has budgeted \$4000 for 2018 and has now received almost \$14,000. She explained that State law regulates how these funds can be expended by the City which is for tourism activities, events, marketing or promotion limiting the use of the funds. The focus of the funds is supposed to be to bring overnight visitors to the City and area. The marketing or promoting for tourism would include the supporting of events such as the car show or Heritage festival, but it won't be available for downtown banners or improvements to parks. The City's webpage is used to promote events, so a portion of the website costs could also be funded. Other possible uses could be reinstating the Annual Music Festival, or updating the wayfinding signs, or a walking map.

Ms. McMaster sent out Tourism fund applications to the Untouchables, the Heritage Festival, the Chamber and the Amalak for requests for 2019. She received back requests for \$2000 for the Untouchables Car Show, \$10,000 for the Heritage Festival, and \$2063 for the Chamber. She also received a request this morning for \$680 to fund the Antique District freeway sign.

While the Hotel/Motel taxes will definitely increase due to McMenamins, the City does not yet know what level the increase will be sustained at. There also needs to be some policy and a priority on how the funds should be expended. Staff recommends that for 2019 the City look at establishing policies and a plan for tourism promotion and activities for the future. The recommendation includes providing \$2000 to each of the three requestors in 2019, and allocating funds to develop a plan and policy. A committee would be established to work on the policy. Staff is also requesting a third of the cost for the website upgrade and maintenance of \$6300 be included in the 2019 budget. The Antique sign on the freeway was a new request and the Council had allocated \$100 in the 2018 budget. The questions would be whether to fund the full cost or share the cost with the Antique community or the Chamber.

There was much discussion on the antique sign as it appears only one antique store is supporting it. Antiques have long been a Kalama promotion and customers spend time and money in the restaurants and other stores as well. After much debate it was agreed to look for the funds to pay for the sign in 2018 and budget for the 2019 sign as well. Everyone agreed it was important to establish a policy and to have some funding history. Ms. Linda Dolph asked the Council to consider a proportional distribution of the funding based on the size and length of the events comparing the one-day car show with the three-day Heritage Festival which means more overnight guests. There was some discussion about the website and other suggestions for ways to improve the downtown access from the Port area such as a trolley car. All the ideas reinforce the need for a policy and plan for the future. Ms. Marrene Jenkins of Kalama stated she was glad the Council chose to support the antique sign as many of the small businesses struggle with costs. She asked if the City pays for the car show porta-potties. It was explained that the City contributes \$2000 to the car show organizers toward the marketing cost of the car show and does not pay direct expenses. Several of the Council felt that without a full year of revenue history there isn't enough knowledge, so developing a plan is the right direction for 2019.

#### **8. ORDINANCES & RESOLUTIONS-None**

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

Kalama resident Mr. Jim Bain voiced his support of the City's plan to establish a stormwater utility, which is long over due and much needed.

Local business owner Ms. Dena Ott informed the Council she did follow up with Representative Ed Orcutt, who came to Kalama today. Timing seems to be good as he will meet with WSDOT tomorrow, so will get the information from Kalama to take to the discussion.

Kalama Resident Ms. Marrene Jenkins stated that after last week's budget workshop which focused on the stormwater drainage she has a few questions. She understands that stormwater is different than sewer and clarified that it is not mixed together in the system. She asked if the runoff can go to Columbia, which it does. Over the few years she has been attending the budget meetings, the City has been talking infrastructure and she asked "what is it." It was explained that all the city facilities that provide water, sewer, and/or stormwater are classified as infrastructure. Ms. Jenkins continued that water and sewer rates were increased to meet the aging infrastructure needs over the last four years and the City has also experienced a lot of growth. She asked what is happening with the increase or excess funds being received due to the growth. Since there has been an increase from growth, the City should consider reducing the level of the water/sewer rate increases as they look at establishing new fees for stormwater. Clerk/Treasurer Coni McMaster explained the water/sewer funds are allocated only for improvements to the water and sewer systems. These improvements include the Cloverdale Pump Station and Old Pacific water line projects the City is doing. There are many additional projects needed to be done to replace the old leaking reservoirs and the old sewer lines throughout town. The funding received does not meet the needs to cover the costs of all the improvements, so the City still needs those rates to stay in place. Ms. Jenkins asked what the stormwater funds would be use for. Director of Public Works Kelly Rasmussen explained the funds would be use to make improvements to the system as the means to stop flooding from rain events and necessary maintenance. Ms. Jenkins noted the reduction of the one rate

to offset the new fees should be considered as it is difficult for the public to meet the increase in costs.

Ms. Chris Turner of Longview, asked that in the future the City have the backup documents for the agenda available to be printed from the agenda posted to the Website. It was explained that this is already being done. She noted it wasn't available to her on her phone. Clerk/Treasurer Coni McMaster noted this could be the case for a phone, but that is one reason the site needs to be updated.

## **10. CORRESPONDENCE - None**

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

**A.** Mayor Mike Reuter noted that stormwater has been on the City's plan for a long time. He understands that with the school bond, the other increases to taxes it is not the best time, but it cannot wait any longer. The City has worked and thought we had helped to alleviate the problem but the recent rains showed they still exist in the downtown, so it needs to be done.

**B.** Councilmember Mike Truesdell was absent.

**C.** Councilmember Sandra Macias noted that this is semi-annual time to change the smoke detector batteries as we get ready for winter in our homes. As she prepared for this she discovered some useful information. First be sure to post the City afterhours numbers for easy access. The source used by City Director of Public Works Kelly Rasmussen, as well as weather forecasters is the NOAA website which is updated 3 times a day and tracks to your locations. She also found a couple of great checklists from FEMA and the Red Cross for emergency preparation. Councilmember Macias was excited to inform the Council that she received the letter from the Cowlitz Tribe regarding the Branding Committee's proposal for a new graphic logo. While they can't officially approve it, they do say they have no objections to the design. Now she will move forward with a meeting of the Committee to finalize the mission statement and logo. Then it will go out to the public for a vote – both on survey monkey and at the City Hall and Library. She requests that all vote and encourage your family, friends and neighbors to do so as well.

**D.** Councilmember Mike Langham had no report.

**E.** Councilmember Rosemary Siipola was absent.

**F.** Councilmember Mary Putka reported that Chamber's Annual trick or treating event is on Halloween. They are having a candy drive to help with event as it can create a – hardship on some of the small businesses. Donations can be dropped off at Double D Feed and Hardware.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee reported he is continuing with work on building

and planning proposals with a preapplication conference tomorrow. September has been closed and he is cautiously optimistic about the budget. He and Coni are still looking at options for a budget amendment. He and staff continue working on Capital Facilities Plan to prioritize the needs in all departments. He informed the Council they did do the maintenance on the Library roof which had a leak during a recent rain storm. The company, Roof Toppers did a full review and necessary maintenance to assure the roof is sound. He will have them look at the City Hall roof in the near future.

**B.** Director of Public Works Kelly Rasmussen presented a written report. He has been focused on the stormwater issues downtown, working with Dena Ott as liaison for the downtown owners. He will continue to make reports as often as possible. They have cleaned the lines downtown and the catch basins were cleaned along many major roads. There will be more done the week of the 15<sup>th</sup> as that is when WSDOT will be available. The City works with them under an interlocal agreement to save costs. Sandbags have been placed in areas around the Elm and Fir catch basins to help the water from pooling. The engineers have begun the survey of the system. This information will be put in a GIS map and help with the mapping of the whole system. On November 1<sup>st</sup> there will be public hearing on the Stormwater plan. He asked all to please come and support the need. He also looked at the one storm line behind the Library, but did not find any collapsed lines and only some sedimentation, so this not creating the problem. He will get Longview to bring the camera out again when they are available. The Crew is working on the Simmons Road pump station to replace the pump which went out and a broken water valve that happened during the repair.

**C.** Police Chief Ralph Herrera presented his statistical report for 144 call with 20 reports. Officer Kearny has completed field training and now working solo shifts. The department now has four officers working shifts. He is working to fill the vacancy while doing background checks on the entry level candidates. The new hire will have to attend the Academy as soon as possible as there is a waiting list. Officers Skeie and Neill will be attending field training officer classes in the next two weeks. The one will be hosted by Kalama the week of the 15<sup>th</sup>, so the community will be seeing a lot of out of area police vehicles and personnel. He has scheduled a Coffee with a Cop event for October 10<sup>th</sup> from 8:30 – 10:30 am, so it is a good time to come down and ask your questions. The department is also looking forward to Halloween and will do the haunted house again in this building, hoping to draw more kids to this end of town.

**D.** Clerk/Treasurer Coni McMaster presented the third quarter Treasurer's report. The City appears to be doing well. She and Adam are reviewing the budget and projections to the end of the year to determine how and where to fund additional stormwater work. She reported she is preparing the ordinances for the Garbage Rate Increase and the Business License Code revisions as well as working on the presentation for the 2019 budget public hearings. Two of her staff are at training on the financial software all week. The Library Historical grant has been completed and the second grant has been awarded. The second grant will be for recording oral history from the long-time residents and families.

**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:*

- A. Claims and Payroll Warrants #39537-39577 plus ACH/EFT payments for the Month of September in the amount of \$ 237,841.43
- B. Approval of Minutes of the September 20, 2018 City Council Meeting
- C. Approval of Minutes of the September 27, 2018 City Council Workshop
- D. Set 2019 Budget Public Hearings for November 1 and November 15, 2018
- E. Approve the Mayor's Reappointment of Don Mathison to the Civil Service Commission for a 6-year term.
- F. Set a Public Hearing for the Increase in Garbage Rates enacted by Waste Control per the contract for services for October 18, 2018 @ 7pm.
- G. Set a Public Hearing on the Proposal for Establishing a Stormwater Utility and setting Fees for November 1, 2018 at 7pm.

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

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 8:45p.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



