

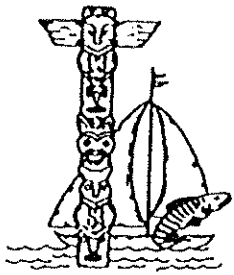
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda November 15, 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. Branding Committee Presentation of New Logo, Mission and Vision Statement
4. PUBLIC HEARINGS
  - A. 2019 Budget – Final Budget Hearing – CFP & Expenditures
5. UNFINISHED BUSINESS
6. NEW BUSINESS
7. ORDINANCES & RESOLUTIONS
  - A. Ordinance No. 1410 – Stormwater Utility Formation
  - B. Ordinance No. 1411 – Stormwater Utility Fees
  - C. Resolution 674 - Ad Valorem Tax Levy
  - D. Resolution 675 - Property Tax Increase
  - E. Resolution 676 - 2019 Fee Resolution
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 November 15, 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 #39688-39729 plus ACH/EFT payments for the Month of November in the amount of \$652,239.44

#### B. Approval of Minutes of the November 1, 2018 City Council Meeting

#### C.

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
NOVEMBER 15 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, and Rosemary Brinson Siipola. Councilmember Mary Putka was 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**

**A. Branding Committee Presentation of New Logo, Mission and Vision Statement**

Branding Committee members Joy Greenberg and Taryn Nelson presented a report from the committee of volunteers that developed the vision and mission statement and logo choices. The logo designs were created by graphic artists that are members of the committee. There was a tribal fish included in one of the graphics which was presented to the local tribes for approval. While the tribes could not provide an actual approval, they have no objections and appreciated being asked to review the new design. Once the committee had the choices ready, ballots were put out through survey monkey online and at City Hall and the Library. After two weeks the 284 total votes cast were counted. The votes were closely split between residents inside and outside the City limits. It was noted that the foundation for the development of a mission and vision was started back in 2004 in the work completed by the Kalama Community Action Plan. The Committee presented the results:

Vision: Kalama honors its legacy of community pride, rich heritage, and natural beauty while embracing growth and economic prosperity.

Mission: Kalama will continue to enhance our vibrant and uniquely beautiful city by encouraging stewardship and creating economic development opportunities for the benefit of future generations.



Logo/Flag

The report included recommendations the City Council officially adopt the proposed vision, mission, logo and flag. Next the committee recommends a marketing work group with some of the committee members to work with City staff to implement a program, standards and policies for the usage of the adopted vision, mission and log. Councilmember Rosemary Siipola thanked everyone that participated in the project and took the time to cast a vote. Councilmember Siipola made a motion the City adopt the vision, mission, logo and flag design

as presented by the Committee and the vote of the public. Councilmember Mike Langham seconded. Councilmember Sandra Macias who facilitated the committee's work introduced Hillary Elliot who designed the chosen logo and other members of the committee that were in the audience and thanked all the volunteers. She noted she was very impressed with all who participated. She also noted the very close split of votes between those living inside and outside of the City limits which was nearly even (In 54%/Out 46%). The motion carried.

**4. EXECUTIVE SESSION - None**

**5. PUBLIC HEARINGS**

**A. 2019 Budget – Final Budget Hearing – CFP & Expenditures**

Mayor Reuter opened the public hearing. Clerk/Treasurer Coni McMaster presented information continuing from the information provided on November 1, 2018. She provided the overview of the General Funds with adjustments based on adopting a Stormwater Utility which adjusts the street budget. She presented the budget projections for the enterprise funds of water, sewer, garbage and the new stormwater utility. Waters operating budget is at \$2.1 million dollars and adding transfers and capital the final budget is \$3.76 million. Capital projects in water included the construction of Old Pacific Waterline and the Cloverdale pump station that were designed this year and the completion of the looped waterline along Robb Road. The budget includes designing a new Green Mountain Reservoir, but the engineers have a design from several years ago, so design costs may be much less and construction may be moved forward to 2019. The Sewer operating budget is \$1.8 million with capital projects and transfers bringing it to a total of \$2.4 million. Capital projects include upgrades to the Sewer Plant, and designing improvements to the Meeker Drive Pump in conjunction with the Port of Kalama as they develop Spencer Creek Business Park. Total water and sewer expenditures projected for 2019 is \$6,242,950. The Solid Waste/Garbage budget is \$442,000 with the largest expense for the contract services with Waste Control. The Council has directed staff to draft the ordinances for establishing a Stormwater Utility which will have to be included in the 2019 budget. Based on \$5.50 per ERU base fee, staff is projecting \$120,000 in revenue from fees. Also proposed is an interfund loan from the Sewer I&I Reserve, so the City can begin the work on the Comprehensive Plan and downtown projects to address the flooding concerns. The City took a loan for the Stormwater Study plan in 2018 which will also be repaid in 2019 and system maintenance costs are incorporated in the \$203,185 stormwater budget.

Clerk McMaster continues with the personnel costs for the City which including benefits and projections for overtime total \$2,474,800. Of that 30.4% are costs for benefits including medical/dental/vision and retirement. Percentage by Department show Water/Sewer are 42% and Police are 33% while the Library is 2%, Building and Planning are 4% and Finance is 12%. She provided a copy of the Salary Schedule showing the salaries for all positions without overtime which include a 3.3% COLA raise for all non-bargaining employees and a 4% raise for the teamster represented employees as well as merit and step raises. She noted the Police Guild contract has not yet been settled so the police salaries are an estimate at this time. The actual expenditure budget for 2019 totals \$10,414,459. There are transfers made between funds that have to be included into the final budget such as the money provided for the Library or Streets, and funds transferred to reserves for the utilities bringing the final budget projected at \$12,214,959.

Staff requested the hearing be continued to December 6, 2018 so that information that should be received in the next 3 weeks can be included in the final numbers. The street projects are contingent on the approval of grant funds from Transportation Improvement Board which will be released next week. Also, as we come to the end of year, the police facility costs for 2019 will become clearer and the City should have the final increases for medical coverage for the employees or the Guild contract could be finalized. None of these are expected to make major impacts to the projections, but would provide a more accurate budget.

Mr. John Flynn, Taylor Road resident asked about the stormwater ERU calculations. The ERU – Equivalent Residential Unit - is based on an average of 3500 square feet of impervious surface. This is the base for a single-family residence. If a commercial property is at 10,000 square feet, then it would pay 3plus times the base fee of \$5.50. Undeveloped property would not be billed. City Administrator Adam explained the engineers did an overview of the residential property and impervious surface areas which include roofs, driveways, patios or any surface from which water runs off and is not absorbed into the ground to establish an average of 3500 sq. feet. It is not practical to try measure every single lot.

Ms. Marrene Jenkins, Taylor Road Resident asked about the reduction in the cost for design of the Green Mountain Reservoir. Public Works Director Kelly Rasmussen explained that in 2009 the City's engineers designed a new reservoir but the City Council chose to not do the project. The engineers still have the design and the prints which they can review and update at a much-reduced design cost. The design funds can be rolled back to help cover the construction costs. Ms. Jenkins asked about the replacing of sewer lines in the I&I fund. Director Rasmussen explained that I&I - infill and infiltration is where ground water seeps into the older sewer pipes which the City then has to treat at the Sewer Plant. The Department of Ecology has standards that require utilities to replace these old lines and get the ground water out. The small amount in the budget is usually completed by the City crew. Ms. Jenkins noted the Stormwater budget is now projecte4d at 200,000 plus which is different for from the 62,000 she heard at the previous meeting. City Administrator Adam Smee explained that this is not only for projects but expenses for entire utility. Ms. Jenkins voiced her that the amount from streets was moved to stormwater then the utility fee could be less. There have been too many increases to the general taxpayer in the last year including the taxes for the school. The City should only be taking what is truly needed and looking for other ways of funding the program. She is very concerned with how much it is costing to live in Kalama with all the major increases in the last year. The City doesn't need an administrative car and parks. She recognizes that the businesses need the stormwater fixed but why hasn't it been done in the last 20 years and the needs to absorb the cost.

Ms. Linda Dolph, Taylor Road resident asked about the transfers and if they are hard and fast amounts. Clerk McMaster explained that not always as in the case of hookups fees which are all transferred to reserves the figures are estimates and it all depends on how many hookups are received each year. The rate transfers are set and unless some major event occurs those will be for the full amount budgeted. City Administrator Smee noted that under the accounting system required by the auditor these transactions get counted twice which doubles some of the numbers included in the budget and what the actual expenditure is really less than the final amount. Mayor Reuter continued the hearing to December 6, 2018 at 7pm.

**6. UNFINISHED BUSINESS - None**

**7. NEW BUSINESS - None**

**8. ORDINANCES & RESOLUTIONS**

**A. Ordinance No. 1410 – Stormwater Utility Formation**

Ordinance No. 1410 was read by Title: An Ordinance of the City Council of the City of Kalama relating to surface and stormwater drainage, establishing a Stormwater Utility and transferring all rights and interests now owned by the city and pertaining to surface and stormwater drainage to the Utility. Councilmember Rosemary Siipola made a motion the City Council adopt Ordinance no. 1410 as read. Councilmember Mike Langham seconded, and the motion carried.

**B. Ordinance No. 1411 – Stormwater Utility Fees**

Ordinance No. 1411 was read by Title: An Ordinance of the City Council of the City of Kalama establishing a rate structure policy for the Stormwater Utility of the City of Kalama, Washington, establishing service charges for such Utility, providing authority for the collection thereof. Councilmember Rosemary Siipola made a motion the City Council adopt Ordinance No. 1411 as read. Councilmember Mike Langham seconded and the motion carried.

**C. Resolution 674 - Ad Valorem Tax Levy**

Resolution No. 674 was read by Title: A Resolution of the City of Kalama establishing the dollar amount of tax revenue for Ad Valorem Taxes which will be necessary to meet the financial requirements of the 2019 Budget of the City of Kalama. Councilmember Rosemary Siipola made a motion the City adopt Resolution No. 674 as read. Councilmember Mike Langham seconded. Ms. Marrene Jenkins requested the entire Resolution be read. The resolution was read in its entirety and establishes the tax levy at \$1.583677 per 1000 dollars of assessed valuation. The motion carried.

**D. Resolution 675 - Property Tax Increase**

Resolution No. 675 was read by Title: A Resolution of the City of Kalama establishing the amount of the property tax increase to meet the requirements of the 2019 Budget. Clerk/Treasurer noted this is the 1% increase as allowed by law and equals \$4,639.47. Councilmember Rosemary Siipola made a motion the City Council adopt Resolution No. 675 as read. Councilmember Mike Langham seconded, and the motion carried.

**E. Resolution 676 - 2019 Fee Resolution**

Resolution No. 676 was read by Title: A Resolution of the City Council of the City of Kalama replacing Resolution No. 672 relating to fees and charges imposed by the City of Kalama and establishing the following fees and charges for the services beginning January 1, 2019. Councilmember Rosemary Siipola made a motion the City Council adopt Resolution No. 2018-11-15 Minutes

676 as read. Councilmember Mike Langham seconded, and the motion carried.

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

Marrene Jenkins, Taylor Road resident stated that she has been spending time attending meetings over the last several years and finds it perplexing to watch the city government and the conclusions she draws are hard to understand. She continued that Sandra is new and has been a dynamic influence with her involvement in the government. She appreciates Kelly who has been in the hot seat a few times and his being accountable. When she was questioning him about a vehicle, he explained it was 14 years old. It would be helpful if the City provided a little more explanation about the situation of what is falling apart and more education for the public that doesn't attend. The Council is paid for being here and she feels the public should have more education. There should be more explanation as to why the stormwater hasn't been done in the years past.

## **10. CORRESPONDENCE - None**

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

**A.** Mayor Mike Reuter noted that he did look into the truck and police vehicles issues that were asked of him by Ms. Jenkins. The Public Works vehicle is very old and police vehicle is not to be replaced in 2019 but in 2020. Replacement of vehicles is based on research and common practices. Ms. Jenkins asked how many police vehicles do we have. The City has 4 marked and 1 unmarked which is for the Chief. Chief Ralph Herrera noted that during an emergency the City will not have a car for every officer if we needed. Mayor Reuter noted that Chief Herrera does a great job in responsibly expending funds and finding deals. There was some discussion about the administrative vehicle at \$30,000 which is included in the building department budget.

**B.** Councilmember Mike Truesdell had no report.

**C.** Councilmember Sandra Macias noted that there is no plastic recycling available out at the City Shop any longer and the public needs to not be dropping plastics there. She also thanked Coni for the info on the budget. It is complex and many elements are required by the state auditor rules. She agrees that people need to come and get the information first hand. Many things like the vision, mission and logo need to come from the people. The public can also talk to the staff, its part of their job, and they will answer questions.

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

**E.** Councilmember Rosemary Siipola reported she had attended the COG board which has adopted their budget. WA Traffic Safety Commission is still reporting people on cell phones as a major issue on the roadways. She added that she attended the second phase of substance abuse regional meetings and found it very interesting. Cowlitz County is catching up to most everyone else in the state.

**F.** Councilmember Mary Putka was absent.

## 12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported the Planning Commission met on Wednesday night for a public hearing on the preliminary plat application for Sunset Terrace. With conditions, the Commission voted to recommend approval and the City Council should receive the recommendations before the end of the year. The developer will be able to move forward with construction design if approved. The architects for the School met with staff to discuss the processes for conditional use and permitting on their project. There are many issues to be addressed and it will require a lot of coordination to meet the School's projected timeline. There has been a good working relationship between the school consultants and the city's consultants and staff so far. The City is looking at having to replace the indigent defense attorney who won the election for the position of judge in the recent elections. Adam has been working with the other small cities who also used Ms. Burchett in finding a suitable replacement and meet the legal limitations for number of cases one attorney can handle. Prosecutor Fred Johnson is retiring, so we have the same situation to fill that position.

B. Director of Public Works Kelly Rasmussen presented a written report. He thanked Ms. Jenkins for letting him know to provide more info/explanation when making reports. He explained about the regular items he includes on his reports which involves the staff completing locates for water/sewer utilities for developers and home owners which takes the time of on full-time employee, responding to issues the sewer step systems and call outs, monthly safety meetings and checks of all the system facilities to ensure they are operating and all alarms are functioning which takes about half of a full day, flushing of dead end lines to meet DOE requirements, installing new meters for new services and shutting off services for non-payment one day a month. He noted they don't go out after 4pm to re-turn on the water if shut-off for non-payment and residents should not turn the water on themselves in this instance. Last Friday the crew put up the flag poles at City Hall so flags are now flying full time. He has published for Chemical bids for 2019 which will be opened later this month.

C. Police Chief Ralph Herrera presented his statistical report of 109 calls with 20 reportable incidents. He noted the election since last meeting which has resulted in a new sheriff. He thanked Sheriff Mark Nelson for his years of service, noting he values his friendship. Looking forward he will be working with Brad Thurman as sheriff who has been assigned as chief criminal deputy for the interim period until he takes office. Chief Herrera will participate in Lighted Boat event meeting tomorrow. There will be an escort of the girls Soccer team at noon tomorrow as they go off to state. Chief Herrera noted that last night at least three cars were broken into in the Waters Watch and Horizon Drive areas. It is important to lock your vehicle as none of these were forced entry incidents. He has posted a notice as those people that are out at night are valuable eyes and ears. There have also been incidents of mail boxes being pried open here, in Woodland and possibly Kelso.

D. Clerk/Treasurer Coni McMaster reported she is finalizing the business code update and working on an update to the personnel policies. The Kalama Library project for collecting and saving of historical pictures has been completed. Kalama has the most photos uploaded on the site for all cities in Washington. This is due to Elaine Bystrom and Carol Day, the two part-time library aides. They will be starting the process of collecting oral histories under the second grant right after the first of the year. Staff will be working to calculate the commercial/multi-unit fees under the new stormwater utility and setting the system up for



January implementation.

E. City Attorney Sam Satterfield had no report.

**13. CONSENT AGENDA**

*Councilmember Rosemary Siipola made a motion the City Council approve the Consent Agenda including:*

*Claims and Payroll Warrants #39688-39729 plus ACH/EFT payments for the Month of November in the amount of \$652,239.44*

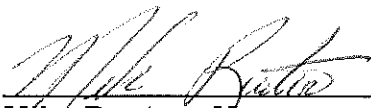
Approval of Minutes of the November 1, 2018 City Council Meeting

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

**14. EXECUTIVE SESSION - None**

**15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 8:30 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

## MEETING SIGN-IN SHEET

**MEETING:** KALAMA CITY COUNCIL REGULAR MEETING

**MEETING DATE:** November 15, 2018

Please sign in for the record. Signing in does not mean you must speak but TO ADDRESS THE COUNCIL YOU MUST SIGN IN FOR THE RECORD. WHEN RECOGNIZED PLEASE STATE YOUR NAME AND ADDRESS. Your comment could be subject to a time limit at the discretion of the Mayor. Please STAND - SPEAK CLEARLY and step forward. Thank you.

PLEASE CHECK AGENDA ITEM(S) YOU WISH TO SPEAK TO

Name	ADDRESS	EMAIL OR PHONE NO.	Pub Hear 2019 Budget Expenditures 1 ✓	PUBLIC COMMENTS SUBJECTS NOT ON AGENDA Please List subject
Sue Langley		masd1208@gmail.com		
Marionne Johnson	Lanford		✓	stormwater
Scott Lynn	Taylor			
Linda Dolph	Taylor			