

**CITY OF KALAMA  
CITY COUNCIL MEETING  
DECEMBER 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 Mike Truesdell, Sandra Macias, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. 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**

Clerk/Treasurer Coni McMaster noted that the warrant amount of \$471,664.04 was not printed on some of the agendas.

**3. PRESENTATIONS & AWARDS**

**4. EXECUTIVE SESSION**

**5. PUBLIC HEARINGS**

**A. 2019 Budget – Continued Final Budget Hearing – Expenditures**

Mayor Reuter opened the continued public hearing on the 2019 Budget. Clerk/Treasurer Coni McMaster presented an overview of the final numbers which include expenditures of \$69,700 more than presented at the last hearing. Amounts for operating expenditures were increased in a few instances to correct projections that appear to be low for \$34,000. The Capital project budgets were adjusted to remove the W. Frontage Road project that did not receive approved funding from the Transportation Improvement Board, add the fixing of the sidewalk on Meeker/First St, add work on China Garden Road, and the increase in the estimate by the engineers for the Old Pacific Highway Waterline. Several projects that are expected to be completed in 2019 were also adjusted to include interest into the expenditures, so the funds would be zero upon completion of the projects. The Capital Improvement Plan for Streets and Water were updated to include the changes. The final budget for 2019 is \$12,284,659.00. Ordinance 1412 is on the agenda for passage and includes the salary schedule and Capital Facilities Plan for 2019-2024. Ms. McMaster noted that once 2018 is closed the final 2019 document will be completed and should be ready by the end of January.

City Administrator Adam Smee summarized the budget message that will be part of the final document. The City was able to contain and remain within revenues and generated a small surplus in 2018 which can be credited to one-time sales tax revenues received from development and construction projects in the last year. Housing construction is dropping off with the completion of Stone Forest, but there are projects on the horizon. Revenue for any project is not sustainable to fund ongoing expenses, but rather more applicable for one-time

expenditures for durable assets or projects. The City met the targeted 20% for reserves and will transfer excess funds as a part of the final budget amendment. The Enterprise funds also had positive revenues and the City will continue to pursue the current plan for maintaining the system for the future. The fourth of five rate increases is implemented in the 2019 budget. The water plan was completed and the updated sewer plan is nearing completion. The City completed the stormwater formation study and the Council authorized the formation of the stormwater utility. They also authorized expenditures to address stormwater issues downtown. The City's Transportation Benefit District funded street improvements for the third year in a row. Staff and engineers are still trying to find a fix for Meeker Drive that is more permanent but the study is not providing optimistic results due to the land movement. The Council and Mayor after much debate decided to implement a tax increase and issue a limited tax general obligation bond. The City received a surprising very good AA- rating to issue a \$3 million bond for the Police facility which is scheduled for completion in Feb 2019. The City continues to strategize implementation of the goals and policies adopted in the Downtown Economic Revitalization Plan. An increase in visiting traffic and pedestrians since the opening of McMenamins in April has been seen and it is hoped this will escalate a thriving and healthy economy for our growing community. Mayor Reuter closed the hearing.

## **6. UNFINISHED BUSINESS**

### **A. Business License Update**

Clerk/Treasurer Coni McMaster informed the Council that based on legislation passed in 2017, the City has to amend their Business License code to meet the state requirements. This includes a standard definition for "engaging in business" and a minimum threshold for requiring a license which will be \$2000. In reviewing the City's code, she found that much of the code had been originally written in 1949 with only a few amendments. The majority of Chapter 5 of the Municipal Code is being updated by Ordinance No. 1414. Sections such as those dealing with circuses and liquor have been deleted as obsolete. The most notable changes have been to section on Special Events which will now require of submittal 30 days prior to an event and costs for using city police services for security will be \$60 per hour per person. The "taxi" code has been totally redrafted and will now cover services such as Uber or Lyft.

## **7. NEW BUSINESS**

### **A. Chemical Bid Award – 2019 – Subject to Bid Review**

Director of Public Works Kelly Rasmussen explained this is an annual process and the City sees the same bidders but this year we did get some changes in which ones submitted the lowest bid. He read off the low bids and noted the increases from two cents to eighteen cents for the different chemicals which he contributes to delivery cost increases. It is an expensive process to process water. Councilmember Rosemary Siipola made a motion the City award the bid to low bidders as follows:

**Sodium Hypochlorite @ 2.07 per gallon – Northstar Chemical**

**Sodium Fluoride @ .94 per lb – Cascade Columbia Distribution**

**Diatomaceous Earth @ .75 per lb – Univar**

## **Sodium Hydroxide @ 1.79 per gallon – Univar**

Councilmember Mike Langham seconded and the motion carried.

### **B. Sunset Terrace – Preliminary Plat Application – PC Recommendations**

Consulting City Planner John Floyd reviewed the staff report and the process that occurred before the Planning Commission for the Council. The site is located south on Old Pacific Highway and proposes a 65-lot subdivision to be built in two phases to include single-family home and townhomes. There will be two new streets and two new accesses to Old Pacific Highway. The applicant requested that the critical areas review run concurrent with the preliminary plat application, so that review has also been completed. There are wetlands and slopes on the site which have been adequately addressed by the proposed design. The Planning Commission held a public hearing on November 14 taking testimony from the public at which they voted to recommend approval with conditions of the plat application. These recommendations are before the Council to grant preliminary approval. The applicant will come back for final plat once the design and infrastructure pieces are complete. The proposed plat meets all zoning criteria and code requirements. The Council needs to address three issues in deciding to approve, deny or approve with conditions the application. The project needs to provide for the health, safety and welfare of the community; the public use and interest is served; and it conforms with all applicable codes and regulations. The proposed design addresses the critical areas mostly by avoiding those areas and the lot arrangement is laid out to minimize impacts. It is consistent with the Comprehensive Plan's goals and plans. The SEPA has been completed and all processes have been followed for the publishing and holding of the public hearing. Councilmember Sandra Macias noted a safety concern with how the current site work has left a lot of rock on the roadway, and if this would be better monitored once the project gets underway. It was noted that the trucks currently accessing the site are from the County and these issues should be brought to the attention of the City Public Works Department to address. Councilmember Rosemary Siipola asked what a flag stem is. It is a skinny driveway that leads to a back-lot building area. It was noted that there will be sidewalk along Old Pacific Highway along with lighting and landscaping. It was asked if there would be any sound barriers as this is close to the freeway. There would not be. Councilmember Siipola noted she is happy it includes townhomes. Councilmember Mike Langham asked if it addresses the runoff it will produce. There are two options in the proposal which include mitigation measures on-site with its own storm water facility or it could use the Washington Department of Transportation Facility called Big Lake. Mayor Reuter asked about parking for the townhome sites. Planner Floyd noted that it meets all the requirements for parking. Mr. Jim Bain of 308 N. Second Street stated that 20 years ago the property was platted by previous owner and approved, but not completed. He has concerns with the sidewalk on Old Pacific Highway and would like to see a setback sidewalk so it isn't right next to the road. Mr. Bain also noted that 20 years ago the Planning Commission established a \$700 per lot park fee and with inflation he would think it should have increased to something more like \$2000. City Administrator Adam Smee noted that the calculation was done based on a formula and developments that have been completed in the last years adjusted for scale and use as well as population and what the needs are for parks. The belief is that it will be a greater benefit to the entire community to have funds for a full community-oriented park rather than small development parks. Currently the City doesn't have an adopted methodology for a fee-in-lieu of

parks fee so he used the standards and recommendations used in years past. The City would need to have a fee developed by the Planning Commission for the future. Councilmember Siipola asked this be placed it on the list for the commission to work on. It was noted that while the development does not have any parks it does have two open space tracts and the owner retain the ownership or turn it over to the homeowner's association in the future. The City has no direct revenue steam to fund the maintenance of parks so adding more little parks create maintenance without a funding source. Councilmember Rosemary Siipola made a motion the Council adopt the staff findings and approve the preliminary plat subject to the 15 conditions included in the report as the application has met all the criteria. Councilmember Mike Langham seconded, and the motion carried.

## **8. ORDINANCES & RESOLUTIONS**

### **A. Ordinance No. 1412 2019 Budget Ordinance**

Ordinance No. 1412 was read by Title: An Ordinance of the City of Kalama approving and adopting the Budget for the City of Kalama for the calendar year 2019 in the amount of \$12,284,659.00 and the Capital Facilities Plan for years 2019 through 2024. Councilmember Mike Truesdell made a motion the Council adopt Ordinance No. 1412 2019 Budget Ordinance as read. Councilmember Mike Langham seconded, and the motion carried.

### **B. Ordinance No. 1413 Annexation Cloverdale Property**

Ordinance No. 1413 was read by Title: An Ordinance of the City of Kalama, Washington, providing for the annexation of certain municipal owned properties known as Cloverdale Road Pump Station Annexation to the City of Kalama, classifying and zoning said properties and fixing the effective date of the Annexation as December 1, 2018. Councilmember Mary Putka made a motion the Council adopt Ordinance No. 1413 as read. Councilmember Mike Langham seconded, and the motion carried.

### **C. Ordinance No. 1414 – Business License Code Update**

Ordinance No. 1414 was read by Title: An Ordinance of the City of Kalama, Washington amending sections of Kalama Municipal Code Chapter 5 Business Licenses and Regulations to comply with changes to state laws and make necessary changes to outdated Code Sections. Councilmember Rosemary Siipola made a motion the City Council adopt Ordinance No. 1414 updating Kalama Municipal Code Chapter 5 as read. Councilmember Mike Langham seconded, and the motions carried.

## **9. PUBLIC COMMENTS/CONCERNS – None**

## **10. CORRESPONDENCE - No items were brought forward.**

### **A. Citizen's Petition – Auditor Certification Letter**

### **B. Resignation Letter – Indigent Defense – Debra Burchett**

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

**A.** Mayor Mike Reuter congratulated Chinooks football team on their back to back state championship titles.

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

**C.** Councilmember Sandra Macias reported the new logo looked nice on a letterhead. She noted earlier this afternoon she attended the Cowlitz Safe meeting which held an Incident Command class which she found very interesting. She thanked the Clerk/Treasurer for all the budget work.

**D.** Councilmember Mike Langham reminded everyone about the Shop with a Cop event on Saturday.

**E.** Councilmember Rosemary Siipola reported she had forwarded from the Traffic Safety Commission a public service announcement on the myths about distracted driving and marijuana for publishing on the websites. She will be attending the next meeting of the Economic Development Council at the COG.

**F.** Councilmember Mary Putka reported on the Lighted Boat festival sponsored by the Chamber and how large this has become. Its growth has led to more expenses to cover the costs for providing for the safety including using the police and public works, the fire department and even. The Council can expect the Chamber to come with a request for some tourism funds to help cover the event costs. It does meet the criteria for these funds of drawing visitors to stay in town. Mary also noted that Envision and the Chamber purchased banners and snowflakes for downtown which will hopefully be up next week.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee commented that he encouraged the Chamber to request the funds as the boat festival does fit for Tourism and the City has an obligation to provide emergency and police services where we incur some costs and pass them back to the Chamber. The event will be using the ICS model for set up address traffic and safety concerns. The events within the City, like the Boat Festival or even Halloween are getting bigger and requiring more administration to address the safety of the public at the event and the citizens. It is a learning process as we grow and need to coordinate between the organizers and the community. Other events are also getting bigger and conversations are taking place on how the city can help and it may be through the tourism funding. The event this year will provide parking at the south end of the port area with shuttles to the marina, as well as flaggers and added security. Now is good time to begin setting policy for activities in Kalama. Police Chief Ralph Herrera noted they will do a detailed after-action meeting. This should be a positive event with high attendance. There was some discussion regarding the walking access from town which needs lights at the underpass to get to the walkway. Administrator Smee noted the City has West Frontage on the improvement list as well as the funded Elm Street project, and the unfunded lights at the underpass so will be looking for ways to fund the improvements and working with the Port.

**B.** Director of Public Works Kelly Rasmussen presented a written report. He added Public Works will be very busy in 2019 with all the capital projects and assisting the school with street issue on their project. He reported that WSDOT was here earlier in the week using a drone to fly over the drainage ditch taking pictures which will measure the water and topography of the whole thing. A report should be ready in the near future. He believes the letter from the business owners helped get their attention to get something done. WSDOT is working on permitting for removing the beaver dams and are currently trapping the beavers.

**C.** Police Chief Ralph Herrera presented his statistical report for 186 calls for service with 21 reports. He warned everyone that this is the time of year for lots of fraud, so everyone needs to be careful and pay attention to what you leave in cars. It's also the time they see more DUI's and there will be an enforcement patrol this Saturday night. Chief Herrera reported the new hire Tyler Kaplan has joined the department and will completing training over the next few months. He will be sworn in at next council meeting. Shop with a Cop will be at the Walmart in Woodland, so volunteers need to be there by 8:30am. Afterwards, Fire District five is hosting a lunch at Station 52 on Todd Road. Mayor Reuter asked if Kalama had been affected by skimmers in Cowlitz County. Chief Herrera stated none had been reported in Kalama, and he hasn't seen any reports, but knows there were dozens of calls in other agencies throughout the County.

**D.** Clerk/Treasurer Coni McMaster reported she will be reviewing all of the 2018 funds to prepare a year-end budget amendment. This should include transfers into the reserves and adjustments for unanticipated revenues and expenditures. Staff will be working to update the utility system for the new Stormwater fees beginning January, as well as all the planning forms. She is working on a newsletter to go out with the bills at the end of the month, and hopefully will issue one bimonthly in 2019. The software to address public records requests has been installed and implemented for both the Finance and the Police departments, which was funded under a Technology Grant from the Archives Department at the State. She met with FEMA at Camp Murray to work on closing out the 2015 Flood claim and it may be toward the end of 2019 before that is totally complete as there are some funds yet to be received and some possible mitigation funds.

**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 #39730-39805 plus ACH/EFT payments for the Month of November in the amount of \$ 471,664.04*

*Approval of Minutes of the November 15, 2018 City Council Meeting*

*Appointment of Kalama Municipal Court Judges and Judges Pro Tem for 2019*

*Contract for Indigent Defense Services with Longview Defenders, PLLC*

*Councilmember Rosemary Siipola 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.

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**Mike Reuter - Mayor**

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**Coni McMaster - Clerk/Treasurer**

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