

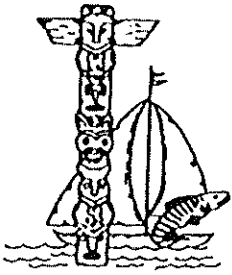
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda December 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**
4. **PUBLIC HEARINGS**
  - A. 2019 Budget – Continued Final Budget Hearing - Expenditures
5. **UNFINISHED BUSINESS**
  - A. Business License Update
6. **NEW BUSINESS**
  - A. Chemical Bid Award – 2019 – Subject to Bid Review
  - B. Sunset Terrace – Preliminary Plat Application – PC Recommendations
7. **ORDINANCES & RESOLUTIONS**
  - A. Ordinance No. 1412 2019 Budget Ordinance
  - B. Ordinance No. 1413 Annexation Cloverdale Property
  - C. Ordinance No. 1414 – Business License Code Update
8. **PUBLIC COMMENTS & CONCERNS** (*3 minute limit*)
9. **CORRESPONDENCE**
  - A. Citizen's Petition – Auditor Certification Letter
  - B. Resignation Letter – Indigent Defense – Debra Burchett
10. **MAYOR & COUNCILMEMBER REPORTS**
  - A. Mayor Mike Reuter
  - B. Councilmember Mike Truesdell - Tourism
  - C. Councilmember Sandra Macias – Finance & Public Works



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## City Council Agenda December 6, 2018 @ 7 pm

- D. Councilmember Mike Langham – Police & 911 Board
- E. Councilmember Rosemary Siipola – Planning & Economic Development
- F. Councilmember Mary Putka – Chamber & Tourism

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

#### B. Approval of Minutes of the November 15, 2018 City Council Meeting

#### C. Appointment of Kalama Municipal Court Judges and Judges Pro Tem for 2019

#### D. Contract for Indigent Defense Services with Longview Defenders, PLLC

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

**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

## **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

## **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.

*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

## MEETING SIGN-IN SHEET

**MEETING:** KALAMA CITY COUNCIL REGULAR MEETING

**MEETING DATE:** December 6, 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.	SUBJECT TOPIC	Pub Hear 2019 Budget Expenditures 1	PUBLIC COMMENTS SUBJECTS NOT ON AGENDA Please List subject
Scott Taylor	2005 Beardwood	STaylor@SAPERSYSTEMS.com	X		
Jason Mattos	Vancouver WA 98663	Jmattos@SAPERSYSTEMS.com	X		
JMBAIN			✓		