

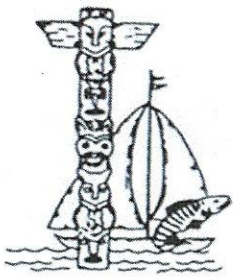
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda December 20, 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. Oath of Office – Police Officer Tyler Kaplan
4. **PUBLIC HEARINGS**
5. **UNFINISHED BUSINESS**
 - A. 2018 Budget Amendment – End of Year Review
6. **NEW BUSINESS**
 - A. Request – Cost Share – Elm Street Sidewalk – Methodist Church
7. **ORDINANCES & RESOLUTIONS**
 - A. Ordinance No 1415 - 2018 Budget Amendment
 - B. Resolution 677– Set Public Hearing before the Hearing Examiner – 8th Street Vacation – Kalama School District.
 - C. Ordinance No. 1416 – Amended Ord 1413 – Cloverdale Annexation
8. **PUBLIC COMMENTS & CONCERNS** (3-minute limit)
9. **CORRESPONDENCE**
 - A. Termination of the Agreement with Cowlitz County Communications Center
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



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City Council Agenda December 20, 2018 @ 7 pm

- 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 #39805-39855 plus ACH/EFT payments for the Month of December in the amount of \$586,619.76

B. Approval of Minutes of the December 6, 2018 City Council Meeting

C. Approval – Authorization of the New Agreement with the Cowlitz County 911 Public Authority

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
DECEMBER 20, 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, 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. Oath of Office – Police Officer Tyler Kaplan

Police Chief Ralph Herrera administered the oath of office to new Officer Tyler Kaplan and welcomed him to Kalama. The Department is now fully staffed with his addition to the staff. Officer Kaplan thanked everyone for welcoming him to Kalama over the last two weeks.

4. EXECUTIVE SESSION - None

5. PUBLIC HEARINGS - None

6. UNFINISHED BUSINESS

A. 2018 Budget Amendment – End of Year Review

Clerk/Treasurer Coni McMaster reviewed the changes in the 2018 budget which are mostly the result of the receipt of unanticipated revenues due to growth, construction projects, new business and a hot, dry summer. The City received requests for some of the funds from the Hotel/Motel taxes to support tourism activities in Kalama, and the Shop with a Cop supported more children in the Community than in the past. The unanticipated sales taxes increase the Criminal Justice tax amount which will be transferred to cover cost of the police facility. The Community Building saw more activity than expected which increased the maintenance expenses. Increases in utility revenues increased the utility tax proceeds requiring increases to the transfers of those taxes and increases the cost of contract services in garbage. Water and Sewer has unanticipated expenses for repairs, maintenance and contracted services in 2018. The City of Kalama negotiated a new agreement with the Teamster Bargaining unit which included a 4.5% wage increase increasing the salaries as adopted on the original salary schedule which is also being amended. The City has \$50,000 of unused funding available on the USDA RD loan that we need to release back to USDA. They will send us the funds and we will immediately return them to close out the loan. There will also be transfers of excess funds from the operating funds to reserve funds of up to \$150,000 from the General Fund and up to \$300,000 from Water/Sewer. The total of the budget amendment is

\$875,600 in Ordinance 1415.

7. NEW BUSINESS

A. Request – Cost Share – Elm Street Sidewalk – Methodist Church

Clerk/Treasurer Coni McMaster read excerpts from the letter from the Methodist Church requesting the City's support for the repair of the sidewalk in front of the church due to it being the only thoroughfare on Elm with passage past the Community Building and up to the School and trees which are in the City right-of-way and probably contributed to the damage to the sidewalk. City Administrator Adam Smee explained first he appreciates that the Church took the responsibility for the repairs and understands the request for help from the City with the costs. In order to fully address the request, he would like to talk with Director of Public Works Kelly Rasmussen and the city attorney to determine what is allowed under the City's sidewalk code. Under the code sidewalks are the responsibility of the adjoining property owner so the City needs to be sure we don't set a bad precedent or go against the code. Councilmember Rosemary Siipola suggested staff also review the walkability map as it is the only sidewalk that goes completely up the hill and the City is trying to prioritize the walkability of the city. The Church is also the site of weekly senior luncheon. Councilmember Sandra Macias asked what is the protocol for replacement of sidewalks. Administrator Smee explained that a Right-of-Way permit is required and the City's sidewalk standards that have to be followed. The new sidewalk meets all the City standards, as the Church obtained all the required permits and completed the work. Mayor Reuter added the City needs to look at what kind of precedent it could set and what would be the City responsibilities for the trees if they are in the right-of-way. So staff needs to review the code to determine if the City can do it or how the code could be revised to for certain allowances. City Attorney Sam Satterfield stated he will review the code and talk with staff to make a presentation back to Council. Mr. Dan O'Hall, who wrote the letter for the Church noted that during the construction the Church had to cut out tree roots and fill in divots. It is believed to be the original sidewalk, from the 1920's. This would be added to the next agenda.

8. ORDINANCES & RESOLUTIONS

A. Ordinance No 1415 - 2018 Budget Amendment

Ordinance No. 1415 was read by title: An Ordinance of the City of Kalama, Washington amending the 2018 Budget to account for unanticipated revenues and expenditures increasing the Budget in the amount of \$875,600.00. Councilmember Rosemary Siipola made a motion the Council adopt Ordinance No. 1415 read. Councilmember Mike Langham seconded, and the motion carried.

B. Resolution 677– Set Public Hearing before the Hearing Examiner–8th Street Vacation – Kalama School District.

Resolution No. 677 was read by title. A Resolution of the City Council of the city of Kalama fixing the time and place of the public hearing before the Kalama Hearings Examiner on the request to vacate a portion of Eighth Street between Cedar and Date Streets and

formally vacate portions of Date Street Right-Of-Way and portions of right-of-way abutting China Garden Road to adjoining property owners. Councilmember Mary Putka made a motion the City Council adopt Resolution No. 677 as read. Councilmember Mike Langham seconded, and the motion carried.

C. Ordinance No. 1416 – Amended Ord 1413 – Cloverdale Annexation

Clerk/Treasurer Coni McMaster noted this as a result of a call from the State Office of Financial Management where they explained the effective date of December 1, 2018 in the original ordinance would not be allowed as it was before the effective date of Ordinance No. 1413. Ordinance No. 1416 was read by title: An Ordinance of the City of Kalama, Washington, replacing Ordinance No 1413 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. Councilmember Rosemary Siipola made a motion the Council adopt Ordinance No. 1416 as read. Councilmember Mike Langham seconded, and the motion carried.

9. PUBLIC COMMENTS/CONCERNS

Mr. Jim Bain, Kalama resident, commended the staff for wading through the budget and setting a reasonable budget for the coming year.

10. CORRESPONDENCE

11. MAYOR’S REPORT & COUNCILMEMBERS’ REPORTS

A. Mayor Mike Reuter reported he will be attending the Mayor’s Exchange in Olympia in January, and City Action Days with City Administrator Adam Smee in February. He noted he spoke with Dena Ott about the stormwater issues and during the last rain event everything has been good at her building.

B. Councilmember Mike Truesdell had no report.

C. Councilmember Sandra Macias noted the Fire District letter that had come in the mail reminding everyone of the Santa Cruise on Christmas Eve beginning at 4:30pm. Remember that the Fire Department will also be collecting for Helping Hand as well as handing out candy canes to the kids. The Fire Department will also test the 911 sirens also as its annual check. She noted the other article on the emergency preparedness and emergency evacuation along with other helpful information.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola had no report.

F. Councilmember Mary Putka reported had no report.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported the staff is making progress as we close the year. The Police building is making great progress glass, siding going on, the roof is on and interior work is moving forward. We are at the halfway point in the project and the most recent payment is in the bills for approval. It is a good project and nice working with a contractor that wants to be a good partner. He wants to get the Chief moved in and the department settled. The water main connection is still being tested for quality and pressure to meet the City's standards. Power needs to be transferred to the permanent connections. The water test will require a jet truck and while here, the City have an area on East Frontage jetted to continue to address possible stormwater issues. Administrator Smee noted that earlier in the week, he and staff were notified that Librarian Louise Thomas will be retiring effective January 2, 2019. Clerk McMaster has the staff for January for continuity of service, and will be working to post for the position. Several Councilmembers noted that JH Kelly is doing a decent job in the confined space of the roadway and didn't know you could park so many vehicles in that area.

B. Director of Public Works Kelly Rasmussen was absent.

C. Police Chief Ralph Herrera presented his statistical report of 95 calls for service with 21 reports. He added the Shop with a Cop was very successful and thanked the volunteers. He noted the lunch after at Station 52 hosted by the Fire District was a great addition and is looking forward to next year. The Lighted boat event was very well attended with 4000 to 4500 in attendance. All the parking areas, and down town were filled with the shuttle running non-stop. This was without the amphitheater and no big marketing campaign. It was a huge turnout with no major problems requiring emergency response. They did tow two cars that were parked hazardously. The command center worked well and with a possible bigger turnout next year the after-action meeting was important to get more ideas from all involved including using a drone to get an overview of the traffic flow and inviting BNSF to the planning table. Chief Herrera noted the office will be closed Christmas eve and Christmas day, but officers will be on patrol. There is also a DUI visibility patrol scheduled for next week so he hopes no one will drink and drive. Officer Kaplan will start field training tomorrow on night shift, but will transition to days at beginning of the year.

D. Clerk/Treasurer Coni McMaster noted that Emily Moore in the Finance Department is just completing her probation next week and has done very well exceeding all expectations. She wished everyone a Merry Christmas and a Happy New Year.

E. City Attorney Sam Satterfield had added his wishes to everyone for a Happy Holiday.

13. CONSENT AGENDA

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including:

Claims and Payroll Warrants #39805-39855 plus ACH/EFT payments for the Month of December in the amount of \$586,619.76

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

Approval – Authorization of the New Agreement with the Cowlitz County 911 Public Authority Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 7: 40 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: December 20, 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 | PUBLIC COMMENTS SUBJECTS NOT ON AGENDA Please List subject |
|-------------------|---------------|--------------------|----------|--|
| <i>David Chad</i> | <i>Kakawā</i> | | ✓ | |
| <i>JIM BAIN</i> | | | | |
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