

City of Kalama
City Council Agenda
January 17, 2019 @ 7 pm

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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
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - A. Fibre Credit Union – TBD Account - Update Signers
7. ORDINANCES & RESOLUTIONS
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
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

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12. CONSENT AGENDA - *I move the City Council approve the consent agenda as presented.*
- A. Approved for payment are: Final Claims Warrants # 39905-39919- for December 2018 in the amount of \$11,327.76
- Claims and Payroll Warrants #39920 - 39958 plus ACH/EFT payments for the Month of January 2019 in the amount of \$ 582,642.76
- B. Approval of Minutes of the January 3, 2019 City Council Meeting
- C. Reappointments of
- Shannon Ripp to the Kalama Library Board
Susan Dennis Langham to the Kalama Planning Commission
13. EXECUTIVE SESSION
14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
JANUARY 17, 2019**

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 Hughes, Mike Dennis Langham, Rosemary Brinson Siipola (left at 7:35), and Mary Putka. Councilmember Mike Truesdell 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

Clerk/Treasurer Coni McMaster noted the correct amount for the warrants that should be on the agenda is \$661,131.35.

3. PRESENTATIONS & AWARDS - None

4. EXECUTIVE SESSION - None

5. PUBLIC HEARINGS - None

6. UNFINISHED BUSINESS - None

7. NEW BUSINESS

A. Fibre Credit Union – TBD Account - Update Signers

Clerk/Treasurer Coni McMaster explained the City has a savings account for all the TBD funds and the signers on the account need to be updated. To do so, she needs the Council to officially authorize the Mayor and Mayor Pro Tem as signers. Councilmember Rosemary Siipola made a motion Mayor Mike Reuter and Mayor Pro Tem Sandra Macias be the additional signers on the TBD account at Fibre Credit Union and former Mayor Pete Poulsen and former Pro Tem Mary Putka be removed. Councilmember Mike Langham seconded, and the motion carried. It was clarified that Sandra Macias would remain as Mayor Pro Tem for 2019.

8. ORDINANCES & RESOLUTIONS

9. PUBLIC COMMENTS/CONCERNS

Colleen Neel of Kalama requested the Council authorize the refund of her permit fees for two mechanical permits, as she requested at the last meeting. She is not interested in having someone come out to inspect that doesn't know what they are looking at. City Attorney Sam

Satterfield made a recommendation that members of the public request to put these types of requests on the agenda if action is going to be needed and the City provide a form for this purpose. This issue was discussed at the last meeting, but all the information is not available to the Council. Having it as an action item on the agenda is the appropriate way to do it. The citizen and staff can then provide information that the Council needs to make a decision. He acknowledged Ms. Neel's frustration but felt his recommendation is a better process than expecting the Council to make a decision under public comments. Clerk/Treasurer Coni McMaster noted that since the mechanical permits had been reviewed. One was actually a plumbing permit, six had been inspected and finalized, 3 were not yet complete, and Ms. Neel's which needs to be inspected. The City did find that the inspection had been scheduled but was not signed off. The inspector was sent out to do an inspection of the outside unit and did final it. Ms. Neel noted that she had missed two days work waiting for inspections and asked how the inspector accessed it behind a locked gate. It was requested she complete a request to be put on the next agenda. Ms. McMaster stated she would email Ms. Neel the form.

Richard Williams, Kalama resident living in Dave's View addressed the Council regarding a water leak. A couple months ago, over a weekend, he had no water, so he called his neighbor, they had water, so he called the City office and the message told him if it was an emergency to call 911. He didn't think it was an emergency, so didn't call, and had no water all weekend. On Monday when he contacted the city, a crew person came out and found a leak underneath his house that ran all weekend. He appreciated that they came out and found it. He got it fixed. The bill for the water was over \$300 and he received a leak adjustment of one-half of the leak. He is requesting additional consideration as it didn't have to run all weekend, if the message had offered other instructions than calling 911. He added that now his hot water tank will have to be replaced, due to having no water and he doesn't think he should pay for the water. It was explained that had he called 911 someone would have been contacted and gone out on the weekend. Mr. Williams was given an adjustment of \$143 for the leak. Mayor Reuter verified that the leak was on Mr. Williams' property, and noted that is his responsibility.

Director of Public Works Kelly Rasmussen explained the City doesn't have any control on the lines from the meter to the house. He informed Mr. Williams that contact information is also available in the Kalama phone book. Mr. Williams noted that his complaint is he was told to call 911 but didn't think it was that kind of emergency. The message should have more information. Mayor Reuter and several Councilmembers noted that Mr. Williams had received the same adjustment that others including themselves have received for leaks which is fair. They did not want to pursue any further discussion of the issue.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter stated he had been contacted about the City business license form which now requests "gross income." Clerk/Treasurer Coni McMaster explained that under the new state law and newly adopted municipal code there is an income threshold for requiring a license, so when updating the form this was added. The explanation for this is on the form and was included in the cover letter that went out with the renewals. In hindsight, a better way to address the need for information would be to have a check box for income over

the \$2000 threshold and a request for verification. The form will be updated, but renewals will not be resent. The information was not going to be used for any other purpose nor for any public record release.

Mayor Reuter noted he has heard of concerns about the "smell of Kalama." He doesn't know where it comes from, the trains, the chemical plant, Longview, the City Sewer plant or from where. He contacted Southwest Clean Air Agency. They have a reporting line which he will have posted on the City website so the public will have the information available in the future.

- B.** Councilmember Mike Truesdell was absent.
- C.** Councilmember Sandra Macias has no report.
- D.** Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola announced that Becky McCray an economic development specialist will be in area for a week in February. On February 6th she will do a walk about of Kalama and the City will host a dinner with her at McMenamins that night. She will be helping the City as they look at implementing the adopted Economic Development Plan.

F. Councilmember Mary Putka asked Councilmember Siipola about the Chamber meeting since she had been unable to attend. The Chamber elected new Board members and heard from County Commissioner Gardner on current Tourism funding from the County.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported he attended the Library Board, which was unable to hold the meeting for lack of a quorum. He was still able to have a good discussion on the library director position since the retirement of Louise Thomas after 17 years. He needs input on what the Board sees for the future of the Library including programs and activities. It was a good discussion on how the library functions and what its needs are and the cost to meet the desires for the library. Administrator Smee noted he is working on the Department head annual reviews and reformatting that process. The Police station is moving forward and JH Kelly is doing a good job. They did a walk through on Tuesday with the architect. Paint is ongoing and cabinetry is being installed so the hope is for occupancy by April 1, 2019. Commission Gardener did discuss the County's perspective on the lodging tax funds at the Chamber. He explained how they distribute the funds, and why they would like to keep receiving the funding. The Legislative session has started and Kelso's lodging tax bill SB 5228 is moving forward with support of the 19th district. Mayors and City Administrators from Longview, Woodland, Kalama and Kelso have all signed on in support. Administrator Smee reminded everyone that the hearing on the Conditional Use Permit for the School project will be held tomorrow. This will cover a full site preliminary review on all facets of the project. It is at 2pm before the Hearings Examiner here in the chambers. This is a big hurdle to clear in order to keep the School on its proposed schedule. Mayor Reuter noted that the School has found a builder which is the same one that did the Ridgefield school.

B. Director of Public Works Kelly Rasmussen reported he is working with WASDT to establish two control points to do a survey of the stormwater ditch. Bluhm and Associates have donated survey time to help with this project. He believes the ditch is silted in which restricts the flow of stormwater coming out of town. In order to build a plan or to request funding they need to be clear on what the problem is and how deep the ditch is. The survey will start on Wednesday. He continued that he is working with Cowlitz County engineers on their South Cloverdale project which will require the City to lower the water main in the area as they lower the road. He and Adam have requested that the County include the design and funding to help the City meet the cost of having to reroute the waterline due to the County Road work. The County has agreed to work with the City. The crew is working on rebuilding all the PRVs in the vaults. There are 75 that need to be addressed which is done every 5 years. Director Rasmussen noted he would look at the voicemail message in his office as well. The crew also dealt with a water leak on Tidewater Drive for three hours yesterday. They found that a PUD wire had been electrified and cut the pipe. Mayor Reuter asked if the department was ready for the rain and Director Rasmussen assured him the department is as ready as they can be.

Director Rasmussen added that he has contracted with AES to install a catch basin and a gate valve which will help the City be able to isolate back flow during future rains. This work will start on Monday.

C. Police Chief Ralph Herrera presented his statistical report of 101 calls for service with 16 reports. Officer Kaplan is currently training in Woodland and doing well from all reports. Chief Herrera will be attending a PIO training on January 30th at the Department of Emergency Management. This is a way to help the local area entities support each other and network in dealing the public information needs.

D. Clerk/Treasurer Coni McMaster provided the December Cash and Investment report and the end of year 2018 Treasurers Report. She took the opportunity to review the set up of the Treasurers report which is presented quarterly and breaks out the expenses by all the operating departments. She noted the department is working on implementing the new Stormwater Utility fees, and closing out 2018.

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:

Final Claims Warrants # 39905-39919- for December 2018 in the amount of \$11,327.76

Claims and Payroll Warrants #39920 – 39958 plus ACH/EFT payments for the Month of January 2019 in the amount of \$ 661,131. 35.

Approval of Minutes of the January 3, 2019 City Council Meeting

Reappointment of Shannon Ripp to the Kalama Library Board
Reappointment of Susan Dennis Langham to the Kalama Planning Commission

Councilmember Mike Langham seconded, and the motion carried.

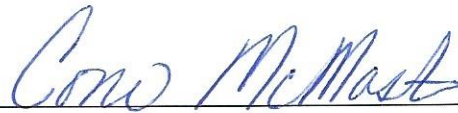
14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 7:59 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

