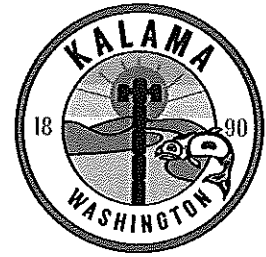


**City of Kalama
City Council Agenda
February 7, 2019 @ 7 pm**



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 - Officer Ken Wong

4. **PUBLIC HEARINGS**
 - A.

5. **UNFINISHED BUSINESS**
 - A. Eighth Street Vacation – Findings & Recommendations
 - B. Colleen Neel – Request for Building Permit Refund
 - C. Award Construction Bid – Old Pacific Waterline Replacement

6. **NEW BUSINESS**

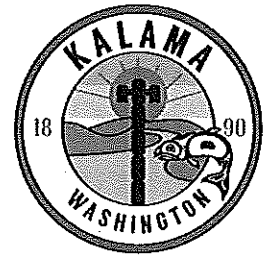
7. **ORDINANCES & RESOLUTIONS**
 - A. Ordinance No. 1417- Eighth Street Vacation

8. **PUBLIC COMMENTS & CONCERNS** (*3 minute limit*)

9. **CORRESPONDENCE**
 - A. WA ABLE Fact Sheet

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

**City of Kalama
City Council Agenda
February 7, 2019 @ 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 #39958-40023 plus ACH/EFT payments for the Month of January in the amount of \$ 261,118.29 and void of duplicate warrant #39932
- B. Approval of Minutes of the January 17, 2019 City Council Meeting

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
FEBRUARY 7, 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, Mike Dennis Langham, Rosemary Brinson Siipola, 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

3. PRESENTATIONS & AWARDS

A. Oath of Office - Officer Ken Wong

Chief Ralph Herrera informed the Council that Officer Caitlyn Neill has resigned and will be taking a position with the County Sheriff later on this month. To address the vacancy, the City will be hiring former officer Kendrick Wong after a brief retirement. He administered the oath of office to Officer Wong. The Council and members of the audience welcomed Officer Wong back "home."

4. EXECUTIVE SESSION - None

5. PUBLIC HEARINGS - None

6. UNFINISHED BUSINESS

A. Eighth Street Vacation – Findings & Recommendations

City Administrator Adam Smee explained that this is a request from the school as part of their construction project to vacate a portion of Eighth Street and a few other pieces of right-of-way that were discovered during the review process. These other areas are currently in use either as sections of the bus garage site and maintenance area or some other use by the school, but still designated as street right-of-way requiring the vacation. The vacation was presented at a public hearing before the City's Hearings Examiner Sarah Koss. It was reviewed by the planner and engineers who provided staff reports as a part of the examiner's review. The final report from the Examiner Koss recommends approval of the vacation which includes the payment of the assessed valuation of the parcels and the City will retain easements for utilities within the areas. Councilmember Rosemary Siipola noted it is nice to see the project moving forward.

B. Colleen Neel – Request for Building Permit Refund

Mayor Reuter reported on the information he received from Municipal Research which is that it would be a gift of public funds to provide the refund as the permit is required, not only by City Code, but also State laws. The furnace needs to have the inspection completed or technically the home owner cannot use the furnace or occupy the home. The Building code doesn't allow for refunds. From the information at the City an inspection was scheduled and either the inspector forgot to sign off or couldn't get in to make the inspection, which is unclear. The City recognizes that they didn't follow through and wants to make it right. They are taking steps to improve the process which will include door hangers. City Administrator Adam Smeed explained that permits expire after 180 days of inactivity, so technically the furnace permit is expired. Since we bear some responsibility, we don't want to require a new permit but get the inspection done so she is in compliance. Councilmember Sandra Macias asked if there should be a time frame set to get the inspection completed and resolve the issues. Clerk/Treasurer Coni McMaster suggested 30 days. The City would work to schedule the inspection to meet Ms. Neel's needs as well. Mayor Reuter asked what the Council wanted to do. Councilmember Rosemary Siipola suggested the Council refund one of the fees as we admit we made a mistake. Clerk/Treasurer McMaster noted this could still be a gift of public funds and the contractor made the payment to the City for the permit. City Attorney noted that under the building code it is not an option to give a refund, but the City could extend the permit as it exists. Councilmember Rosemary Siipola made a motion the Council extend the permit for 30 days from February 8th to get the required inspections completed in order to meet all code requirements. Councilmember Mike Langham seconded. It was asked what would happen if the inspection isn't made. City Administrator read from the code which allows the City to remove the occupancy of the home and then if the home was accessed it could be a misdemeanor. Mayor Reuter asked Ms. Neel if the 30 days was acceptable. She responded that it would have to as the City could remove occupancy if it isn't done. She has been trying to get it done all along and finds this difficult since it didn't happen. The motion carried.

C. Award Construction Bid – Old Pacific Waterline Replacement

Director of Public Works Kelly Rasmussen provided the results of the bid opening on the Old Pacific Highway Waterline Replacement project. The City received 12 bids which is great. The engineer's estimate for the project was just over \$650,000. The low bid is \$349,697.11 from Columbia Pacific Construction from Woodland. Engineers, Gibbs and Olsen have reviewed all the bids and vetted the low bidder, checking all references. The recommendation is to award the bid to the lowest bidder Columbia Pacific. Councilmember Sandra Macias noted this is a good indication that bidding in winter is better. It was asked when the project would begin. Director Rasmussen stated in 30-45 days after all paper work is completed. The location is in the county right of way. Councilmember Rosemary Siipola made a motion the City accept the bid from Columbia Pacific from Woodland in the amount of \$349,697.11 for the Old Pacific Highway Waterline project. Councilmember Mike Langham seconded and the motion carried.

7. NEW BUSINESS – None

8. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1417- Eighth Street Vacation

Ordinance No. 1417 was read by title: An Ordinance of the City of Kalama, Washington, relating to Street Vacations, authorizing the vacation of approximately 24,920 square feet of developed Eighth Street Right-Of-Way between S. Date and Cedar Streets; approximately 5689 square feet of undeveloped Sixth Street right-of-way; approximately 3170 square feet of unopened Date Street right-of-way; and approximately 1028 square feet of alley right-of-way parallel and west of Sixth Street between China Garden and Date Street all located in the Courthouse and Stones Additions of Kalama, Cowlitz County, Washington. Councilmember Mary Putka made a motion the City adopt Ordinance No. 1417 as read. Councilmember Mike Langham seconded, and the motion carried.

9. PUBLIC COMMENTS/CONCERNS

Mr. Matt Merz stated that he is hearing rumors the City will be making one of the downtown streets one-way and wanted to know if there is any truth to it. It was explained that this is a recommendation included in the adopted Economic Development Plan for downtown. There are no plans to implement it at this time and it would require a full traffic study before anything could be done.

10. CORRESPONDENCE - None

11. MAYOR’S REPORT & COUNCILMEMBERS’ REPORTS

A. Mayor Mike Reuter had no report.

B. Councilmember Mike Truesdell was absent.

C. Councilmember Sandra Macias noted the weather forecasts for the upcoming weekend and next week for a winter snow storm. It appears it will hit Kalama, but exactly how hard will have to be seen. It is recommended everyone get prepared for the coming storm. If you live on one of the hills it is recommended to park on the side streets to avoid problems. The Public Works crew will be plowing and deicing the major roadways in town throughout the weekend between 6am to 10 pm. Major roadways include Elm Street, First Street, Cloverdale and Military Roads, China Garden Road, Old Pacific Highway, Meeker Drive, Taylor Road and 5th Street and Oak Street for traffic to the Port areas. All first responders are on 24/7 and recommend it is best to stay home and stay safe.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola reported on the visit of Becky McCray the small

downtown economic specialist who spend 3 hours in Kalama on Wednesday. There was a group that walked the length of downtown hearing what she had to say about the community and providing some ideas of we could do on a small scale. She felt Kalama is ahead of curve as we have the lights and sidewalk infrastructure in place. Councilmember Siipola felt the group got a lot of ideas and it was a great opportunity for information. Now the City will put together a group of citizens to work on the Downtown Economic Development plan to move it forward. Kalama worked CEDC on the County wide event. She noted that Ms. McCray has a blog on small town development that some may find interesting. Councilmember Siipola stated that she will be attending the Port Commission meetings in the future report on what the City is doing and finding out what the Port is doing in an effort to keep the doors open and a positive relationship between the entities.

F. Councilmember Mary Putka reported the Chamber was very involved yesterday and she will attend the next meeting on February 19th.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported the School obtained their conditional use permit as part of the new school construction project. They will be submitting the construction plans for review in early spring with the target for groundbreaking April or May. This is going to be the biggest project the City has seen and it is projected it will take 2 years to complete. The Port will be opening bids on the infrastructure for the Spencer Business Park later this month. It has been over 3 years since work on the project began. The City has received the engineering submittal for Sunset Terrace, so staff and consultants are reviewing for approval so work can begin. Administrator Smee attended the CEDC conference today, where Ms. McCray was keynote speaker. He noted that it was a nice diversification to see the focus on economic development in the smaller communities throughout the County instead of solely on the industrial/commercial developments. He and the Mayor will be going to Olympia next week for City action days and meeting with the legislative representatives for our area. He will offer support for Kelso's bill on the Tourism funds as well.

B. Director of Public Works Kelly Rasmussen began by thanking Surveyor Kevin Bluhm for donating one day of his crew's time to do the survey of the I-5 drainage ditch. This resulted in a profile of the ditch to compare with the original profile from 1966 which shows the need to have it cleaned. He reported he spent some of the stormwater funds to put in a manhole to the storm line that was discovered during the camera work this last fall. It included the installation of a gate valve that will help to keep water from the Columbia out of the downtown. The City is reviewing the preliminary Plat of Cedar Springs which is adjacent to Sunset Terrace. It was noted that between the two there are about 100 total new lots. Director Rasmussen added the Vivian Road water line that was repaired by the crew. They are also working on rebuilding fire hydrants and stock piling rock for future needs. Mayor Reuter noted that there were 8 beaver dams in the I-5 ditch which require permits to deal with each one. Washington Department of Transportation has one permit and will be able to address the one dam in the next few weeks. The dams found by the surveyors may not be blocking water, but if they are less than a year-old DOT can remove. The beavers are being trapped and moved by DOT already.

C. Police Chief Ralph Herrera presented his statistical report of 125 calls for service with 12 reportable incidents. Most notable is the vehicle prowler at the Port park in which the person left a purse in the car and it was smash and grab. The credit cards were used in a town north. Officer Neill's last day will be February 14th. They have planned an abbreviated training period for Officer Wong. They brought him in early so the transition would be seamless. Officer Kaplan has done well training in Woodland. Once finished there, he comes back to Kalama and then will work with the County for a while. Chief Herrera noted the department has seen an increase in elderly scams and frauds lately. He made a presentation to Amalak earlier today on the issue and has posted a video on the Police facebook page. The predicted snow will make driving a challenge so he recommends you don't drive unless absolutely necessary.

D. Clerk/Treasurer Coni McMaster reported that Utility Clerk Kiley Mirenta did a commendable job of getting the stormwater fees set and ready for billing. The commercial accounts were a challenge. There are copies of the final budget document available if the Council wants copies and they are uploaded in the Drive folder. The Council has new Chromebooks and she asked if they would like to have mice for them. They indicated they would. The City took in over \$21,000 in business licenses in January which is fairly normal as they are due by January 31st.

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 #39958-40023 plus ACH/EFT payments for the Month of January in the amount of \$ 261,118.29 and void of duplicate warrant #39932 and Approval of Minutes of the January 17, 2019 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 7:58 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

