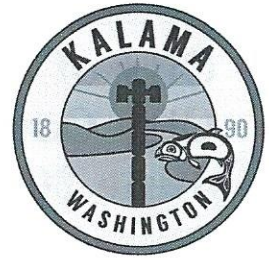


City of Kalama City Council Agenda June 20, 2019 @ 7 pm



1. OPENING - Mayor Mike Reuter
 - A. Flag Salute
 - B. Roll Call
 - C. Changes to the Agenda
2. EXECUTIVE SESSION
3. PRESENTATIONS & AWARDS
4. PUBLIC HEARINGS
 - A. Shoreline Permit Extension – Port of Kalama – Haydu Park
 - B. Kalama’s 6-year Street Plan – 2020-2025
5. UNFINISHED BUSINESS
 - A. Kalama Land Use Code – Procedures Update
6. NEW BUSINESS
 - A. Finance Department Staffing
 - B. Kalama Fair Parade – July 13, 2019
7. ORDINANCES & RESOLUTIONS
 - A. Resolution No. 679 – Six Year Street Plan
8. PUBLIC COMMENTS & CONCERNS (3 minute limit)
9. CORRESPONDENCE
10. MAYOR & COUNCILMEMBER REPORTS
 - A. Mayor Mike Reuter
 - B. Council Position 1 - Vacant
 - 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 & Library

**City of Kalama
City Council Agenda
June 20, 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 #40449-40492 including voided/reissued warrants plus ACH/EFT payments for the Month of June in the amount of \$344,606.88**
- B. Approval of Minutes of the June 6, 2019 City Council Meeting**
- C.**

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
JUNE 20, 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. 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 Erin Hillier was also present. Members of the public present are listed on the sign-in sheet.

2. CHANGES TO THE AGENDA – Addition of Kalama Parade under New Business

3. PRESENTATIONS & AWARDS – None

4. EXECUTIVE SESSION - None

A. Shoreline Permit Extension – Port of Kalama – Haydu Park

Mayor Reuter opened the public hearing on the Shoreline permit extension. City Planner John Floyd noted he added a memo regarding a revised condition of approval to the report tonight and will explain the issue later. The application is to expand the Haydu baseball fields so the high school can utilize them. This is an alternate plan as part of the school improvement project, as the proposed new fields at the School site have been put on hold due to funding. The Haydu fields owned by the Port can be utilized but will need to be expanded to meet the regulation size. To enlarge the fields the project will make two small intrusions into the critical areas along the Kalama River. The applicant has presented a mitigation plan to address those issues. The Port of Kalama received a Substantial Shoreline Permit when they developed Haydu park which is effective for five years or until August of 2019. This project falls under Shoreline requirements and the Port is partnering with the School on this project to extend the permit for one year and include a few revisions to address the new work. The use is the same as on the original permit with no new facilities. The scope of work is primarily the same scope addresses similar issues for construction of the ballfields State guidelines set requirement for extending the shoreline permit with three criteria to be met which the applicant has done:

1. Must be based on a reasonable factor
2. Filed prior to the expiration date of the original permit
3. Notice is given to the Department of Ecology and all parties of record.

Revisions to the permit are set by WAC. The proposed revisions are within the scope of the original permit, they meet the requirements under the permit, the usage being proposed is not new, effects on the area re minor in scope and meet the development standards. The applicant has included the mitigation plan to address the impacts of the work proposed in the

2019-6-20 Minutes

critical area along the Kalama River. The existing conditions on original continue forward and additional conditions have been added. SEPA has been filed and the comment period will end on June 28th, so any final action on the permit cannot take place tonight. Planner Floyd recommends the hearing be continued to July 3rd. The applicant is present and the Council can hear any testimony. The new condition addresses the problems the applicant is having with getting adequate information to complete a hydrologic and hydraulic analysis immediately. The applicant has requested the permit be issued conditioned that these reports be completed while the work is being done but prior to final inspections in order to meet the current building season with the understanding that if they do not comply, any work done will have to be reversed. The work to be done is the removal of dirt and not adding any, so the project is not likely to increase or affect flooding conditions. Planner Floyd noted that the applicant is present if there are any questions.

Mayor Reuter opened the floor for public comments. Mr. John Flynn, Kalama resident clarified that the applicant wishes to do the work first and get the application after the work is done? Planner Floyd explained that the applicant has included all but one component of the application and only the one required report is being conditioned. There is no physical construction, only dirt work and should not substantially affect the water way. The condition is being set so that any work done would have to be undone if doesn't meet the code. City Administrator Adam Smee explained that code covers a broad set of possibilities of what could happen. In this case they are not building a structure, and not adding volume but decreasing the volume which cannot create an issue. The required report is just a paperwork to complete the file. If we hold out for the complete report the School will miss the seasonal construction windows for this kind of work, that would leave the work not completed by the fall and winter. The project meets the code and the conditional approval allows for common sense application to how it is applied. It is just a small piece of the project and won't be an issue. City Attorney Erin Hillier noted that the City could also allow the project to be approved in phases. Jon Stanfill, Kalama citizen stated he read report, and believes it is a good project. The City conditioning approval is a way to help community partners. The mitigation plan to address the critical areas is reasonable. Tanaja Gravina, Kalama resident asked what it would if the project isn't done and the school has to use another field elsewhere? Project Architect Jonah Jensen noted that Kalama doesn't have a lot of area for a field and the school project was cut back due to costs and the new ballfields put on hold. They requested to use the Port fields in the interim but will need to make some improvements. It was noted there would be costs to the school to rent fields from elsewhere creating a negative financial impact. The issue of the reports is a minor one under the existing permit. Councilmember Sandra Macias noted that parents may have some feelings in have to transport their kids elsewhere and have to pay more. It was explained that if the portion of the field improvements are not done, it will make the field an irregular shape. There is no tentative date for onsite construction of the school's ballfields at this time. Marrene Jenkins, Kalama citizen asked if anyone contacted Camp Kalama which is down river from the project. Camp Kalama was not directly notified and it was not required under the application. The analysis has to address those issues, but the work should not affect anyone downstream. The SEPA comment period is open to all for comments and these can be issued in writing up until June 28, 2019. Mayor Reuter announced the hearing would be continued to July 3, 2019 at 7pm.

B. Kalama's 6-year Street Plan – 2020-2025

Mayor Reuter opened the hearing. Director of Public Works Kelly Rasmussen explained this is time of year to update the annual 6-year plan which needs to have Council adoption prior to being sent to the State Department of Transportation. The plan includes 25 projects which are scheduled over the next six years and have various funding sources. Projects proposed in 2020 are overlay of W. Frontage from Kingwood to Oak Street (a grant will be applied for), overlay on S. Eleventh, Chehalis and Cedar Streets which will be funded from the City's TBD funds. In 2021 he will be applying for grant funding to reconstruct Second Street from Fir to Elm. This is only a plan which can change contingent on available funding. City Administrator Adam Smee explained that streets are financed from the general funds of the City, so competes for the funds with the police, finance, parks, building and planning, and the library. Dedicated street funding comes from the state from fuel taxes and 6% of the utility taxes the City assesses on Garbage. Grant funds are sought from two sources -Transportation Improvement Board or TIB (state funds) and STP (federal funds). Federal money requires a lot more administration than the state funding to be sure we comply with all the rules. The City's Transportation Benefit District (TBD) funded by the car tab fees has been very helpful to getting side streets improvements. Projects on Fourth Street, Juniper, Summit, Second Street and South Fifth, and Woodale have been completed. The City is making progress on the neighborhood streets which don't qualify for the grant funds. This may change with TIB, but it hasn't in the past. We look at projects that will qualify for grants, which we compete with other cities for using the street reserves for matching funds. We could use TBD funds a match, but have not done so up to now. The City can improve ranking by increasing matching funds on projects. Tanaja Gravina of 475 N. Fourth Street asked about which streets qualify for grants and if applications have been submitted. Both the West Frontage Road and Second Street projects have been submitted but didn't qualify. The City will continue to seek funds. Director Rasmussen explained that while it seems backwards, the worse the condition of the street is the better it qualifies for funding with the state. The State rates the pavement conditions, but they don't allocate funds for maintaining streets. So, if the street projects are small enough, he has been using TBD funds and able to get more street repair for the money. Marrene Jenkins, Kalama resident asked if the City collects funds along with the building permits to address the heavy trucks for cement and deliveries that use the roads. Administrator Smee explained those would be transportation impact fees which we cannot implement as we are not under the State's growth management act. We do require curb gutter and sidewalks be built with each permit but not right-of-way improvements. Developers have to build the streets within the new development, but unless there is a significant impact to another area, there are no off-site improvements. Linda Dolph, Kalama resident asked about the project for street lights between west and east frontage. Director Rasmussen noted that it is very dark to walk from downtown to the Port area, so over the last few years the City has been looking at options for adding antique street lights at the underpass. Mayor Reuter closed the hearing.

6. UNFINISHED BUSINESS

A. Kalama Land Use Code – Procedures Update

City Administrator Adam Smee explained that Kalama has experienced mostly residential

housing developments in the last ten years. With the Ports project at East Port the City introduced a new code that provides for more flexible code for larger commercial development and includes a review process. With the current growth, the City is seeing more interest in other types of development. These applications don't always fit into the current application requirement which leaves both the applicant and the City struggling with how address all the land use issues and code requirements that may apply. He would like the Council to direct the Planning Commission to develop a structure or process for these types of applications so that all the pieces are addressed at the beginning. Defining a clear process will let the developer know up front what is needed, and the staff will have procedures to following when processing the applications. Setting out the criteria will allow for a more efficient process for the developers and the staff. It was asked if this would be across all zoning or different for each zone. The application would apply to all the zones but wouldn't apply to a project that fits into another application such as a single-family home or a subdivision. This would be for a large site that will be developed for specific projects that are allowed in the zone where it is located, but isn't a subdivision or a short plat or falls under a defined application. An example would be the recent storage unit facility proposed out by River Ridge Road. The use is allowable, but there are land use issues for streets, utilities, and environmental issues that need be addressed by code. There isn't an application that addresses what all is needed so the developer knows what information to provide. Each application will be dependent on what the developer wants to do on the site or defined by the project. Councilmember Mary Putka made a motion the Planning Commission develop a land use process for development projects. Councilmember Mike Langham seconded, and the motion carried.

7. NEW BUSINESS

A. Finance Department Staffing

Clerk/Treasurer Coni McMaster informed the Council that due to the pregnancy of one of her staff, the Finance Department will need to be hiring for a temporary position for a period of 3 months beginning in August. At the last Council meeting she reported on all the duties and responsibilities are managed in the department. The plan was to wait ask for a new full-time staff member for 2020. However, based on the time it will involve to hire and train a temporary person, she is requesting authorization to hire a full-time position now instead of waiting. The cost of a temporary person will be \$18,000 for three months, while a full-time position will be \$32,000 for the rest of 2019. There would also be related costs either later this year or early in 2020 to address the current space configuration to accommodate a fourth employee. This cost could be anywhere from \$5000 up to \$50,000 depending on how it is done. She noted that asbestos abatement may be involved which is costly. Since the need for staffing is great and we will be going through the hiring process it makes the best sense to do it only once now. Councilmember Sandra Macias noted that as the Finance Department liaison she has been discussing the need for additional staff while wondering just how all the work gets done with the current staff level. She supports doing this now and not waiting. Clerk McMaster noted that the current staffing level of four has been in place for 13 years. Councilmember Rosemary Siipola noted that based on what she heard at the last meeting, the need for more staff is clear. Councilmember Mike Langham noted that once the workload becomes more than current staff

can handle, it increases the things that don't get done and the mistakes. Councilmember Rosemary Siipola made a motion the Council authorize the Finance Department to hire a full-time position beginning August 1, 2019 and staff is directed to adjust the budget accordingly and staff is to look at funding and planning for renovations of the facility to meet the needs for increased staff. Councilmember Mary Putka seconded and the motion carried.

B. Kalama Fair Parade – July 13, 2019

Clerk/Treasurer Coni McMaster explained that over the years the Fair Parade downtown has always been allowed and not required to complete permits as a very short community event. The parade has grown and over the last few years, traffic issues have had to be addressed. The City is now requiring them to complete the special events permit and include information on the route. Insurance is also required under the permit. The question she has for the Council is that as a community event, do they want to approve waiving the fee for the permit. This is only \$25 which doesn't cover the costs the City incurs for the event which includes overtime hours for Public Works crewmembers and Police officers. These additional costs could also be passed on to the Chamber and the Fair, but the City has provided as a support of the community event and its citizens. City Attorney Erin Hillier noted that this type of action can be allowed, but there could be issues of gifting of public funds. The amount is small and the community support and service is also important. After further discussion, the Council was in consensus that the special event permit fee needed to be applied to all events, so that it is applied fairly to all. This will include City events as well.

8. ORDINANCES & RESOLUTIONS

A. Resolution No. 679 – Six Year Street Plan

Clerk/Treasurer Coni McMaster read Resolution No. 679 by title: WHEREAS, pursuant to the requirements of R.C.W. 35.77.010, Laws of the State of Washington, the City of Kalama has prepared a revised and extended Six Year Transportation Improvement Program for the ensuing six calendar years, 2020 through 2025. Councilmember Rosemary Siipola made a motion the City adopt Resolution No. 679 adopting the six-year Street Plan as presented. Councilmember Mike Langham seconded, and the motion carried.

9. PUBLIC COMMENTS/CONCERNS

Aaron Babcock, 457 16th Ave, Longview read through a document encourage support of the military, veterans, gun ownership, the rights of citizens and small businesses, and the constitution.

Joanna Boatman, long time Kalama Resident, thanked the Council for the History House sign which looks wonderful. She noted the School will be having an all year reunion in August. Mrs. Boatman noted the City has a great showcase inside the Library for many things, but it is without lights and made a request the City consider installing lights in it for the future. The current Heritage Festival display is wonderful, but difficult to see. Councilmember Mary Putka noted this may be something envision may be able to help with.

Tanaja Gravina clarified that the special event permit fees will be charged to all in the future. This is the direction the Council gave – everyone will pay the permit fee.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

- A.** Mayor Mike Reuter had no report.
- B.** Position Vacant.
- C.** Councilmember Sandra Macias noted the Heritage Festival is next week.
- D.** Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola noted she is a member of the complete count committee for the 2020 census. There will be posters put up around town and she hopes in get the library on board to help as the information can be completed online. Important to get an accurate count as federal and state funding are passed on population. She and Adam will be attending the AWC conference next week in Spokane. Hopefully they will get some good ideas on economic development for the future. The City's flag will also be presented in their parade of flags for the first time.

F. Councilmember Mary Putka reported the Library is very busy and it is amazing all they have going on. On Wednesdays there is story time in the morning and the summer reading program in the afternoon with movies in the evening. Today was the kick-off of the summer program and about 50 kids attended. There is much to do and it is an engaging program for the kids. There is a kid's yoga class on Tuesday mornings. The librarians are working on an oral history project under a grant and will continue the project by applying for another grant. She added that on the 4th Tuesday of each month they will host a Senior Group meeting. Mary noted the Chamber is currently heavily involved with the fair which is in a few weeks.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee attend his first meeting on renewing the Jail contract which has been in effect for 6 years. Those discussions will need to continue. He is also working on renegotiating the prosecutor contract based on how the new judges are scheduling the courts requiring more time and therefore more costs. The City issued the fill and grade permit for elementary school site. Bid pack 2 which is the building construction is under review. Bid Pack 3 for the middle school improvements is under preliminary review. Sunset Terrace has all received a fill and grade permit to begin site preparation work. Staff is expecting to receive the engineering on Columbia Point development very soon. The storage unit project is also under review. He and Chief Ralph Herrera will be meeting with JH Kelly to look at punchlist items tomorrow morning. The City is still holding retainage on the project.

The City received the funds from Envision for the donation from the Toteff family to sponsor the flag pole at the new station and funds raised for furnishings for the public space and chief's office. A plaque for the Toteffs will be up soon. The City is very appreciative of those efforts, as the project budget was so tight, the City didn't allocate any of those funds for furnishings.

B. Director of Public Works Kelly Rasmussen presented a written report. He addressed the just over \$80,000 in Transportation Benefit District funds that will be spent this year to make improvements to Tenth Street, Birch and South Seventh street. Repairs on a portion of Meeker Drive was just completed at well with those funds. The crew had to search for a leak on Cloverdale Road which required cutting the road in several areas. The leak was located about 100 feet from where we originally thought it was. Kelly noted that stormwater level in the DOT ditch off I5 is up again. DOT has discovered a very upset beaver has rebuilt a very large dam back in the ditch. They will have it removed as soon as they can. He and Adam are working getting the Maruhn memorial back up on Meeker. The original is at the shop and will be working to place it back in the new location at the top of the hill. They will walk the site to work out a design for the project. The crew's work on Modrow Road was completed this week. The old steel line was abandoned and all services were moved to the new line. The crew completed this project over the last 3 weeks.

C. Police Chief Ralph Herrera presented his statistical report for 160 calls with 8 reports. He noted it was a tough week for light poles as two separate incidents involved lights as damaged property. He noted that Office Kaplan on military duty and it will be good to have him back. The Department is preparing for the upcoming the events of the Heritage Festival and Fair. They are also beginning the process for the National Night Out event on August 6, 2019. Next week there will be meetings on the parade and the National Night Out. A question about the music nights being held by McMenamins at the amphitheater was made. Chief Herrera noted that the event sponsors are doing a great job managing the turn out. There have been no problems. The event is growing and he will keep monitoring it.

D. Clerk/Treasurer Coni McMaster thanked the Council for the authorization to hire a full-time position. It is greatly appreciated and her staff will be grateful. She has been working on normal things. She attended a Public Records class that was very good and she will be working on the policy that the City needs to have in place.

E. City Attorney Erin Hillier sitting in for Sam Satterfield who was on vacation, noted that she is very impressed with all the changes she sees since she had to step away for health reasons back in 2016.

13. CONSENT AGENDA

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

Claims and Payroll Warrants #40449-40492 including voided/reissued warrants plus ACH/EFT payments for the Month of June in the amount of \$344,606.88 and

Approval of Minutes of the 2019 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:58 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

MEETING SIGN-IN SHEET

MEETING: KALAMA CITY COUNCIL REGULAR MEETING

MEETING DATE: June 20, 2019

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 Comment	PUBLIC COMMENTS SUBJECTS NOT ON AGENDA Please List subject
AARON BABCOCK	457 16 th Ave	craftsman.23@gmail.com	✓	I-1639 ordinance
Low Piche	1051 N 2 nd St		✓	
Josanna Post	PO Box 669		✓	
Michelle Michael	Lynden, WA	Michelle@eco-land.com	✓	
John Flynn	Kalamay WA			
Marrone Jenkins	Kalama			
Jon Stratill	296 Elm St		✓	will ask during mtg
Lynda Dolph	Taylor			
Tanya Chavira	475 N #112	tanya@grainc@gmail	✓	Questions #1109