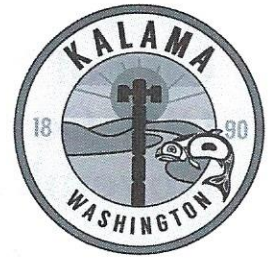
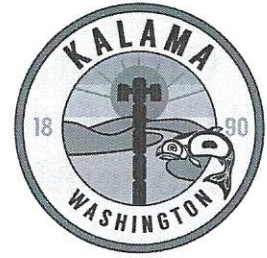


**City of Kalama  
City Council Agenda  
November 7, 2019 @ 7 pm**



1. **OPENING** - Mayor Mike Reuter
  - A. Flag Salute
  - B. Roll Call
  - C. Changes to the Agenda
2. **EXECUTIVE SESSION**
3. **PRESENTATIONS & AWARDS**
  - A. WA State Society of Sons of the American Revolution – Flag Certificate
4. **PUBLIC HEARINGS**
  - A. Keilwitz-Guffey Annexation – Meeker Drive
  - B. 2020 Budget & 2020-2025 Capital Facilities Plan
5. **UNFINISHED BUSINESS**
  - A. City Council Acceptance of the North First Place Stormwater Project
6. **NEW BUSINESS**
  - A. Amendment To Public Works Standards - Street Lights For LED Specifications
7. **ORDINANCES & RESOLUTIONS**
  - A. Resolution No. 686 – Guffey Annexation
8. **PUBLIC COMMENTS & CONCERNS** *(3 minute limit)*
9. **CORRESPONDENCE**
10. **MAYOR & COUNCILMEMBER REPORTS**
  - A. Mayor Mike Reuter
  - B. Councilmember Jon Stanfill - Chamber
  - 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 – Tourism & Library
  - G.
11. **DEPARTMENT REPORTS**

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



- 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 #40932-40995 plus ACH/EFT payments for the Month of October in the amount of \$ 281,351.56
- B. Approval of Minutes of the October 17, 2019 City Council Meeting and Minutes of the Special Council of October 25, 2019.
- C.

13. EXECUTIVE SESSION

14. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
NOVEMBER 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 Jon Stanfill, 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**

**3. PRESENTATIONS & AWARDS**

**A. WA State Society of Sons of the American Revolution – Flag Certificate**

Mr. Carl Gray and Randy Greely presented the City with a certificate from the Society of the Sons of the American Revolution. This came about from the work Mr. Gray has done on different events through the local ham radio network. They work with drones also and have provided this service for the police department. Mr. Gray had also noticed the new Police Facility and complimented the City on it. This certificate is provided to entities and individual that fly the American flag 24/7 proudly and properly. Councilmember Rosemary Siipola thanked Mr. Gray for his complements on the Police Facility. Mayor thanked them noting that local resident Ron Madera helped in ensuring the City complied with flag rules.

**4. EXECUTIVE SESSION**

**5. PUBLIC HEARINGS**

**A. Keilwitz-Guffey Annexation – Meeker Drive**

Mayor Reuter opened the public hearing at 7:08 pm. Clerk/Treasurer Coni McMaster explained the intent to annex this property was approved by the Council previously with the assumption of the City's indebtedness and setting the zoning at R-1. The property that was requested to be included has been included and the applicant has submitted the Petition for annexation signed by 60% of the owners – there is only one owner in this request. The Council now has the choice to accept the petition and forward the request to the Cowlitz County Boundary Review Board for approval. Approval by the Boundary Review Board is required before the City can finalize the annexation. There is a resolution on the agenda if the Council wants to approve the petition. Councilmember Elect Matt Merz asked why this property hadn't been done before when other areas on Meeker were annexed. It was explained that not all of the properties on Meeker have been annexed. There have been two



annexations over the years which have annexed property at different ends of Meeker Drive with the road making the connections to the boundary of the City. Councilmember Sandra Macias asked to everyone to speak from the side with the microphone so everyone could hear. The hearing was closed at 7:12 pm.

## **B. 2020 Budget & 2020-2025 Capital Facilities Plan**

Mayor Reuter opened the hearing at 7:12 pm. Clerk/Treasurer Coni McMaster presented an overview of the capital projects planned for 2020, the costs of the projects and projected expenditures in the special revenue funds. The City has completed many projects in 2019 including the Police Facility, the Downtown Stormwater project, the Old Pacific Highway waterline and street paving of 50,000 square feet of side streets. Designs for the Meeker Drive Pump Station and Elm Street overlay have been completed so these projects can be put to bid in 2020. Also planned for 2020 are the beginning of the construction of the Green Mountain Road Reservoir and Booster station, completing the delayed project of the Robb Road waterline extension, completing the Maruhn memorial relocation, equipment upgrades at the Wastewater Treatment Plant and purchasing property for a future reservoir site. New projects in 2020 will be remodel work at City Hall, West Frontage paving if funding is approved by TIB, paving on Cedar Street with the TBD funds and replacing a waterline on Date Street. There are numerous projects on the horizon that the City needs to look to fund for completion. Clerk McMaster provided the budget numbers for the expenditures to complete the water and sewer projects. Water has planned to expend approximately \$1.2 million of the reserves and sewer reserve expenditures are approximately \$970,500. Funds are from reserves carryover from 2019 plus funds from the rates and connection fees. The City has to maintain it's facilities and is monitored by State agencies who will recommend or even mandate improvement if infrastructure could fail. Clerk McMaster explained what they are and how the general special revenue funds operate. There are legally restricted funds, funds specified for uses, debt payment funds and capital project funds. Debt service funds are estimated at \$156,500 for payments on the City Hall and Police Facility in 2020. Capital Funds include Transportation Benefit District street work for \$75,000 and the final release of retainage for the Police Facility of approximately \$150,000. Initiative 976 appears to have passed which stops the vehicle tab fees that were funding the TBD street improvements. Any balance left in the capital fund on the Police Facility will be transferred to the debt service fund once all bills have been paid. Reserve funds for the Community Building, police vehicles, and the overall General Fund Reserves have no expenditures projected for 2020. The City expects to expend \$246,000 towards insurance and is anticipating one employee retirement in 2020 for a cost of \$35,000, and will expend \$40,000 from the Parks Improvement fund for the Maruhn memorial and parks and recreation classes. The Criminal Justice fund collects the Public Safety Sales tax, that is transferred to pay debt service on the Police Facility and also covers special projects of the Police Department from state funds and donations, such as Shop with a Cop. The work at City Hall will be fund the Capital Fund Improvements from Real Estate Excise taxes, which also provides the fund for the debt service on the City Hall building totaling \$146,500. The Tourism Fund is projected to expend \$34,200 which includes the highway signage, website and Cowlitz Economic Development Council for marketing efforts. Councilmember Mary Putka explained that the new Tourism Advisory Committee met to review the three applications received by the



City. The members set up a point system for the criteria to use in evaluating the applications. The Committee is recommending that all three requests be granted for a total of \$17,000. The budget will also include funds for additional applications to be accepted and reviewed in the spring of 2020. Clerk McMaster explained the projected expenditures for streets and sidewalks which includes \$10,000 set aside for sidewalk needs and \$414,000 for the Elm Street project which is 90% funded by a TIB grant. Street operating costs are estimated at \$196,150 for the maintenance, cleaning, snow/ice removal, sidewalk maintenance, litter control and street lights. The Library budget for 2020 is \$82,250 and the Community Building is budgeted at \$30,250. The presentation included an overview of the budget for all funds including those that will be presented at the next hearing. On November 21, 2019 the City hold the final budget hearing with the review of the General Fund including Police, Finance, Parks, Building and Planning along with the Proprietary Funds for Water, Sewer, Garbage, and Stormwater. Also presented will the over of the personnel costs and the final draft of the capital facilities plan.

Councilmember Elect Steve Kallio, asked if the Elm Street project included sidewalk work. Director of Public Works explained that it is only the travel lanes as the costs of meeting all the ADA crosswalk and sidewalk requirement make the cost of the project prohibitive.

Ms. Linda Dolph, Kalama resident asked about the differences in the two Community building funds 106 vs 113. Fund 106 is funds from donations expressly for the building and making improvement versus Fund 113 which is for operating expenditures such as utilities and insurance. The building is still not covering its expenses even with the full-time occupant who is also doing basic maintenance at the facility. It was noted that there have been no rentals this year for weddings and other events. It was noted that the Capital Facilities Plan includes a long list of capital projects for the building but none are currently included in the budget.

Ms. Tanaja Gravina of 125 Nectarine., asked why do the work at City Hall and not do the things at the Community Building and if the funds can it be reallocated ti take care of those issues. City Administrator Adam Smee explained the USDA loan used to purchase the building is federal money with strings that require ADA compliance. These compliance issues include addressing the sidewalk, the backdoor access as the ADA parking in in the back of the building and the parking lot on the 95 years old facility. The ADA space cannot be put in the front of the building due to the street and sidewalk construction. The interior work is needed to make the space more efficient and to accommodate additional staff. Most of the current furnishings came with the building. There is still some asbestos issues to be addressed if the front counter is moved. The City is looking at making the area better the History House display as well. The ADA work is overdue and needs to get done.

Councilmember Elect Matt Merz asked about the savings the City is incurring by making double payments on the USDA loan. Clerk McMaster stated she could get that amount but doesn't know it right off. Administrator Smee noted that by accelerating the payments we are cutting the interest. Currently with real estate sales high the city can work on the paying the debt faster while the revenues are high. Mr. Merz clarified that there would be no money for the future side streets with the passage of I-976. The City will need to see how the funding is affected while challenges are being made to its passage, but currently it appears the revenue



will stop. Mr. Kallio asked if it would be good to refinance the City Hall. The current bond uses up some of the debt capacity. The City isn't able to do conventional bank loans as banks can't foreclose on a government entity. This is why the City has to do bonds which have issuing costs which take away any savings in refinancing.

Councilmember Elect Wendy Conradi asked why not just pay the building off and put the work off for a year. Administrator Smee stated he would like to but the work environment needs to be improved. We have four staff in a space set up for three and need to expand the space, removing the counter which requires abatement of the asbestos making it more functional. It will be better to do it all at one time rather than in phases. Mr. Merz asked if the empty offices could be utilized. There are no empty office spaces, as the offices are one for the City Administrator, a conference room, and then the breakroom for the staff. While it could be turned into an office the City needs the conference room for things like the four auditors currently using it for the audit. Also, even if the building gets paid off early the City has to do the ADA work.

Ms. Mel Kamerath asked if the tourism funds could help to fund a 5K run. There will be funds available for other applications and Councilmember Putka suggested she could apply. Ms. Kamerath stated she has heard prior discussion of a Kiosk and if this would come from the tourism funds. Councilmember Putka stated yes as it would provide information on hotels and events to encourage people to come here.

Mayor Reuter closed the hearing 8:07pm.

## **6. UNFINISHED BUSINESS**

### **A. City Council Acceptance of the North First Place Stormwater Project**

Director of Public Works Kelly Rasmussen explained that the project was completed in October including a change order but still came in under budget. He requested the Council accept the project as complete. Councilmember Rosemary Siipola made a motion the City accept the completion of the North First Stormwater project as presented. Councilmember Jon Stanfill seconded, and the motion carried.

## **7. NEW BUSINESS**

### **A. Amendment To Public Works Standards - Street Lights For LED Specifications**

Director of Public Works Kelly Rasmussen explained the Public Works Standards sets out the rules, specifications and guidelines for the infrastructure of the City so that developers have the information of what is required by the City. This amendment is to Chapter 6.2...Illumination and adds the newer options and specifications for LED lighting and decorative poles. Since there hasn't been a full review since 2013, the City will be doing a full review in 2020 of the standards. Councilmember Rosemary Siipola made a motion the City Council adopt the amendment to the Public Works Standards for street LED lighting and decorative poles.

Councilmember Mary Putka seconded, and the motion carried.

## **8. ORDINANCES & RESOLUTIONS**

### **A. Resolution No. 686 – Guffey Annexation**

Resolution No. 686 was read by title: A Resolution relating to a pending annexation identified as the Guffey annexation and accepting the Petition to Annex of the owners of certain property described herein, and conditionally approving the same subject upon Boundary Review Board approval. Councilmember Rosemary Siipola made a motion the City adopt Resolution No. 686 accepting the Guffey Annexation and referring it to the Cowlitz County Boundary Review Board. Councilmember Mike Langham seconded, and the motion carried.

## **9. PUBLIC COMMENTS/CONCERNS**

Life time Kalama resident Joanna Boatman thanked the City Council for all they have done and it has been a lot for this community. She informed the Council about the work the "museum" is doing in the community to encourage and promote the history of Kalama. There is a nice display of the historical materials in the display case at the Library and they are working with McMenamins on a couple of future presentations on the history of Kalama. One of these will be on life during World War 2 from the eyes of her eleven-year-old self. There will also be an old fashion Christmas presentation. Ms. Boatman also noted as one of the Cemetery Board members the veteran events they hold and how the cemetery is a value resource for history.

## **10. CORRESPONDENCE - None**

## **11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS**

**A.** Mayor Mike Reuter thanked Councilmember Sandra Macias for standing in while he was on vacation.

**B.** Councilmember Jon Stanfill had no report.

**C.** Councilmember Sandra Macias shared that process the City used for dealing with an urgent issue requiring a special meeting of the Council when Councilors were out of town. The City does have a plan and mechanisms in place to deal with these things and she wanted the citizenry to be aware of that. She noted she attended the entrance conference with the auditors and was very impressed with the process and the respect they show the City staff. Councilmember Macias noted that Public Works is preparing for cold weather. She added that while it is disappointing that the Maruhn Memorial work could not be completed this year just due to too much work, it will get done and is still a priority. The new Website is getting close to going live as well. She thanked the staff for all their work.



**D.** Councilmember Mike Langham noted this was first time he has heard a compliment on the Police Station and it has been a hard two years. The community is safer for the Council having done it.

**E.** Councilmember Rosemary Siipola reported she attend the joint entity meeting and all are very busy. The biggest is the school project which is moving forward. Councilmember Siipola stated the any business wants their employees to have a good work space and Kalama has a great staff and we want to keep them working for us. Having a good space is good for morale and retaining them as they are who makes the City function with the daily work and dealing with the public.

**F.** Councilmember Mary Putka congratulated the newly elected Councilmembers noting that this has one of the most enjoyable times of her life serving the community. The City staff taught her what she needed to know. She wished them good luck and suggested they listen and ask questions while they serve. Councilmember Putka informed the Council that the Tourism Committee discussed the mural project, but feel strongly that this is something that could be considered for funding, the Committee should not lead the project. She noted that Envision Kalama will take the project on and work with the City. Envision Kalama has hired a consultant from the Portland Street Artists Alliance to present information on organizing and carrying out a Street Artist project using local artists from our area. Councilmember Putka reported the Library held a volunteer appreciation event where 25 volunteers were honored. The Library has become a place that serves so many for many different reasons.

## **12. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee provided a written report.

**B.** Director of Public Works Kelly Rasmussen provided a written report and highlighted the change order that needed the special meeting. The water line was blown out by the testing of the new pump station and the City needs to get it tested, as well as make final repairs to the line which required the change order. The work requires a special size pipe which is a special order which delayed the work but it will begin on Monday. He noted the stormwater work at the school is finishing up so the actual work on the structure should begin soon. They will be working with the City on the water main updates in the area. Director Rasmussen reported the work on Old 99 where the steel plates and patches is Cascade Gas running a new main line for the Sunset Terrace Subdivision and should be completed soon.

**C.** Police Chief Ralph Herrera presented his statistical report for 123 calls with 20 reports. It included a towed vehicle during Halloween event which was in the Bus zone. The downtown event was successful and very busy for his department. The drug take back event netted 47 pounds of prescription and other old medications. He noted the office will be closed on Monday in honor of Veterans day, but the officers will be on duty. The department will be participating in the proactive support group being formed with fire District to offer support to the family of first responders. The goal is to create a resource for coping with the struggles they have. It was noted the Shop with a Cop event is on December 14<sup>th</sup> and they have



approval for 40 kids. Fire District #4 has agreed to provide lunch for the families at Station 52.

**D.** Clerk/Treasurer Coni McMaster reported that October has been closed. The auditors are in the office and it appears to be going well. The office now has full staff. The Website is to go live on December 4<sup>th</sup> hopefully. She and staff members Shannon Johnson and Emily Moore are working with the Department of Revenue to prepare for the transition to having the State collect the business licenses for the City which is now a requirement of the State. A newsletter was sent out with the October bills. Staff processed shut offs today. She has completed reimbursement requests for the grants on projects and will be working to closed out completed projects. She will also work to close out the FEMA funding for the 2015 flood. There are some code amendments that will be coming to the Council in the near future. She informed the newly elected Councilmembers in the audience that she will sign them up for the AWC Elected Officials training on December 7<sup>th</sup> in Vancouver. This is mandatory for all elected officials. The new members will be sworn in on December 18, 2019.

**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 #40932-40995 plus ACH/EFT payments for the Month of October in the amount of \$ 281,351.56 and the Minutes of the October 17, 2019 City Council Meeting and Minutes of the Special Council of October 25, 2019. Councilmember Mike Langham seconded, and the motion carried.

### **14. EXECUTIVE SESSION - None**

### **15. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 8:50 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**

