

**City of Kalama
City Council Agenda
December 19, 2019 @ 7 pm**



CITY COUNCIL WORKSHOP – COMMITTEE ASSIGNMENTS – NEW COUNCIL @ 6pm

1. **OPENING** - Mayor Mike Reuter
 - A. Flag Salute
 - B. Roll Call
 - C. Changes to the Agenda
2. **PRESENTATIONS & AWARDS**
 - A. Library Director Elaine Bystrom
3. **PUBLIC HEARINGS**
4. **UNFINISHED BUSINESS**
 - A. Kalama Police Facility – Council Accept Project as Complete
 - B. Gray & Osborne – Elm Street Project Contract Extension to 12/2020
 - C. Authorize Purchase of Property for Lower Green Mountain Reservoir
5. **NEW BUSINESS**
 - A. Drug & Alcohol Policy Required by Federal & State Law
 - B. Gray & Osborne – W. Frontage Road Project – Contract
 - C. Council Accept 2020 Chemical Bids
 - D. Lighted Boat Festival – Request for Additional 2019 Tourism Funding
6. **ORDINANCES & RESOLUTIONS**
 - A. Ordinance No. 1430 - 2019 Budget Amendment
 - B. Resolution No. 688 – Adoption of Drug & Alcohol Policy
7. **PUBLIC COMMENTS & CONCERNS** (3 minute limit)
8. **CORRESPONDENCE**
9. **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

**CITY OF KALAMA
CITY COUNCIL WORKSHOP
DECEMBER 19, 2019**

COUNCIL COMMITTEES

Mayor Mike Reuter opened the City Council meeting at 6:00 p.m.

Councilmembers present were Jon Stanfill, Sandra Macias-Hughes, Rosemary Brinson Siipola, Mary Putka. Councilmember Mike Langham arrived at 6:30 pm. City staff present were City Administrator Adam Smee, Clerk/Treasurer Coni McMaster, Police Chief Ralph Herrera and Director of Public Works Kelly Rasmussen. Councilmember elects Wendy Conradi, Steve Kallio (6:15), and Matthew Merz were also in attendance. City Attorney Sam Satterfield arrived at 6:35pm. Members of the public present are listed on the sign-in sheet.

Mayor Reuter began the workshop noting that it has been discussed to hold more workshops with the Council as we move forward. City Administrator noted that some communities hold pre-meeting workshops to discuss topics on the agenda to help streamline the meetings.

Mayor Reuter stated that he has discussed with the staff ideas for different positions and where people might fit in. He knows that Matthew Merz has expressed interest in the Planning and Economic Development committees, Steve Kallio is interested in COG, and Wendy is interested in Finance. Matthew noted that Steve has indicated he might be interested in the Library as well. Jon Stanfill stated he wants to continue with Chamber, and the Mayor thought he could do Library or Police, or Public Works. Rosemary Siipola noted that COG includes the quarterly RTPO meetings which take place quarterly in the different locations in the five counties represented. Sandra Macias has been doing public works and finance as well as being Mayor Pro Tem. Mike noted that these are assignments for one year and changes can be made after that. Sandra noted that she is willing to serve where ever is in best interest of the City. She noted that as Mayor Pro Tem she stands in for the Mayor occasionally and is willing to attend other meetings in a Councilmember's place if needed. She would need advance notice and need to what that person wants to bring to the meeting and what they want to get from the meeting to represent them adequately. Mary Putka noted that it is good to stay with one committee for more than a year so there is continuity and stability. Sandra advised new Councilmembers to ask questions of the staff, the other Councilmembers and even those that are leaving. It is a good idea to schedule the meetings to a regular time and avoid drop ins on staff as they need to work at the job the City pays them for too. Mike informed the new Councilors that they cannot direct department heads nor employees individually. Any direction comes from the Mayor or the Council as a whole. Councilmembers act as support the department heads through the committee assignments. Rosemary reported that COG sends out an agenda notice monthly and needs an RSVP to ensure a quorum at the monthly meeting held on the third Thursday of each month at noon. They are good at keeping it to an hour. The Regional Transportation Planning Organization (RTPO) has quarterly meeting where you can make contact with a lot of people from around the state including members of the legislature. Attendance at the RTPO is not required but can be valuable. The following is the list of assignments as agreed to:

Steve Kallio will represent the City at the Council of Governments (COG) and with the Library Board.

Wendy Conradi will work with Coni on Finance. The time can be flexible.

Sandra Macias will stay as Mayor Pro Tem and continue with Kelly at Public Works.

Jon Stanfill will stay with Chamber having just been elected to the Board and work with Ralph on Police issues

Matthew Merz will work on Planning & Economic Development which will include working with the Port and on downtown development. This may be the most challenging and most work as the City will be looking for engagement with downtown business owners and it will be a long-term project.

The Tourism Committee was the most difficult assignment as Wendy, Matthew and Sandra all wanted to be involved. This would create an issue with a quorum of Council if more than one involved. Sandra stated she wants to insure there is a consistency as it relates to the marketing committee's work. City Attorney Sam Satterfield confirmed that having a quorum at the committee would be a meeting of the Council and not allowed without notice. It was noted that someone working on the events could be separated from the actual Tourism Committee. Sandra noted that once she sees the continuity she will step away. In the end, Wendy was assigned to Tourism. Mary Putka noted that the Tourism Committee deals a lot with the funding and not so much with events, but events could be a sub of the committee

Mayor Reuter adjourned the meeting at 6:44 pm and thanked everyone for coming. 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

