

**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

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F. Councilmember Mary Putka – Tourism & Library

10. **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

11. **CONSENT AGENDA** - *I move the City Council approve the consent agenda as presented.*

A. Approved for payment are: Claims and Payroll Warrants #41083-41152 plus ACH/EFT payments for the Month of December in the amount of \$633,094.12

B. Approval of Minutes of the December 5, 2019 City Council Meeting

12. **SWEARING IN OF NEW COUNCIL MEMBERS**

13. **EXECUTIVE SESSION**

14. **ADJOURNMENT**

**CITY OF KALAMA
CITY COUNCIL MEETING
DECEMBER 19, 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

Items have been added since the draft was sent out under unfinished and new business. The proposed executive session has been canceled.

3. PRESENTATIONS & AWARDS

A. Library Director Elaine Bystrom introduced herself to all present. She thanked the Mayor and Council for their support of the Library not only from herself but on behalf of her staff and the library patrons. She specifically thanked Councilmember Mary Putka for being the passionate supporter of the library she is. She noted it has been a pleasure to work with Mary over the last year and will enjoy seeing her as a library patron in the future. Director Bystrom extended an invitation to the newly elected Councilmembers to come into the Library, meet the staff and see what is going on. It is not just books at the library, but it is about Community.

4. PUBLIC HEARINGS - None

5. UNFINISHED BUSINESS

A. Kalama Police Facility – Council Accept Project as Complete

City Administrator Adam Smee explained the City approved the facility as substantially complete in May to allow the Department to get moved in and operating while working on the final punch list items. Staff is now satisfied that they have met the contract and all building items under the contract are done. The building is still under warranty up to next May. The retainage can't be released until the Council has accepted the project so that paperwork with the state can be filed and completed. Councilmember Rosemary Siipola made a motion that Council accept the Kalama Police Facility as complete. She thanked the staff and council for working with her to make this happen. Councilmember Mary Putka seconded, and the motion carried.

B. Gray & Osborne – Elm Street Project Contract Extension to 12/2020

Director of Public Works Kelly Rasmussen explained that in April 2019 the City contracted with Gray and Osborne for work on the Elm Street project for design and construction management. This will extend the contract through 2020 with no increase to costs on the project. The construction will be done in 2020 in conjunction with the W Frontage Road project. Councilmember Rosemary Siipola made a motion the Council approve the contract extension for the Elm Street project with Gray & Osborne to December of 2020. Councilmember Mike Langham seconded and the motion carried.

C. Authorize Purchase of Property for Lower Green Mountain Reservoir

Director of Public Works Kelly Rasmussen reported he has negotiated with the Neiman family for a .49 acre of property off of Green Mountain Road extension and Green Mountain Road for placing a new 120,000-gallon reservoir. He had an appraisal of the property conducted by WSDOT to determine the fair market value which is \$4,900. He is requesting the Council authorize the purchase of the property. Councilmember Rosemary Siipola made a motion the Council authorize and approve the purchase of the Neiman property at the cost of \$4900.00, the fair market value. Councilmember Mike Langham seconded, and the motion carried.

6. NEW BUSINESS

A. Drug & Alcohol Policy Required by Federal & State Law

City Administrator Adam Smee explained the draft policy presented to the Council pertains to employees that hold CDL licenses. The CDL license holders fall under federal laws which require random drug tests and also marijuana use is considered illegal by federal law. There have been changes in the law at the federal level requiring the adoption and updating of the policy to reflect the changes. The template was provided by our testing agency and was modified for Kalama. It is necessary to comply with the state and fed laws. Councilmember Jon Stanfill noted on page 10 the person to whom the employee needed to report was blank. Administrator Smee noted it should be filled with the Director of Public Works. Councilmember Sandra Macias noted it is a good policy based on her experience in her career. The page 10 correction would be made and the Council may adopt it by resolution on the agenda.

B. Gray & Osborne – W. Frontage Road Project – Contract

Director of Public Works Kelly Rasmussen explained that Gray & Osborne helped to write the TIB grant application for the W. Frontage Road Project which will cost \$519,200. TIB will cover 95% (\$493,240) with the City match being 5% (\$25,960). He is requesting authorization of contract for G&O to engineer the project and provide construction management. The costs are included in the project costs and covered under the grant. The design has to be done to provide the bid specifications to comply with the bidding laws. The cost for Gray & Osborne will \$43,000. Councilmember Rosemary Siipola made a motion the Council approve the consultant agreement with Gray & Osborne for the W. Frontage Road project at a cost of \$43,000 included

in the project costs covered by the grant funding. Councilmember Mike Langham seconded, and the motion carried.

C. Council Accept 2020 Chemical Bids

Director of Public Works Kelly Rasmussen provided the annual bids for chemicals used at the Water Treatment and Wastewater Treatment plants which is required by law. This year the City only received two bids

Univar	Diatomaceous Earth –	.75
	Sodium Hypochlorite –	2.21 – low Bid
	Sodium Hydroxide –	1.74 - low Bid
	Sodium Fluoride -	.9399
Cascade Columbia Dist.	Diatomaceous Earth –	.747 – low bid
	Sodium Hypochlorite –	no bid
	Sodium Hydroxide –	no bid
	Sodium Fluoride -	.92 low bid

Councilmember Mike Langham asked what the changes were from 2019. Kelly noted that the Hypochlorite went up from \$1.92 to 2.21 but the other three dropped by pennies. Councilmember Rosemary Siipola made a motion the Council accept the low bids for chemicals for 2020. Councilmember Mike Langham seconded and the motion carried.

D. Lighted Boat Festival – Request for Additional 2019 Tourism Funding

Clerk/Treasurer Coni McMaster presented a request for additional Tourism funding from the Chamber for the costs of the Lighted Boat Festival. She noted the City already has \$2000 budgeted and is providing the Chamber with those funds. The total the Chamber is requesting is \$4994.66 including the \$2000. Clerk McMaster noted that based on the information provided, the \$2000 already included in the budget will put the event into the black. There are some funds available included in the budget that were not expended as planned by the City. The costs being requested are those related to crowd and parking control and public safety. City Administrator Adam Smee noted that the Chamber has worked with the City on requests to deal with public safety and the issues associated with a large public event. The City has had a good year with tourism dollars and can now cover more of these events as they grow to offset the costs for police and fire overtime. This event accomplishes the purpose of the lodging tax dollars so it is not unreasonable for the City to grant the request. The event is also a fundraiser for the Chamber. Chief Herrera noted the event was more efficient and better prepared than last year in part because the Chamber has stepped up to meet the city's request. It all worked well and there were zero incidents. The Chamber has been very accommodating to meet the requirements of the City. Councilmember Mary Putka made a motion the Council approve the additional payment of \$2994.66 to Chamber per their request. Councilmember Rosemary Siipola seconded, and the motion carried.

7. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1430 - 2019 Budget Amendment

Ordinance No. 1430 was read by Title: An Ordinance of the City of Kalama, Washington amending the 2019 Budget to account for unanticipated revenues and expenditures increasing the Budget in the amount of \$474,750.00. Clerk/Treasurer McMaster explained the changes since the first draft included an increase to the street budget to cover the cost of the street light replace on first which is covered by insurance and to have the Council authorize the payoff of the Department of Ecology Loan received for the Wastewater Facilities Plan of just under \$50,000. Councilmember Rosemary Siipola made a motion the Council adopt Ordinance No. 1430 amending the 2019 Budget in the amount of \$474,750 as read. Councilmember Mary Putka seconded, and the motion carried.

B. Resolution No. 688 – Adoption of Drug & Alcohol Policy

Resolution No. 688 was read by Title: A Resolution of the City Council of the City of Kalama adopting a Drug and Alcohol Policy for the City of Kalama as required by federal and state laws. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 688 adopting a drug and alcohol policy required by state and federal law. Councilmember Mike Langham seconded, and the motion carried.

8. PUBLIC COMMENTS/CONCERNS

Mr. Matthew Merz thanked the Council and the Police for all they do for the community.

Mr. Steve Kallio asked about sandbags for the public with the approaching weather system. Director of Public Works Kelly Rasmussen noted that the City cannot provide sandbags to the public without charge unless a declaration of emergency has been issued or it is a gift of public funds.

Mr. Ed Putka thanked the outgoing Councilmembers for their service to the community.

9. CORRESPONDENCE - None

10. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter thanked the outgoing Councilmembers for their commitment to making Kalama a great place to live. There have been some difficult times and but Kalama is better for their hard work. He also noted that a good meeting was held earlier and he thinks the will be more workshop meetings in the future for a more informal way of discussing issues.

B. Councilmember Jon Stanfill thanked the Councilmembers for what they have taught him in his short time on the Council. He noted he participated in the Shop with a Cop event which was great fun. He noted the last Chamber meeting included a report from the

CEDC on the Six Rivers Trail System project for the region.

C. Councilmember Sandra Macias noted that she just received an alert that Kalama River Road still closed until 11pm from the event earlier in the day. She noted that the Department of Emergency Management has information online that is available to print out for all different types of issues you may experience during an emergency. She believes the power outage handout is one all should have. The information includes all kinds of things that you may not think of. She asked about the length of service for the outgoing members - Mary Putka has served 8 years, Mike Langham 10 years and Rosemary Siipola 4 years. She thanked them for all their service, noting they are leaving a great base to build on.

D. Councilmember Mike Langham thanked the members of the Police Department for all they endured while waiting and all they did to get their new home.

E. Councilmember Rosemary Siipola reported she attended her last COG board meeting where there were grants approved for work on Cloverdale out in the County. She noted that she was sworn in just after the flood of 2015 where the City lost its facilities. She is proud of what was accomplished since. She liked the outreach that has taken place with the new incoming council. She noted that a lot has been accomplished which has Kalama attracting new people and providing for a bright future. Kalama is blessed with qualified staff. She has enjoyed the work and it's been hard work, but the work had to be done and she would do it again. She noted that quarterly workshops would be a good idea to discuss upcoming issues. She voiced her appreciation to the folks that supported this Council and for those that didn't, she hopes one day they will realize the actions taken were what we needed to do. There will be big decisions in the future and they won't all be easy. She believes the most important will be to continue the work on the retention, conveyance, and diversion of the stormwater for the downtown core. It will be controversial and expensive. She thanked the Council and welcomed the newly elected members.

F. Councilmember Mary Putka addressed each member of the Council and staff: Jon- She enjoyed working with him and he has stepped up being elected to the Chamber Board. Sandra – it has been a pleasure and likes the reports directed to help the citizens. Mike – its been 8 years and we got a lot done. Sam thank you for your support. Coni for sharing and educating her with her knowledge. Rosemary, her partner in crime, we did it. Adam you always persevere and get job done or provide the answers. Kelly, always doing a good job and keeping Kalama clean. Ralph, thank you for coming here.

Councilmember Sandra Macias noted the City's audit results were exceptional. The Auditors noted the staff was well prepared for it. She thanked staff for all the work noting the audit covered 3 years. Future audits will be every 2 years due to the increase in income levels of the City. The public can be confident in the systems the City has in place.

11. DEPARTMENT REPORTS

A. City Administrator Adam Smee presented a budget message he drafted to be

included in the 2020 Budget. He noted that the enterprise funds were neutral in 2019. The City implemented the new stormwater utility and managed to complete a major project in the first year. Director of Public Works Kelly Rasmussen has collected over \$900,000 in State funding for Elm Street and W. Frontage Road. The General Fund has a healthy reserve as the management team is stingy with the funds. He commended Clerk/Treasurer Coni McMaster for the clean audit. There were a lot of things happening during the course of the 3-year audit period so no findings is an accomplishment.

B. Director of Public Works Kelly Rasmussen provided a written report. Contractor Clark and Sons started up the new Cloverdale pump station on Tuesday which held at maximum pressure and nothing broke. They are conducting a seven-day trial run on the new system, which is working very well. When the trial is done there will be some additional testing and then they will sign off and begin closing down the project by removing the old pump station. Director Rasmussen noted the upcoming weather event which the City crew has been preparing for by mobilizing all the pumps, hoses, and generators, which work if the Columbia River starts rising and creates issues. The crew has prepared to handle stormwater issues as well by having sandbags at ready, and necessary items to deal with China Creek which is the last weak link in the system. The work on the storm systems in the last two years has helped and provides some peace of mind with the upcoming storm. Last report he received has downplayed the storm a little with it expected to dwindle by Sunday. There have been lots of calls for sandbags. The City cannot give the public free sandbags unless an emergency has been declared.

C. Police Chief Ralph Herrera presented his statistical report of 148 calls with 29 reports. He noted the officers will be patrolling and checking China Creek regularly during the storm. He noted the Shop with a Cop event can't be done without the support of the entire community from the volunteers to the fundraising and to those that give. This year they sponsored almost 40 kids. The Lighted Boat Festival was down in attendance, but still well attended. He is impressed that no incidents occurred. Kudos to the Chamber for organizing the event. Officer Kaplan is now off probation. The Office will be closed on the holidays, but the officers will be on duty. He let everyone know that 911 now has a phone tree for all non-emergency calls for routing them appropriately. Councilmember Rosemary Siipola noted that is costly for the City to have to replace officers which is why the station has been so important. Kalama has a great group of officers. Chief Herrera noted there will be a new hire to cover the retirement of Officer Skeie. Chief Herrera thanked the entire council and staff for their support stating it is a pleasure to work with them all. He knows it took a tremendous amount of political courage to move the building forward. He is grateful to the officers that were in the Community Building for so long and enduring all of that before he came on board.

D. Clerk/Treasurer Coni McMaster reported the Auditor's office released Kalama's audit report today. The Audit was clean and successful covering the years 2016 through 2018. The audit process includes not only a review of the financial reports and the numbers, but a complete review of all the Council minutes so they can check on compliance with other state laws including the open public meetings act and a review of capital projects to ensure compliance with bidding laws. These three years have presented a lot of challenges, unexpected events, hard work, progress, and growth in Kalama, so the clean audit is an

accomplishment the entire staff can take pride in. It isn't something that she does alone and she thanked the other department heads for their support. Clerk McMaster noted the invoice payments to be approved on the consent agenda include biannual loan payments, a loan payoff, project payments on Old Pacific Highway Waterline (retainage), Cloverdale Pump Station, and work at the Wastewater Treatment Plant resulting in the high dollar amount. Clerk McMaster thanked the outgoing Council for all they have done, and for enduring during the difficult times to get things done. She welcomed the new Councilmembers and looks forward to working with them.

E. City Attorney Sam Satterfield had no report. He noted that it is sad to see those leaving the Council and exciting to see new ones take their seats. He wished everyone a Merry Christmas and Happy New Year.

12. CONSENT AGENDA

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including: Claims and Payroll Warrants #41083-41152 plus ACH/EFT payments for the Month of December in the amount of \$633,094.12; and Approval of Minutes of the December 5, 2019 City Council Meeting. Councilmember Mike Langham seconded, and the motion carried.

13. Swearing in of new Councilmembers – Positions 3, 4, & 5

Clerk/Treasurer Coni McMaster administered the oath of office to Councilmember elects Wendy Conradi, Steve Kallio, and Matthew Merz.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:17 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

