

**CITY OF KALAMA  
CITY COUNCIL MEETING  
MAY 21, 2020**

**1. OPENING-ROLL CALL-CHANGES TO THE AGEND**

Mayor Mike Reuter opened the City Council meeting at 7:15 p.m. Meeting is being held virtually through Zoom. Those present may sign in through Chat to speak under public comment or can raise their hands to ask questions or make comment on the items on the agenda.

Councilmembers present were Jon Stanfill, Sandra Macias, Wendy Conradi, Steve Kallio, and Matthew Merz. 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. Meeting was held virtually via Zoom. There were eight attendees on the call including Mary Putka, Jim Bain, Emily Moore, Shannon Johnson and Jim Hendrickson.

**2. PRESENTATIONS & AWARDS - None**

**3. PUBLIC HEARINGS - None**

**4. UNFINISHED BUSINESS**

**A. General Engineering Services – Scoring & Recommendation**

City Administrator Adam Smee explained the process based on the state laws which requires the proposals are evaluated without any knowledge of what fees will be charged. Once they are ranked, they are presented for Council to approve the ranking. Staff then moves forward to negotiating a contract beginning with the highest ranked firm. The review committee was made up of himself, Director of Public Works Kelly Rasmussen and Councilmember Sandra Macias Hughes. The City received 6 proposals from various firms in Washington and Oregon. The firms were ranked by 8 categories with the results for the top three being Gray and Osborne Inc (#1 by all 3), RH2 (#2 by 2) and Gibbs and Olson (#3 by 1). Councilmember Matthew Merz made a motion the Council affirm the selection committee's recommendation of Gray and Osborne Inc. as the most highly qualified firm and instruct staff to negotiate a contract for service which will be provided to the City Council for approval. Councilmember Jon Stanfill seconded, and the motion carried.

**B. Proclamation – COVID-19 Stay Home Stay Healthy Order**

The proclamation was placed on the agenda by Councilmember Matthew Merz for consideration and is very similar to the one considered by the Kelso City Council earlier in the week. Councilmember Merz noted his lengthy letter which clearly expresses his views on the need to pass the proclamation. Councilmember Jon Stanfill noted he listened to the Kelso Council meeting and read through all the materials from the City Attorney and staff. He does not believe that the proclamation is in the best interest of the City nor helps the efforts for moving forward. He isn't sure of the effects from the courts as many states are being

challenged in court, but there have been no rulings in Washington. We need to let them do their job and we do ours. Councilmember Sandra Macias agreed stating she doesn't feel the proclamation should be addressed tonight. The County Commissioners will meet tomorrow to consider phase 2. Councilmember Wendy Conradi stated the proclamation would not change anything and it is a gray area. She asked what Police Chief Herrera felt about it. Chief Ralph Herrera echoed what Kelso's Police Chief said that they have used education and conversation to address issues successfully with the business communities. This would just polarize the issue and make things more difficult. He doesn't know of any arrests or citations having occurred in the State. City Attorney Sam Satterfield stated he and his firm are tracking all the areas regarding this and getting information from the AG's office. Even if the City were to pass the proclamation, the Attorney General's office is going to have jurisdiction on enforcement of the state's order. Benton County adopted something similar to which the AG wrote a letter and they immediately rescinded the proclamation. Councilmember Merz made a motion the City Council accept the proclamation as presented. Councilmember Kallio seconded. The motion failed with three no votes (Stanfill, Macias, Conradi) and two yes votes (Merz, Kallio)

## **5. NEW BUSINESS**

### **A. Business Community - Open Air Weekends – Continued from Workshop.**

This is a continuation of the discussion to allow businesses to use the streets, parking strips or sidewalks for outside dining as a way to allow more people but keep distancing in place. Councilmember Merz suggested the City close down the two blocks of main street on the south end of town, leaving the side streets open and allow the businesses to use the streets for outside services. Businesses would have to supply any tents, or tables and chairs to do this. It was noted that if we only allow in two blocks it could be considered favoritism by other businesses on the north end of town. A rolling closure was suggested. This couldn't start until Phase 2 has been approved and the restaurants can reopen. It was suggested to allow in parking areas rather than shut the street or use the sidewalks. The City has a process in place and could waive the permit fee. Director of Public Works Kelly Rasmussen has concerns with closing the streets and the effects on the citizens, and public or emergency access. Using the parking areas would also be a potential problem as it may impact other businesses. Councilmember Sandra Macias suggested we find out what would the businesses want and how many employees would need to come back to have enough to serve those people. We need information to work with the businesses. There was discussion of the importance of social distancing, but its limit on customers, doing some kind of rotating day of week program, and consider the options. It was suggested we reach out to the Port and maybe partner to provide more picnic tables spaced out in the park. Councilmember Merz stated the City should allow main street to be shut until the middle of July on Friday, Saturday and Sunday evenings to allow for outdoor dining. Councilmember Conradi suggested the businesses get to pick a day and move it forward from there. Other business may not like it be blocked off so it was suggested this be from 6pm to midnight. The City will need to identify a time frame and whether it would be the entire street or just parking spaces. The Council and staff were in favor of trying to find a way to make it work but there are many concerns about traffic with only using parking stalls requiring enhanced safety issues. Shutting down whole blocks is again a safety issue and concerns for affects to others. It was suggested that the City find out what the business owners want to determine how to proceed. Councilmember Merz agreed to make contact with the businesses down on Monday or Tuesday and get the information back to staff

to present to the Council. If enough information is available a special meeting could be called. Councilmember Macias asked if this would be for all businesses or only restaurants. Only restaurants as they can only open to half capacity was one thought, while others thought the opportunity should be available to all, once we move to Phase 2. Kalama citizen Jim Bain stated with no business owners present the City needs to get more business input so maybe get the word out and call a special meeting to see if there is an interest. Staff will need to also get information on potential liability issues and talk with the insurance providers.

**6. ORDINANCES & RESOLUTIONS - None**

**7. PUBLIC COMMENTS/CONCERNS**

**8. CORRESPONDENCE – None brought forward.**

- A. Citizen Emails – Opening Kalama**
- B. Mayor Reuter’s letter to Cowlitz County Commissioners**
- C. Open Letter to Elected Officials – Matthew Merz**
- D. Mayor’s letter to Kalama Community**
- E. Press Release – BOCC Special Meeting – Phase 2.**

**9. MAYOR’S REPORT & COUNCILMEMBERS’ REPORTS**

**A.** Mayor Mike Reuter noted the two letters one to the County and one to the Community that he issued in an effort to move Kalama forward and keep everyone informed.

**B.** Councilmember Jon Stanfill stated it was good to see the Elm Street project started. He worked with the Chamber to get the survey out - hard copies were mailed out on Friday. The City will post it out there and will be using the chamber to reach out also. He requested everyone encourage the businesses to respond so we can get more feedback.

**C.** Councilmember Sandra Macias noted the details of the engineering process. She thanked Mayor Reuter for the letter to the public and Chief Herrera for posting the WASPC letter which was very informative. We are all in it together. She received a lot of feedback from neighbors as well who found it helpful. She drove by the school to see what new facility will be like and it looks great. She thanked the staff and employees for all the work.

**D.** Councilmember Wendy Conradi had no report.

**E.** Councilmember Steve Kallio noted there haven’t been any meetings, but he did receive some information from the Library. They won’t open before late June, but during the time closed they have accomplished some organizing within the facility. Director Elaine Bystrom has been attending virtual meetings with the state and local libraries discussing what reopening will look like. The current historical grant will run out soon and they haven’t been able to accomplish anything during the closure. They will reapply during the next cycle. There is now a better WIFI signal available outside the building for the public to use being provided through the State Library

**F.** Councilmember Matthew Merz had no report.

## **10. DEPARTMENT REPORTS**

**A.** City Administrator Adam Smee submitted a written report. He noted that he is not sure he likes the zoom meeting.

**B.** Director of Public Works Kelly Rasmussen provided a written report. In recognition of the contribution that his crew makes to the City, he noted that this is National Public Works Week declared by the American Public Works Association. During the recent COVID pandemic the rhythm of public works has changed significantly as they play a key role in providing essential services to maintain the health and safety of the community. His crew has met all challenges head on and he hopes the citizens recognize their efforts. The crew has been busy with Date waterline replacement project as they are dealing with rock making the installation more difficult but they hope to finish it up tomorrow. Work is moving forward on the Pavement Preservation Project as the ADA ramps at 2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> will be poured soon. Paving is expected to be during the week of June 5, 2020 beginning with the grinding and paving on W. Frontage and moving to Elm the week of the 13<sup>th</sup>. PR Worth the contract for the Hoggatt Storage facility has been working on the new road and new waterline to meet fire code requirements. Mayor Reuter noted he received a letter recently that was a glowing endorsement of the Public Works crew and their professionalism as they worked to help solve a drainage issue affecting a resident. Director Rasmussen noted that all the guys on the street that make him look good.

Police Chief Ralph Herrera presented his statistical report of 111 calls for service with 20 reports. He noted that officers are patrolling by the Library to ensure responsible use of the new wifi but hasn't noticed an increase in activity. He, Fire Chief Leatzow, Administrator Smee and Director Rasmussen have been working with the School to find a safe and secure way to honor the 2020 graduating class. It will be on the evening of June 5<sup>th</sup>. They will provide it virtually on line as the graduates go through a procession, inside individual vehicles, to accept diplomas, park in the school lot so they can do the cap toss and then a procession will proceed down the hill to First Street. Those wanting to honor them may park on First Street, backing in similar to how the car show parks, stay in the vehicles and recognize the class as they drive by with honking, shouting and cheers. He hopes a lot of people will turn out in their cars to honor the class of 2020.

**D.** Clerk/Treasurer Coni McMaster reported she has begun the process for submitting a funding request to FEMA for reimbursement and will be working on the submittal to Department of Commerce in next few weeks for the city's expenses. She completed AWC's annual salary survey for 2020 and is finalizing the annual Financial report for submittal to the State Auditor which will include the submittal of the annual Street Report. Still to do are the annual reports for Tourism funding and the public records data to the Joint Legislative Audit & Review Committee (JLARC) and the annual Non-discrimination Report to the WSDOT.

**E.** City Attorney Sam Satterfield had no report.

## **11. CONSENT AGENDA**

Councilmember Wendy Conradi made a motion the City Council approve the Consent

Agenda including:

**A. Approval for payment are Claims & Payroll warrants #41614-41652 plus ACH/EFT payments, for May 2020 in the amount of \$442,105.76**

**C. Approval of Minutes of the May 7, 2020 City Council Meeting**

Councilmember Matthew Merz seconded, and the motion carried.

**12. EXECUTIVE SESSION - None**

**13. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 8:26 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.

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**Mike Reuter – Mayor**

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**Coni McMaster - Clerk/Treasurer**