

# City of Kalama City Council Agenda April 16, 2020 @ 7 pm

Notice is hereby given in accordance with RCW Chapter 42.30 that the Kalama City Council will conduct a virtual Zoom Meeting on Thursday, April 16, 2020 at 7pm. The public is encouraged to attend the meeting virtually with the following information:

Meeting ID 953 5320 3249 Meeting Password 974041 (Participant ID also)

Phone Numbers Dial by your location: 1 669 900 6833 US (San Jose), 1 971 247 1195 US (Portland), 1 213 338 8477 US (Los Angeles), +1 267 831 0333 US, 1 301 715 8592 US

Attendance can be through a regular computer, a laptop, a tablet or a cellphone. You may also join by phone for just the audio portion of the meeting. You may need to download a Zoom application on your phone or tablet. Audio is available either through your device or via telephone. Numbers to call will be shown once you log in. KLTV will be live screening the meeting as well on Channel 29.

You will enter the meeting muted and will need to enter a "Chat" comment to sign up to speak during the public comment portion of the meeting with your name and the issue you wish to address. If you have a question regarding an item on the agenda or being discussed by the Council you can raise your hand to be unmuted and given a chance to speak or you may enter your question in Chat.

1. **OPENING** - Mayor Mike Reuter

- A. Flag Salute
- B. Roll Call
- C. Changes to the Agenda

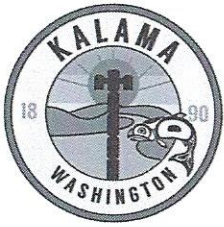
2. **PRESENTATIONS & AWARDS**

- A. Proclamation – National Law Enforcement Week

3. **PUBLIC HEARINGS**

4. **UNFINISHED BUSINESS**

- A. Award Bid for the 2020 Preservation Projects – Elm Street Overlay  
W. Frontage to 4<sup>th</sup> and West Frontage Overlay from Kingwood to Oak
- B. Approve G&O Supplements for Elm Street & W Frontage Overlay Projects



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## 5. NEW BUSINESS

- A. Gray & Osborne Addendum – Meeker Drive Bridge Load Rating
- B. Letters to Governor Inslee – Construction & Hunting/Fishing

## 6. ORDINANCES & RESOLUTIONS

## 7. PUBLIC COMMENTS & CONCERNS *(please observe a 3-minute limit)*

## 8. CORRESPONDENCE

- A. Award the Utility Rate Study to HDR Engineers, Inc.

## 9. MAYOR & COUNCILMEMBER REPORTS

- A. Mayor Mike Reuter
- B. Councilmember Jon Stanfill – Police & Chamber
- C. Councilmember Sandra Macias – Public Works
- D. Councilmember Wendy Conradi – Finance - Tourism
- E. Councilmember Steve Kallio – COG Board - Library
- F. Councilmember Matthew Merz – Planning – Economic Development

## 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:

Claim Warrants 41490-41520 and ACH/EFT payments for March 2020:	\$ 92,408.48
Claim Warrants 41521-41558 and ACH/EFT payments for April, 2020:	\$ 128,598.01
Payroll warrants 41473-41489 plus ACH/EFT payrolls for March 16-31 2020:	\$ 125,319.80
Payroll warrant 41559 plus ACH/EFT payrolls for April 1-15, 2020	\$ 86,344.81
Total	\$ 432,671.10

*(Claims & Payroll Warrants 41473-41559 plus ACH/EFT for March & April totaling \$432,671.10)*

### B. Approval of Minutes of the March 19, 2020 City Council Meeting

## 12. ADJOURNMENT

**CITY OF KALAMA  
CITY COUNCIL MEETING  
APRIL 16, 2020**

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

Mayor Mike Reuter opened the City Council meeting at 7:00 p.m. The meeting is being held via Zoom virtual meeting with attendees calling or remoting in to attend.

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. Members in the audience were Emily Moore, Chaplain Mario Gambaro, and Patty Britcher

Clerk/Treasurer provided information on the format of the virtual meetings and access items. For the virtual meeting public attendees may sign in by identifying themselves at sign-in or via the Chat application if they wish. If the chat and list of participants is not shown on the right side of the screen, there is a control bar at the bottom of the screen where you may activate both features. Those attending by phone will only be able to listen to the meeting at this time, but are welcome to submit comments via email to [cityclerk@kalama.com](mailto:cityclerk@kalama.com) prior to the meeting. Meeting will also be streaming live on KLTv channel 29. It would be helpful if those who wish to speak under public comments, sign in with their name and the subject they wish to discuss so it can be presented to the Council at that time. All attendees will be in a muted state when they join the meeting and will need to either enter comments/questions via the Chat or raise their hand to be recognized. For tonight, telephone only attendees can submit email comments up to the point the agenda reaches public comments and we will do our best to respond. This is new for all of us, so we do ask for your patience, understanding and cooperation as we work through this first meeting.

**2. PRESENTATIONS & AWARDS**

**A. Proclamation – National Law Enforcement Week**

Police Chief Ralph Herrera read the proclamation setting the week of May 10, 2020 as National Law Enforcement Week honoring Kalama's dedicated officers and all law enforcement officers everywhere. Chaplain Mario Gambaro is in attendance and a copy of the proclamation will be presented to him later in the week. I

**3. PUBLIC HEARINGS - None**

**4. UNFINISHED BUSINESS**

**A. Award Bid for the 2020 Preservation Projects – Elm Street Overlay  
W. Frontage to 4th and West Frontage Overlay from Kingwood to Oak**

Director of Public Works Kelly Rasmussen presented the 5 bids received explaining that the two projects are funded by TIB and will be done together to get better cost for the work. The

bids came in lower than the engineer's estimate of over \$700,000 which will save the City money. Director Rasmussen requested the Council award the bid the lowest bidder – AES, LLC for \$431,925.00. Councilmember Steve Kallio asked why the lowest bidder. Director Rasmussen explained that the two lowest bids were extremely close – only about \$600 between them and he is glad they came in lower than anticipated. Clerk/Treasurer Coni McMaster noted that under state law the City is required to accept the low bidder as long as they are shown to be a qualified bidder. Councilmember Jon Stanfill noted that the biggest difference in the bids was under traffic control which Director Rasmussen explained is often the case in bids so it appears this is where the contractors expect to make money. Mayor Reuter asked about low bidders who then submit for change orders. This can happen and it is part of the vetting process and checking references to determine if the bidder has a good reputation. Councilmember Matthew Merz commended Kelly for getting the funding and staying in budget for this project which is a large accomplishment for Kalama. Councilmember Jon Stanfill made a motion the City Council award the Elm Street Overlay from W. Frontage to 4<sup>th</sup> Street and the W. Frontage Overlay from Kingwood to Oak Street projects to the low bidder, AES, LLC upon approval of TIB for an amount not to exceed \$431,925.00. Councilmember Matthew Merz seconded, and the motion carried.

**B. Approve G&O Supplemental Agreements for Elm Street Overlay and West Frontage Overlay Projects**

Director of Public Works Kelly Rasmussen explained these are amendments to the engineering agreements for the two street projects to include construction related management costs. Councilmember Matthew Merz made a motion the City Council approve the G&O Supplemental Agreements for the Elm Street Overlay and West Frontage Overlay projects. Councilmember Wendy Conradi seconded, and the motion carried.

**5. NEW BUSINESS**

**A. Gray & Osborne Addendum – Meeker Drive Bridge Load Rating**

Director of Public Works Kelly Rasmussen explained that every 12 years the City is required by Washington Department of Transportation to do load testing and rating on the Meeker Drive Bridge. After talking with the County about whom they use as a qualified contractor for this service, he worked with the City engineers who have submitted a proposal for a cost of just over \$22,000 for the work. The bridge was scheduled for this in 2019, so the City needs to get it done. Councilmember Matthew Merz asked if the bridge wasn't the County's. It was explained that Meeker Drive Bridge was part of the annexation 6-7 years ago, so it does belong to the City. Councilmember Merz made a motion the City approve the addendum to the G&O Consultant Services Agreement for the Meeker Drive Bridge Load Rating for an amount not to exceed \$22,615. Councilmember Steve Kallio seconded, and the motion carried.

**B. Letters to the Governor Construction and Hunting/Fishing.**

Clerk/Treasurer Coni McMaster provided letters to be sent to Governor Inslee if the Council chooses. Cowlitz County recently approved letters requesting that all construction be labeled as essential under the COVID-19 declarations and that state lands be re-opened for hunting and fishing during the shut-down period. These letters provide Kalama's support those

requests. The Council agreed to have the letters signed and issued.

**6. ORDINANCES & RESOLUTIONS - None**

**7. PUBLIC COMMENTS/CONCERNS**

Ms. Patty Britcher, president of the Lower Columbia Association of Realtors requested the Council declare April as Fair Housing Month. Emails had been forwarded to the Council late this afternoon regarding the request. Ms. Britcher noted that realtors work under a strict code of ethics to maintain a free and open market available to all regardless of race, gender, political affiliations, disability, or social status. The Councilmembers did not object to the issuing of the proclamation, though Councilmember Matthew Merz did note it didn't address issues regarding landlord's rights. Mayor Reuter noted he will sign and declare April Fair Housing Month in Kalama.

**8. CORRESPONDENCE**

**A. Award the Utility Rate Study to HDR Engineers, Inc.**

Councilmember Steve Kallio asked how often the City does these studies and do they result in an increase or decrease to the existing rates. Clerk/Treasurer Coni McMaster replied that the first professional study was done five years ago and that is the standard time for a renewal period. It's highly unlikely to see a decrease to the rates, as the rates need to meet the needs for operating, maintaining and improving the system for existing and future needs. City Administrator Adam Smee noted this is a third party review the rates to look and ensure the equity between the classes of customer, providing a defensible rate structure. Generally, the City won't see a decrease, but more likely a small inflationary increase annually. Historically the City incurred issues where due to the economy and concerns for the citizens the past City Councils failed to increase rates as recommended. This is why larger rates increases were necessary in the last five years to meet the sewer needs. The study will look at the capital facilities plan and what the needs are as the utility systems age. It will look at timelines set for capital improvements based on age of the facilities to determine how to structure the rates to meet those future needs. These will be policy decisions of the Council addressing how fast or slow the City will grow, or system expansion needs or the increasing of capacity, which we will discussed over the next six months as we move through the study.

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

**A.** Mayor Mike Reuter reported a resident asked the public to wear masks when out in public like at the post office and stores. He also encouraged everyone to support the local business.

**B.** Councilmember Jon Stanfill reported the Chamber has cancelled all events and held its first remote board meeting. He just heard that the annual Untouchables Car show will be canceled this summer also. Councilmember Steve Kallio asked if it was cancelled due to reservation issues or something like that. Councilmember Stanfill replied he wasn't sure, just the that car club had made the decision.

**C.** Councilmember Sandra Macias had no report.

D. Councilmember Wendy Conradi commented that Tourism is going to be a challenge for the rest of the year and possibly next year.

E. Councilmember Steve Kallio had no report, but echoed the Mayor's comment for supporting local business.

F. Councilmember Matthew Merz noted that next year will be the Kalama's 150th anniversary as a City.

## 10. DEPARTMENT REPORTS

A. City Administrator Adam Smee provided a written report updating the Council on the issues surrounding the COVID-10 crisis which has requires virtual attendance at 2 meetings a day. Per those reports it looks like the state may have reached it peak. The local team is working to scale back their work. The next steps for progressing to opening business back up and moving forward are being discussed. Officials report we can expect a resurgence in the fall depending whether there is a vaccine developed or not. So far, Kalama is faring well. He did hear there has been a reaction to the projected loss of revenue that he included in his report. For the first quarter of the year, Kalama is fine, but there is a two-month lag in the receipt of revenues from the state. It helps that school and road construction was essential during this period, so the loss may be not as significant, but there will be a loss. He is hoping the Governor will change the order regarding construction. As we move through the second quarter, we will be looking at the budget, and at mid-year will be better equipped to look at how we can mitigate the reduced revenues. He is not recommending an increase to any revenue source recognizing that mitigation may be made through some reductions and possible use of some reserves. The economy may also bounce back quickly. Administrator Smee noted he is reviewing the draft plan for scaling back the Countywide incident management team and once final will share it with the Council. Councilmember Sandra Macias noted that the information being provided is part of the normal report Adam supplies to the Council and not a special notification.

B. Director of Public Works Kelly Rasmussen provided a written report. He commended Kim Sibley for doing a great job at keeping the parks maintained which is up lifting to all in the community. He noted the water outage last night where the valve broke in the closed position during a leak repair which led to a boil water advisory. Notices were hand delivered prior to water being restored. There were 3 residences that went without water overnight. A boil water order is given when a main line lose pressure to less than 20 pounds and is required by the state. Testing has to be done prior to the order being lifted and takes 24 hours. We will have results by tomorrow and the crew will go house to house with notices and post on Facebook and the website. Mayor Reuter asked how the crew works on a project like this under the distancing orders. The crew manages to keep their distance during any project. Director Rasmussen noted the Meeker Drive Lift Station project has been put out for bids to open on the 28<sup>th</sup>. Hoping the bids come in low similar to the street projects.

C. Police Chief Ralph Herrera presented his statistical report of 103 calls for service with 10 reports. He noted the Department has received APR respirators through a federal grant in conjunction with County. The officers are still hunting the cougar near Second place, after

trying to track it with Department of Fish and Wildlife twice with negative results. They are staying visible in the area. Chief Herrera noted he has been at the IMT as the PIO in recent weeks. While the IMT is beginning to scale down, PIO is a major function and will be going to a virtual process so reliable information can be provided for the public. There was some discussion regarding crime rates or if the Department was seeing an increase, which Chief Herrera noted nothing was out of the normal range. The officers have been able to resolve some theft events and recovered property.

D. Clerk/Treasurer Coni McMaster reported that before the Council tonight is the approval of the payments for the items from the end of March and the first half of April due to the cancelation of April 2<sup>nd</sup> meeting. In order to meet the City's obligations, and avoid any additional late fees the payments for March were issued on the normal date of April 3<sup>rd</sup>. Even closed the staff has been extremely busy and working daily using distancing and sanitizing protocols. The public has been great and understanding during the closure. It has been time consuming figuring how to set up the meeting virtually so the public can be included. We have made calls to those with past due utility accounts so the public is aware that contacting the City to make payment arrangements will allow them to avoid future late fees and service disconnections if related to the COVID crisis. Work collecting data for the Utility Rate Study is beginning and we will be working on completing several annual reports due in the next two months. Today the City went live with the Department of Revenue Business Licensing services at the state level.

E. City Attorney Sam Satterfield reported the Governor has extended the moratorium on evictions until June 4<sup>th</sup>. Councilmember Matthew Merz asked if Sam had any "takeaways" from his experiences during the crisis. He noted that all agency staff are trying to react to an unprecedented situation and still conduct business. The rise of digital and virtual meetings and getting the bugs worked out. A lot of these things will probably be done through June, before restrictions are lifted.

**11. CONSENT AGENDA**

Councilmember Matthew Merz, made a motion the City Council approve the Consent Agenda including:

- A. Approval for payment are Claims & Payroll warrants #41473-41559 plus ACH/EFT payments for March and April 2020 in the amount of \$ 432671.10; and the Approval of Minutes of the March 19, 2020 City Council Meeting**

Councilmember Steve Kallio seconded, and the motion carried.

**12. ADJOURNMENT**

Mayor Reuter adjourned the meeting at 8.05p.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