

City of Kalama City Council Agenda June 4, 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, May 7, 2020 at 7pm. The public is encouraged to attend the meeting virtually with the following information:

Meeting ID: 926 7163 4116

Password: 492584 (Also use as Participant ID)

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 – Added New Business Item B – 911

Communications Agreement

2. **PRESENTATIONS & AWARDS**

3. **PUBLIC HEARINGS**

4. **UNFINISHED BUSINESS**

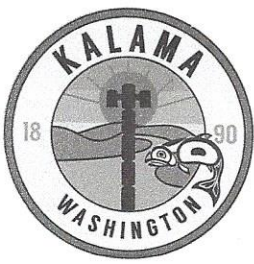
A. CARES Funding – Business/Residential Aid

B. Downtown Business – Sidewalk Dining – Permit Fee Waiver

5. **NEW BUSINESS**

A. Draft Rules of Procedure for City Council

B. 911 Communications Service Agreement -



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6. **ORDINANCES & RESOLUTIONS**

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

8. **CORRESPONDENCE**

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

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

- A. Approved for payment are: Claims and Payroll Warrants #41653-41681 plus ACH/EFT payments for the Month of May in the amount of \$195,299.24
- B. Approval of Minutes of the May 21, 2020 City Council Workshop and City Council Meetings
- C. Set a Public Hearing for the 6-Year Transportation Improvement Plan for June 18, 2020 at 7pm.

12. **EXECUTIVE SESSION**

13. **ADJOURNMENT**

**CITY OF KALAMA
CITY COUNCIL MEETING
JUNE 4, 2020**

1. OPENING-ROLL CALL-CHANGES TO THE AGENDA

Mayor Mike Reuter opened the City Council meeting at 7:00 p.m. This meeting is being held virtually through Zoom. Mayor Reuter led those present in the Pledge of Allegiance.

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, Police Chief Ralph Herrera and Finance Clerk Emily Moore. City Attorney Sam Satterfield was also present. There were four members of the public in attendance including Jim Bain, Shannon Johnson, and the owner of the Twisted Grapevine.

Under New Business the item regarding the 911 Communications Agreement was added.

2. PRESENTATIONS & AWARDS - None

3. PUBLIC HEARINGS - None

4. UNFINISHED BUSINESS

A. CARES Funding – Business/Residential Aid

Clerk/Treasurer Coni McMaster presented a draft application that Councilmembers Sandra Macias and Matthew Merz developed based on the direction given at the last Council meeting. The application allows for requests to help residents with either rent/mortgage or utilities and businesses to request aid for those items, plus costs associated with addressing needs to meet the COVID-19 requirements for operating their business open to the public. The questions for the Council to address would be if the application should have any limitations and the process for reviewing applications and awarding funds. Two options for awarding funds would have the City Council make the decisions or appoint a committee made up of Councilmembers, a Chamber member and several citizens to make the awards. Councilmember Macias stated she didn't think the City should set a limit on the application as no limit allows for the applicants to ask for what they need. She also prefers the committee option as the awarding process. If the Council handles the process then all information from the applicant will be made totally public and with a Committee the City has some ability to keep the information more private. Councilmember Merz agreed there should be no limit set, but thinks the Council should make the decision so as to not put citizens in a position where there could be hard feelings based on the final decisions. Councilmember Steve Kallio agreed with the no limits and is okay with a committee process. Councilmember Wendy Conradi agreed about the committee but has concerns with no limit as she wants the funds to be distributed fairly. Councilmember Jon Stanfill agreed with no limit and likes the committee option which he feels will expedite the process and allow for community input. The plan allows for requests for reconsideration of a decision to come before the Council. Councilmember Macias noted that the application does include a requirement of having been in business for a year and she is

aware of several newer business that this would disqualify. There was some discussion and the final consensus was that a business needed to be open and active when the emergency closure was declared. Councilmember Stanfill made a motion the City Council approve the application with no limits, the open and active amendment and set out an evaluation and award process by a committee to be appointed by the Mayor. Councilmember Merz seconded, and the motion carried. Clerk/Treasurer McMaster requested the Council look at the list of potential appointees for a committee provided, add any other potential names and indicate their preferences. The members should not be business owners or have a connection to a family owned business to avoid any conflicts of interest. Councilmember Kallio requested the City put out a call for applications to be on the committee so the public has a chance to apply to be on the committee. It was pointed out that this will take longer. Clerk/Treasurer McMaster will put it out as well as the applications on the social media and website. A list of people willing to be on the Committee will be provided to the Council to rank and then the Mayor can make the final appointments.

B. Downtown Business – Sidewalk Dining – Permit Fee Waiver

Councilmember Matthew Merz reported he had spoken with all but one of the local restaurant owners and a couple were interested in allowing for more outside dining using the sidewalk or street. The Twisted Grapevine was closed, but are in attendance tonight. interested. Twisted Grapevine owner noted that yes this could help them but there are numerous regulations being put out by the Liquor Control Board that will have to be met. This includes have staff in the outside area at all times which will create additional expenses while not providing enough additional capacity. He would still like to maybe have a couple of tables outside and waiver of the fees would help. He would like to hear from other business. The ability to get help with the extra things that are having to be done so they can open will be helpful. Councilmember Merz, asked what Police Chief Herrera thought. Chief Ralph Herrera that he has no objections or concerns at this time. Councilmember Jon Stanfill stated the City should waive the fees for 2020 and then listen as the summer unfolds to see how else they may be able to respond to their needs. Councilmember Sandra Macias noted her concerns with street closures as the businesses need to have parking to help draw people downtown and the costs and issues with public works time. Councilmember Merz made the suggestion that they close the street for the Fourth of July weekend. Councilmember Merz made a motion the City Council waive sidewalk usage fees for 2020. Councilmember Steve Kallio seconded. It was noted that Cowlitz County is about two weeks from being able to request to move into Phase 3 which then increases restaurant capacity to 75% allowing for more tables. The motion carried.

5. NEW BUSINESS

A. Draft Rules of Procedure for City Council

City Attorney Sam Satterfield noted the draft rules are a result of the discussion at a Council meeting a couple of meetings ago. Kalama doesn't have any formal rules on how the Council should operate regarding meetings, placing things on the agenda or other activities. The draft presented was taken from information from other cities and is for the Council to review and discuss prior to final adoption. Many cities do adopt rules which gives everyone a reference tool including both staff and councilors. Councilmember Sandra Macias stated they

reminded her of the information that was presented in “newly elected” class they have all taken. It will be really good for the City to have something to reference and it isn’t new. Councilmember Jon Stanfill stated this is a great idea to have rules for meetings and thinks they are flexible enough. He added he thinks the social media policy should be treated as a separate item and adopted on its own. He believes this should be broader than just the Council. Attorney Satterfield noted it could be pulled out and made more robust or for more clarification on the section. Councilmember Matthew Merz suggested this be discussed at a workshop as it addresses the 200plus pages of Roberts rules of order and has requests for sanctions from the RCWs. Attorney Satterfield felt that was a great idea. It is important to make sure it addresses what the council wants so they can abide by it in the future. It was suggested they hold a workshop before the next meeting at 6pm. Councilmember Kallio asked how much longer the Council will be holding the Zoom meetings as he hates it. He feels the meetings are less personal. The workshop would be better if held in person. Clerk/Treasurer Coni McMaster noted that once the County moves to Phase 3 where 50 people can gather, the in person can probably resume, but this may not be possible by June 18, 2020. It was suggested the workshop be held at the first meeting in July so it could be in person. Everyone was in agreement that the Council should hold workshop so they can review and finalize something they can work with and it was crucial and important. It was agreed to hold the workshop at 6pm on July 2, 2020 whether it could be in person or would still be virtual.

B. 911 Communications Service Agreement

Clerk/Treasurer Coni McMaster explained she was contacted by 911 Communications requesting a copy of the agreement for services. She supplied the signed copy but 911 reported it was the “county” copy and needed to be revised to include Kalama specific wording. The requested changes don’t change any of the agreed to issues in the agreement, but staff needs approval before making any changes to an approved, signed document. Councilmember Matthew Merz made a motion the City Council accept the minor changes being made to the signed 911 Communications Service Level Agreement. Councilmember Steve Kallio seconded, and the motion carried.

6. ORDINANCES & RESOLUTIONS - None

7. PUBLIC COMMENTS/CONCERNS

8. CORRESPONDENCE - None

9. MAYOR’S REPORT & COUNCILMEMBERS’ REPORTS

A. Mayor Mike Reuter had no report but expressed his sympathy and condolence for the family of George Floyd (referring to the death of George Floyd on May 25th, 2020 in Minneapolis that started a Black Lives Matter movement across the country).

B. Councilmember Jon Stanfill reported that the downtown pub crawl for July has been canceled, but they still hope to hold one in October. The Chamber of Commerce is focused on communicating with members about updates. There was a survey sent out to businesses about the CARES money—and The COVID Business survey responses are trickling in. The 5-year strategic plan for the police department continues to move forward and the

informal citizens advisory board for it is still to be established, and he will be the point of contact for all interested citizens. It was also reported that the Untouchables Car Show has been officially canceled.

C. Councilmember Sandra Macias noted the street paving projects downtown which are moving along. She also mentioned she looks forward to graduation night, June 5th, 2020, and noted that Police Chief Ralph Herrera would later discuss that in his department report.

D. Councilmember Wendy Conradi had no finance or tourism reports.

E. Councilmember Steve Kallio had no report but mentioned he had heard discussion of a demonstration (referring to the Black Lives Matter movement) to be held downtown over the upcoming weekend. Police Chief Ralph Herrera stated he would address this issue in his report.

F. Councilmember Matthew Merz had no report but asked about the upcoming planning commission meeting which has been canceled. It was noted that the Commission is working on a petition for rezone that was continued (the decision-making part was continued, although the hearing was closed), and the commission asked for more information, so in order to have a successful meeting, it is being pushed off until Cowlitz County gets to Phase 3 (of Governor Inslee's 4 phase plan to reopen) in order to host in-person public meetings. Councilmember Merz also wanted to, "congratulate the City of Woodland on ignoring all of these 'silly' phases".

10. DEPARTMENT REPORTS

A. City Administrator Adam Smee provided a written report which touched on the eligibility to move to Phase 3 Economic Recovery on June 13th, 2020 regarding the COVID-19 pandemic. He also discussed his meeting with a local developer, Mr. Ron Edwards who has remodeled the old satellite building and is now hoping to find some great tenants. Administrator Smee shared that starting Monday, June 8th, 2020, all city staff will be required to wear masks or face coverings if leaving their desk area per Governor Jay Inslee's orders. Failure to comply will result in a \$10,000 fine. Temporary modifications will be made to city hall and the library before re-opening to the public. It was also noted that there is an interest in multi-family housing, and fortunately there are many R2 construction projects currently underway. Finally, Administrator Smee mentioned the upcoming Kalama High School graduation.

B. Director of Public Works Kelly Rasmussen provided a written report. He has completed the Drinking Water Quality 2019 Annual Report, which has been sent out to the public with their June 2020 utility bills. There were 81 coliform bacteria tests in 2019, and all came back satisfactory. AES has started on the pavement preservation project downtown. Lakeside Industries will be paving all day tomorrow, and Elm street will be ground next week with paving next Friday, weather permitting. He noted that he hopes to break ground this July on the Meeker Drive Wastewater Lift Station.

C. Police Chief Ralph Herrera gave his statistical report of 105 calls for service resulting in 17 reports. There is a significant amount of cash that has been found—hopefully, it will be reunited with the proper owner. The high school 2020 graduation is happening this

Friday, June 5th. Chief Herrera has planned for a safe event—and discussed the plan for the procession (of cars). The graduation will be held at the school, and then the procession will head down Elm Street and then N First Street where the street will be closed starting at 5pm to non-graduation attendees. Diploma pickup is not open to the public at the school. Everyone will stay in their vehicles and practice social distancing while showing their support for the class of 2020. Police and fire departments will assist with traffic flow. Access to the Post Office parking lot at Ivy will remain accessible. Councilmember Steve Kallio asked about a graduation procession for the Kindergarten class of 2020, to which Chief Herrera replied he had not heard anything but would follow up with school staff.

Due to recent events—the death of George Floyd—there has been a rise in vandal calls. The Kalama Police Department wants to express how much they value the trust they have been given by the public and want to assure the community that their concerns. Chief Herrera discussed that he had been contacted by 3 local ladies that are organizing a demonstration for “Black Lives Matter” on Saturday at 5pm. It is intended to be peaceful, and officers were requested to stand together in solidarity at the demonstration. This should conclude no later than 9pm, and the ladies are aware of the perception of these demonstrations. Councilmember Kallio asked if it had been permitted (special event permit). Chief Herrera replied that it had not, but they came directly to his department with the idea and would likely fill out a permit application if required to do so by the City. It was also noted that Officer Kendrick Wong and Sgt. Parker would be on duty during the demonstration, and officers are not required to participate in the demonstration. Councilmember Merz commended the police department for their integrity. Finally, Chief Herrera mentioned that as we re-open public offices, CPL and fingerprinting will hopefully resume in Phase 3 at the police department office but doing so will quickly drain PPE.

D. Clerk/Treasurer Coni McMaster reported that the Cowlitz Economic Development Council is working on the County’s CARES funds and is looking for applicants from each of the cities to be a member on the committee. She mentioned that she has a public records request that requires all the Council member’s Chrome books be returned to City Hall. She provided the Council with financials. She also reported that the City’s Annual Report for 2019 had been filed on time. She will be requesting approximately \$6500 from FEMA (COVID-19 related), and then a possible \$25,000 from the CARES funds. She has received 15 COVID-19 surveys back. She is also looking into how to re-open City Hall and the library while observing proper social distancing per the governor’s orders.

E. City Attorney Sam Satterfield had no report, but expressed his availability to discuss any concerns or questions the Council or department heads may have about what is going on in light of recent events – from any level, and that they should reach out to himself, Clerk/Treasurer Coni McMaster, or City Administrator Adam Smee in order to try to deal with those things.

11. CONSENT AGENDA

Councilmember Jon Stanfill made a motion the City Council approve the Consent Agenda including:

A. Approval for payment are Claims & Payroll warrants #41653-41681 plus ACH/EFT

payments for May 2020 in the amount of \$195,299.24

B. Approval of Minutes of the May 21, 2020 City Council Workshop and City Council Meeting

C. Set a Public Hearing for the 6-Year Transportation Improvement Plan for June 18, 2020 at 7pm

Councilmember Matthew Merz seconded, and the motioned carried.....

12. EXECUTIVE SESSION - None

13. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:29 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