

**CITY OF KALAMA  
CITY COUNCIL MEETING  
FEBRUARY 21, 2007**

**1. OPENING**

Mayor Pete Poulsen opened the City Council meeting at 7:00 p.m.

A. Flag Salute

Mayor Poulsen led those present in the Pledge of Allegiance.

B. Roll Call

Councilmembers present were Adam Smee, Dominic Ciancibelli, Chuck Hutchinson, Donald Purvis, and Bud Gish. City staff present were Director of Public Works Carl McCrary, Clerk/Treasurer Coni McMaster and Police Chief Bruce Hall. Members of the public present are listed on the sign-in sheet.

**2. EXECUTIVE SESSION - None**

**3. CHANGES TO THE AGENDA - None**

**4. PRESENTATIONS & AWARDS**

Mayor Pete Poulsen presented a certificate of appreciation to Assistant Public Works Director Doug Pierce in honor of his retirement at the end of February after 27 years with the City. Mr. Pierce thanked the Mayor and the City Council as well as the staff and the citizens, and all the past Mayors and Councils he has worked with.

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS - None**

**7. UNFINISHED BUSINESS**

**A. Toteff Park Pump Station Lease with Dept. of Transportation-Authorize Mayor to Sign**

Councilmember Bud Gish made a motion the Council authorize the Mayor to sign the Lease Agreement with the Department of Transportation. Councilmember Adam Smee seconded. Councilmember Gish asked for clarification on the costs for the lease. There is no monetary cost to the City, but the City has agreed to keep the storm grate at Toteff Park clear. Also clarified was that the area of the park which has been DOT right-of-way all along is included in the lease as well as the pump station area. Councilmember Don Purvis noted that the City had requested a longer period of time than ten years, but this is the standard lease period that DOT allows. They will notify the City prior to the lease expiration, so it may be renewed in a timely manner. The motion carried.

**B. Dept. of Ecology FCAAP Grant - Amendment No. 1 - Authorize Mayor to sign**

Councilmember Dominic Ciancibelli made a motion the City Council authorize the Mayor to sign Amendment No. 1 to FCCAP Grant No. G0600121 with Washington State Department of Ecology for funding on the Flood Prevention Project. Councilmember Don Purvis seconded. It was noted that this amendment adds an additional \$50,000 in grant funding for the Flood project. The correction noted on the amendment was clarified as being from the original agreement. The motion carried.

**C. Authorization to Change Signatures on Bank Account – Resolution No. 499**

Councilmember Dominic Ciancibelli made a motion the City Council Adopt Resolution No. 499 authorizing the Mayor, the Mayor Pro Tem and Clerk/Treasurer as signers on the City's bank account. Councilmember Bud Gish seconded, and the motion carried.

**D. Authorization to Put Fir Street Project out to Bid upon final approval of Plans & Specs**

Councilmember Chuck Hutchinson made a motion the City Council authorize engineers Hopper Dennis Jellison to put the Fir Street project out to bid upon final Public Works approval of the final plans and specifications. Councilmember Adam Smeed seconded, and the motion carried. The plans have been submitted to Director of Public Works Carl McCrary.

8. NEW BUSINESS

- A. Naming Street off South Sixth Street - Tabled until March 7<sup>th</sup> meeting

New Business items B & C were held until after all other normal business was concluded.

9. ORDINANCES & RESOLUTIONS - None

**10. CORRESPONDENCE - None**

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

- A. Mayor Pete Poulsen had no report but did comment that the new pump station looks nice.
- B. Councilmember Adam Smeed had no report.
- C. Councilmember Dominic Ciancibelli had no report.
- D. Councilmember Chuck Hutchinson had no report

E. Councilmember Donald Purvis reported that the Parks and Recreation Committee is looking at a sign for Horizon Park.

F. Councilmember Bud Gish had no report

## 12. DEPARTMENT REPORTS

A. Director of Public Works Carl McCrary presented a written report. Mr. McCrary reviewed the process of review of the statements of qualifications that was completed by a committee that resulted in the engineering interviews being conducted tonight. After advertising and receiving proposals, a committee met to review the proposals. They set a criteria and rated each firm that submitted a proposal. The final results were a selection of three firms to interview for general engineering services and two for engineering services for the Downtown Streetscape project.

B. Police Chief Bruce Hall reported that the Civil Service Commission had certified a lateral list for the position of Police Officer. He will be reviewing the list and hiring from there. The list includes two officers who are working as provisional officers for Kalama. It was noted that Peggy Brindle was the new person appointed to the Civil Service Commission. The Police Guild has still not responded to the proposal for a contract sent by the City. Chief Hall then informed the Council that one of the Department's duties is to monitor the local registered sex offenders, of which there are 7 in Kalama. They range in age from 17 to 63 and are level 1 (4) and level 2 (3) offenders. In the big picture, this is a relevant small number when Cowlitz County has a total of 580. Chief Hall also added that there have not been any loose cows lately. Councilmember Adam Smee asked about the article in the paper about the kids that had stopped in Kalama and were forcing themselves to vomit. The kids who were from Battle Ground were caught by the Police and asked to leave.

Councilmember Dominic Ciancibelli asked how the culvert project with the railroad was progressing. Mayor Poulsen and Director of Public Works McCrary answered that the railroad has taken over the project and will use their contractor to do the work. The City will incur some costs to pay the contractor for time spent on the project. It appears that the pipe may be utilized by the railroad on the project.

Councilmember Adam Smee asked about the request from Mr. Nixon regarding some street right-of-way boundaries. Mr. McCrary noted that he has been in touch with Mr. Nixon and is looking into the issue.

C. Clerk/Treasurer Coni McMaster reported to the Council that the City has received the refund from the Department of Revenue. It is not the \$200,000 that was hoped for but only \$4265 which includes over \$500 in interest. The auditing company will still need to be paid from this refund. Ms. McMaster informed the City Council that the Library is working on a digitalization grant for helping to preserve Kalama's history through photos. The Parks and Recreation Committee have started the Community Service classes at the Community Building. Ms. McMaster noted that the final 2006 budget reports were provided to the Council tonight.

D. City Attorney Paul Brachvogel was absent

### **13. CONSENT AGENDA -**

*Councilmember Chuck Hutchinson made a motion the City Council approve the Consent Agenda including the minutes of the February 7, 2007 City Council meeting, and set a Marketing Kalama Workshop for March 7, 2007 at 6 pm. Councilmember Don Purvis seconded. It was noted that the workshop would be held prior to the next City Council meeting. The motion carried.*

### **8. NEW BUSINESS - Continued Out of Order**

#### **B. Engineering Interviews - General Engineering**

Three firms were interviewed for this service. Each firm was allowed a fifteen minute presentation and then the Council was allowed to ask questions. The following six questions were asked of each firm.

1. Who will be assigned to Kalama, and what is this person's experience with small cities?
2. Tell us about change orders on your recent projects.
3. Tell us about how your firm reviews plats and construction drawings.
4. Tell us about a controversial project you have recently completed or are working on.
5. Tell us how you have recently communicated with property owners adjacent to one of your projects to minimize conflicts.
6. Why do you want to work in Kalama?

*Note: . A sick Mayor Poulsen excused himself from the meeting at 8:15 and asked Mayor Pro Tem Don Purvis to take over.*

#### **Firm 1 - Morrisette & Associates, Inc., Olympia, WA**

Mr. Jerry Morrisette introduced himself and two of his partners. He has over 30 years experience and noted that he even grew up in Kelso. Mr. Trent Lougheed has over 17 years experience and is currently providing services to Fircrest, and has worked in Steilacoom and

Shelton. Mr. Robert Tauscher has over 25 years experience and is currently providing services in Shelton, spending 3 days on site. The firm has 3 other owners as well as additional staff that can address all types of engineering issues including stormwater and geotechnical. They cover all engineering services common to cities. They want to work for cities like Kalama. They also have a cost saving approach to providing services. They work with funding agencies as well. There would be one contact person for the City. Answers to the questions:

1. The City would be able to choose someone they would be comfortable with. The firm would work to pair the City with an owner in the firm that would provide the services.

2. In over 25 projects, they could only remember one going over budget. In some cases the cities have chosen to extend a project resulting in change orders. They provide very tight specifications in their plans to try to avoid any changes. There are occasions when something unforeseen happens, but it is rare. They have a very low threshold and cannot recall anything over 5%.

3. For plat reviews and construction drawings the engineers would work very closely with the City's planning and public works staff.

4. In Fircrest, Mr. Lougheed has had to deal with a Walmart proposal which has required a lot of examining and public input. There was a certain amount of discretion involved and a lot of careful review.

5. Both Mr. Lougheed and Mr. Tauscher indicated that they attend meetings during projects and provide weekly updates on projects. They understand that some issues can impact the public, and they take pride in their ability to communicate and work to resolve issues.

6. Mr. Morrissette stated that they are the right size for Kalama. They focus on small cities, and the firm was created to perform municipal work. They have a good record and local knowledge. They work to develop mutual trust with staff, but let Kalama keep control of the projects. They work to contain costs. He added that he is currently working with the Legislature to look at amending the bidding requirements to allow for the discussion of costs of services as a part of the interview process.

Mr. Jim Dickey, Kalama citizen, asked if this firm would keep projects on time and within budget. Mr. Morrissette responded that they set a schedule up front. It is their priority to hit the budget and schedule on any project. Mr. Dickey commented that he is impressed with this firm and likes that they have geotechnical services on staff. This is an expertise the City needs.

## **Firm 2 - Wallis Engineering, Vancouver, WA**

Mr. Dean Hergesheimer introduced himself and his associates. He explained that Wallis specializes in municipal engineering and take pride in their relationship with cities. They only work with public agencies and not the private sector to avoid conflicts. They work with funding and financing issues, understanding the limitations of small city budgets. The firm has over 40 years of experience on staff and in the northwest. Mr. Patrick Harbison addressed issues regarding development reviews. They use checklists and procedures to ensure that reviews are conducted efficiently. They also track costs for the developers, set timelines, and work with staff during the review process. They also provide services to help educate the public in what

services cities provide. This is done to help give the public a better perception of the City. Answers to the questions:

1. Before assigning any personnel, they would look at the needs of the City. They would want the issues addressed by the proper person at the firm. They cover all engineering experiences, so there may be different people depending upon the need.

2. They have a low percentage of change orders. The best references would be their clients. They are very thorough during the design phase of a project. They feel attention to detail at design minimizes the need for change orders during a project. It is possible to have something unexpected happen, but they have a low percent of change orders.

3. Using the checklists and following the codes and standards set by the City, the firm looks at development applications to be sure that it meets the codes and needs of the City. Each city is different.

4. During a project in Washougal, there were many issues to be addressed. They answered questions and provided information in order for the City to make a decision on how to proceed.

5. They work with the public all the time, trying to understand where they are coming from on an issue. They address those concerns, and explain the code the city has to follow.

6. Kalama is the kind of client that Wallis serves. We have unequalled knowledge to provide to Kalama. Mr. Hergesheimer stated that personally he likes working with folks like the Council and finds it personally rewarding to help the community.

### **Firm 3 - Gray & Osborne, Inc., Seattle, Olympia, & Vancouver, WA**

Mr. Tom Zerkel opened the presentation by informing the Council that they are just opening a new office in Vancouver to better serve their clients in southwest Washington. He added that they believe they have worked well with Kalama and have a lot of familiarity with Kalama. They understand the utility systems. Engineer Mike Johnson explained that in reviewing development proposals, he works as an extension of the city staff. They provide a timely response with a two week turnaround on plans for review. He works to provide on call support day or night to the staff on issues with the water or sewer plant. G & O understand the limitations on funding a small city has and completes funding applications at no costs to its clients. They provide most services with their own staff, except for geotechnical, which they have access to. Over the years they have accomplished many projects with Kalama and are currently working on the Downtown projects. They helped with the recent Horizon Drive valve failure and the storm related problems at water plant. In the coming year the City will look at aging infrastructure that needs to be replaced. They will need to begin updating their water system plan for 2008. There are new regulations to be addressed regarding stormwater. The City has the revitalization project, Fir Street reconstruction, and new developments in the works. There are some funding limitations and G & O will help to chase the funding. They will address stormwater and wastewater issues. G & O has been responsive to the needs of Kalama and have a vast knowledge of the City's needs. They feel that there has been a mutual investment between Kalama and themselves. Answers to the questions.

1. Mike Johnson would remain the contact with the City even with the opening of the Vancouver office. Their services are relationship based and they won't disrupt that.

2. The sewer line project has not had any large change orders. On the Water and Wastewater Plant projects there were change orders in the amount of about 4%. They believe their record has been pretty good.

3. During the downtown project they have held weekly meetings that are open to the public. The on site inspector has maintained contact with the business owners. There were flyers and questionnaires sent out at the beginning to try to minimize the impacts on the businesses. They have worked to coordinate activities.

4. Mr. Johnson stated the unless there is more time due to the schedule of the public hearings, he gives himself a deadline of a two week turnaround on plan reviews. He makes sure the infrastructure fits with the standards and needs of the city.

5. In one city they had a project with a forced main going through a park. They worked through the issues and came up with solutions to address those issues. They try to address the concerns of the public with education and communication. In Kalama there are challenges to meet.

6. Mr. Johnson stated that he likes working in Kalama. They have a professional staff, and he feels they have a good relationship with the city. They would like to continue.

### **C. Engineering Interviews - Downtown Revitalization Project**

Two firms were interviewed and allowed fifteen minutes for a presentation. The Council then asked questions.

#### **Firm 1 - Gray & Osborne, Inc., Seattle, Olympia, & Vancouver, WA**

Ms. Tamara Nack introduced herself and Blake Olofson and presented pictures of what they believe the vision of the downtown area to be. They have worked on many downtown projects and believe that recently they have worked on 15 in the last year. They understand the impacts. One vital area is working to meet the grades. They also understand the requirements for a project with federal funding and the permitting processes. Based upon the information that they have available, they believe they could have the project designed in 30 days, but the permits are the key to the timeline. Mr. Olofson showed photos of projects he has worked on in other cities. It is a challenge to complete such a project while maintaining access to allow for the least impact on the local businesses. The key to getting a project completed are good bid documents which make it clear to the contractor that communication will be required as part of the project.

When asked about a realistic timeline for completing the project, Ms. Nack explained that the design can be completed in 30 days, but the real issue will be the permits. The project will probably not be able to be put to bid until late summer which is not a good bidding time. The permits under state regulations take time.

Asked about their vision of how the downtown will benefit from an improved streetscape, Ms Nack responded that dressing up the downtown will make it more inviting to visitors. Also, the improvements may encourage the property owners to invest in their properties and show more pride of ownership. There is also the benefit of making the downtown safer and more pedestrian friendly.

#### **Firm 2 - Wallis Engineering, Vancouver, WA**

Mr. Robert Wallis introduced himself and his staff members Kia Bealey and Jim Walsh. He explained that his firm has specialized in doing downtown projects, with Mr. Bealey being involved as lead on many of them. They provided an overview of several projects they have completed. Mr. Bealey stated that to make a successful project there are many issues to address. Public involvement is very important in order to mitigate the impacts on the business owners. There needs to be some sensitivity to the needs of the business owners and the

public. Contact needs to be maintained throughout the project. The plans need to be detailed. There needs to be discussion on how to best spend the funds available, especially when the funding is limited. Trees can be a big issue in a downtown area. Mr. Walsh, as a landscape designer, addressed this briefly, stating that it will take work to figure out the kind of trees and their placement. There are many options and there may need to be a variety of trees.

When asked about the timeline for completing the project, Mr. Bealey responded that it depends upon the funding and permitting requirements. The permits have to be obtained, and there can be strings or hoops to jump through. Mr. Wallis sees this project as being constructed in 2008, especially to have it bid at the right time for the best costs.

Asked about their vision of how the downtown will benefit from the improved streetscape, they responded that in their experience they have seen wide variations. There has been growth in some areas, community wide growth. They have seen increased business activity. It depends somewhat on the what the goals and priorities are. The most controversial issue may be the landscaping.

The Council asked how Wallis would contain costs on the project. The response was that they will design the project to the budget. They will look at options, with public involvement, on where to best spend the money available. A thorough design will lead to smooth construction.

All the firms were thanked for their time and presentations as they left. The Council addressed the General Engineering Services applicants first. The firms were rated as follows by the Council from positions 1 to 5.

Morrisette 2 2 2 3 2      Wallis 3 3 3 2 3      Gray & Osborne 1 1 1 1 1

Councilmember Chuck Hutchinson made a motion that the Council based upon the review of the statements of qualifications and the firm interviews, rank the engineering firms in this order for General Engineering Services: 1. Gray & Osborne, 2. Morrisette & Assoc. and 3. Wallis Engineering. Councilmember Smee seconded, and the motion carried.

For the Streetscape project the Council found the decision difficult. They felt the two firms were very close and equal. Gray and Osborne has the local knowledge and have some information such as a survey already in hand. They will need to better address landscaping issues.

Wallis has had great success with these types of projects and have a commitment to the preservation of the community. It would have been nice if they had taken the time to get an understanding of what Kalama has already done toward the project. Mr. Jim Bain, Kalama resident, stated that having the landscape architect was a plus. Public Works Director Carl McCrary noted that he liked Wallis' creativity, but Gray and Osborne could be more cost effective due to their presence here.

After some discussion the Councilmembers ranked the firms as follows:

Gray & Osborne 2 2 2 2 1      Wallis 1 1 1 1 2

Councilmember Dominic Ciancibelli made a motion that the Council based upon the review of the statements of qualifications and the firm interviews, rank the engineering firms in this order for the Downtown Streetscape project: 1. Wallis Engineering, and 2. Gray & Osborne. Councilmember Adam Smee seconded the motion. The motion carried with a vote of 4 in favor and 1 opposed (Councilmember Gish).



14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Pro Tem Don Purvis adjourned the meeting at 10:34 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

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**Pete Poulsen - Mayor**

**Coni McMaster - Clerk/Treasurer**