

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

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

Mayor Mike Reuter opened the City Council meeting at 7:01 p.m. The meeting was held virtually through the Zoom application. Participants enter the meeting muted and may sign in to speak through the chat option and/or raise their hand to be recognized and unmuted.

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 of the public present as shown via their "Zoom participant name" include: Butch Owen, Taryn Nelson, Jim Bain, and Marrene Jenkins.

There were no changes to agenda.

**2. PRESENTATIONS & AWARDS - None**

**3. PUBLIC HEARINGS - None**

**4. UNFINISHED BUSINESS**

**A. Kalama Council Rules of Procedures**

City Attorney Sam Satterfield gave an overview of the Council Rules of Procedures that has been a work in progress and referenced the July 7<sup>th</sup>, 2020 workshop where this was originally discussed. He explained the Council can modify the procedures if they wish, and should determine if they want to further discuss, strike out, or add these items with the support of staff. Discussion of Rule 1- Meetings—extending the time for public comment from 3 minutes to 5 minutes was put to a vote, and it passed 4 to 1—Councilmember Macias was not in favor. The second section for review was Rule 1- Meetings H-6 – regarding written comments submitted into the record of a Council meeting and if they should be read aloud at the meeting. Points were made about a lengthier meeting and opening this up encourages a flood of documents to be submitted, and Clerk/Treasurer McMaster clarified that these documents are kept in accordance with the records retention schedule for future reference. Council voted to keep the wording as is (remove majority requirement), with a 4 to 1 vote—Councilmember Kallio wanted to add the changes to allow for documents to be read in their entirety, with the opinion that Council should be able to make a judgement call on this. The third section for review was Rule 2—Conduct –F Transgression—whether the Council wants to remove this item, that the Council can enforce penalty to enforce order, as suggested. Attorney Satterfield clarified that under RCW 35A.12.120 the Council has the authority to enforce penalty short of removing a councilmember from office, but there can be consequences to maintain meeting order to complete City business. Upon voting, the Council agreed to keep that section as stated with a 5 to 0 vote. The fourth section to be reviewed was Rule 3—Agenda Preparation- B—listing criteria for agenda item denial, and clarification on who to submit the item(s) to. The Council unanimously voted to accept the changes provided and clarification to add Clerk Treasurer as

the primary recipient of submissions and the City Administrator as secondary. The final section for review was Rule 7—Communications—E Social Media—whether to leave in or take out entirely, only remove suggested sections, or not to remove any of the sections and leave in all. There was discussion of a potential task force to take this on and create best practices and bring back to Council to discuss—potentially in a workshop. The Council voted to table the item with a 5 to 0 vote.

**B. Use of Public Property – Camping – Draft Ordinance**

Police Chief Herrera summarized that this revisits a previous draft ordinance—regarding ramifications of the *Martin v. City of Boise* court case about sleeping in public in the absence of adequate shelter. The issue came up because of the City of Longview’s issues with homeless camps, and Kalama does have something in place for the KMC for its parks, but this would give law enforcement officers something more enforceable for its public spaces as well. Administrator Smee clarified the City’s ability to issue a permit for camping, and that a good portion of Kalama’s public property undeveloped ROW. There was also discussion of additional fees for special permits, and Administrator Smee suggested adding it to the fee schedule (annually) by resolution. The Council unanimously voted to move forward with the draft ordinance—staff will bring it back in final form for the Ordinance to be passed.

**5. NEW BUSINESS**

**A. 911 Service Level Agreement**

Police Chief Herrera summarized that the current fee schedule has been re-evaluated with a 1.6% increase for each organization that uses its service. This is through 2023. Councilmember Merz made motion to accept the agreement and authorized the Mayor to sign. Councilmember Kallio seconded, and the motion passed unanimously.

**B. Kalama Chamber – Community Benches**

Kalama Chamber of Commerce Treasurer Taryn Nelson discussed the Chamber’s proposal to officially turn over the community benches to the City. She explained the Chamber owns the 30 memorial benches downtown with memorial plaques of which the Chamber was receiving \$15 per year per bench from the sponsor families for maintenance. She noted the Chamber has not maintained them in the past few years, and the City/public works has taken that on, so the Chamber wants to officially turn them over to the City, in addition to the funds in the amount of \$3360.00 that have been collected. She will provide a list of the families as well. A vote was taken, and it passed 4 to 0 with Councilmember Stanfill abstaining since he is a Chamber Board member.

**C. Interlocal Agreement with Lower Columbia Major Crime Taskforce**

Police Chief Herrera discussed the impacts of I-940 regarding officer involved shootings and framework for officers in the event of “lethal force”. There is a demand for a thorough investigations task force (IIT) to make sure that all people involved in the investigation are objective. All Councilmembers agreed, and Councilmember Stanfill made a motion that the Mayor enter into the Interlocal Agreement with Lower Columbia Major Crime Taskforce. Councilmember Kallio seconded, and the motion carried.

**D. 2020 Mid-Year Budget Report**

Clerk/Treasurer Coni McMaster gave the mid-year budget report, and noted

that the City adopts the budget by the expenditures. She reported that even with COVID-19, the City is doing well on the revenue side—likely due to a large project building permits being issued. The leasehold taxes and hotel/motel taxes are down with the overall shortfall projected at 1 to 1.5% by Administrator Smee. The community building has been supplemented by the general fund since there is only rent coming in from the tenant—and the building has not been open to be rented for events. Citizen Jim Bain asked if the community building task force was still going to be formed—to which Councilmember Merz noted the subject was sidetracked due to COVID-19 but is to still be formed at a later date. A noteworthy increase of \$107K in expenses was for biosolids disposal in 2020. Sewer operator Butch Owen explained the increase in cost was due to an unidentified substance that came through the plant that was found too late causing a complete die off of the “bugs” needed for operation. This created extra costs for “emergency” hauling. It was explained that there are only 3 places currently taking biosolids for disposal, and each can take 5K gallons per week. In this scenario, Kalama had 60K gallons hauled in 3 weeks. If we send it to PPV (Portland), it costs \$3500 per load to incinerate it. Director of Public Works Kelly Rasmussen is hoping to strike up a long-term deal with the City of Long Beach that will allow for some savings in this area. He also explained that if Kalama were to build a “Class A” facility, it would cost about \$2 million, not including the additional staff (with benefits) and other costs to run that facility. The City also does not have property for this type of facility currently. Administrator Smee noted that compliance requirements are upping disposal costs, and the City is also growing—so we are utilizing more of our capacity. Councilmember Kallio asked for an estimate of the cost of a boiler/incinerator to be added to the existing plant.

## **6. ORDINANCES & RESOLUTIONS**

### **A. Ordinance No. 1441 – Repeal of \$40 Tab Fee funding the TBD**

Ordinance No. 1441 was read by Title: An Ordinance of the City of Kalama Repealing the forty-dollar vehicle tab fee funding the Transportation Benefit District in response to the passage of I-976 as of October 1, 2020. Councilmember Conradi made a motion the City Council adopt Ordinance No. 1441 as read. Councilmember Merz seconded, and the motion carried.

### **B. Resolution No. 693 – Ballot Measure - .2% Sales Tax for Transportation Purposes**

Resolution No. 693 was read by title: A Resolution of the City of Kalama providing for a Ballot Proposition to be submitted to the qualified electors of the City on November 3, 2020 to authorize a sales and use tax to be imposed within the boundaries of the City’s Transportation Benefit District upon all taxable retail sales and uses in the amount of two-tenths of one percent (0.2%) for the purpose of financing all or a portion of the costs associated with transportation improvements in the City. Councilmember Merz made a motion the Council adopt Resolution No. 693. Councilmember Stanfill seconded, and the motion passes, with four in favor, and one against (Councilmember Conradi).

### **C. Ordinance No. 1442 – 2020 Budget Amendment**

Ordinance No. 1442 was read by title: An Ordinance of the City of Kalama, Washington amending the 2020 Budget to account for unanticipated expenditures increasing the Budget in the amount of \$579,610. Councilmember Stanfill made a motion to adopt Ordinance No. 1442 as read. Councilmember Conradi seconded, and the motion carried.

**7. PUBLIC COMMENTS/CONCERNS- none**

**8. CORRESPONDENCE- none**

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

A. Mayor Mike Reuter had no report.

B. Councilmember Jon Stanfill reported the Chamber Board had a meeting in which they were trying to strategize how they can be helpful to the businesses in this economic state. He also noted he enjoyed participating in the cleanup day and thanked all that attended.

C. Councilmember Sandra Macias reported she was on the County CARES Committee, and that recipients should be receiving their award letters soon.

D. Councilmember Wendy Conradi reported she met with Clerk/Treasurer McMaster about the mid-year budget. She clarified that the items that show 100% of budget was spent were specifically budgeted for items/projects that were already completed.

E. Councilmember Steve Kallio reported that the library board had a Zoom meeting, and he provided the report from Library Director Elaine Bystrom. Wi-fi is now available at the library outside of the building. The library has also received a grant of \$250 for PPE. A 5<sup>th</sup> computer has been added to the library. Board member Ruthie Tippin has been doing virtual story time videos for the summer reading program. Additionally, curbside pickup began on 7/7/2020 to comply with social distancing due to COVID-19. The library staff keeps everything updated on their Facebook and library webpages. There will be a lot to keep up with to follow the governor's orders once they can re-open in Phase 3.

E. Councilmember Matthew Merz reported that citizen Maureen Jenkins, again, requested that the next Council meeting be held in-person at an outdoor location. He also noted that the Tourism Committee should make recommendations to the City Council for action, and that the principle job of the Council is to set the policy that provides a course of action for the community. The Council has sole discretion of where money will be spent, including tourism dollars.

**10. DEPARTMENT REPORTS**

A. City Administrator Adam Smee provided a written report. He noted the Incident Management Team (IMT) notified everyone on the administration call that they are assessing the value of continuing operational status –whether staffing is funded by COVID relief dollars. After 4 months, it's taking a toll on health and well-being. Also reported today that there has been criticism of this group by local elected officials. He reminded all that this is a volunteer position to assist our community, and the criticism of this group is inappropriate.

B. Director of Public Works Kelly Rasmussen provided a written report. He included an update for Council on Meeker Drive Lift Station project, which has been slowed due to COVID-19 (production of some custom parts) but is moving forward. He also met with Wendy Santiago about the Maruhn Memorial Park. She is assisting with the design, and using Jim

Bain's preliminary design to create a "drive through" style concept. It should be completed by end of September. He also reported the building department has been very busy, and Shannon Johnson is learning a lot and doing a great job as the new building clerk.

C. Police Chief Ralph Herrera presented his statistical report, with 137 calls for service, with 17 resulting in reports. He mentioned his thanks to Councilmember Stanfill for his support and strategizing. New-hire Jordan Lange continues her training, and is scheduled to start field training on August 1<sup>st</sup>. As part of the Incident Management Team, he is the public information officer. He reminded all to wear masks to curb effects of rising numbers for COVID cases so that we can advance to Phase 3.

D. Clerk/Treasurer Coni McMaster reported permit technician Shannon Johnson has done a great job in her new position; she learns fast and is willing to work on her own and get the job done. The staff is being as safe as possible and wearing masks with the public.

E. City Attorney Sam Satterfield had no report.

## 11. CONSENT AGENDA

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

A. **Approval for payment are Claims & Payroll warrants #41765-41806 plus ACH/EFT payments for the month of July 2020 in the amount of \$195,036.35.**

C. **Approval of Minutes of the July 2, 2020 City Council Workshop and July 2, 2020 Regular Meetings**

Councilmember Steve Kallio seconded, and the motion carried.

## 12. EXECUTIVE SESSION - None

## 13. ADJOURNMENT

Mayor Reuter adjourned the meeting at 9:01p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request and online at [www.kltv.org](http://www.kltv.org).

  
\_\_\_\_\_  
Mike Reuter - Mayor

  
\_\_\_\_\_  
Coni McMaster - Clerk/Treasurer