

City of Kalama

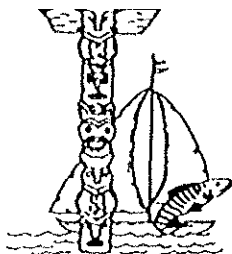
320 N. First St.
Kalama, WA 98625



City Council Agenda December 4, 2013 @ 7 pm

TBD Board Meeting @ 6:30 PM - TBD 2014 Budget

1. **OPENING** - Mayor Pete Poulsen
 - A. Flag Salute
 - B. Roll Call
 - C. Changes to the Agenda
2. **EXECUTIVE SESSION**
3. **PRESENTATIONS & AWARDS**
 - A. United Way – Sandblaster – Kalei Lafave
4. **PUBLIC HEARINGS**
 - A. 2014 Budget & 2014-2019 Capital Facilities Plan – 2nd Hearing
5. **PUBLIC COMMENTS & CONCERNS**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
8. **ORDINANCES & RESOLUTIONS**
 - A. Ordinance No. 1325 Adopt the 2014 Budget & 2014-2019 CFP
 - B. Ordinance No.1326 Set Mayor and Council salaries
9. **CORRESPONDENCE**
10. **MAYOR & COUNCILMEMBER REPORTS**
 - A. Mayor Pete Poulsen – Mayor’s Report – COG Representative - Cow Co Tourism
 - B. Councilmember Mike Truesdell – Finance Committee
 - C. Councilmember Dominic Ciancibelli – Public Works & Planning Committee
 - D. Councilmember Mike Langham - Police Committee & 911 Board Representative



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City Council Agenda December 4, 2013 @ 7 pm

- E. Councilmember Donald Purvis - Park Committee, Health Board Representative
- F. Councilmember Mary Putka – Library Committee & Chamber Representative

11. DEPARTMENT REPORTS

- A. City Administrator Adam Smee
- B. Superintendent of Public Works Kelly Rasmussen
- C. Police Chief Randy Gibson
- D. Clerk/Treasurer Coni McMaster
- E. City Attorney Paul Brachvogel

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

- A. Approval of Payment of Vouchers
 - 1. Claims Vouchers Totaling \$236,141.87 For, November, 2013
 - 2. Payroll Vouchers Totaling \$75,300.30 For, November 15-30, 2013
- B. Approval of Minutes:
 - 1. Minutes of the November 20, 2013 City Council Meeting
- C. Other Consent Agenda Items
 - 1. Reset the First Council Meeting in January to January 8, 2013 at 7pm.
 - 2. Authorize District Court Pro Tem Judges with exception
 - 3. Set a public hearing on the increase to Garbage Rates for December 18, 2013
 - 4. Confirm the following appointments to the various Boards to fill expiring positions
 - Library Board – Katherine Bruner - Jan 1- 2014 - Jan 1, 2019
 - Planning Commission – Reappoint Jim Hendrickson Jan 1, 2014 – Jan 1- 2020

13. EXECUTIVE SESSION

14. ADJOURNMENT

CITY OF KALAMA

SIGN - IN SHEET

MEETING Kalama City Council

DATE December 4, 2013

Name	Address	Phone/Email	Do you wish to Speak?	Subject
BENI PURVIS	KSTV			
Rick Walker	2638 30th Ave Kangriev, Wash	360 425 1419	yes	No touchable one Shows
Fabi Leifone	5500 Finch	360 414 4136		United Way
Fargnolierson	40 Summit	430-77998		

Please sign in for the record. Signing in does not mean you must speak but to address the Council you must sign in for the record. When recognized please state your name and address. Your comment could be subject to a time limit at the discretion of the Mayor. Please speak clearly enough for the tape to pick up your voice or step closer to the Council Desk. Thank you.

**CITY OF KALAMA
CITY COUNCIL MEETING
DECEMBER 4, 2013**

1. OPENING

Mayor Pete Poulsen opened the City Council meeting at 7:00 p.m. Mayor Poulsen led those present in the Pledge of Allegiance.

Councilmembers present were Mike Truesdell, Dominic Ciancibelli, Mike Dennis Langham, Don Purvis, and Mary Putka. City staff present were City Administrator Adam Smee, Superintendent of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Randy Gibson. Members of the public present are listed on the sign-in sheet.

2. EXECUTIVE SESSION - None

3. PRESENTATIONS & AWARDS

A. United Way – Sandblaster – Kalei Lafave

United Way President Kalei Lafave thanked the Council for supporting this year's Sandblaster event which netted \$74,000 which will go back into the communities. United Way is working at encouraging support throughout the County for issues related to health and wellness. Applications are now being accepted for funds to be distributed next year and close at the end of December. There are also funds available to help with utility bills. Mayor Poulsen thanked Ms. Lafave for the support the community receives from United Way.

4. PUBLIC HEARINGS

A. 2014 Budget & 2014-2019 Capital Facilities Plan – 2nd Hearing

Mayor Poulsen opened the public hearing. Clerk/Treasurer Coni McMaster led a power point presentation covering the special revenue and general funds of the City. Special Revenue Funds are those that have specific restrictions on the expenditures of the revenue sources or the City has established as managerial funds for specific purposes. These revenues include Criminal Justice funding from the state, Real Estate Excise Taxes, Hotel/Motel Taxes and Recording fees designated for affordable housing. Managerial funds are those designated for the Library or Community Building. Included in the budget from some of the managerial funds are expenditures for leave buyouts, annual insurance, and parks and recreation classes. The Library budget of \$38,500 is a five percent increase over 2013 and includes raises for staff, an increased book budget and new computers.

For 2014 the Criminal Justice fund will cover the costs for the police drug dog and also the updating of the police department policy manual. Chief Randy Gibson explained that this is very important and long overdue for Kalama. The service the City will be using provides for nearly immediate and almost weekly updates of the policies based on court cases as the decisions are made, which will provide insulation from liability for the City.

Tourism funding was reviewed including requests from the Kalama Chamber of Commerce, the Antique Association and the Untouchables Car Club. Funding for the car show is included along with funding for the annual Blues Festival and the hosting of the City website. There is a \$1000 included in the budget that is not specifically identified which could be used for other requests. It was noted that there are future projects that need to be planned for including the 125th Anniversary in 2015, so the budget needs to look at keeping funds available into the next year. Chamber member Taryn Nelson spoke in support of their application for funding of an interactive screen for the new Kiosk. The Kiosk project is on a very tight budget.

The Community Building operating fund is budgeted at \$33,250 and is currently self-supported by its revenues. The building is in need of a new roof which is estimated to cost \$25,000. There are only \$14,000 plus in the reserve fund. Staff is requesting the approval of the spending of \$11,000 from the reserve and the additional \$14,000 from the Capital Improvement Reserve to cover the cost. There was some discussion on what kind of roof, the age of the existing roof, and how to select the best option to get best product for the money. The roof would be close to 20 years old. Best options for replacement can be decided during the bidding process.

The General Fund, which includes expenditures for Administration of Justice (court, prosecuting/defense attorneys, and jail), Building & Planning, Finance, Police, Legislative, Parks, and general costs, was reviewed. Under planning, staff would like to request \$10,000 from the General Reserve fund to be used as the city match in pursuing grant or outside funding for the development of a Downtown Economic Development Plan. The City needs to actively look at how to save the downtown business district and encourage new business to locate here.

The salary schedule for all departments was presented which includes cola raises for all employees as well as step increases as required. In the original budget presented at the last hearing, there were no general fund capital projects. The added requests are for the Community Building roof and the Downtown Economic Development Plan. There are many items that were desired which include insulation at the Community Building, major maintenance on the City Hall, and a sound system for the Council Chambers, but funding is not available. Ms. McMaster closed the presentation, explaining that included in the budget as being requested for passage are the increases in staffing to Finance and the Police Department, city-wide radio read meter replacement, Cloverdale/Military Road chipseal, funding of a Water/Sewer Rate study and the Economic plan and the funding of the Community Building Roof replacement. The budget is balanced, nearly equal to the 2013 budget, and ready to be passed. If the Council would like to changes, the budget can be held over to the next meeting. There were no further comments. Mayor Poulsen closed the hearing at 7:40 p.m.

5. PUBLIC COMMENTS & CONCERNS

Untouchables – The Untouchables Car Club presented the City with a plaque and city photo of the 2014 Car Show in appreciation of the City's support of this annual event. They also noted the help of many individual volunteers and the Kalama Chamber of Commerce.

Proceeds from the event help to provide scholarships and support for the local Helping Hand organization.

6. **UNFINISHED BUSINESS** – None

7. **NEW BUSINESS** – None

8. **ORDINANCES & RESOLUTIONS**

A. **Ordinance No. 1325 Adopt the 2014 Budget & 2014-2019 CFP**

Ordinance No. 1325 was read by title: An Ordinance of the City of Kalama approving and adopting the Budget for the City of Kalama for the calendar year 2014 in the amount of \$5,458,160.00 and the Capital Facilities Plan for years 2014 through 2019.

Councilmember Dominic Ciancibelli made a motion the Council adopt Ordinance No. 1325 as read. Councilmember Mary Putka seconded, and the motion carried.

B. **Ordinance No.1326 Set Mayor and Council salaries**

Ordinance No. 1326 was read by title: An Ordinance of the City of Kalama, Washington amending the Kalama Municipal Code Chapter 2.08.020 Mayor's and Councilmember's Salaries, increasing the salaries of the Mayor and Councilmembers.

Clerk/Treasurer Coni McMaster noted that the Mayor and Councilmembers have not had an increase in salary since 2006. This raises the Mayor from \$300 to \$500 and the Councilmembers will received \$100 per meeting instead of \$50 for up to two meetings a month. She noted that due to state law, the current Councilmembers will not receive the raise until such time as they are reelected while the Mayor's will be effective in January. Councilmember Don Purvis made a motion the Council adopt Ordinance No 1326 as read. Councilmember Mike Langham seconded, and the motion carried.

9. **CORRESPONDENCE** - None

10. **MAYOR & COUNCILMEMBER REPORTS**

A. **Mayor Pete Poulsen** had no report.

B. **Councilmember Mike Truesdell** had no report.

C. **Councilmember Dominic Ciancibelli** had no report.

D. **Councilmember Mike Langham** had no report.

E. **Councilmember Donald Purvis** reported the Kalama Safe Community Coalition (KSCC) met and as the new president he will be attending training in Washington DC. There has been some additional tribal and school involvement in the organization which

is gaining community support. A student body representative attended reporting on how much impact the City's drug dog has had when it has been at the school.

F. Councilmember Mary Putka reported the Library's Microsoft IT training program is now available to the public.

11. DEPARTMENT REPORTS

A. City Administrator Adam Smee stated he appreciated the Council passing the final budget as presented. In looking at the financials for November he is optimistic the City will end 2013 with reserves.

B. Superintendent of Public Works Kelly Rasmussen presented his written report. He explained that with the new meters there is a feature which allows the meter to report on daily or even hourly usage. It provides data logs which have been very helpful in locating leaks out at Camp Kalama. Kelly added that the City has been loaned a surplus deicer skid from DOT and will hopefully have it up and running to be used during this cold weather. The crew is also working to get the City decorated for the holidays and this weekend's Christmas in Kalama event.

C. Police Chief Randy Gibson provided his statistical report. He informed the Council that his department is again participating in the annual Shop with a Cop event sponsored by Woodland Police and Walmart. Other entities in the region are also participating. This year they requested donations from the industrial businesses as well as individuals and have a very good response. He added that he is considering doing a smaller scale event at the local toy and kids clothing store. Chief Gibson noted that at the KSCC meeting, a student body member spoke about the impact of the drug dog, including that it discourages drug usage just by being available to be used, which is a positive effect. This school year, the administration has not requested the use of the dog, as some of the School Board does not support the random searches. Chief Gibson noted that the School staff and many citizens strongly support the use of the dog. He explained that the searches are conducted while the students are in a lock down drill, and only cover the school lockers, so there are no strong arm tactics and little if any student contact. However, this is an issue supporters will have to address to the School Board itself.

D. Clerk/Treasurer Coni McMaster thanked the Council for adopting the budget including the increase in staffing which will greatly improve efficiencies in the office. She will now work at closing out 2013. There will also be some reorganization within her department. Ms. McMaster noted the items on the consent agenda which included change the first meeting in January from New Year's Day to the January 8th unless the Council preferred a different date, the annual approval of the Court's list of judge pro-tem candidates with the exception of Paul Brachvogel due to the conflict of interest, and setting a public hearing for the adopting an increase to the garbage rates. Also on the consent agenda is the approval of the Mayor's appointment to positions on the Library Board and Planning Commission which will expire at the end of the year. For the Library Board, Mr. Ben Purvis will be leaving after serving over 11 years on the Board. There are also openings on the Parks and Recreation committee which have been posted for applications.

E. City Attorney Paul Brachvogel was absent.

12. CONSENT AGENDA

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including.

1. Claims Vouchers Totaling \$236,141.87 For, November, 2013
2. Payroll Vouchers Totaling \$75,300.30 For, November 15-30, 2013
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 - Library Board – Katherine Bruner - Jan 1- 2014 - Jan 1, 2019
 - Planning Commission – Reappoint Jim Hendrickson Jan 1, 2014- Jan 1- 2020

Councilmember Mike Truesdell seconded the motion. The motion carried.

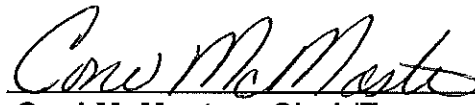
13. EXECUTIVE SESSION - None

14. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 8:12 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.



Pete Poulsen - Mayor



Coni McMaster - Clerk/Treasurer