

City of Kalama  
City Council Meeting  
Kalama City Hall  
320 N. First Street



**Agenda for October 16, 2013 - 7:00 p.m.**

1. **CALL TO ORDER - Mayor Pete Poulsen**

- A. FLAG SALUTE
- B. ROLL CALL

2. **7:05 P.M. EXECUTIVE SESSION**

Potential Real Estate Transaction allowed by RCW 42.30.110 – 20 minutes – return at 7:25 pm. City Administrator & Clerk will attend.

3. **CHANGES TO THE AGENDA**

4. **PRESENTATIONS & AWARDS**

5. **PUBLIC HEARINGS**

- A. Public Hearing on Ad Valorem (Property) Tax Levy and Revenue projections for 2014

6. **PUBLIC COMMENTS/CONCERNS**

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

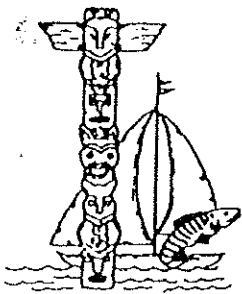
9. **ORDINANCES & RESOLUTIONS**

- A. Ordinance 1320 – Parking Code Amendment

10. **CORRESPONDENCE** - *(No Action necessary unless Council/Mayor bring an item forward for discussion)*

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

- A. Mayor Pete Poulsen – Mayor's Report – COG Representative - Cowlitz Co Tourism Board
- B. Councilmember Mike Truesdell – Finance Committee
- C. Councilmember Dominic Ciancibelli – Public Works & Planning Committee
- D. Councilmember Mike Langham - Police Committee & 911 Board Representative
- E. Councilmember Donald Purvis - Park Committee, Health Board Representative
- F. Councilmember Mary Putka – Library Committee & Chamber Representative



City of Kalama  
City Council Meeting  
Kalama City Hall  
320 N. First Street



**Agenda for October 16, 2013 - 7:00 p.m.**

**12. DEPARTMENT REPORTS**

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

**13. CONSENT AGENDA - I Move the City Council approve the Consent Agenda including the following (please list items):**

**A. Approval Of Vouchers:**

- 1. Approval of Claims Vouchers Totaling \$47,635.73 For October , 2013
- 2. Approval of Payroll Vouchers Totaling \$51,369.58 For October 1-15, 2013

**B. Approval of Minutes:**

- 1. Minutes of the October 2, 2013 City Council Meeting
- 2. Minutes of the October 2, 2013 City Council Workshop.

**C. Other Consent Agenda Items for Council Consideration**

- 1. Set Public Hearings on the 2014 Budget for November 20, 2013 and December 4, 2013 at 7pm.

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT**

# CITY OF KALAMA

# SIGN - IN SHEET

MEETING Kalama City Council

DATE October 16, 2013

Name	Address	Phone/Email	Do you wish to Speak?	Subject
BEN PURVIS	KLTV			

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  
OCTOBER 16, 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. City Attorney Paul Brachvogel was also in attendance. Members of the public present are listed on the sign-in sheet.

**2. EXECUTIVE SESSION**

Mayor Poulsen noted there would be an executive session later in the meeting regarding potential real estate transaction and litigation.

**3. PRESENTATIONS & AWARDS - None**

**4. PUBLIC HEARINGS**

**A. Public Hearing on Ad Valorem (Property) Tax Levy and Revenue projections for 2014**

Mayor Poulsen opened the Public Hearing. Clerk/Treasurer Coni McMaster presented an overview of the projected revenues for 2014 beginning with the General and Special revenues. Due to the RCW statutory limitations for property taxes, the City will only levy a .69378 percent increase for 2014 instead of the allowable 1% for an amount of \$387,725. State allocated revenues based on population were reviewed including the Fuel taxes received that fund streets, of which 35% go to reserves. Liquor tax revenues and certain special criminal justice revenues are also based on population. Other tax revenues were reviewed including sales taxes estimated at \$290,000 and utility taxes estimated at \$328,000. Revenues coming from fees, grants and interest were also reviewed. The Finance Department receives administrative fees from the water/sewer/garbage funds as compensation for the services provided. This is internal revenue source from the enterprise funds. Other fees for services like building permits or licenses are set by resolution of the Council and reviewed annually. The drafted resolution showing recommended additions and adjustments was provided which included adding fees for several planning applications that were not previously included and only a few minimal increases at this time. Ms. McMaster included a chart showing the percentages of revenues based on source which shows that property, sales and utility taxes are the largest general revenue sources while, parks, library and hotel/motel taxes are the lowest.

The presentation then moved to the Enterprise funds for Water/Sewer and Garbage. Garbage is estimated at \$300,000 for 2014 and the City is anticipating a rate increase for late

2013 based on Waste Control increasing the rates due to the County raising the tipping fees. This is before the State Utilities Commission for hearing in late October so the City is still waiting on final information. Water and Sewer revenues are projected to be over two million dollars in 2014 coming from rates and connection fees. Of the rates, 20% of water rates and 33.5% of sewer rates go into the reserve funds. Connection fees are all allocated to reserves to cover future improvement needs or debt service requirements. A chart showing the water and sewer revenues for operations and the amounts for reserves, including the projected reserve carryover balances was shown. It was noted that all current debt service is paid from the reserve funds. Ms. McMaster noted at closing that the Budget hearings will be held on November 20th and December 4<sup>th</sup>. The Mayor closed the public hearing.

5. **PUBLIC COMMENTS & CONCERNS** - None

6. **UNFINISHED BUSINESS** – None

7. **NEW BUSINESS** – None

8. **ORDINANCES & RESOLUTIONS**

A. **Ordinance 1320 – Parking Code Amendment**

Clerk/Treasurer Coni McMaster read Ordinance No. 1320 by title: An Ordinance of the City of Kalama, Washington amending sections of Kalama Municipal Code Chapter 10.08 Parking Controls to address service vehicles within the residential zones and watercraft. Councilmember Don Purvis made a motion the City Council adopt Ordinance No. 1320 as read. Councilmember Mike Langham seconded. Police Chief Randy Gibson explained that is to take care of some omissions in the ordinance establishing new parking regulations adopted earlier in the year. It adds watercraft to the parking section dealing with vehicles parked in residential areas for more than 24 hours, and adds an exemption for service vehicles within the residential zones, as some citizens are required by their employment, including City employees, to take home vehicles that are in excess of the weight limitation set in the code. The exemption will allow these types of vehicles provided they are only two axles and do not include any hazardous materials. This will not exempt larger vehicles such as dump trucks or tractor/trailers. At this time the police department are handling these issues by complaint only. The motion carried.

9. **CORRESPONDENCE** - None

10. **MAYOR & COUNCILMEMBER REPORTS**

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

B. **Councilmember Mike Truesdell** reported he met with Clerk/Treasurer Coni McMaster and discussed the audit and her responses.

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

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

E. **Councilmember Donald Purvis** reported there would be an earthquake preparedness event on Thursday.

F. **Councilmember Mary Putka** reported that the READ Kalama event is ongoing with the book *Glaciers* available at the Library. The author will be at the City event on October 29.

#### 11. DEPARTMENT REPORTS

A. **City Administrator Adam Smee** reported the City has been dealing with several interesting nuisance issues. He informed the Council that the SEPA for the Port of Kalama Developers Agreement is being published tomorrow and should be on the Council's agenda for November 6. He is hopeful the annexation petition will follow soon.

B. **Superintendent of Public Works Kelly Rasmussen** presented a written report which noted that salmon are being caught out at the water plant along the Kalama River. He commented on the vandalism on the retaining wall along Military Road and the theft of pavers on Elm Street. He noted that the crew was able to complete the brake replacement on the 1-ton service truck which requires the removal of the axle and that they have installed two more water connections.

C. **Police Chief Randy Gibson** provided his statistical report noting the "sexting" incident which involves several 15 to 18 year old students at the school. He explained that once such a text is put out on the internet or social media it becomes a State and Federal law violation which can result in serious charges and long term ramifications for these students who often are thinking it is just a funny thing to do.

D. **Clerk/Treasurer Coni McMaster** noted she had been working on the budget and responses to the audit. She and new employee Kiley Mirenta attended a conference on the financial software last week. She added that FOLK will be holding a book sale for the Library in the Council Chamber on Friday.

E. **City Attorney Paul Brachvogel** had no report.

#### 12. CONSENT AGENDA

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

1. Approval of Claims Vouchers totaling \$47,635.73 for October, 2013
2. Approval of Payroll Vouchers totaling \$51,369.58 for October 1-15, 2013
3. Minutes of the October 2, 2013 City Council Meeting
4. Minutes of the October 2, 2013 City Council Workshop.
5. Set Public Hearings on the 2014 Budget for November 20, 2013 and December 4, 2013 at 7pm.

Councilmember Dominic Ciancibelli seconded the motion. The motion carried.

#### 13. EXECUTIVE SESSION

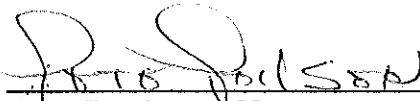
At 7:52 pm Mayor Poulsen announced the Council would go into executive session on a potential Real Estate transaction and litigation issues as allowed by RCW 42.30.110 for approximately 20 minutes or until 8:15 pm. City Department heads were asked to attend.

There could be action taken upon return. At 8:15 pm the session was extended for another 5 minutes until 8:20, and no audience was present. The meeting resumed at 8:21. No action was brought forward.

Police Chief Randy Gibson noted that his second anniversary with the City is Thursday and he wanted to say what a pleasure it has been to work with the staff and the citizens. He and his wife are happy to be in Kalama and with the welcome they have received.

**14. ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:24 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**