

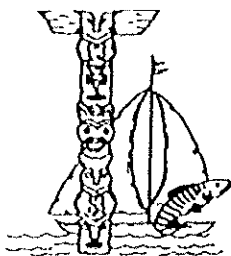
# City of Kalama

320 N. First St.  
Kalama, WA 98625



## City Council Agenda January 8, 2014 @ 7 pm

1. **OPENING** - Mayor Pete Poulsen
  - A. Flag Salute
  - B. Roll Call
  - C. Changes to the Agenda
2. **EXECUTIVE SESSION**
3. **PRESENTATIONS & AWARDS**
  - A. Kalama Fire District #5 – Chief Victor Leatzow
4. **PUBLIC HEARINGS**
  - A. East Port Annexation – 60% Petition
5. **PUBLIC COMMENTS & CONCERNS**
6. **UNFINISHED BUSINESS**
  - A. Online Payments Fees – City to Pay
7. **NEW BUSINESS**
  - A. 2014 Appointments – Mayor Pro Tem & Committees
8. **ORDINANCES & RESOLUTIONS**
  - A. Ordinance No. 1329 – 2013 Budget Amendment
  - B. Ordinance No. 1330 – 2014 Budget Amendment
  - C. Resolution No. 603 - East Port Annexation
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



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## City Council Agenda January 8, 2014 @ 7 pm

- 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

### 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 \$56,285.78 For December, 2013
  - 2. Payroll Vouchers Totaling \$89,114.99 For December 15-31, 2013
- B. Approval of Minutes:
  - 1. Minutes of the December 18, 2013 City Council Meeting
- C. Other Consent Agenda Items
  - 1. Authorize Clerk/Treasurer to sign necessary agreements for Online Payment and City's payment of fees with Invoice Cloud and Sage (Merchant agreement).

### 13. EXECUTIVE SESSION

### 14. ADJOURNMENT

# CITY OF KALAMA

# SIGN - IN SHEET

MEETING Kalama City Council

DATE January 8, 2014

Name	Address	Phone/Email	Do you wish to Speak?	Subject
Ben Purvis	KCTV			
Jack Parke	170 Avoonlee Ln	67315223		
<del>Brandee Spangler</del> Brandee Spangler	121 Spence Crk Rd.	673.3463		
Eric Miller	Spencer creek rd			
Mike Lowry	145 Avonlehorne			
Kim Lowrey	145 Avonlee	673-3778		
Tabitha Reeder	380 Warno Drive	673-2325		
Vic Latzov	CEFD #5		ON AGENDA	
Dawn Sharp	CEFD #5			
Nicole Wislizen	380 W. Marine Drive			
Troy Starling	380 W Marine Dr	6732325		

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  
January 8, 2014**

**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 - None**

**3. PRESENTATIONS & AWARDS**

**A. Kalama Fire District #5 – Chief Victor Leatzow**

Fire Chief Victor Leatzow of Cowlitz Fire District #5 informed the Council that the Volunteer Firefighter's Association works each year to raise funds that they then give back in various ways to the Community. In years past the largest portion of the funds raised have gone to Helping Hand. For this year they split the proceeds from the annual auction giving \$600 each to Amalak, FOLK, and Envision, for which Chief Leatzow presented a check to Envision President Mark Wilson. These funds are to be used toward improvements to the Community Building which they recognize as a great asset to the community. Chief Leatzow continued that the Association also honors local organizations that show great support for the community. This year they are presenting a plaque to the Kalama Police Department. Over the last two to three years the Police Department has improved their relationship throughout the community as well as with the Fire Department. There has been an increase in communication, moral, and support between the departments, for which the City can be proud of. Police Chief Randy Gibson accepted the award and thanked the Fire Department. Mayor Poulsen also thanked Chief Leatzow and the Association on behalf of the City.

**4. PUBLIC HEARINGS**

**A. East Port Annexation – 60% Petition**

Mayor Poulsen opened the Public Hearing on the East Port Annexation. City Administrator Adam Smee noted that this has been a long process with many steps leading to the submission of the 60% petition for annexation from the Port of Kalama. The petition has been certified by the County Assessor. The next step is for the City to accept the petition and forward it on to the Boundary Review Board (BRB) for their approval. Once it is through the BRB, it will come back to the Council for final approval. Mayor Poulsen opened the floor for comments.

Mr. Mike Lowery of 145 Avonlee Lane voiced several concerns and questions regarding the project including:

- a. who would take care of and how would they take care of Kalama River Road;
- b. what are the Port's plan for the property other than the ball field expansion at the Haydu property;
- c. how will the development impact the eagles nesting near the new park location
- d. what will the effects be on the Kalama River watershed;

As a long-time resident fisherman and outdoor sportsman, he does not want to see industry or development that would ruin this area and the benefits of the natural environment. There are already issues with noise from the rock pit after it reopened, as well as with road issues from debris they leave on it. Mr. Lowery noted that the proposed park area is known to flood, so it doesn't make sense to develop in this area. There is also talk of putting in "chum channels" to help reintroduce chum to the Kalama River. Since chum no longer inhabit the river, this is not something he wants to see. He added that if industrial development happens in the area it could lead to the river being shut down which is just not acceptable.

Ms. Tabitha Reeder, Port of Kalama Environmental Planner responded to Mr. Lowery explaining that over many years the Port has been acquiring the property in the area with plans for mixed use development. A SEPA was file recently in relationship with the developer's agreement to address this initially. The new park and fairground facility will be the first step. She continued that she is working with the State Department of Fish and Wildlife to address reducing the impacts on the eagles nesting in the area. As the development progresses, the Port will be required to meet all federal, state and local permitting requirements which will address all watershed issues and needs for mitigation. The Port is aware of the flooding issues and are working with engineers in developing the area appropriately for the conditions. On the chum issue, the Port is not doing this, but it is being proposed by the Fish Recovery Board, and there could possibly be a partnership in the future.

City Administrator Smee acknowledged that the City would be responsible for the western end of Kalama River Road and would keep it maintained. He explained that currently in the County, there is no zoning in this area, so any industry, activity, or business could locate there. By annexing the Port will have to follow the codes the City has established which would keep any large industrial uses out of this area. The City would also provide police services for the area upon annexation.

Issues with noise from new industries was addressed by both Port and City representatives explaining that the types of activities that would be allowed in the development would be such that work would all be internal or wouldn't be a factor based on the recently zoning code amendment the City adopted. Port management assured those present that they are very sensitive to the concerns and are working diligently to make the development work with the neighborhood and the current environment. Mayor Poulsen noted that the Port of Kalama has always been a good neighbor to the community, which is represented by the current park and trail system they have throughout the industrial area on the west side of the freeway. Port Commissioner Troy Stariha stated that he represents the people present, as well as being their neighbor, so he shares these concerns. What he has

seen in the conceptual drawings show that it is being done right and will look well. The efforts are needed to help improve the local job market and economy, but it isn't all about dollars for the Port, but keeping the area viable and livable as well. In order for the Port to be able to build out the Haydu Park, that park will need to be a part or associated to an industrial/business park and the Port feels strongly that this is a benefit to the community. It will be a daytime facility.

Several other neighbors on Avonlee Lane and Spencer Creek Road also spoke on many of the issues raised by Mr. Lowery. All were appreciative of the work the Port of Kalama has done, while not taxing the citizens. Mr. Julius Ledgeft asked that there be consideration for setbacks from the road with screening. Many wanted to be assured that there would still be access to the river and the area would still have some restrictions for access. Mayor Poulsen stated that this has been a long collaborative process between the City and Port including many consultants and taken years to accomplish. As a life-long resident he shares the concerns raised, but believes the development will be a great asset to the community. Since he is a Port employee these are his, not the City's, thoughts, but the Port will not destroy the atmosphere of the area, as it will be more a business park than industrial and the Port will work to benefit all the citizens. The police will patrol the area and maintain the road. The Port has always asked for public input and put out information. He stated that he is optimistic for the future of the areas. He thanked all the staff from both the Port and City for the work on the project. With no further comments, he closed the hearing at 7:44 p.m.

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

**6. UNFINISHED BUSINESS**

**A. Online Payments Fees – City to Pay**

Clerk/Treasurer Coni McMaster explained that in 2013 the City began receiving on-line utility payments which includes credit card payments with all fees being passed to the customer by the third party provider at the point of transaction. At this time, the service is being used regularly and many are requesting it, but hesitate when they realize there will be an additional fee on top of the bill they are paying. In reviewing the usage, I believe that the City could receive more timely payments if the fees were to be paid by the City. The costs would be offset by efficiencies and reduced focus on past due accounts. The City will receive a discounted rate on the credit card payment fees which is currently \$5.95 a payment and there is a limit of \$200. The discounted rate would be approximately \$1.60-\$1.80 per transaction. Many bills are more than \$200, and if the City absorbs the costs, the limit can be raised to \$500-\$600. Payments made directly by EFT from checking accounts will be charged at .95 per transaction. This has been included in the 2014 budget. In reviewing the past year, the estimated cost to the City would have been approximately \$550. In order to do this, there are several contracts and agreements to be completed and signed, which I am requesting authorization to complete. This would need to be removed from the consent agenda if the Council does not wish to approve it. Councilmember Dominic asked about what percentage of customers are using the service. It is only a small, less than five, percentage at this time, but not having the fees would increase this.

**7. NEW BUSINESS**

**A. 2014 Appointments – Mayor Pro Tem & Committees**

Mayor Poulsen asked if any of the Councilmembers wanted to change committee assignments and none did. Councilmember Don Purvis asked that the KSCC be added to his assignments. Mayor Poulsen noted that it was time to rotate the Pro Tem appointment, requesting that Mary Putka consider the position. She agreed and the Council concurred with the appointment. Mayor Poulsen informed the Council that he is stepping down as representative to the COG Board, and Mike Langham has agreed to take the position with Adam Smee remaining as the alternate.

**8. ORDINANCES & RESOLUTIONS**

**A. Ordinance No. 1329 – 2013 Budget Amendment**

Ordinance No. 1329 was read by Title. An Ordinance of the City of Kalama, Washington amending the 2013 Budget to include unanticipated revenues and expenditures from water and sewer connection fees, Community Building rentals, and Parks and Recreation programs and authorizing transfers of unanticipated carryover funds in the General Fund and Water/Sewer Funds to Reserve Funds increasing the Budget in the amount of \$397,000.00. Councilmember Dominic Ciancibelli made a motion the City adopt Ordinance No. 1329. Councilmember Mike Langham seconded, and the motion carried.

**B. Ordinance No. 1330 – 2014 Budget Amendment**

Ordinance No. 1330 was read by Title. An Ordinance of the City of Kalama, Washington amending the 2014 Budget to include the unanticipated increase in insurance cost for 2014 and transfers for 2015 increasing the Budget in the amount of \$10,100.00. Councilmember Mary Putka made a motion the City adopt Ordinance No. 1330. Councilmember Dominic Ciancibelli seconded, and the motion carried.

**C. Resolution No. 603 - East Port Annexation**

Resolution No 603 was read by Title. A Resolution relating to a pending annexation identified as the East Port Annexation and accepting the Petition to Annex of the owners of certain property described herein, and conditionally approving the same subject upon Boundary Review Board approval. Councilmember Don Purvis made a motion the City adopt Ordinance No. 603 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** had no report.
- F. **Councilmember Mary Putka** had no report.

**11. DEPARTMENT REPORTS**

- A. **City Administrator Adam Smee** had no report.

**B. Superintendent of Public Works Kelly Rasmussen** presented a written report, highlighting several items including the new deicer has been working well on the frosty mornings, Crewman Travis Buck mechanical abilities are proving to be a great asset as he has been rebuilding some of their equipment motors, crew members rebuilt the commercial sink at the Community Building, and the crew worked with the Telephone Company on a bore on Green Mountain for a new service. It was noted that the Kalama Telephone is a great partner on many projects to the benefit of the community. Superintendent Rasmussen read an email from a potential new resident, a retired couple looking to relocate in Kalama, stating that on condition to relocate here would be to have the fluoride removed from the water. Mayor Poulsen noted that the City will be exploring that option, by asking what citizens think.

**C. Police Chief Randy Gibson** presented his statistical report. He noted that the Police Clerk is now full time. He included some annual statistics which shows a large decrease in calls, but noted that the new call system has changed how the calls are logged so this may not be accurate. There is agreement by the officers that 2013 has been a "slow" year, so there has been a decrease.

**D. Clerk/Treasurer Coni McMaster** reported that the transition with the employee and change of duties is a challenge, as is the Website project. The website will probably not be up until mid-February or the first of March. She noted the 2014 budget document should be ready by the first of February once she has the final 2013 figures. Ms. McMaster added that in reviewing 2013, the City received 20 new home permits of 49 total building permits, received 5 outside water hookups, the finance department processed \$4.4 million in receipts, the Library issued 80 outside library cards, and there were 246 business licenses and 176 dog licenses issued. It should be noted that about 85% of the business and 90% of the dog licenses are received in January of each year which makes January a very busy month.

**E. City Attorney Paul Brachvogel** noted that the minutes should reflect that the minutes should reflect that the Police do and will patrol the entire City and not just the annexation area as may have been misstated in the public hearing.

**12. CONSENT AGENDA**

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

- 1 *Claims Vouchers Totaling \$56,285.78 For December, 2013*
- 2 *Payroll Vouchers Totaling \$89,114.99 For December 15-31, 2013*
- 3 *Minutes of the December 18, 2013 City Council Meeting*
- 4 *Authorize Clerk/Treasurer to sign necessary agreements for Online*



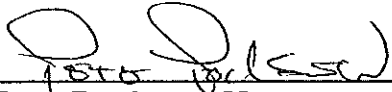
*Payment and City's payment of fees with Invoice Cloud and Sage  
(Merchant agreement).*

Councilmember Don Purvis seconded the motion. The motion carried.

13. **EXECUTIVE SESSION** - None

14. **ADJOURNMENT**

Mayor Poulsen adjourned the meeting at 8:18 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**