

**CITY OF KALAMA  
CITY COUNCIL MEETING  
APRIL 4, 2007**

**1. OPENING**

Mayor Pro Tem Don Purvis opened the City Council meeting at 7:00 p.m.

**A. Flag Salute**

Mayor Pro Tem Purvis led those present in the Pledge of Allegiance.

**A. Roll Call**

Councilmembers present were Adam Smee, Dominic Ciancibelli, and Chuck Hutchinson, Mayor Pete Poulsen and Councilmember Bud Gish were absent. 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**

**A. Introduction of new Public Works Employees**

Director of Public Works Carl McCrary introduced the new crewmembers Travis VanSkiike and Larry Chapman to the Council. He also congratulated new Assistant Public Works Director Kelly Rasmussen on his promotion. The employees were present with members of their families. Mr. McCrary noted that they are already proving their worth to city with hard work and dedication.

**5. PUBLIC HEARINGS - None**

**6. PUBLIC COMMENTS/CONCERNS**

**A. Chamber Event - Shanara Schmidt**

Shanara Schmidt, former president and current Board member of the Kalama Chamber, informed the Council that the Chamber has been looking for a fundraising event and is proposing an Historical Festival of the West to be held in September. The event will include many activities such as a chilli cookoff, pie contests, hay rides, storytelling and vendors. It will take place in the downtown area. The Chamber would like to see the Councilmembers get involved and act as judges for some of the events.

**7. UNFINISHED BUSINESS**

**A. Contract with Wallis Engineering - Downstreet Streetscape Project**

Director of Public Works Carl McCrary reviewed the advertising and selection process the City went through to select the engineers. The contract proposed has been negotiated down from an original estimate by about \$50,000. It is at a little over 30% of the projected project costs which is a little high. However, the scope of the engineering will include preliminary engineering for the entire length of First Street from Elm to Kingwood. Final engineering and design will be completed for the portion from Elm to Geranium only and this is estimated project cost used as a basis. Mr. McCrary stated he feels this is a fair contract. Washington State Department of Transportation (WSDOT) has given preliminary approval of the contract. Councilmember Chuck Hutchinson made a motion the Council authorize the Mayor to sign the Local Agency Standard Consulting Agreement with Wallis Engineering for design of the Downtown Streetscape project for a fee not to exceed \$130,000, contingent upon approval of the contract by WSDOT. Councilmember Adam Smee seconded. Councilmember Dominic Ciancibelli asked if the City attorney had reviewed the contract. It has been provided to him for review. Councilmember Hutchinson amended the motion to include contingent upon approval of the contract by WSDOT and the City Attorney. Councilmember Smee seconded the amendment. The amended motion carried.

## **8. NEW BUSINESS**

### **A. Credit Card Limits - Authorize Increase**

Clerk/Treasurer Coni McMaster explained that currently the city is using credit cards that are identified by departments rather than by individuals. The banks are encouraging all businesses to change so that identification can be verified with credit card use, which requires individual cards be issued to all the full time employees. Each card will carry its own credit card limits, which increases the City's overall credit limits. The cards will be kept in the vault and only taken out for use when needed. Ms. McMaster stated that she researched getting cards through the state, but found that the cards would be issued the same way and would probably have additional annual fees. Cowlitz Bank has stated that they will work with the City on the annual fees for the new cards. The Councilmembers all voiced their apprehension of the proposal. Chief Bruce Hall explained that on the positive side, credit card receipts and statements provide excellent tracking of expenditures. It was noted that the employees will not continuously carry the cards, except for the Department Heads. Councilmember Dominic Ciancibelli made a motion the City Council authorize an increase in the City's credit limits to \$8500 for the Finance/Administration Department, \$9500 for the Public Works Department, and \$10,000 for the Police Department. Councilmember Adam Smee seconded. Councilmember Ciancibelli requested that the Bank provide the city with some information on their fraud protection and on the actual costs the City may incur on the cards and the other Councilors agreed. The motion carried.

### **B. Handicapped Ramp and Sheetrock Head Start Room at Community Building**

Director of Public Works Carl McCrary informed the Council that this is a proposal to design a ramp that will lead up to the Second Street entrance of the building. Gray and Osborne has submitted a proposal with some pro bono costs included to be added to their general services contract as an addendum. It may be possible to get the ramp constructed with volunteer labor in the very near future, which is why the need to have a design has been expedited. Mr. McCrary stated he believes it is a fair price for the engineered design. Councilmember Adam Smee made a motion the City Council authorize the Mayor to sign the

addendum No. 4 to the Gray and Osborne consultants contract for engineering services not to exceed \$3950 for the Community Building ADA ramp design. Councilmember Dominic Ciancibelli seconded the motion. There was some concern with the cost, but it was noted that having it engineered will be helpful especially if being constructed with volunteer labor. The motion carried.

Director McCrary added that he would like to also get authorization to sheetrock three of the walls in the Headstart area of the Community Building to bring it up to code and allow for access. The Council stated they would support this being done.

**C. Pipe Experts - Culvert Expense- General Fund - Held until after interviews.**

Upon completion of the Architectural Interviews, Clerk/Treasurer Coni McMaster explained that the bill for the expenditures incurred on the culvert replacement was being paid this month and was being taken from the Street funds. The street funds are really tight, so she and Carl are proposing that the General Fund pay for the costs of this project. A budget amendment will be required and formal approval can be given at that time. It was a consensus of the Council that general funds be used to cover the expense.

**D. Architectural Interviews - 7:30 pm - JFC/Collins**

Mr. John Crook and Mr. Craig Collins made a presentation showing many area projects on which they have worked. Mr. Crook stated that many of these projects start with a needs and a facilities assessment. They believe that the assessment is key to having a successful project. A factual collection of data on needs and growth, plus input from staff and the public help to build consensus on a project. They have worked a lot with schools so they have a good understanding funding options and needs of public entities. During the question and answer session, they were asked about addressing the historical aspect of downtown Kalama since it has so many eras represented. They have worked with historical buildings and areas in Longview. They would come back with something that would fit with Kalama. Cost overruns, errors and omissions, and timelines were also addressed. Mr. Crook explained that they use a process of review to avoid or minimize those from happening. They like to work in partnership with the contractors as well. Having worked with school districts they are well aware of deadlines. It was asked about working within Kalama's limitations regarding property sizes and physical limitations of the sites. They would work with the City staff as a team. They have looked at the buildings and sites and are aware of the physical restraints and are use to working within limitations. Mr. Crook and Mr. Collins work very closely on projects and their two firms work to support each other and to benefit their clients.

**8:00 pm - Barrentine, Bates & Lee**

Mr. Rob Barrentine made a brief power point presentation which included projects that his firm has worked on. Mr. Barrentine has over 30 years of experience, including the last 12 years in Clark County. They have lots of government entity experience. Currently they are working on several jobs in Woodland and Lewis County. They like to be proactive, listen and keep an attention to details. Mr. Barrentine noted that Kalama is seeing a lot of growth which is creating more needs. This is common in areas experiencing growth and there is always an answer, sometimes a unique answer. Mr. Barrentine would be the principal contact on the project with a couple other staff members as principaes. The process usually begins with a master plan. This allows for all the pieces to be reviewed and the options for ways of making things work. Sometimes you have to go beyond the initial ideas and explore the other options.

He noted the Art Deco style of the City Hall and that it may be difficult to add on and keep the building looking the same. It may be a contradiction of styles. The master plan allows for looking at all possible solutions. There will be competing needs for space that will have to be mediated. There may need to be shared spaces. In his experience, Mr. Barrantine noted that compromises are often necessary to address these issues. During questions and answers, cost overruns and errors and omissions were addressed. Mr. Barrantine stated that they like to be on site some during the projects. They work to satisfy and solve the problems of the client. He indicated that his firm's repeated work for several different entities speaks to his reliability and ability to stay within budget on projects. His firm gives the same commitment to all jobs, and not all are glamorous. He understands the politics and working with the public. When asked about subcontractors, it was noted that they have a staff or between 25 to 30, and this will meet most of their needs. They do not do engineering, but focus on planning, architecture, and design. The Council felt that most questions had been addressed during the presentation.

After discussion on New Business item C, Mayor Pro Tem Purvis asked the Council for their ratings of the two firms. Councilmember Hutchinson noted that he was satisfied with the answers Mr. Barrantine had provided. He felt he projected a more focused approach to the project and appeared sensitive to Kalama's historic building issues.

Councilmember Ciancibelli noted that Crook and Collins have a lot of expertise with public schools, but Barrantine appeared to be more in tune with small cities. Councilmember Smee added that Barrantine indicated some respect for the building and its importance to the community which is some of what he wanted to hear. Mayor Pro Tem Purvis noted that both firms appear qualified, but he was more impressed with Barrantine. He answered the questions the Council had during his presentation, appeared to be a problem solver, and could work within limitations. Mr. Barrantine was very professional and focused on the project. Mayor Pro Tem Purvis asked staff their opinions. Chief Hall and Clerk McMaster noted that Mr. Barrantine appeared to be more involved and full of ideas, while Director McCrary made no comment.

Councilmember Smee made a motion the City Council rank the two Architectural Firms being considered for design services as Barrantine Bates & Lee No. 1 and Crook/Collins No. 2. Councilmember Ciancibelli seconded, and the motion carried.

**9. ORDINANCES & RESOLUTIONS - None**

**10. CORRESPONDENCE - None**

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

- A. Mayor Pete Poulsen was absent
- B. Councilmember Adam Smee had no report.
- C. Councilmember Dominic Ciancibelli had no report.
- D. CouncilmemberChuck Hutchinson had no report.

E. Councilmember Donald Purvis reported that the new sign for Horizon Park has been installed and looks good.

F. Councilmember Bud Gish was absent.

## 12. DEPARTMENT REPORTS

A. Director of Public Works Carl McCrary presented a written report and added that the Department of Transportation has completed the striping of many of the City streets. There was some discussion of getting some of the crosswalks painted as well. Councilmember Ciancibelli addressed the ADA ramp at the Community Building and having the architect, once hired, take a look at the design.

B. Police Chief Bruce Hall had no report

C. Clerk/Treasurer Coni McMaster showed the Council the Daily News article on Librarian Louise Thomas' trip to China. There were also several other Kalama related articles in the "south county" section of the paper which is only delivered in the Woodland and Kalama areas.

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 Claims Vouchers totaling \$ 242,287.95 for March, 2007, Payroll Vouchers totaling \$ 117,742.09 for March, 2007 and the minutes of the March 21, 2007 City Council meeting and the minutes of the March 28, 2007 Special City Council Meeting. Councilmember Adam Smeed seconded, and the motion carried.*

## 14. EXECUTIVE SESSION

### 1. ADJOURNMENT

Mayor Pro Tem Purvis adjourned the meeting at 9:12 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening.

/s/  
Donald Purvis - Mayor Pro Tem

/s/  
Coni McMaster - Clerk/Treasurer