

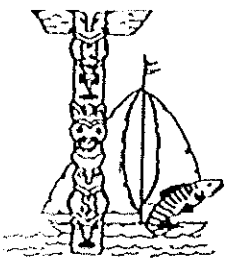
City of Kalama

320 N. First St.
Kalama, WA 98625



City Council Agenda November 6, 2013 @ 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.
4. **PUBLIC HEARINGS**
 - A. Port of Kalama – Pre Annexation Developers Agreement
5. **PUBLIC COMMENTS & CONCERNS**
6. **UNFINISHED BUSINESS**
 - A. Agreement for Hearing Examiner Services – Sarah Koss
 - B. Update to the Public Works Development Guidelines and Standards including KMC references
7. **NEW BUSINESS**
 - A.
8. **ORDINANCES & RESOLUTIONS**
 - A. Ordinance 1323 - Adopt Updated Development Guidelines and Public Works Standards
 - B. Resolution 597 – Adopting the Developers Agreement with Port of Kalama
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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- 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 \$100,836.85 For October, 2013
 - 2. Payroll Vouchers Totaling \$75,442.18 For October 16-31, 2013
- B. Approval of Minutes:
 - 1. Minutes of the October 16, 2013 City Council Meeting
- C. Other Consent Agenda Items
 - 1. Approve the Mayor to sign the agreement with Sarah Koss for Hearing Examiner services.
 - 2. Set a Public Hearing of the Transportation Benefit District Board for December 4, 2013 at 6:30 pm to set the TBD Budget for 2014.

13. EXECUTIVE SESSION

14. ADJOURNMENT

CITY OF KALAMA

SIGN-IN SHEET

MEETING City Council Meeting

DATE November 6, 2013

NAME	ADDRESS	PHONE #	Do you wish to speak?	On What Subject?
BEN PURVIS	KCTV			
Mark Wilson	Park			
Jacoba Selan	TOLK			
Troy STARBUCK	POK			
deAnne BREWER	Miller Nash 500 Broadway Suite 400 98160	360-699-4771		POK PA
Tobin Roeder	POK			
114116 Harwood's Ln	1000 1173			

Please speak clearly enough for the tape to pick up your voice or step closer to the Council Desk. Thank you. 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.

**CITY OF KALAMA
CITY COUNCIL MEETING
NOVEMBER 6 , 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, Mike Dennis Langham, and Mary Putka. Councilmembers Dominic Ciancibelli and Don Purvis were absent. 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 and City Planner Matt Hermen were also in attendance. Members of the public present are listed on the sign-in sheet.

2. EXECUTIVE SESSION - None

3. PRESENTATIONS & AWARDS

4. PUBLIC HEARINGS

A. Port of Kalama – Pre Annexation Developers Agreement

Mayor Poulsen opened the public hearing. City Administrator Adam Smee noted the attendance of members of the Port staff as well as Commissioners from both the Port of Kalama and Cowlitz County. He explained the document has some minor wording changes from the draft the Council previously reviewed but that the intent has not been altered. The required SEPA and DNS has been filed and published. This is a non-project SEPA as it for the agreement which only outlines how the entities with interact with each other as the proposed project moves forward. The City received comments from Department of Ecology, Cowlitz County Building and Planning, Department of Fish and Wildlife, and River Keepers. City Planner Matt Hermen send a response to the County addressing their comments, but the City as lead agency did not feel additional study is warranted. As the project progresses, through master plan application and construction phases, additional SEPA review will be required and further studies or reviews may be required at that time. There were no comments from the members in the audience. Mayor Poulsen closed the hearing at 7:08 p.m.

5. PUBLIC COMMENTS & CONCERNS - None

6. UNFINISHED BUSINESS

A. Agreement for Hearing Examiner Services – Sarah Koss

Clerk/Treasurer Coni McMaster explained that request for proposals was put out to fill the contracted position of Hearings Examiner after the resignation of Dennis Weber

upon his election to the County Commission. After reviewing the proposals the City chose to contract with Sarah Koss, a local planner who also provides these services to Castle Rock. The fees would be the same as under the former contract and there would be no travel costs which is consistent with the budget.

B. Update to the Public Works Development Guidelines and Standards including KMC references

City Administrator Adam Smee explained this is mostly housekeeping changes to the document which was last updated five years ago. It involves reference updates and a few corrections, most significantly an issue with the size of fire hydrants and the driveway lengths. It will be adopted by ordinance.

7. NEW BUSINESS – None

8. ORDINANCES & RESOLUTIONS

A. Ordinance 1323 - Adopt Updated Development Guidelines and Public Works Standards.

Ordinance No. 1323 was read by Title: An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Title 11 Public Improvements to adopt the 2013 Development Guidelines and Public Works Standards and amending certain references throughout the chapter. Councilmember Mike Langham made a motion to adopt Ordinance No. 1323 as read. Councilmember Mary Putka seconded, and the motion carried.

B. Resolution 597 – Adopting the Developers Agreement with Port of Kalama

Resolution No 597 was read by Title: A Resolution of the City Council of the City of Kalama adopting a Developers Agreement with the Port of Kalama for the development of the property known as “East Port” and authorizing the Mayor to execute said agreement. Councilmember Mary Putka made a motion the Council adopt Resolution No. 597 adopting the Developer’s Agreement with the Port of Kalama. Councilmember Mike Truesdell seconded, and the motion carried.

9. CORRESPONDENCE - None

10. MAYOR & COUNCILMEMBER REPORTS

A. Mayor Pete Poulsen noted the passing of life-time resident and community supporter Bill Kinney who had been very involved in the Kalama Blues Festival. Mayor Poulsen also noted that the downtown Halloween event looked to be a good event which was confirmed by others in attendance.

B. Councilmember Mike Truesdell no report

- C. **Councilmember Dominic Ciancibelli** was absent.
- D. **Councilmember Mike Langham** had no report.
- E. **Councilmember Donald Purvis** was absent.
- F. **Councilmember Mary Putka** reported the READ Kalama event was very successful and enjoyed by all that attended.

11. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported that after brief review of the financials at the end of October the budget and finances are on track. There have been new water/sewer services added to the system with about 22 new homes inside the City and a few outside connections as well.

B. Superintendent of Public Works Kelly Rasmussen presented a written report noting the crew has been doing a lot of street maintenance dealing with the fall leaves. The wastewater treatment plant has had a few mechanical issues, but Rich has worked hard to keep the City in compliance through the different issues. The crew has also responded to step-system issues, so they will begin taking a look at these throughout the system.

C. Police Chief Randy Gibson presented his statistical report showing 17 reportable calls in the last two weeks. He added that the Halloween event was great from the Department's view.

D. Clerk/Treasurer Coni McMaster presented the end of October Treasurer's report supporting Adam's comment that the City is looking well at this time. She noted that the exit conference with the Auditors was held and that a management letter addressing some reporting and internal control issues. The reporting issues which are related to the new reporting requirements have been resolved. Staff is working to address the internal control issues.

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. Claims Vouchers Totaling \$100,836.85 For October, 2013
2. Payroll Vouchers Totaling \$75,442.18 For October 16-31, 2013
3. Minutes of the October 16, 2013 City Council Meeting
4. Approve the Mayor to sign the agreement with Sarah Koss for Hearing Examiner services.
5. Set a Public Hearing of the Transportation Benefit District Board for December 4, 2013 at 6:30 pm to set the TBD Budget for 2014.

Councilmember Mike Langham seconded the motion. The motion carried.

13. EXECUTIVE SESSION - None

14. ADJOURNMENT

Mayor Poulsen adjourned the meeting at 7:25 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