

**CITY OF KALAMA
CITY COUNCIL MEETING
JUNE 6, 2019**

1. OPENING

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

Councilmembers present were Sandra Macias, Mike Dennis Langham, and Rosemary Brinson Siipola. Councilmember Mary Putka was absent. City staff present were City Administrator Adam Smee, Director of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Ralph Herrera. City Attorney Sam Satterfield was also present. Members of the public present are listed on the sign-in sheet.

2. CHANGES TO THE AGENDA - None

3. PRESENTATIONS & AWARDS - None

4. EXECUTIVE SESSION - None

5. PUBLIC HEARINGS - None

6. UNFINISHED BUSINESS - None

7. NEW BUSINESS

A. City Council Position 1 – Open for applications – July 1, 2019

City Attorney Sam Satterfield explained the process for filing the position. The City will accept applications until July 1. The Council will interview the applicants at the July 18 meeting. After interviews, the Council will discuss the applicants in executive session not to pick a candidate, but to review the information. In the regular meeting a motion to appoint an applicant to the position is made and if approved by vote of the Council the seat is filled. The Mayor would break a tie vote. City Administrator Adam Smee asked what would happen if one of the current candidates was to be appointed what would be the result if they then won the election since is too late for them to withdraw. They would take the seat they are elected to and the Council would reappoint for the open position. Mr. Mike Freichs asked what the reason is for going into executive session. Mr. Satterfield explained this allows for an open discussion of the applicant's answers and qualifications. Ms. Tanaja Gravina asked how the vote will work. A councilmember will make a motion to appoint one of the candidates and if approved that person will take the seat. If not approved by a vote of the Council, another motion to appoint another candidate will be made, and so on until the Council votes to approve one of the candidates.

B. City Council Meeting – July 4 – Date Change - July 3?

City Clerk/Treasurer Coni McMaster explained that as the first Thursday falls on the July 4th Holiday, the Council needs to reschedule the meeting. She would recommend either Tuesday July 2nd or Wednesday July 3rd. KLTV who records the meetings has a preference for July 3rd. It was determined that there would be a quorum of Council available for Wednesday July 3rd.

C. Water Code Changes

City Clerk/Treasurer Coni McMaster reviewed the code changes that are included in Ordinance No. 1423 which updates Kalama Municipal Code Title 12 Water and Sewers. The changes are mostly administrative and does not include any fee increases. The changes to the connection fees are based on previous actions taken by resolution of the City Council but not codified into the code. The wording clarifying this has also been added so it will be clear that the fees listed could be different in the future. Other updates included addressing leak adjustments if there multiple leaks in a year and setting a process for industrial or large commercial customers to be provided the ability to receive a leak adjustment; removes references to the old bimonthly billing cycles; clearly defines due date to be received by; clarifies lien process; changes appeals to go to City Administrator and not City Council or the Mayor; and addresses the "snowbird" accounts where service is disconnected while empty as requested by the City's insurance. There were no questions.

8. ORDINANCES & RESOLUTIONS

A. Ordinance 1423 – Water Code Update

Ordinance No. 1423 was read by Title: An Ordinance of the City of Kalama, Washington amending multiple chapters in Title 12 Water and Sewers of the Kalama Municipal Code to update certain fees and clarify billing policies and procedures. Councilmember Rosemary Siipola made a motion the City adopt Ordinance No. 1423. Councilmember Mike Langham seconded, and the motion carried.

B. Resolution 678 - Surplus Old Copier – Miscellaneous

A Resolution of the City of Kalama, Washington declaring the Ricoh copier MPC300, shelving and miscellaneous office furnishings with no value beyond scrap surplus and authorizing disposal in the city of Kalama's best interest. The copier has been through two flooding incidents so has no value. Councilmember Rosemary Siipola made a motion the City adopt Resolution 678 as presented. Councilmember Mike Langham seconded, and the motion carried.

9. PUBLIC COMMENTS/CONCERNS

Mr. John Flynn asked Chief Herrera if he could disclose what was spilled at the recent incident near Exit 27. Chief Ralph Herrera stated it was some kind of acid. The incident was

outside of the City and the State Patrol was in charge, so he didn't have further details. Fire District 5 responded, so Chief Leatzow might have more information. Mr. Flynn asked about the recent fatal accident on West Frontage Road and if there were any commercial vehicle parking restrictions in that area. Chief Herrera stated the commercial truck was parked legally and well behind the fog line. There is nothing in the code to preclude the parking in that area as long as it is behind the fog line. There is ample space inside the fog line. The City does own the right-of-way all the way up to the fence.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter took a minute to honor the D-Day anniversary and those that serviced.

B. Council Position 1 – Open

C. Councilmember Sandra Macias reported that Crewperson Daniel Woolford recently received his CDL endorsement. Director of Public Works Kelly Rasmussen explained this now takes an expensive week long class versus studying the rules and taking the test back when he got his. Councilmember Macias added that the new bucket truck got used in the last two weeks. For Finance she noted the new website is coming along. There has been a call put out for photos for the website. She noted the office was very busy the day she was there. She also commented that the code update was much easier to understand.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola thanked Mayor Reuter for honoring D-Day noting that her father and uncles had served. She reported she attend the last COG meeting which included a presentation from LCC regarding their apprenticeship and tech programs.

F. Councilmember Mary Putka was absent.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported he is working with JH Kelly and the architect at MacKenzie to address all the final punchlist and warrantee items. The City is still holding retainage on the project. There will be a walkthrough next week to determine where we are. Staff and our consultants are working to issue the permit on the School for the groundwork (fill and grade permit) portion of the project so they can begin work this summer. They have complied with most of the land use requirements and are working with the engineers to address those final issues. The City is working to accommodate the needs of the school but we are about a month behind the projected schedule. The school has also submitted for the permit for construction of elementary school which we will process as quickly as possible. It's a big project and it is impressive what the school has accomplished. Sunset Terrace developers have also requested a fill and grade permit be issued what they working on

the engineering for the 65-unit development. They would like to do the earthwork while the weather is good. The Storage unit project at River Ridge Lane also has ground and road work to be done once a permit can be approved. The City has been cooperating the Labor and industries as we deal with code compliance and safety concerns at the Motel 6 facility. It is no longer affiliated with Motel 6. L&I did have the power disconnected which put them out of business. The owner has been making repairs and has presented an action plan to deal with the code issues, so power has been restored. The City did not revoke the building occupancy, but is monitoring the progress. The building official did a walk through today and sees that progress is being made to abate the unsafe conditions. It will be an ongoing enforcement effort. Administrator Smee noted he is reviewing the budget numbers for May and it looks good except for the Community Building which is struggling. The General Fund may have to take on some of the expenses of operating the building such as insurance and maintenance. The Port's project is moving along out on Kalama River Road.

B. Director of Public Works Kelly Rasmussen presented his written report. The crew has been working on Modrow Road to transfer 14 service connections from an old 6-inch steel line and connect to the 12 inch line. The old line will be abandoned. The project requires cuts into the county road and there may be some traffic delays. They hope to complete it by the end of next week. Director Rasmussen noted that a lot of time goes into the review of the development projects by not only our consultants but he and Adam. There is a huge amount of reading of lengthy reports which he has spent a lot of time on this week in an effort to meet the needs of the developers. He is preparing the 6-year street plan for public hearing on June 20th as it has been adopted by July 1. He has hired a WSDOT approved appraiser to value the piece of property he is looking to acquire for a reservoir site on Green Mountain. The assessment is required not only to be fair to the owner but also to establish a value for the auditor. The Elm Street project has some issues with WSDOT for the area under the overpass as we have to get their approval and they are wanting additional improvements that don't make sense in this area. If they insist, the City may shorten the project to intersection at East Frontage and not include the underpass area.

C. Police Chief Ralph Herrera presented his statistical report for 267 calls with 27 reports in the three-week period. There were two of concern, one being the fatality on West Frontage. He has no more information on the cause at this time. The tablet found with possible child pornography was not what it appeared as there was a malware virus on the machine when opened led to the photos. They were not able to identify the owner. He informed the Council that with Kelso City Manager Steve Taylor's resignation, the new chair of the 911 Board will be County Commissioner Joe Gardner. The Shop with a Cop Caribbean Dinner was a success and they will be able to help a lot of kids. A Derosier fundraiser at the gym in Ridgefield raised \$2500 for the family. The first of the summer events at the Amphitheater went very smooth with Port and McMenamins security being very visible. He believes the event will grow and be popular as the weather improves.

D. Clerk/Treasurer Coni McMaster presented the May Cash and Investment report noting that the Community Building is a concern. The website development is making progress, and she is continuing to work with FEMA to close out the 2015 Flood claim by the end of the year. The Library will be receiving 4 desktop computers and 4 tablets from the State Library at

no charge to the Library. The City has entered into an agreement with a Janitorial service for cleaning all three of the facilities. The contract will be close to the cost of prior janitorial employee included in the budget. The City has also contracted for a new Hearings Examiner as the former resigned. The new Examiner is a land use attorney who works for many other jurisdictions in southwest Washington and Oregon solely as a hearing's examiner. Clerk McMaster presented an overview of the many activities that go on in City Hall and the Finance Department. We have issued 311 Business licenses – 133 dog licenses – 57 building permits and planning applications. Development projects from 2018 are still being processed through the construction phase as they move toward final plat. This is the time of year where we get lots of nuisance complaints – mostly tall grass that we have to address. Utilities issues nearly 2000 bills every month and over 200 late notices. We process 30 plus delinquent accounts monitoring payment arrangement or working with PW to disconnect services. Have to keep up on adjustments for leaks, changes in tenants or ownership and process liens when necessary. Payroll is processed twice a month and include the filing of benefit reports for medical, insurance and retirement benefits. The front office averages issuing over 1300 receipts each month and processes the ACH payments received through a 3rd party. For the year we have received over 4300 transactions from our on-line bill pay. We pay the City's bills processing an average of over 350 invoices each month – paid by warrants, checks and ACH. Process Accounts receivables for charges owed to the City – parts and labor – developer costs. Process monthly transfers for internal transactions – clear the warrants -15-20 a month, monitor the investments and reconcile the City's bank accounts. There are monthly, quarterly, and annual reports prepared. Staff provides administrative support for the Council, various Commissions and boards, prepares ordinances, or makes recommendations for code updates, and works to ensure rules on public meetings, public hearings, and public records are followed, orders supplies for all departments, and maintains files of the City including maintaining the retention schedule. All of this is done while addressing the customer service needs of the public answering phones, helping customers, providing information, processing the daily mail and payments received. This is done by her and the other 3 staff members. Councilmember Rosemary Siipola thanked Ms. McMaster noting that all the staff works hard at getting things done. Clerk McMaster acknowledged the praise for all of her staff, noting she couldn't do her job without them and without the other Department Heads and their staffs as well.

E. City Attorney Sam Satterfield had no report.

13. CONSENT AGENDA

Councilmember Rosemary Siipola made a motion the City Council approve the Consent Agenda including:

Claims and Payroll Warrants #40388-40448 plus ACH/EFT payments for the Month of June in the amount of \$ 625,829.81; approval of Minutes of the May 16, 2019 City Council Meeting; and setting the first meeting in July to Wednesday July 3, 2019 to observe the July 4 Holiday.

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:01 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.

Mike Reuter – Mayor

Coni McMaster - Clerk/Treasurer

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