

**CITY OF KALAMA
CITY COUNCIL MEETING
AUGUST 15, 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 Jon Stanfill, Sandra Macias, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. City staff present were 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

Addition of the Old Pacific Highway Waterline project under Unfinished Business.

3. PRESENTATIONS & AWARDS - None

4. EXECUTIVE SESSION

5. PUBLIC HEARINGS

6. UNFINISHED BUSINESS

A. Old Pacific Highway Waterline Replacement – City Accept Project

Director of Public Works Kelly Rasmussen explained the Contractor Columbia Pacific Construction completed the work earlier in the year and the final pay estimate has been processed. The City needs to accept the project as complete to file the final paperwork with the State so retainage can be released and closeout the project. Director Rasmussen continued that due to changes in the road work the project came in \$83,000 under budget for a final cost of \$266,757.52. The Contractor was able to work with the County to reduce the road work to only the fog line area which saved on paving costs as well as flagging costs. Councilmember Rosemary Siipola made a motion the City accept the project and move forward to closeout the project. Councilmember Mike Langham seconded, and the carried.

7. NEW BUSINESS

A. Kelowitz Intent to Annex

Clerk/Treasurer Coni McMaster reviewed the items the Council needs to determine when considering accepting the intent to annex from Connie (Kelowitz) Guffey.

1. Should they geographically modify the proposed annexation

2. The zoning of the property when it is annexed to City
3. Whether the property will assume all or a portion of the indebtedness of the City upon annexation.

The property is located above and accessed from Meeker Drive. Ms. McMaster explained that there is a parcel adjacent to the proposed annexation that staff would like to see included in the request. The property is identified as belonging to the Port of Kalama, but research has determined that this is an error in the GIS mapping at the County. The property is a portion of the Kelowitz property it adjoins. Staff is recommending along with the modification the property be zoned R-1 low density residential and that it assume the indebtedness of the City upon annexation. The annexation process was discussed as to the applicant amending the property description and map to be attached to the petition for signatures, submitting the petition to the City, the process for City which includes sending it to the Boundary Review Board, and then the final approval by ordinance. Councilmember Mary Putka made a motion the City Council accepts the intent to annex as modified and requiring the assumption of all or any portion of the indebtedness of the City and zoned as R-1 low density residential. Councilmember Mike Langham seconded, and the motion carried.

B. Interlocal Agreement with City of Kelso for Prosecutorial Services

Police Chief Ralph Herrera explained the City has had a professional services contract for prosecuting services with the firm of Hanigan Law Office, P.S. who also has contracts with Woodland, Castle Rock and Kelso. There have been changes with in Courts that have created issues with services and compensation, so the contract is being terminated by mutual agreement. The City of Kelso has gone to hire a full-time prosecutor and will allow the other small cities to tag on with an interlocal agreement. This will allow the current process to continue, keeping it efficient and affordable for all the entities. There is one change to the draft agreement that allows for any one of the cities to withdraw rather than requiring it to be two. This will be corrected in the final copy to presented for signing. The new arrangement will begin September 1, 2019 if approved. It was asked if there is a certain amount of time allocated to each City as Kelso and Woodland probably have the most cases, with Castle Rock and Kalama the least. Chief Herrera noted that it will be the same process as before to determine our coverage and costs. The cost to Kalama in this arrangement includes a slight increase of \$200 to the current charge per month, but this within the current budget for 2019. Councilmember Rosemary Siipola made a motion the City authorize the Mayor to sign the interlocal agreement with Kelso for providing of prosecutorial services to the City of Kalama. Councilmember Mary Putka seconded, and the motion carried.

8. ORDINANCES & RESOLUTIONS - None

9. PUBLIC COMMENTS/CONCERNS

Mr. Ron Junker presented the Pathways 2020 Report Card for all of Cowlitz County. The report shows fundamental improvements in many areas. He explained that Pathways 2020 does not provide programs but is about empowering communities to recognize, develop and implement solutions to common concerns. The purpose is to support local efforts to make

Cowlitz County a quality place to live. Mr. Junker noted that he can provide more information if desired.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter reported that beginning next week the City will begin to work on sign ordinance and pulling up signs that are located in the rights-of-way. They will be put out at the Public Works to be picked up. This will be ongoing between now and the election, as the City will be enforcing the code that is already in effect.

B. Councilmember Jon Stanfill had no report.

C. Councilmember Sandra Macias reported the Finance office is busy, as is Public Works working while the summer weather holds to ensure we are ready for the fall and rainy weather.

D. Councilmember Mike Langham had no report.

E. Councilmember Rosemary Siipola reported she met with the Census County Committee and they will be back later in the year. Postcards will be sent out in November and the actual count begins on April 1. She noted the census workers say the public has three civic responsibilities to vote, jury duty, and to complete the census. It is important to everyone as the population figures in on establishing funding from the federal level on down to the local level like us.

F. Councilmember Mary Putka reported the all City Garage Sale is this weekend and the Car show is Sunday. She reported the Library Summer reading ended with 60 kids. Upcoming in August, the Library will present with the Police and Fire District a safety program as well as storytime and a Master Gardener program will begin. The senior group has 15 members who will tour the new Police Department later this month. The new computers from the Microsoft grant were installed today. The Library staff has sent 22 oral history recordings to the State under their grant. Another grant has also been awarded so the project will continue.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee was absent.

B. Director of Public Works Kelly Rasmussen presented his report. He reviewed several projects include the Cloverdale booster station work mandated by health department to make the improvements. The pumps are in and a temporary bypass for testing is ready. They are waiting for PUD to put in a transformer, but are expecting to be online in September. The Port roundabout project grinding will be finishing up next week, tentatively expecting the paving to be done by 24th of August and full completion by late September. The speed limit will not change up to roundabout but advisory signs for slowing down for the roundabout will be

posted. The School project is moving forward with concrete to be poured early in September. On stormwater the crew worked with WSDOT to clean out the ditch at the Kingwood crossing. The crew is checking and cleaning other ditches throughout the City to remove silt to be clear for the rainy season. Tapani was awarded the stormwater project downtown and he expects the preconstruction meeting to be next week. The construction management for this project will be inhouse. He submitted a TIB grant application for work on West Frontage to Oak with a cost estimate of \$519,200.00. The grant has 95% funding level, so the City will have to pay only 5% or \$25,960. The City will know in November if we get chosen as it is a competitive process throughout the state.

C. Police Chief Ralph Herrera presented his statistical report of 156 calls for service with 15 reports. He reported on the successful event for National Night Out, thanking all of the partners. The Brewfest hosted by McMenamins was well attend by 900 – 1000 people. Working with the Fire District they set up a command post to be prepared for any incidents and luckily there were none. The Car show is this Sunday and he has met with organizers regarding the logistics and potential issues. They have requested the street be clear by 5:30am on Sunday, so we need to be getting the notices out early for no parking on First Street as we don't want to tow anyone. On Saturday area law enforcement will be doing a South County wide DUI enforcement so you will see other jurisdictions in the area. This is the worst time of year for accidents and this is an effort to curb DUI. The safety event on August 21st at the Library will focus on back to school safety including pedestrian and school bus and will address older students and adults on driving safely in the school zone as well. Cowlitz 5 will be there and talk about bike safety and helmets. The next week the Department will attend the School's Resource fair providing more information. Councilmember Putka asked about the harassment on social media case on the report. Chief Herrera explained that it disturbs the peace of mind of the receiver and is usually related to emails or texts very specifically directed at a person. Mayor Reuter noted that the State Patrol will in town looking at license plates and whether the person lives where the plates are registered. Chief Herrera noted that he has addressed this as an educational issue, letting residents know that it is time to get them registered properly. It was noted that it can be a large fine or a misdemeanor offense if cited. There are a lot of Oregon plates being seen. This is a State issue and not a revenue issue for Kalama. At some point the Warning phase has to end. Councilmember Sandra Macias thanked Chief Herrera for allowing the Mayor and herself to observe from the command center at the Brewfest event. She really appreciated being able to do it. Not everyone realizes just how much it takes to put this all together and function through an event to make sure all are safe and be ready if needed.

D. Clerk/Treasurer Coni McMaster reported the new hire Shannon Johnson started today and training will be on going. In the mean time they will be working on the space reconfiguration so the staff all fits once Emily returns from maternity leave. The Tourism Committee is working on the draft policy and application along with an ordinance which will be brought back to the Council in the near future. Its is going well and may be completed in just a few more meetings. Clerk McMaster noted for the candidates in the audience that on December 7th there is an Elected Officials training that should be attended by those winning the elections in November. This training is mandated by the state and required, so this training is statewide and will be in Vancouver. It is a day long training and they do provide lunch. They

will provide a handbook, and using real scenarios let the new members what they can do and what they shouldn't do. Several of the Councilmembers noted it was an eyeopener when they took it.

E. City Attorney Sam Satterfield had no report.

13. CONSENT AGENDA

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

Claims Warrants ##40648-40698 plus ACH/EFT payments for the Month of August in the amount of \$294,452.80 and Approval of Minutes of the August 1, 2019 City Council Meeting

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 7:49 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