

**CITY OF KALAMA
CITY COUNCIL MEETING
NOVEMBER 21, 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 City Administrator Adam Smee, Director of Public Works Kelly Rasmussen, and Clerk/Treasurer Coni McMaster. 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

A. 2020 Budget & 2020-2025 Capital Facilities Plan – Draft Ordinance 1429

Mayor Reuter opened the public hearing. Clerk/Treasurer Coni McMaster provided an overview of the 2020 Budget for the proprietary funds for water/sewer, garbage and stormwater and for all the departments within the general fund. Proprietary or enterprise funds are operated by fees generated and required to be self-supporting. The funds are not allowed to be spent on other departments of the City. The City is proposing 2% increases to water, sewer, and stormwater rates in 2020. Garbage rates will also increase, but new information shows it will be less than 2% versus the 9% previously reported. The actual amounts requested for Garbage, Stormwater, Water and Sewer were reviewed which included personnel, contract services, taxes, operating expenditures, transfers to other funds or reserves and capital expenditures. The reserve transfers for water and sewer are used to fund capital projects such as the Green Mountain Reservoir or the Meeker Drive Lift station.

The General Fund is funded with the tax revenues – property, sales, utility, leasehold, liquor and gambling taxes – to provide for the police, streets, library, financial services, administrative, legislative, parks, planning, building code enforcement, and judicial services. The different departments that operate out of the General Fund were broken out and costs for each discussed which includes personnel, contract services including attorneys, jail, communications, court fees, training, equipment, operating expenditures, utilities, insurance and capital expenditures. Percentage of the expenditures are Police 42%, Finance 16%, Building 13%, Legislative/Administrative, 10%, Planning 7%, Library & Street funding, 6%, Administration of Justice 5%, and Parks 1%.

The costs for personnel and the salary schedule was presented. Salaries total almost \$2 million dollars plus the cost of benefits at nearly \$800,000 which includes estimates for increases to the benefits and overtime. The Salary Schedule includes only base pay plus incentive pay such as longevity or education, but does not include overtime. The final total proposed budget is for \$11,407,320. Staff requests the hearing be continued to December 5, 2019 so all final numbers can be reviewed and November closed. The City may get final numbers for medical benefit increases and if they will receive TIB funding in 2020 for the West Frontage project. Any changes to the numbers presented will be detailed at the hearing and the final ordinance will be presented for adoption.

Councilmember Rosemary Siipola asked what is the ratio for outside water customers vs inside customers. Director of Public Works Kelly Rasmussen noted that the water system has 56 miles of pipe with the majority of it outside the city limits. Staff would look up the % of residential users outside and inside in the utility system to bring back to the Council. Mayor Reuter continued the hearing to December 5, 2019 at 7pm.

6. UNFINISHED BUSINESS - None

7. NEW BUSINESS

A. DWSRF Loan Application – Green Mtn. Reservoir Project

Director of Public Works Kelly Rasmussen noted the Green Mountain Reservoir project mentioned in the budget has been mandated to be updated or replaced by Department of Health. The City is working on purchasing the property. The project has a total cost estimate of \$1.2 million dollars. The City doesn't have funding to pay for the complete project. The City can apply for a loan through the Department of Health Drinking Water State Revolving Funds. The application is due by November 30, 2019 and the Council needs to authorize and approve the application. City Administrator Adam Smee noted they will be looking at other funding sources including the .09 funding at the County and PWTF funding. These are all competitive processes so the City may or may not be approved. The DWSRF is federally funded which means more administration costs and lots of paper work for compliance. Some of the other sources have less requirements and the compliance costs are less. The .09 funds are a local portion of sales taxes to be used for economic development and we compete with other local entities throughout the County. The County has indicated that they would not fund entire project. The PWTF is another source for a low interest loan but the Legislature has not been funding it substantially so there are concerns with availability. The DWSRF application period is open now so we need to make the applications for what is available. If we receive any County funds, they will be a combination of loan and grant at a similar interest rate. Councilmember Rosemary Siipola made a motion the City Council authorize and approve City Staff's application for the DWSRF loan program through the Department of Health. Councilmember Mike Langham seconded, and the motion carried.

B. City Council Committee and Department Assignments

Mayor Reuter explained that councilmembers act as liaisons with the different department and other organizations the City works with. He presented a list with brief overviews of the committees' functions to help the newly elected Councilmembers. He encouraged them to work with the outgoing members to see what needs to be done and how it works. He suggested they look over the information and we will hold a workshop before the Dec 19th meeting to review appointments.

8. ORDINANCES & RESOLUTIONS

A. Resolution 683 – 2020 Tax Levy

Resolution No. 683 was read by title: A Resolution of the City of Kalama establishing the dollar amount of tax revenue for Ad Valorem Taxes which will be necessary to meet the financial requirements of the 2020 Budget of the City of Kalama. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 683 as presented by the Clerk. Councilmember Mary Putka seconded, and the motion carried.

B. Resolution 684 – 2020 Tax Levy Rate

Resolution No. 684 was read by title: A Resolution of the City of Kalama establishing the amount of the property tax increase to meet the requirements of the 2020 Budget. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 684 as presented by the Clerk. Councilmember Mary Putka seconded, and the motion carried. The resolution requires all City Council members to sign.

C. Resolution 685 – 2020 Fee-Rate Schedule

Resolution No. 685 was read by title: A Resolution of the City Council of the City of Kalama replacing Resolution No. 676 relating to fees and charges imposed by the City of Kalama and establishing the following fees and charges for the services beginning January 1, 2020. Councilmember Rosemary Siipola made a motion the Council adopt Resolution No. 685 setting fees for 2020. Councilmember Mike Langham seconded, and the motion carried.

9. PUBLIC COMMENTS/CONCERNS

Kalama Citizen Jim Bain noted that every budget season he is impressed by the work and knowledge presented by Clerk/Treasurer Coni McMaster.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter had no report.

B. Councilmember Jon Stanfill reported on the Chamber meeting held earlier in the

week with a presentation from CASA who does great work with foster kids and other programs. He noted that the upcoming Chamber event at the Lighted Boat Festival is still in need of volunteers to help.

C. Councilmember Sandra Macias reported that winter is coming and it is getting cold so keep an eye on the street gutters for backfill from the leaves to avoid any local flooding issues. Check with Kelly or the Public Works department if you see an issue. Remember that even though the offices close, the City never closes. There is an afterhours emergency number in the phone book, the website, and the newsletter and you can always call 911. Also, remember to get your batteries too.

D. Councilmember Mike Langham presented the Chief's report for 146 call with 11 reports of mostly minor events. He did caution everyone to watch their packages and where they get delivered as theft of packages goes up this time of year.

E. Councilmember Rosemary Siipola is working with Adam on a long-term plan for implementing or moving forward the Economic Development Plan for downtown. She will attend the upcoming COG meeting.

F. Councilmember Mary Putka reported she attended her last Library Board meeting last night. In the month of October, the library staff did an old fashion count of the patrons served which totals 821 for the month. The fifth computer should be coming soon from the State Library who will also be providing licensing for Office 2016 for all the computers at the Library. She noted the area library directors are meeting monthly with the most recent meeting held here in Kalama which is very helpful to all. There is concern for the Castle Rock Library after the funding levy failed. Services there will be reduced and it is possible it could lose the library which would be sad in any community. The Amalak and Chamber will have Santa here in the Library on December 7th from 2pm to 4pm. Councilmember Putka thanked Jim Bain for his work on Envision and his relationship with Steelscape for having provided grant funds to the library over a period of years including granting one for 2020. The Library Board conducted a survey which came back with the most requested item being longer hours plus more books and more community education. The responders also noted the great and knowledgeable staff. Councilmember Sandra Macias noted that Kalama has a very valuable resource for the children and for the seniors with the Library providing community support. It is more than just books. The Library will be working with the Census in 2020 too.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee presented a written report, highlighting the PC work on the site plan review code update which should come to Council after January. He noted a conversation regarding the contracted services he had with Councilmember Elect Steve Kallio regarding the City's use of consultants and the associated costs. Looking at the numbers in the planning budget the City is at a level where they could look at hiring a staff planner for the same cost. The concerns would be an expectation for continued employment, so he would recommend a commitment of three years be written into the job description posting or agreement. This is something to consider in 2020 and would be covered by the current budget

allocation. The City has ongoing relationship with MacKenzie who is responsive and acts as an extension of staff. Its effective to have the many disciplines available at one source and provides some advantage. He would recommend maintaining a relationship for those projects that would require more than a staff planner could address. The position could be advertised as a 3-year with possible extension. The City would want a certified planner with from 3-7 years of experience and not a new graduate. There will be work on codes and not just applications that would keep the person be busy. The Shoreline code is a big one. Administrator Smee noted that Chief Herrera asked him to report that they have 40 kids for the Shop with a Cop which will be on December 14th at 8am at the Woodland Walmart. If interested in volunteering, let him know. The Lighted Boat Festival is also that night.

B. Director of Public Works Kelly Rasmussen presented a written report. He noted the contractor has the new waterline going in on Cloverdale which should be ready next week for testing and then it can be connected to the pumps. He is reviewing a Safety grant application for work on safety issue at the approaches on West Frontage. He would like to sidewalks and lighting plus some overflow parking for downtown in this area. He is checking with WSDOT to see if the project would qualify. Monday the crew will work with Amalak on decorating Toteff Park for the Holidays if anyone wants to help. With the freezing weather predicted the crew will be deicing for the next few days. Snow is predicted for the Thanksgiving holidays. Be sure to protect outside faucets and pipes or shut off outside systems to prevent damages and leaks. Director Rasmussen outlined the City's policy for dealing with the streets during inclement weather. The crew will Plow until 10pm during an event. They will come back out at 4am to help to get people to work, and plow from 7am to 10pm daily with the focus on all the major arterial streets such as Elm, China Garden, Military, Meeker, and Old Pacific Highway during the storm before going into the neighborhood areas.

C. Police Chief Ralph Herrera was absent.

D. Clerk/Treasurer Coni McMaster reported after 3 weeks the Auditor has completed the on-site work. They will present the audit results in about 3 weeks. Most of the comments have been positive. The Website should be live in early December. The Amalaks will be putting up a tree and a snowman for the Santa visit and would like to leave it up in the Chambers for the holiday season if the Council approve. Decorations are being made by the storytime children as well. The Council had no objections.

E. City Attorney Sam Satterfield had no report.

13. CONSENT AGENDA

Mayor Reuter introduced Mr. Lloyd Corgan who is being appointed to the Civil Service Commission with the Council's approval.

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including: Claims and Payroll Warrants #40996-41036 plus ACH/EFT payments for the Month of November in the amount of \$ 438,979.02; Approval of Minutes of the November 7, 2019 City Council Meeting; and Approval of the Mayor's appointment of Lloyd Corgan to the fill the vacant

position on the Civil Service Commission until 9/1/2022. Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:10 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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