

Kelso City Council Agenda

Regular Meeting, 6:00 pm
January 20, 2015
City Hall, Council Chambers
203 South Pacific
Kelso, WA 98626



**Special accommodations for the handicapped and hearing impaired are available
by special arrangement through the City Clerk's Office at 360-423-0900**

Invocation:

Pastor Russ Jorgenson from Kelso Assembly of God

Roll Call to Council Members:

1. Approve Minutes:

1.1. January 6, 2015 – Regular Meeting

2. Presentations:

- 2.1. Library Annual Report
- 2.2. Online Billing and Permitting

3. Public Hearing:

3.1. Comprehensive Plan Update

4. Consent Items:

- 4.1. Appointment – Planning Commission Position No. 3
- 4.2. Auditing of Accounts

5. Citizen Business:

6. Council Business:

6.1. Budget Discussion

7. Action/Motion Items:

- 7.1. Resolution
 - 7.1.1. Emergency Work, Mill Street Sewer Main Repair

Kelso City Council Agenda

Regular Meeting, 6:00 pm
January 20, 2015
City Hall, Council Chambers
203 South Pacific
Kelso, WA 98626



Other Items:

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

Pastor Mark Schmutz, Northlake Baptist Church, gave the invocation. Mayor David Futcher led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor David Futcher. Councilmembers in attendance were: Todd McDaniel, Rick Roberson, Dan Myers, David Futcher, Gary Schimmel, Gary Archer, and Jared Franklin.

Minutes: Upon motion by Councilmember Schimmel, seconded by Councilmember Myers, 'Approve the Minutes of the 12/16/15 Regular Meeting and the 12/17/15 Special Meeting,' motion carried, all voting yes.

PRESENTATION:

Certificate of Achievement for Excellence in Financial Reporting Award: City Manager Steve Taylor announced that the City of Kelso received the award, established by the Government Finance Officers Association, and presented it to Finance Director Brian Butterfield for his outstanding performance in reporting the City's finances. Mr. Taylor commented that, for the twelfth consecutive year, Mr. Butterfield also received the Professional Finance Officer Recognition Award from the Washington Finance Officers Association.

CONSENT AGENDA:

1. **Amendment – Cowlitz Wahkiakum Narcotics Task Force Interlocal Agreement**

Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, 'Approve the Consent Agenda,' motion carried, all voting yes.

CITIZEN BUSINESS:

Nancy Nazareth, 602 Academy St., spoke about people trespassing on her property and public intoxication.

COUNCIL BUSINESS:

2015 City Council Standing Committee/Board Assignments: By consensus of the Council, the 2015 Boards & Commissions Assignments were approved as follows:

- **SWEDC**
 - Rick Roberson and Todd McDaniel
- **Airport Authority**
 - David Futcher and Gary Archer (Alternate)

- **CAP Board**
 - Todd McDaniel and Gary Archer
- **CEDC Executive Board**
 - Steve Taylor
- **CEDC**
 - Gary Schimmel and Steve Taylor
- **City Audit**
 - Dan Myers, Gary Schimmel and Todd McDaniel (Alternate)
- **Cowlitz Transit Authority Board**
 - Todd McDaniel, Rick Roberson and Gary Schimmel (Alternate)
- **CWCOG**
 - Dan Myers and Rick Roberson
- **Disability Board**
 - David Futcher
- **911 E-Board**
 - Steve Taylor
- **Cowlitz County 911 Council**
 - Gary Schimmel and Gary Archer (Alternate)
- **KDRA**
 - Rick Roberson and Gary Archer
- **Fire Pension Board**
 - David Futcher, Brian Butterfield and Traci Howard
- **Library Board**
 - Gary Schimmel and Gary Archer
- **Lodging Tax Advisory**
 - Todd McDaniel
- **Multi-Agency Coordinating Group**
 - Steve Taylor and David Futcher
- **Park Board Liaison**
 - Gary Archer and Gary Schimmel (Alternate)
- **Public Health**
 - Dan Myers
- **Sewer Operating Board (TRRWA)**
 - Mike Kardas and Steve Taylor (Alternate)
- **Solid Waste Technical**
 - Mike Kardas, Steve Taylor and Dan Myers (Alternate)
- **Metropolitan Planning Organization**
 - Mike Kardas and Rick Roberson (Alternate)
- **RTPO**
 - Mike Kardas and Rick Roberson
- **‘Big Idea’ Board**
 - Gary Archer and Gary Schimmel (Alternate)
- **Cowlitz County Government Summit**
 - Dan Myers, Gary Archer and Rick Roberson (Alternate)

- **Pathways 2020**
 - Steve Taylor
- **Cowlitz County Housing First Coalition**
 - Rick Roberson

Wetland Mitigation Lease Agreement Amendment – Habitat Bank, LLC: City Manager Taylor commented that the amendment would be to include the entire 240 acres transferred to the City by the DNR in 2002 into the mitigation bank. Discussion followed. Upon motion by Councilmember Schimmel, seconded by Councilmember Roberson, ‘Approve the amendment to the wetland mitigation agreement.’ Councilmembers McDaniel, Roberson, Myers, Futcher, Schimmel, and Archer voted yes. Councilmember Franklin voted no. Motion passed, 6 to 1.

Criminal Diversion Program Discussion: Chief of Police Andrew Hamilton provided an informative presentation on the alternate program to the formal criminal court process. City Manager Taylor commented that this is a pre-filing program and would save on the amount of caseloads and court costs. Council gave direction for Staff to move forward with the program.

Comprehensive Plan Workshop: Gregg Dohrn of G.R. Dohrn and Associates facilitated a discussion for updating the current Comprehensive Plan that was adopted in 1980.

MANAGER’S REPORT:

Steve Taylor: Commented that there will need to be an executive session.

COUNCIL REPORTS:

Todd McDaniel: No report.

Rick Roberson: No report.

Dan Myers: No report.

Gary Schimmel: No report.

Gary Archer: No report.

Jared Franklin: Spoke about censorship over government.

David Futcher: No report.

EXECUTIVE SESSION:

At 7:22 p.m. Mayor Fatcher announced that the Council will convene into Executive Session to discuss pending litigation. The Executive Session is expected to last approximately 10 minutes and no action will be taken. The city attorney was present.

The Council reconvened into Regular Session at 7:34 p.m.

There being no further business, Mayor Fatcher adjourned the meeting at 7:34 p.m.

MAYOR

CITY CLERK

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Public Hearing on Comprehensive Plan Update

Agenda Item: _____

Dept. of Origin: Community Development

For Agenda of: January 20, 2015

PRESENTED BY:

Michael Kardas
Community Development Director

Cost of Item: _____

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

SUMMARY STATEMENT:

This public hearing will provide the citizens of Kelso an opportunity to comment on the proposed Comprehensive Plan update.

RECOMMENDED ACTION:

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Planning Commission Position No. 3

Agenda Item: _____

Dept. of Origin: Community Development

For Agenda of: January 20, 2015

PRESENTED BY:

Michael Kardas
Community Development Director

Cost of Item: _____

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

Daniel Graves: Application for Volunteers, Commissions, Boards, and Committees

SUMMARY STATEMENT:

Planning Commission position no. 3 has been advertised as vacant since October of 2014. Applicant, Daniel Graves was interviewed by Community Development Director, Mike Kardas and Commission Chair, Rick VonRock on January 12, 2015. The Community Development Director and Commission Chair's recommendation is to appoint Mr. Graves to Planning Commission position no. 3, with a term expiration of November 1, 2016.

RECOMMENDED ACTION:

Staff recommends the Mayor appoint Daniel Graves to Planning Commission position no. 3.



Application

City of Kelso

Volunteers, Commissions, Boards and Committees

COPY

Date Received
CITY OF KELSO

DEC 04 2011

COMMUNITY
DEVELOPMENT

Personal Information

Last Name GRAVES	First Name DANIEL	Middle Initial J
Address 2424 KELSO DR.	City/State KELSO WA	Zip 98626
Home Phone 360-425-8178	Message Phone 360-355-7972	Work Phone
Email DLT@CWI.NET		
Are you over the age of 18? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth 7/29/53	Do you have, or can you obtain a valid driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Driver's License Number:

Availability & Skills

Availability <input checked="" type="checkbox"/> Long Term <input type="checkbox"/> Short Term <input type="checkbox"/> Special Project	Are you currently certified in CPR? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No First Aid? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Check the dates you can be available for work (check all that apply)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

In what particular areas of volunteer work, commission, board or committee are you interested?

<input type="checkbox"/> Board of Adjustment and Appeals <input type="checkbox"/> Stormwater Advisory Committee <input type="checkbox"/> Civil Service <input type="checkbox"/> Highlander Festival <input type="checkbox"/> Library Board	<input type="checkbox"/> Lodging Tax Advisory Committee <input checked="" type="checkbox"/> Planning Commission <input type="checkbox"/> Housing Authority <input type="checkbox"/> Park Board	<input type="checkbox"/> 'Big Idea' Tourism Committee <input type="checkbox"/> Library <input type="checkbox"/> Train Depot <input type="checkbox"/> City Other: _____
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

What general skills/experience/education would you like to share in your work for the City of Kelso? ,

WAS PART OF L.C.C. MASTER PLAN PLANNING COMMITTEE

Criminal Convictions

Have you ever been convicted of a felony or released from prison within the last ten (10) years, or a misdemeanor other than minor traffic offenses within the past three (3) years? (A conviction will not necessarily bar you from appointment)

Yes No If yes, please explain:

Medical Considerations

Do you have any medical, physical or emotional conditions that should be taken into consideration in arranging volunteer, commission, board or committee assignments?

Yes No If yes, please explain:

In case of emergency, please contact	Address/City/State/Zip	Phone
--------------------------------------	------------------------	-------

References (do not list relatives)

Name	Address/City/State/Zip	Phone
RANDY JOHNSON	KELSO WA.	360-957-3359
JIM WOODRUFF	LONGVIEW WA.	360-442-9105
CASEY TILTON	LONGVIEW WA.	360-270-6344

Notice to Volunteers

Persons appointed as volunteers, commission, board and committee members are not considered to be City of Kelso employees. Injury compensation, however, is provided through the Department of Labor & Industries. Services as a volunteer, commission, board or committee member are considered to be creditable work experience.

The data furnished on this form is furnished voluntarily and will be used to contact, interview and place volunteers and/or commission, board or committee members.

Signature is Required

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application is grounds for dismissal as a volunteer and/or commission, board, or committee member. Further, I give permission for an authorized representative of the City of Kelso to conduct a state patrol criminal background check in accordance with RCW 43.43.830-839 and to inquire of individuals about my ability to perform all aspects of the volunteer and/or commission, board or committee position for which I am being considered. I release the City of Kelso and those individuals/institutions that provide information from any liability that may arise from the provision of this information

As a volunteer, commission, board or committee member for the City of Kelso, I am fully aware that the work associated with being a volunteer, commission, board or committee member involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in these City programs, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Kelso, its officials, employees and agents, and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer, commission, board or committee member activities.

I give permission to have my photo taken and used for publicity purposes by the City. I authorize any necessary emergency medical treatment that might be required for me in the event of a physical injury and/or accident to me while participating in any of these programs/activities.

Signature



Date

11/28/14

If under 18, Parent or guardian's signature

Date

Return completed and signed application to:
City of Kelso, City Manager's Office
203 S. Pacific
PO Box 819
Kelso, WA 98626

Please call 360-577-3301 if you have any questions or need additional information.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Budget Discussion

Agenda Item: _____

Dept. of Origin: City Manager

For Agenda of: January 20, 2015

Cost of Item: _____

City Manager: Steve Taylor

PRESENTED BY:

Steve Taylor

AGENDA ITEM ATTACHMENTS:

Employee Classification Matrix

SUMMARY STATEMENT:

The City Council approved funding for a civil engineer position in the 2015 budget. Staff is requesting consideration to hire this position at the senior engineer level. The civil engineer is classified as an M-14 with a pay range \$5,186 - \$6,309 per month. The senior engineer is an M-16 classification with a pay range of \$5,717 - \$6,956. The maximum difference between the two is 10% and the impact on the budget will be nominal.

If Council approves the change, staff will prepare a budget amendment that will be brought forward for Council consideration later in the year.

RECOMMENDED ACTION:

Authorize the hiring of a senior engineer in lieu of a civil engineer that was previously authorized for the 2015 budget.

Non-Represented Employee Classifications
2014

Range	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Annual Lo	Annual Hi
Unclassified	City Manager	N/A							
M20	Police Chief	\$ 6,949	\$ 7,227	\$ 7,516	\$ 7,817	\$ 8,129	\$ 8,455	\$ 83,389	\$ 101,456
M19	Director of Public Works	\$ 6,618	\$ 6,883	\$ 7,158	\$ 7,445	\$ 7,742	\$ 8,052	\$ 79,418	\$ 96,625
M19	Finance Dir - City Clerk	\$ 6,618	\$ 6,883	\$ 7,158	\$ 7,445	\$ 7,742	\$ 8,052	\$ 79,418	\$ 96,625
M19	Comm Dev Dir - City Engineer	\$ 6,618	\$ 6,883	\$ 7,158	\$ 7,445	\$ 7,742	\$ 8,052	\$ 79,418	\$ 96,625
M18	Police Captain	\$ 6,303	\$ 6,555	\$ 6,817	\$ 7,090	\$ 7,374	\$ 7,669	\$ 75,637	\$ 92,023
M16	Senior Engineer	\$ 5,717	\$ 5,946	\$ 6,184	\$ 6,431	\$ 6,688	\$ 6,956	\$ 68,605	\$ 83,468
M14	Civil Engineer (Journey - midlevel)	\$ 5,186	\$ 5,393	\$ 5,609	\$ 5,833	\$ 6,066	\$ 6,309	\$ 62,226	\$ 75,708
M13	PWKS Superintendent	\$ 4,939	\$ 5,136	\$ 5,342	\$ 5,555	\$ 5,777	\$ 6,009	\$ 59,263	\$ 72,103
M13	Planning Manager	\$ 4,939	\$ 5,136	\$ 5,342	\$ 5,555	\$ 5,777	\$ 6,009	\$ 59,263	\$ 72,103
M10	Library Manager	\$ 4,266	\$ 4,437	\$ 4,614	\$ 4,799	\$ 4,991	\$ 5,190	\$ 51,194	\$ 62,285
M10	Assistant Finance Director	\$ 4,266	\$ 4,437	\$ 4,614	\$ 4,799	\$ 4,991	\$ 5,190	\$ 51,194	\$ 62,285
M10	Associate Planner	\$ 4,266	\$ 4,437	\$ 4,614	\$ 4,799	\$ 4,991	\$ 5,190	\$ 51,194	\$ 62,285
M9	Building Official*	\$ 4,063	\$ 4,226	\$ 4,395	\$ 4,570	\$ 4,753	\$ 4,943	\$ 48,756	\$ 59,319
M8	Assistant to the City Manager	\$ 3,870	\$ 4,024	\$ 4,185	\$ 4,353	\$ 4,527	\$ 4,708	\$ 46,434	\$ 56,494
M8	Airport Operations Manager	\$ 3,870	\$ 4,024	\$ 4,185	\$ 4,353	\$ 4,527	\$ 4,708	\$ 46,434	\$ 56,494
M8	Park Superintendent	\$ 3,870	\$ 4,024	\$ 4,185	\$ 4,353	\$ 4,527	\$ 4,708	\$ 46,434	\$ 56,494
M7	Senior Engineering Tech	\$ 3,685	\$ 3,833	\$ 3,986	\$ 4,145	\$ 4,311	\$ 4,484	\$ 44,223	\$ 53,804
M7	Senior Engineering Tech	\$ 3,685	\$ 3,833	\$ 3,986	\$ 4,145	\$ 4,311	\$ 4,484	\$ 44,223	\$ 53,804
M5	Abatement Officer*	\$ 3,343	\$ 3,476	\$ 3,615	\$ 3,760	\$ 3,910	\$ 4,067	\$ 40,112	\$ 48,802
M5	Executive Assistant/Records Supervisor	\$ 3,343	\$ 3,476	\$ 3,615	\$ 3,760	\$ 3,910	\$ 4,067	\$ 40,112	\$ 48,802
M4	Planning Assistant	\$ 3,183	\$ 3,311	\$ 3,443	\$ 3,581	\$ 3,724	\$ 3,873	\$ 38,202	\$ 46,478
M3	Project Coordinator (Engineering)	\$ 3,032	\$ 3,153	\$ 3,279	\$ 3,410	\$ 3,547	\$ 3,689	\$ 36,383	\$ 44,265
M2	Engineering Tech	\$ 2,888	\$ 3,003	\$ 3,123	\$ 3,248	\$ 3,378	\$ 3,513	\$ 34,650	\$ 42,157

*Part-time Position	Hourly
Abatement Officer (PT)	\$ 25.07
Building Official (PT)	\$ 30.90

Stipends Authorized	Monthly
Civil Service Secretary	\$ 200.00
Safety Committee Secretary	\$ 150.00

Transition Floor
For 2014, employees currently at the top of their classification range transitioning into a new range that contains a top step with a lower level of compensation shall continue to be compensated at their higher monthly base salary from 2013.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Resolution finding a specific emergency in repairing a sewer line on Mill Street allowing work without formal bidding.

Agenda Item: _____

Dept. of Origin: Community Development

For Agenda of: January 20, 2015

Cost of Item: Not to exceed \$45,000.00

City Manager: Steve Taylor

PRESENTED BY:

Michael G. Kardas, P.E.
Community Development Director/City Engineer

AGENDA ITEM ATTACHEMENTS:

Proposed Resolution

SUMMARY STATEMENT:

A sinkhole developed on Mill Street between S. Pacific Avenue and S. 1st Avenue on Monday, January 5th. Public Works Operations initially investigated the sinkhole and it was determined the sewer line was broken. The decision was made to bring in a contractor with the necessary equipment to complete the investigation and effect any necessary repairs.

The contractor started work on Tuesday, January 6th and was completed on Tuesday, January 13th. Rotschy, Inc. replaced the broken concrete pipe with 16 feet of new PVC.

FINANCIAL SUMMARY:

The installed cost is not to exceed \$45,000.00 including sales tax.

RECOMMENDED ACTION:

Move to adopt this Resolution for emergency contract work performed on the Mill Street sewer line by Rotschy, Inc., without formal bidding.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF KELSO FINDING THE SEWER LINE REPAIR ON MILL STREET TO BE A SPECIFIC EMERGENCY AND APPROVES CONTRACT FOR EMERGENCY REPAIR WORK WITHOUT FORMAL BIDDING.

WHEREAS, the law at RCW 39.04.280 recognizes emergencies which may justify exemption from bidding requirements on public works projects upon subsequent findings of the existence of the emergency; and

WHEREAS, the City has a duty to maintain sewer lines in a safe manner to protect the public health, safety and welfare of its visitors; and

WHEREAS, the broken pipe had the potential to and did cause damage to personal property or life near the area which it stood; and

WHEREAS, as a result of the foregoing emergency, the City of Kelso entered into the following contract in the absence of taking formal bids:

1. "Rotschy, Inc." entered into a contract with the City of Kelso for all equipment, supplies, and supervision to repair and replace of approximately 30 lineal feet of concrete sewer pipe on Mill Street from S. Pacific Ave to S. 1st Ave.

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF KELSO DO RESOLVE AS FOLLOWS:

Section 1. Factual Findings in Support of Contract Award. The City Council finds the following:

1. A collapsed sewer pipe running down the center of Mill Street between S. 1st Ave and S. Pacific Ave was creating safety and welfare concerns for the citizens of Kelso on or about the 5th day of January, 2015.

2. The collapsed pipe presented an immediate threat to property as well as the potential for bodily injury or loss of life if the road were to continue to collapse around the pipe.
3. City staff lacked the equipment and resources to immediately repair the sewer pipe.

Section 2. Existence of Emergency. The City Council finds that the conditions created by the hanging branch constituted an emergency that justified the waiver of the competitive bidding requirements and the immediate award of the contract to Rotschy, Inc., to address the emergency situation without formal public bidding.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of _____, 2015.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY