

Kelso City Council Agenda

Regular Meeting, 6:00 pm
September 20, 2016
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**

Roll Call to Council Members:

Invocation:

Pastor Marv Kasemeier from New Song

1. Approve Minutes:

1.1. September, 2016 – Regular Meeting

2. Proclamation:

2.1. Legendary Teacher Day

3. Presentation:

3.1. Kelso Police Officer Oaths

4. Consent Item:

4.1. Auditing of Accounts

5. Citizen Business:

Kelso City Council Agenda

Regular Meeting, 6:00 pm
September 20, 2016
City Hall, Council Chambers
203 South Pacific
Kelso, WA 98626



6. Council Business:

- 6.1. Lodging Tax Allocations
- 6.2. Contract Award – South Kelso Drive Water Main Project
- 6.3. Contract Award – Vista Way Storm Drain Improvements Project
- 6.4. Discussion – Budget Workshop

7. Action/Motion Items:

Other Items:

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

Pastor Russ Jorgenson, Kelso Assembly of God Church, gave the invocation. Mayor David Futcher led the flag salute. Mayor Futcher called the Regular Meeting of the Kelso City Council to order. Councilmembers in attendance were Jim Hill, Todd McDaniel, Rick Roberson, David Futcher, Kim Lefebvre, and Larry Alexander. Councilmember Nancy Malone was absent.

Minutes: Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, 'Approve the Minutes of the 8/16/16 Regular Meeting,' motion carried, all voting yes.

PUBLIC HEARING:

Revenue Sources for Upcoming Year: Mayor Futcher opened the public hearing at 6:05 p.m. Finance Director Brian Butterfield provided a summary of the collection of certain revenues over the past five years.

Citizens that spoke from the audience were as follows:

- Anthony Currena

There being no further comments from the public, Mayor Futcher closed the public hearing at 6:20 p.m.

CONSENT AGENDA: None

CITIZEN BUSINESS:

Camela Sutton, 149 Trapper Lane, spoke about building a fence around the Catlin Rotary Spray Park.

David Pipkin, 1317 N 1st Avenue, commented on efforts to obtain floor plans to the old library for a possible homeless shelter for veterans.

Chris Bornstedt, 119 N Maple, spoke in support of Camela Sutton in regards to building a fence around the Catlin Rotary Spray Park.

Rick Von Rock, 400 N 7th Avenue, commented on the shopping cart ordinance enacted.

COUNCIL BUSINESS:

Contract Award – N 1st Avenue Catch Basin Replacement: Upon motion by Councilmember Roberson, seconded by Councilmember Lefebvre, 'Award the contract to Clark and Sons Excavating, Inc.,' motion passed, all voting yes.

Contract Award – Tam O’ Shanter Park Pavilion Restroom: Upon motion by Councilmember Roberson, seconded by Councilmember Lefebvre, ‘Award the contract to Pacific Tech Construction,’ motion passed, all voting yes.

Southwest Washington Regional Airport Interlocal Agreement Amendment Update Discussion: City Manager Steve Taylor provided an update on the proposed agreement. Discussion followed.

Interlocal Agreement – Master Wayfinding Signage System, City of Longview: Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, ‘Authorize the City Manager to enter into the Master Wayfinding Signage System Interlocal Agreement with the City of Longview.’ Discussion followed. Motion passed, all voting yes.

2017-2018 Budget Process Review Discussion: Finance Director Brian Butterfield provided a presentation on the 2017 budget calendar. Discussion followed.

2016 Goal and Action Plan Review Discussion: City Manager Steve Taylor provided a review of the 2016 budget goals and action plans. Lengthy discussion followed.

MOTION ITEMS:

Ordinance No. 16-3877 - 2015 Building Code Adoption updating KMC 15.03, Construction, and KMC 15.04, Property Maintenance: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Hill, ‘Adopt Ordinance No. 16-3877, ‘AN ORDINANCE OF THE CITY OF KELSO AMENDING ORDINANCE 10-3734, CODIFIED AS KMC CHAPTER 15.03 and KMC CHAPTER 15.04, TO REPLACE THE VARIOUS 2012 INTERNATIONAL BUILDING CODES AND 2012 INTERNATIONAL FIRE CODE WITH THE 2015 EDITION OF THE INTERNATIONAL BUILDING CODES AND 2015 INTERNATIONAL FIRE CODE RECENTLY ADOPTED BY THE WASHINGTON STATE BUILDING CODE COUNCIL AS SET FORTH HEREIN.’ Motion passed, all voting yes.

MANAGER’S REPORT:

Steve Taylor: Commented that the State of the City Address will be September 28th, 2016. It will begin at 11:45 a.m. at the Kelso Elks. The event is sponsored by Kelso-Longview Chamber of Commerce.

COUNCIL REPORTS:

Larry Alexander: Commented that the Highlander Festival is this weekend.

Kim Lefebvre: No report

Rick Roberson: No report.

Todd McDaniel: Commented that the Lodging Tax Meeting is tomorrow at 3:00 p.m.

Jim Hill: Commented that he will be attending the Portland City Council meeting tomorrow.

David Futcher: Spoke about the Highlander Festival starting this weekend.

There being no further business, Mayor Futcher adjourned the meeting at 8:02 p.m.

MAYOR

CITY CLERK

Proclamation

Legendary Teacher Day

Thursday, September 22, 2016

Whereas, the City of Kelso believes we have all had special teachers that made a significant difference in our lives; and

Whereas, the City of Kelso recognizes that those teachers demonstrated unique skills allowing them to transform their deep content knowledge into life changing student learning; and

Whereas, the City of Kelso highly values the caring family culture created by those teachers; and

Whereas, the City of Kelso understands that we often do not fully understand and recognize the profound influence teachers have on our future until we have lived our future; and

Whereas, the City of Kelso realizes the importance of taking time to fully recognize the legendary teachers in our lives;

Therefore, Be it Resolved that the Mayor David Futcher and City Council, does hereby affirm its support for September 22, 2016 as

Legendary Teacher Day

We encourage our entire business community to take time on this day and contact the Legendary Teacher in your life and express your gratitude for the difference they made in your life.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 20th day of September 2016

David Futcher, Mayor

AGENDA SUMMARY SHEET

Business of the City Council

City of Kelso, Washington

SUBJECT TITLE:

Agenda Item: _____

2017 Lodging Tax Request

Dept. of Origin: Lodging Tax Committee

For Agenda of: September 20, 2016

PRESENTED BY:

Steve Taylor, City Manager

City Manager: Steve Taylor

AGENDA ITEM ATTACHEMENTS:

September 7, 2016 – Meeting Minutes (Draft)
Exhibit A - 2017 LTAC Request Summary Spreadsheet

SUMMARY STATEMENT:

On September 7, 2016 an LTAC meeting was held to discuss the distribution of 2017 Lodging Tax Funds and the following distribution recommendation was made by the committee:

- **Kelso Highlander Festival - \$15,000 (requested \$20,000)**
- **City of Kelso, Wayfinding Project - \$100,000 (requested \$100,000)**
- **Kelso Longview Chamber, Visitor Information Center - \$54,500 (requested \$62,500)**
- **Kelso Longview Chamber, Visitor's Guide - \$1,111.50 (requested \$1,111.50)**
- **Kelso Longview Chamber, S'quatch Fest - \$2,500 (requested \$2,500)**
- **LCC Athletics, three (3) sporting events - \$5,000 (requested \$5,000)**
- **LCC Athletics, David Story Field - \$15,000 (requested \$15,000)**
- **Columbia Theatre - \$16,000 (requested \$22,057)**
- **Cowlitz County Museum - \$15,000 (requested \$15,000)**
- **Kelso Babe Ruth - \$10,000 (requested \$10,000)**
- **City of Kelso – Visitor Center - WSDOT Airspace Lease & WCIA Insurance premium - \$1,500 (requested \$1,500).**

The projected revenue for the Stadium Fund in 2017 is \$229,350.00 and the total recommended distribution is \$235,611.50. The Council does not have to fund the full list as recommended by the LTAC and can choose to make awards in the recommended amounts to all, some, or none of the candidates on this list. If council would like to modify the allocated amounts, a recommendation outlining the desired adjustments must be submitted to the LTAC committee for consideration.

RECOMMENDED ACTION(S):

Move to approve the recommended allocation of the City's Lodging Tax funds for 2017.



**Lodging Tax Advisory Committee
Meeting Minutes
September 7, 2016
City of Kelso, Council Chambers**

Call to order:

Committee Chair Todd McDaniel called the meeting to order at 3:05 pm.

Those present were as follows:

Lodging Tax Committee Members

Todd McDaniel, Council Rep
Cindy Keeney
Syed Pasha
Bill Marcum

Staff

Steve Taylor, City Manager
Brian Butterfield, Finance Director
Jessica Bronstein, Executive/Legal Assistant

Absent Lodging Tax Committee Members

Pam Fierst

Guests

Kirc Roland, Lower Columbia College Athletics
Nolan Wheeler, Lower Columbia College
Gian Morelli, Columbia Theatre
Travis Keele, Kelso Babe Ruth

Funding Overview:

The LTAC Committee discussed funding availability, reserves, total amount of funding requested, and estimated revenue.

Steve Taylor discussed the amendment to the original application from the Kelso Recreational Council in the amount of \$12,000 for the Tam O'Shanter Pavilion and noted that it would now be a request from the City in the amount of \$25,000 using 2016 funds rather than 2017 funds.

Bill Marcum made a motion to forward that amendment to Council and recommend funding. Syed Pasha seconded the motion. Motion passed, all voting 'yes'.

Bill Marcum made the motion to forward the following funding distribution recommendation to the Kelso City Council for approval for a total of \$235,611.50. Cindy Keeney seconded the motion. Motion passed, all voting 'yes'.

- Kelso Highlander Festival - **\$15,000** (requested \$20,000)
- City of Kelso, Wayfinding Project - **\$100,000** (requested \$100,000)
- Kelso Longview Chamber, Visitor Information Center - **\$54,500** (requested \$62,500)
- Kelso Longview Chamber, Visitor's Guide - **\$1,111.50** (requested \$1,111.50)
- Kelso Longview Chamber, S'quatch Fest - **\$2,500** (requested \$2,500)
- LCC Athletics, three (3) sporting events - **\$5,000** (requested \$5,000)
- LCC Athletics, David Story Field - **\$15,000** (requested \$15,000)
- Columbia Theatre - **\$16,000** (requested \$22,057)

- Cowlitz County Museum - **\$15,000** (requested \$15,000)
- Kelso Babe Ruth - **\$10,000** (requested \$10,000)
- City of Kelso – Visitor Center - WSDOT Airspace Lease & WCIA Insurance premium - **\$1,500** (requested \$1,500)

Other Discussion:

Each guest or representative of their applications gave an overview of their request, why they were asking for funding, and how their event/project would be a positive impact on the tourism of the area.

With no further comments, the meeting was adjourned at 4:09 pm.

Respectfully Submitted,

Jessica Bronstein, Recording Secretary

Exhibit A

2017 Kelso Lodging Tax Request Summary

Agency	Contact	Project	Amount Requested	Recommend Funding (yes or no)	Recommended Amount	Received money prior	Comments
<i>Cowlitz County Historical Museum</i>	David Freece	2017 Historical Museum	\$ 15,000.00	Yes	\$ 15,000.00	Yes \$15,000	
<i>Kelso Longview Chamber of Commerce</i>	Bill Marcum	Kelso Visitor's Center	\$ 62,500.00	Yes	\$ 54,500.00	Yes \$52,500	Operations funding request to Longview of \$9,375
<i>Kelso Longview Chamber of Commerce</i>	Bill Marcum	Kelso Longview Visitor's Guide	\$ 1,111.50	Yes	\$ 1,111.50	Yes \$1,111.50	
<i>Kelso Longview Chamber of Commerce</i>	Bill Marcum	S'Quatch Fest	\$ 2,500.00	Yes	\$ 2,500.00	No	
<i>Kelso Highlander Festival Commission</i>	Cory Mugaas	Kelso Highlander Festival	\$ 20,000.00	Yes	\$ 15,000.00	Yes \$15,000	
<i>Kelso Recreation Council</i>	Scott DeRosier	New Tam O'Shanter Picnic Shelter	\$ 12,000.00	No	\$ -	No	Application amended - City of Kelso funded at \$25K in 2016
<i>Kelso Babe Ruth</i>	Travis Keele	2017 15yr Old Regionals @ Rister Stadium	\$ 10,000.00	Yes	\$ 10,000.00	No	
<i>City of Kelso</i>	Steve Taylor	Way Finding Project - Phase 1 Installation	\$ 100,000.00	Yes	\$ 100,000.00	Yes \$20,000	
<i>Columbia Theater</i>	Gian Morelli	Columbia Theater	\$ 22,057.00	Yes	\$ 16,000.00	Yes \$15,000	
<i>Lower Columbia College Athletics</i>	Kirk Roland	2017 Red Devil Classic Basketball Tournament	\$ 1,000.00	Yes	\$ 1,000.00	Yes \$1,000	
<i>Lower Columbia College Athletics</i>	Kirk Roland	2017 LCC Women's Holiday Basketball Tourney	\$ 1,000.00	Yes	\$ 1,000.00	Yes \$1,000	
<i>Lower Columbia College Athletics</i>	Kirk Roland	2017 NWAC Baseball Championships	\$ 3,000.00	Yes	\$ 3,000.00	Yes \$3,000	
<i>Lower Columbia College</i>	Nollan Wheeler	David Story Field	\$ 15,000.00	Yes	\$ 15,000.00	No	
<i>City of Kelso</i>	Steve Taylor	Visitors Center - WSDOT Airspace Lease & building insurance	\$ 1,500.00	Yes	\$ 1,500.00	Yes \$2,000	Need application
Total			\$ 266,668.50		\$ 235,611.50		

Total Estimated Revenue \$229,350

Recommended by Lodging Tax Advisory Committee on September 7, 2016

*Estimated Cash balance in LTAC Fund at end of 2017 is approximately \$95,000

AGENDA SUMMARY SHEET

Business of the City Council

City of Kelso, Washington

SUBJECT TITLE:

2016 Lodging Tax Amendment

Agenda Item: _____

Dept. of Origin: Lodging Tax Committee

For Agenda of: September 20, 2016

PRESENTED BY:

Steve Taylor, City Manager

City Manager: Steve Taylor

AGENDA ITEM ATTACHEMENTS:

September 7, 2016 – Meeting Minutes (Draft)
2016 Amended LTAC Summary

SUMMARY STATEMENT:

On September 7, 2016 an LTAC meeting was held to discuss the distribution of 2017 Lodging Tax Funds and an amendment to the 2017 application from the Kelso Recreational Council in regards to the Tam O'Shanter Restrooms/Pavilion.

Rather than the initial request from the Kelso Recreational Council for the construction of the Restrooms for the Tam O'Shanter Pavilion in the amount of \$12,000 for 2017, and after discussion with the Rec Council, the City is taking over responsibility for this phase of the project and requesting \$25,000 from the 2016 LTAC funds to complete it year.

Council previously awarded this contract to Pacific Tech Construction during the September 6th meeting

RECOMMENDED ACTION(S):

Move to approve the recommended amendment to the application and allocation of \$25,000 of the City's Lodging Tax funds for 2016.



**Lodging Tax Advisory Committee
Meeting Minutes
September 7, 2016
City of Kelso, Council Chambers**

Call to order:

Committee Chair Todd McDaniel called the meeting to order at 3:05 pm.

Those present were as follows:

Lodging Tax Committee Members

Todd McDaniel, Council Rep
Cindy Keeney
Syed Pasha
Bill Marcum

Staff

Steve Taylor, City Manager
Brian Butterfield, Finance Director
Jessica Bronstein, Executive/Legal Assistant

Absent Lodging Tax Committee Members

Pam Fierst

Guests

Kirc Roland, Lower Columbia College Athletics
Nolan Wheeler, Lower Columbia College
Gian Morelli, Columbia Theatre
Travis Keele, Kelso Babe Ruth

Funding Overview:

The LTAC Committee discussed funding availability, reserves, total amount of funding requested, and estimated revenue.

Steve Taylor discussed the amendment to the original application from the Kelso Recreational Council in the amount of \$12,000 for the Tam O'Shanter Pavilion and noted that it would now be a request from the City in the amount of \$25,000 using 2016 funds rather than 2017 funds.

Bill Marcum made a motion to forward that amendment to Council and recommend funding. Syed Pasha seconded the motion. Motion passed, all voting 'yes'.

Bill Marcum made the motion to forward the following funding distribution recommendation to the Kelso City Council for approval for a total of \$235,611.50. Cindy Keeney seconded the motion. Motion passed, all voting 'yes'.

- Kelso Highlander Festival - **\$15,000** (requested \$20,000)
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- Kelso Babe Ruth - **\$10,000** (requested \$10,000)
- City of Kelso – Visitor Center - WSDOT Airspace Lease & WCIA Insurance premium - **\$1,500** (requested \$1,500)

Other Discussion:

Each guest or representative of their applications gave an overview of their request, why they were asking for funding, and how their event/project would be a positive impact on the tourism of the area.

With no further comments, the meeting was adjourned at 4:09 pm.

Respectfully Submitted,

Jessica Bronstein, Recording Secretary

Exhibit A

2016 Kelso Lodging Tax Request Summary

Agency	Contact	Project	Amount Requested	Recommend Funding (yes or no)	Recommended Amount	Received money prior	Comments	Contract	Paid
<i>Cowlitz County Historical Museum</i>	David Freece	2016 Historical Museum	\$15,000	yes	\$15,000	Yes \$15,000		Yes - Mailed 1/7/2016	
<i>Kelso Train Depot Volunteers</i>	Dan Myers	Kelso Station Improvements	\$800	yes	\$800	No		Yes - Mailed 12/16/2015	Yes
<i>Kelso Longview Chamber of Commerce</i>	Bill Marcum	Kelso Visitor's Center	\$56,000	yes	\$48,000	Yes \$52,500		Yes - Mailed 12/30/15	
<i>Kelso Longview Chamber of Commerce</i>	Bill Marcum	Kelso Visitor's Center	\$1,112	yes	\$1,112	Yes \$52,500		Yes	Yes
<i>Kelso Highlander Festival Commission</i>	Cory Mugaas	Kelso Highlander Festival	\$20,000	yes	\$15,000	Yes \$15,000		Yes- Mailed 9/22/2015	
<i>Kelso Powwow Committee</i>	Michael Brock	Kelso "In Honor of our Children" Powwow	\$2,000	yes	\$2,000	Yes \$100		Yes- Mailed 9/22/2015	
City of Kelso	Steve Taylor	Way Finding Project	\$20,000	yes	\$20,000	Yes \$7,615	PDA Feasibility Study		
City of Kelso	Steve Taylor	Airspace Lease for Visitor's Center	\$2,000	yes	\$2,000	Yes \$7,615			
<i>Mark Morris Booster Club</i>	Bill Backamus	Bud Clary War of the Border	\$3,000	yes	\$3,000	Yes \$1,000		Yes - Mailed 1/11/2016	
<i>Columbia Theater</i>	Gian Morelli	Columbia Theater	\$21,775	yes	\$15,000	Yes \$10,000		Yes- Mailed 9/22/2015	Yes
<i>KDRA</i>	Mike Julian	The Highlander Iron Horse Motorcycle Rally	\$3,000	yes	\$2,000	Yes, \$2,000		Yes Mailed 12/11/2015	
<i>Lower Columbia College Athletics</i>	Kirk Roland	2016 Red Devil Classic Basketball Tournament	\$1,000	yes	\$1,000	Yes \$1,000		Yes - Mailed 2/1/2016	
<i>Lower Columbia College Athletics</i>	Kirk Roland	2016 LCC Women's Holiday Basketball Tourney	\$1,000	yes	\$1,000	Yes \$1,000		Yes - Mailed 2/1/2016	
<i>Lower Columbia College Athletics</i>	Kirk Roland	2016 NWAC Baseball Championships	\$3,000	yes	\$3,000	Yes \$3,000		Yes - Mailed 2/1/2016	
<i>Cowlitz Black Bears</i>	Jim Appleby	2016 WCL All Star Game	\$10,000	yes	\$10,000	no		Yes - Mailed 1/15/16	Yes
Subtotal			\$159,687						
On Going Commitment		Big Idea	\$7,650		\$7,650				
Total			\$167,337		\$146,562				

Total Estimated Revenue \$170,000

2016 Allocation Amendment - 9-7-2016

<i>City of Kelso</i>	Steve Taylor	Tam O'Shanter Pavilion	\$25,000		\$25,000	no			
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AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Award Contract for:
S. Kelso Dr. Water Main
Project #591601

Agenda Item: _____

Dept. of Origin: Com Dev/Engineering

For Agenda of: September 20, 2016

PRESENTED BY:

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

Cost of Item: (to be determined at bid opening)

City Manager: Steve Taylor

AGENDA ITEM ATTACHEMENTS:

Bid Tabulation to be provided at Council meeting.

SUMMARY STATEMENT:

This project provides for installation of approximately 4,403 linear feet of 16-inch diameter and approximately 71 linear feet of 12-inch diameter ductile iron water transmission main and associated appurtenances, including but not limited to isolation valve, fire hydrants, and air/vacuum release valves. Work also includes connection to the existing water system at three locations, installation of restrained joint pipe, installation of a storm culvert, roadway restoration, and work in sensitive areas. This project will provide a water transmission connection along South Kelso Drive on the east side of I-5 between Haussler Road and Carroll Road.

Bids for this project will be opened on Friday September 16, 2016. Information regarding the bids received will be provided at the Council meeting.

FINANCIAL SUMMARY:

This project will be funded by the State Capital Budget Grant and a Direct Appropriation Drinking Water State Revolving Fund Loan. The funding is coupled with the Minor Rd. Reservoir. The Engineer's Estimate is \$1,300,000.

RECOMMENDED ACTION:

Following review of the bids and determination of the lowest responsible bidder, staff will provide a bid award recommendation at the Council meeting.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Award Contract for:
Vista Way Storm Drainage Improvements
Project #601601

Agenda Item: _____

Dept. of Origin: Com Dev/Engineering

For Agenda of: September 20, 2016

PRESENTED BY:

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

Cost of Item: (to be determined at bid opening)

City Manager: Steve Taylor

AGENDA ITEM ATTACHEMENTS:

Bid Tabulation to be provided at Council meeting.

SUMMARY STATEMENT:

This project provides for the removal and disposal of one catch basin, one storm drain manhole, existing pavement, and 155 linear feet of storm pipe; and the installation of two grate inlet catch basins, 175 linear feet of 12-inch diameter storm pipe, tie-in to existing storm drain pipes, pavement repair, and grading and shaping the surrounding property to match to the new HMA.

Bids for this project will be opened on Tuesday September 20, 2016. Information regarding the bids received will be provided at the Council meeting.

FINANCIAL SUMMARY:

This project will be funded by the Drainage Capital Reserve Fund. The Engineer's Estimate is \$85,000.

RECOMMENDED ACTION:

Following review of the bids and determination of the lowest responsible bidder, staff will provide a bid award recommendation at the Council meeting.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: 2017 Budget Workshop

Agenda Item:_____

Dept. of Origin:_____ City Manager _____

For Agenda of:_____ September 20, 2016 _____

Originator:_____ Steve Taylor _____

PRESENTED BY:
Steve Taylor, City Manager

City Attorney: **Janean Parker**

City Manager: **Steve Taylor**

AGENDA ITEM ATTACHEMENTS:

Kelso Staff Organizational Chart

SUMMARY STATEMENT:

At the September 6th Council meeting there was a review of the 2016 budget goals and actions. During this review Council requested a budget workshop to discuss City progress and priorities for 2017. This workshop will allow staff to make presentations on department operations and answer questions from Council related to the department needs.



City of Kelso

2016 Organizational Chart (revised 9/6/2016)

