

# Kelso City Council Agenda

Regular Meeting, 6:00 pm  
May 6, 2014  
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, Kelso Christian Assembly

## **Roll Call to Council Members:**

### **1. Approve Minutes:**

1.1. April 15, 2014 – Regular Meeting

### **2. Proclamations:**

- 2.1. Salvation Army Week
- 2.2. Children's Book Week
- 2.3. National Public Works Week
- 2.4. National Transportation Week
- 2.5. National Drinking Water Week
- 2.6. National Law Enforcement Week

### **3. Presentations:**

- 3.1. Cowlitz 2 Fire & Rescue Annual Report
- 3.2. Community Development Annual Report

### **4. Consent Items:**

- 4.1. Appointment – Planning Commission

### **5. Citizen Business:**

### **6. Council Business:**

# Kelso City Council Agenda

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203 South Pacific  
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6.1. Interlocal Agreement - Cowlitz County GIS Services

## **7. Action/Motion Items:**

- 7.1. Ordinance, 1<sup>st</sup> Reading
  - 7.1.1. Budget Amendment
- 7.2. Resolution
  - 7.2.1. Special Event Fee Waiver
- 7.3. Resolution
  - 7.3.1. Police Surplus Vehicles
- 7.4. Resolution
  - 7.4.1. Public Works Board Loan
- 7.5. Ordinance, 1<sup>st</sup> Reading
  - 7.5.1. Zoning Amendment

## **Other Items:**

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

Chaplain Doug Fields, Cowlitz County Chaplaincy, 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: Futcher, Myers, Schimmel, Roberson, McDaniel, Franklin and Archer.

**Minutes:** Upon motion by Councilmember Schimmel, seconded by Councilmember Archer, 'Approve the Minutes of the 4/01/14 Regular Meeting,' motion passed, all voting yes.

**PROCLAMATIONS:**

Mayor Futcher read a proclamation declaring the month of May, as "**Mental Health Awareness Month**" in the City of Kelso. Lower Columbia Mental Health Director Eric Yakovich accepted the proclamation.

Mayor Futcher read a proclamation declaring April 13<sup>th</sup> – 19<sup>th</sup>, as "**National Library Week**" in the City of Kelso. Library Manager Cindy Donaldson accepted the proclamation.

**PUBLIC HEARING:**

**2014 HOME PROJECT Allocations/CHDO Request for Funding:** Mayor Futcher opened the public hearing at 6:06 p.m. CDBG/HOME Program Coordinator Julie Hourclé provided a presentation of the 2014 HOME Allocation requests. The City of Kelso had \$46,718.53 in available funding. The Foundation for the Challenged Program applied for \$45,000. There were no other applicants. The Consortium Community Housing Development Organization (CHDO) allocation, which will assist with operating costs, is 5% of the determined 2014 HOME allocation.

Cowlitz County Planning Manager Melissa Taylor discussed the results from the questionnaire that she gave to the councilmembers at the March 18, 2014, City of Kelso Council Meeting.

There being no further comments from the audience, Mayor Futcher closed the public hearing at 6:51 p.m.

Upon motion by Councilmember Schimmel, seconded by Councilmember McDaniel, 'Approve the allocation of available funding in the amount of \$46,718.53 to the Foundation for the Challenged Program, and the 5% to the CHDO.' Councilmembers: Myers, Schimmel, Franklin, Roberson, McDaniel and Futcher voted yes. Councilmember Archer voted no. Motion passed, 6 to 1.

**PRESENTATION:**

**Port of Longview:** Port of Longview Chief Executive Officer Geir-Eilif Kalhagan provided a presentation of the Port's important role in the economic development of the community. He showed a brief overview of the Port's projects.

**CONSENT AGENDA:**

1. **Contract Closeout:** Former Salvage Yard Soil Remediation – Anderson Environmental Contracting
2. **Contract Closeout:** Sunrise Street Waterline Replacement – Brookhart Excavation, LLC
3. **Auditing of Accounts:** \$ 2,322,149.64

Upon motion by Councilmember McDaniel, seconded by Councilmember Schimmel, 'Approve the Consent Agenda and the Auditing of Accounts in the amount of \$2,322,149.64,' motion carried, all voting yes.

**CITIZEN BUSINESS:**

**Chloe A. Udd,** 1112 South 7<sup>th</sup> Avenue, spoke about a partially burned house in her neighborhood being a nuisance. She commented that someone was living in the shed on the property with no utility services.

**Wallace Hall,** 1101 South 3<sup>rd</sup> Avenue, spoke about having a community garden in the South Kelso area and installing fishing piers at the Mill Street Park area.

**Dale Barto,** 1114 South 7<sup>th</sup> Avenue, spoke about the burned house in the neighborhood being a health hazard.

**Johann Peters,** 512 West Main Street, spoke about the City moving forward on providing assistance to the businesses that are affected by the realignment project.

**COUNCIL BUSINESS:**

**Police Vehicle Purchase Discussion:** Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, 'Approve the purchase of two additional Police Department vehicles for general operations,' motion passed, all voting yes.

**Amendment to the City Manager Employment Agreement:** Mayor Futcher commented that the amendments provide a monthly allowance for the use and maintenance of the City Manager's personal vehicle and personal phone for City business. Upon motion by Councilmember Myers, seconded by Councilmember Roberson, 'Approve the two amendments to the City Manager Employment Agreement,' motion passed, all voting yes.

**Amendment to the City of Longview Building Code/Inspection & Plans:** Upon motion by Councilmember Myers, seconded by Councilmember Roberson, 'Approve the amendment to the City of Longview Interlocal Agreement,' motion passed, all voting yes.

**MOTION ITEMS:**

**Ordinance No. 14-3823 – Liability Insurance Coverage Code Amendment:** The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Schimmel, seconded by Councilmember Myers, 'Adopt Ordinance No. 14-3823, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING THE KELSO MUNICIPAL CODE TO UPDATE REQUIREMENTS FOR INSURANCE ASSOCIATED WITH CITY PROGRAMS,' motion carried, all voting yes.

**MANAGER'S REPORT:**

**Steve Taylor:** 1) Commented that the U.S. Department of Housing & Urban Development Agency is conducting a training session on June 4, 2014, for elected officials and city staff regarding the Consolidated Home Program. 2) Announced that the City of Kelso has been awarded the AWC Well City Award. This is the 4<sup>th</sup> consecutive year that the City has received this award. 3) Commented that funding assistance will be required for the forthcoming capital improvement projects. He requested that the Council consider employing a State Legislative Lobbying Service. He provided an example of a Request for Proposal for the Council to review.

**COUNCIL REPORTS:**

**Todd McDaniel:** No report.

**Rick Roberson:** Provided an update on the South Kelso Neighborhood Association. He reached out to the public for help in finding a good location for a community garden in the South Kelso area.

**Gary Archer:** Provided an update on the 'Big Idea' Board.

**Dan Myers:** No report.

**Jared Franklin:** Commented that he met with businesses that are affected by the West Main Realignment Project. He encouraged staff to move forward with finding assistance for these businesses.

**Gary Schimmel:** No report.

**David Futcher:** Commented that he would like his fellow councilmembers to individually prioritize three items that the airport is currently involved in; promoting the airport, maintaining service to the current customers and providing for projects. He asked them to get back to him before the next airport board meeting.

**EXECUTIVE SESSION:**

The Council convened into Executive Session at 8:06 p.m. to discuss litigation. The Executive Session is expected to last approximately 5 minutes. The Attorney was present and no action was taken.

The Council reconvened into Regular Session at 8:11 p.m.

There being no further business, Mayor Futcher adjourned the meeting at 8:11 p.m.

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**MAYOR**

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**DEPUTY CLERK**

# PROCLAMATION

*National Salvation Army Week*

*May 12-18, 2014*

*Whereas, since 1922, the Salvation Army's only business throughout the communities of Cowlitz County as everywhere, is 'human' business, undertaken with joy for the family of humankind to the great glory of God; and*

*Whereas, since the first pronouncement by President Dwight D. Eisenhower in 1954, the Salvation Army has celebrated National Salvation Army Week with various activities and events around the country; and*

*Whereas, the Salvation Army acts on behalf of all the residents of our county, with neither salvation nor any other condition prerequisite, nor expecting any thanks, yet nonetheless welcoming community support; and*

*Whereas, nearly 30 million Americans receive assistance from The Salvation Army each year through a broad array of social services that range from providing food for the hungry, relief for disaster victims, assistance for the disabled, outreach to the elderly and ill, clothing and shelter to the homeless and opportunities for underprivileged children.*

*Now, Therefore, I, David Futcher, Mayor of the City of Kelso, do hereby declare May 12-18, 2014 as*

*“National Salvation Army Week”*

*in the City of Kelso, Washington.*

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 6th day of May, 2014*

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*David Futcher, Mayor*

# PROCLAMATION

## *Children's Book Week May 12<sup>th</sup> – 18<sup>th</sup>, 2014*

*WHEREAS, reading is fundamental to all learning; and children need to see that we, as a community, value reading; and*

*WHEREAS, libraries raise awareness of the importance of literature as it relates to lifelong literacy, education, and the development and betterment of the lives of young people; and*

*WHEREAS, libraries strive to make the reading and enjoyment of children's books as essential part of America's educational and social aims; and*

*WHEREAS, Children's Book Week, the national celebration of books for young people and the joy of reading. Established in 1919, Children's Book Week is the longest-running national literacy initiative in the country; and*

*NOW, THEREFORE, be it resolved that I, David Fatcher, Mayor of the City of Kelso, do hereby proclaim the week of May 12th-18th, 2014 to be*

### *“Children's Book Week”*

*I encourage all residents to visit the library this week to take advantage of the wonderful resources available at our library.*

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 6th day of May 2014.*

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*David Fatcher, Mayor*

# PROCLAMATION

## *National Public Works Week*

*May 18-24, 2014*

*WHEREAS*, public works services provided in our community are an integral part of our citizen's everyday lives; and

*WHEREAS*, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

*WHEREAS*, the health, safety and comfort of this community greatly depends on these facilities and services; and

*WHEREAS*, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

*WHEREAS*, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

*WHEREAS*, this year's theme "*Building for today, Planning for tomorrow*", is to recognize that the future of our community is truly public works, not only through innovation, invention and maintenance, but also with investment.

*Now, THEREFORE*, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim the week of May 18-24, 2014, as

## *"National Public Works Week"*

*in the City of Kelso, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.*

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 6th day of May, 2014*

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*David Futcher, Mayor*

# PROCLAMATION

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## *National Transportation Week May 11-17, 2014*

*WHEREAS*, Kelso has a long history as a transportation provider since 1889; and

*WHEREAS*, Kelso owns 74 miles of streets and alleys and operates and maintains 4 bridges; and

*WHEREAS*, Transportation services provided in Kelso are an integral part of the everyday lives of its citizens, promoting clean, healthy neighborhoods and establishing vibrant communities; and

*WHEREAS*, The City's regional transportation infrastructure is essential in sustaining an economy which greatly impacts our livability, business, and commerce; and

*WHEREAS*, The importance and value of our nations' transportation system and those components built and maintained by Kelso including our city streets, bike and pedestrian facilities, culverts, rights-of-way, alleys, and bridges; and

*WHEREAS*, The quality and effectiveness of transportation projects and services enjoyed by citizens of Kelso are dependent upon the skills of the qualified and dedicated Public Works employees; and

*WHEREAS*, The contributions of the Public Works employees include regional and local planning and coordination with other jurisdictions; 24-hour service from road and bridge maintenance staff; road and bridge engineers designing and constructing up-to-date facilities; traffic and sign staff installing and maintaining pavement markings and traffic signage; surveyors providing the necessary surveys for design and construction of road projects including topographic and right-of-way surveys and construction staking; right-of-way specialists ensuring safe and usable land for the transportation system; environmental compliance staff overseeing the Court's compliance with local, State and Federal water quality rules; and administrative and financial support professionals that keep our offices running smoothly; and

*NOW, THEREFORE*, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim May 11-17, 2014, as National Transportation Week in the City of Kelso.

*In witness whereof, I have hereunto  
set my hand and caused the seal of  
the City of Kelso to be affixed this  
6<sup>th</sup> day of May, 2014*

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*David Futcher, Mayor*

# PROCLAMATION

## *National Drinking Water Week May 4-10, 2014*

*WHEREAS, water is our most valuable natural resource; and*

*WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and*

*WHEREAS, any measure of a successful society-low mortality rates, economic growth and diversity, productivity and public safety- are in some way related to access to safe water; and*

*WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and*

*WHEREAS, each citizen of our community is called upon to help protect our source waters from pollution, to practice water conservation and to get involved in local water issues.*

*Now, THEREFORE, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim May 4-10, 2014, as*

## *"National Drinking Water Week"*

*in the City of Kelso, Washington.*

*In witness whereof, I have hereunto  
set my hand and caused the seal of  
the City of Kelso to be affixed this  
6<sup>th</sup> day of May, 2014*

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*David Futcher, Mayor*

# PROCLAMATION

## *Proclamation for National Police Week May 11 – 17, 2014*

*WHEREAS*, The Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which May 15 falls as National Police Week; and

*WHEREAS*, there are approximately 900,000 law enforcement officers serving in communities across the United States, including 24 Commissioned Officers as well as 8 Commissioned Reserve Officers of the Kelso Police Department;

*WHEREAS*, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

*WHEREAS*, since the first recorded death in 1791, more than 19,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

*WHEREAS*, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

*WHEREAS*, 286 names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 100 officers killed in 2013 and 186 officers killed in previous years;

*NOW, THEREFORE*, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim the week of May 11-17, 2014, as

*“Police Week”*

in the City of Kelso, and publicly salute the service of law enforcement officers in our community and in communities across the nation.

*In witness whereof, I have hereunto  
set my hand and caused the seal of  
the City of Kelso to be affixed this  
6<sup>th</sup> day of May, 2014*

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*David Futcher, Mayor*

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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### **SUBJECT TITLE:**

Planning Commission Position No. 5  
Recommendation

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** Community Development

**For Agenda of:** May 6, 2014

### **PRESENTED BY:**

Michael Kardas  
Community Development Director

**Cost of Item:** \_\_\_\_\_

**City Manager:** Steve Taylor

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### **AGENDA ITEM ATTACHMENTS:**

Chuck Hendrickson: Application for Volunteers, Commissions, Boards and Committees  
James Hill: Application for Volunteers, Commissions, Boards and Committees

### **SUMMARY STATEMENT:**

Planning Commission position no. 5 has been vacant since September 11, 2013. Applications were accepted through April 11, 2014.

Applicants, Chuck Hendrickson and James Hill, were interviewed by Planning Manager, Nancy Malone and Commission Chair, Rick VonRock on April 7, 2014.

The Planning Manager and Commission Chair's recommendation is to appoint James Hill to Planning Commission position no. 5 with a term expiration of November 1, 2014.

### **RECOMMENDED ACTION:**

Staff recommends the Mayor appoint an applicant for open Planning Commission position no. 5 with a term expiration of November 1, 2014.



# Application

## City of Kelso

### Volunteers, Commissions, Boards and Committees

**RECEIVED**  
CITY OF KELSO  
Date Received  
**MAR 17 2014**  
CITY MANAGER'S  
OFFICE

#### Personal Information

Last Name <b>Hendrickson</b>		First Name <b>Chuck</b>	Middle Initial <b>D.</b>
Address <b>121 Olive Street</b>		City/State <b>Kelso</b>	Zip <b>Washington</b>
Home Phone <b>360.560.3913</b>	Message Phone	Work Phone <b>360.560.3913</b>	Email <b>chendrickson1313@gmail.com</b>
Are you over the age of 18? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth <b>02.22.1979</b>	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: <b>HENDRCD212C2</b>

#### 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? First Aid? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Check the dates you can be available for work (check all that apply) <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> 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"/> Lodging Tax Advisory Committee | <input type="checkbox"/> 'Big Idea' Tourism Committee |
| <input type="checkbox"/> Stormwater Advisory Committee   | <input checked="" type="checkbox"/> Planning Commission | <input checked="" type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Civil Service                   | <input type="checkbox"/> Library Board                  | <input type="checkbox"/> Park Board                   |
| <input type="checkbox"/> Highlander Festival             | <input type="checkbox"/> Depot/Library/City Volunteer   | <input type="checkbox"/> Other: _____                 |

What general skills/experience/education would you like to share in your work for the City of Kelso?  
 Proficient computer skills; Data collection and input; community collaboration, outreach and networking; Critical thinking and problem solving; current Chair of the Cowlitz County Housing First Coalition; original steering committee member and current member of the SKNA; founder and Executive Director of Love Overwhelming, a non-profit organization. As a South Kelso resident, someone who grew up in Kelso, and a father raising a child in Kelso, I am invested in Kelso's current and future planning efforts.

#### 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 <b>Jody Hendrickson</b>	Address/City/State/Zip <b>121 Olive St. Kelso Wa., 98626</b>	Phone <b>360.560.9578</b>
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#### References (do not list relatives)

Name	Address/City/State/Zip	Phone
Shannon McLain	3015 Louisiana St. LV. 98632	360.430.6447
Steve Watters	907 Douglas St. LV 98632	360.423.6741
Larry Russell	2 Willow Pt. loop LV. 98632	360.430.6517

**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.

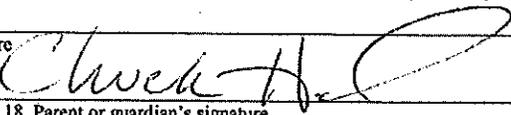
**Signature is Required**

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

3.13.14

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.

James Hill  
 jimhill@munnell-sherrill.com



# Application

## City of Kelso

### Volunteers, Commissions, Boards and Committees

RECEIVED  
 (Date Received)  
 \_\_\_\_\_  
 CITY MANAGER'S  
 OFFICE

#### Personal Information

Last Name <b>Hill</b>	First Name <b>JAMES</b>	Middle Initial <b>N</b>	
Address <b>1100 N 22ND AVE</b>		City/State <b>Kelso</b>	Zip <b>98626</b>
Home Phone <b>577-4909</b>	Message Phone <b>503281-0021</b>	Work Phone <b>503866-3134</b>	Email <b>Jimhill@Munnell-Sherrill.com</b>
Are you over the age of 18? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date of Birth <b>8/19/48</b>	
		Do you have, or can you obtain a valid driver's license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		Driver's License Number:	

360

#### 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Check the dates you can be available for work (check all that apply) <input checked="" type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> 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"/> Lodging Tax Advisory Committee	<input type="checkbox"/> 'Big Idea' Tourism Committee
<input type="checkbox"/> Stormwater Advisory Committee	<input checked="" type="checkbox"/> Planning Commission	<input type="checkbox"/> Housing Authority
<input type="checkbox"/> Civil Service	<input type="checkbox"/> Library Board	<input type="checkbox"/> Park Board
<input type="checkbox"/> Highlander Festival	<input type="checkbox"/> Depot/Library/City Volunteer	<input type="checkbox"/> Other: _____

What general skills/experience/education would you like to share in your work for the City of Kelso?  
**BA CAL STATE UNIVERSITY, SACRAMENTO, 1974**  
**AA URBAN RENEWAL, Delta College, Stockton CA 1972**  
**NUMEROUS VOLUNTEER PANELS, GROUPS, BOARDS**

#### 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 <b>Kathy Hill</b>	Address/City/State/Zip <b>1100 N 22ND AVE Kelso</b>	Phone <b>577 4909</b>
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#### References (do not list relatives)

Name	Address/City/State/Zip	Phone
<b>GARY Butts</b>	<b>1163 NE 63RD PORTLAND</b>	<b>503 701 4111</b>
<b>MARJORIE Young</b>	<b>2125 BLOYD Kelso</b>	<b>503 425 6923</b>
<b>JAMIE MacFARLAND</b>	<b>PORTLAND, OR</b>	<b>503 971 221 8148</b>

### Notice to Volunteers

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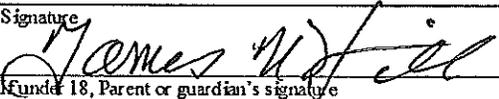
The data furnished on this form is furnished voluntarily and will be used to contact, interview and place volunteers and/or commission, board or committee members.

### 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 2/25/14
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**

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**SUBJECT TITLE:**

ADOPTING AN INTERLOCAL AGREEMENT  
WITH COWLITZ COUNTY FOR THE PROVISION  
OF GEOGRAPHICAL INFORMATION SYSTEM  
SERVICES

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** \_\_\_\_\_ City Manager \_\_\_\_\_

**For Agenda of:** May 6, 2014

**Originator:** Steve Taylor

**PRESENTED BY:**

Steve Taylor

**City Attorney:**     **Janean Parker**

**City Manager:**     **Steve Taylor**

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**Agenda Item Attachments:**

Interlocal Agreement with Cowlitz County for GIS Services

**SUMMARY STATEMENT:**

The City of Kelso has entered into a planning services agreement with the Cowlitz-Wahkiakum Council of Governments to obtain data and maps related to the Comprehensive Plan Update. To complete that project, the City desires to acquire GIS imagery and consultation services from Cowlitz County's Department of Information Services to assist the Council of Governments through an Interlocal Agreement. The terms of the County's services to the City are contained in the proposed Agreement.

The total cost of GIS services contained within the scope of work with the CWCOG totals \$11,949.95. The costs associated with Cowlitz County's work are budgeted within this amount.

**OPTIONS:**

- 1) Move to approve the Interlocal Agreement with Cowlitz County for GIS services;
- 2) Do not approve the Interlocal Agreement;
- 3) Take no action and defer consideration to a subsequent regular meeting.

**RECOMMENDED ACTION:**

Move to approve the Interlocal Agreement with Cowlitz County for GIS services.

**AGREEMENT BETWEEN THE COUNTY OF COWLITZ,  
WASHINGTON AND CITY OF KELSO, WASHINGTON, FOR GIS  
IMAGERY AND CONSULTATION SERVICES**

**This agreement is between Cowlitz County, a municipal corporation of the State of Washington (hereinafter “County”) and City of Kelso, a municipal corporation of the State of Washington (hereinafter “City”).**

**Recitals**

WHEREAS, RCW 39.34.080 and other Washington law, authorizes any public agency to contract with any other county or city to perform any governmental service, activity or undertaking which each contracting county or city is authorized by law to perform; and

WHEREAS, City has entered into a planning services agreement with the Cowlitz-Wahkiakum Council of Governments, and desires to acquire GIS imagery and consultation services from County and County’s Department of Information Services to assist with said agreement and project; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement as authorized and provided for by RCW 39.34 and RCW 36.92, and other Washington law, as currently exists or may be amended;

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable considerations, the parties hereto agree as follows:

**Agreement**

1. **GOVERNING LAW AND VENUE**

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to GIS imagery and consultation services pursuant to this Agreement. Venue shall lie in the courts of Cowlitz County, Washington.

2. **DURATION**

As provided by RCW 39.34.040, this Agreement shall take effect when it has (i) been duly executed by both parties, and (ii) either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect until December 31, 2014, unless terminated earlier pursuant to Section 3. By mutual agreement of the Parties, this Agreement may be extended for an additional one (1) year period.

3. **TERMINATION**

(a) This Agreement may be terminated by written notice from either party to the other party delivered by regular mail to the contact person identified herein, provided that termination shall become effective sixty (60) calendar days after receipt of such notice. Notice will be presumed received 3 working days after the notice is posted in the mail.

(b) In the event of termination of this Agreement for any reason, City shall reimburse County for GIS imagery and consultation services to the City through the time of termination, as well as the costs of any and all non-cancelable obligations. County shall notify the City within thirty (30) days of the date of termination of all remaining costs. No payment shall be made by City for any expense incurred or Services performed following the effective date of termination unless authorized in writing by the City.

#### 4. MAILING ADDRESSES

All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

##### COUNTY

Contact: David Wallis, GISP, CMS  
Cowlitz County IT/GIS Director  
207 4th Ave N  
Kelso, WA 98626  
360-577-3024 x6730

##### CITY

Contact: Steve Taylor  
City of Kelso City Manager  
P.O. Box 819  
203 S. Pacific, #217  
Kelso, WA 98626  
360-577-3301

#### 5. RESPONSIBILITIES

(a) County Responsibilities. Upon a signed and recorded Agreement, County agrees to furnish the City with the following GIS products and consultation services, as reasonably requested in advance by City:

(i) County shall provide the GIS Imagery and Consultation Services as set forth in Exhibit A (Scope of Work) attached hereto.

(ii) City understands that County shall retain discretion regarding provision of GIS Imagery and Consultation Services in accordance with County guidelines, standards or procedures regarding such imagery and services.

(b) City Responsibilities. City agrees to allocate sufficient resources, information and staff, through itself or its agent or designee, to allow County to fulfill specific GIS Imagery and Consultation Services set forth in Exhibit A, and to timely pay for invoiced Services.

#### 6. COST OF SERVICES

In exchange for the Services provided under this Agreement, City shall pay County as based on the adopted rate or fee schedule of County in effect at the time the Services are provided, which include, but are not limited to employee salary and benefits, and costs and materials, and an administration charge.

#### 7. PAYMENT FOR SERVICES

(a) County will deliver an invoice to City monthly, or as defined in any supplemental agreement, detailing charges for Services rendered during the preceding month. City shall pay County within thirty (30) days of receiving County's invoice.

(i) A late payment administrative fee may be applied to any unpaid balance sixty (60) days past due. Late payment fees, if any, will be imposed on the unpaid balance at a rate of 1% per month.

(ii) For invoices with unpaid balances more than ninety (90) days past due, this Agreement may be terminated and Services discontinued.

(iii) Invoices disputed by City pursuant to Section 8 are not subject to late payment fees as described in this section.

8. DISPUTED INVOICES.

(a) Within thirty (30) days of receipt of an invoice or performance of Services, whichever occurs later, City will notify County in writing of any issues regarding the invoice, or performance of Services that City believes does not conform to this Agreement and/or applicable Supplemental Agreement. Failure to give written notice constitutes waiver of any objection to performance of Services or Invoice.

(b) The parties shall attempt to mutually resolve any issues identified per Section 8(a).

9. WARRANTY AND TITLE

(a) Data and Services furnished for use by City by County are furnished on an "as is" basis with no representations or warranties regarding use or results. CITY'S USE IS AT ITS OWN RISK. COUNTY DOES NOT WARRANT THAT DATA OR SERVICES PROVIDED HEREUNDER WILL BE ERROR-FREE. COUNTY DOES NOT MAKE AND HEREBY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. No employee or agent of County is authorized nor may waive or modify this paragraph.

(b) Title to all data furnished by County without remuneration by City shall remain in County. Title to all data purchased by City for which City has reimbursed County and is used as component of Services provided under this Agreement shall pass to and vest in City.

(c) County shall be responsible for any loss or damage to City data that City furnishes to County to be used as a component of Services provided under this Agreement.

10. RETENTION AND CONFIDENTIALITY

(a) County is not responsible for the backup, retention, or archive of data or Services provided to City, under this Agreement or under State law. In the event City requests another copy of data or Services, County shall be financially compensated for its actual costs to create and deliver an additional copy.

(b) City acknowledges that both parties are public agencies subject to Washington public disclosure laws, and as such are required to allow members of the public access to public documents, as that term is defined at law, within City's and County's possession and control. In the event County receives a public request for information regarding the data or Services provided to City, County will notify City to allow City to seek a protective order under applicable laws. City shall clearly mark, in advance, all documents which it believes to be confidential or proprietary.

11. DISPUTES

(a) Should a dispute arise as to the levels of compensation between the parties, such dispute shall be progressively resolved in the following manner:

- 1) Through negotiations between respective contacts for City and County; or
- 2) In the event that the parties do not reach agreement within 90 days of commencing negotiations, the matter will be submitted to a mediator or arbitrator as below.

(b) The parties may mutually agree to extend the negotiation period. However, if a dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS-Seattle. Following

mediation, or upon written contract of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

12. INSURANCE

Each Party shall maintain its own insurance and/or self-insurance for its liabilities arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, *or* lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified party(s).

13. HOLD HARMLESS AND INDEMNIFICATION

Each party (the “Indemnifying Party”) agrees to indemnify, defend and hold harmless the other (the “Indemnified Party”), and its officials, employees, agents and assigns, from and against any and all losses, liabilities, claims, costs, damages, and expenses, that may arise directly or indirectly out of any breach or alleged breach of this Agreement, or are the result of its wilful misconduct. The Indemnified Party shall promptly provide the Indemnifying Party with written notice of any claim which it reasonably believes falls within the scope of this paragraph and shall cooperate with the Indemnifying Party in the investigation and defense of the same. It is further specifically and expressly understood that the indemnification provided herein constitutes City’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

14. INDEPENDENT CONTRACTOR

In providing services under this Agreement, County is an independent contractor and neither it, nor its officers, officials, agents or employees are employees of City for any purpose, including responsibility for any federal or state tax, industrial insurance, or Social Security liability. Neither shall the provision of services under this agreement give rise to any claim or career service or civil service rights, which may accrue to an employee of City under any applicable law, rule or regulation.

15. ASSIGNMENT

This Agreement shall not be assigned by either party to a third party without the prior written consent of both County and City, which consent shall not unreasonably be withheld; EXCEPT THAT, City is preapproved to assign performance of portions of its obligations and its benefits under this Agreement to the Cowlitz-Wahkiakum Council of Governments (“COG”), to which the City has entered into a services agreement for planning services associated with its Comprehensive Plan, AND EXCEPT THAT City shall remain the responsible and liable party for City’s performance and obligations under this Agreement under any assignment.

16. CONCURRENT ORIGINALS

This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

17. ENTIRE AGREEMENT

The written provisions and terms of this Agreement, together with any attachments, supersede all prior verbal statements by any representative of the parties, and those statements shall not be construed as forming a part of or altering in any manner this Agreement. This Agreement and any attachments contain the entire Agreement between the parties. Should any language in any attachment conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

18. SEVERABILITY

Should any provision of this Agreement be determined to be unenforceable by a court of law, such provision shall be severed from the remainder of the Agreement, and such action shall not affect the enforceability of the remaining provisions herein.

IN WITNESS WHEREOF, the parties below have executed this Agreement, and by doing so, acknowledge that they have read this Agreement understand its terms, and enter this Agreement in a knowing, intelligent, and voluntary manner.

CITY OF KELSO, WASHINGTON

COUNTY OF COWLITZ, WASHINGTON

\_\_\_\_\_  
Steve Taylor, City Manager  
*[Subject to Council ratification]*

\_\_\_\_\_  
Michael Karnofski, Chairman  
Board of County Commissioners  
*[Subject to Board ratification]*

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Brian Butterfield, City Clerk

\_\_\_\_\_  
Tiffany Ostreim, Clerk of Board

APPROVED:

\_\_\_\_\_  
County Information Services Director

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Janean Parker, City Attorney

\_\_\_\_\_  
Douglas Jensen, Civil Deputy Prosecutor

**EXHIBIT A (Scope of Work)**  
**GIS Tasks for Kelso Comprehensive Plan**  
**04/30/2014**

Deliverable	Item
D1 <i>(Task 1.3 COG Contract-Required)</i>	<ul style="list-style-type: none"> <li>a. Amend methodology and map;</li> <li>b. Create map templates to be used throughout project;</li> <li>c. Map Adopted Comprehensive Plan Future Land Use, Zoning and Existing Land Use;</li> <li>d. Analyze Existing Land Use data and prepare a report on various uses of the built environment (# of properties by use, acres, % of totals, etc.);</li> </ul>
D2	8.5" x 11" pdf of the following: <ul style="list-style-type: none"> <li>1. Existing Land Use map</li> <li>2. Future Land use Map</li> <li>3. Zoning Map</li> </ul>
D3	36" x 48" pdf of the following: <ul style="list-style-type: none"> <li>1. Existing Land Use map</li> <li>2. Future Land use Map</li> <li>3. Zoning Map</li> </ul>
D4	Tables, charts and graphs for inclusion in the report (formatted in either Word or Excel) <ul style="list-style-type: none"> <li>1. Existing Land Use map</li> <li>2. Future Land use Map</li> <li>3. Zoning Map</li> </ul> Tables to include the following: <ul style="list-style-type: none"> <li>A. Existing Land Use by acres and as a percentage of the total.</li> <li>B. Existing Vacant properties by zoning district, total acres and as a percentage of the total.</li> <li>C. Existing Vacant properties potentially encumbered by combined categories of critical areas by zoning district, total acres and as a percentage of the total.</li> <li>D. Existing Vacant properties by Comprehensive Plan Future Land Use Designation, total acres and as a percentage of the total.</li> <li>E. Existing Vacant properties potentially encumbered by combined categories of critical areas by Comprehensive Plan Future Land Use Designation, total acres and as a percentage of the total.</li> <li>F. Zoning by acres and as a percentage of the total.</li> <li>G. Non-compliant properties in each zoning district by acres and as a percentage of the total.</li> </ul> Comprehensive Plan Future Land Use Designation by acres and as a percentage of the total.
D5 <i>(Task 1.4 COG Contract-Optional)</i>	Map results of the compliance analysis with an individual map of each non-complying property
D6	Pdf map atlas depicting each non-complying property at the parcel level. <i>[Even though it has been requested to be removed, it is the CWCOG's recommendation that the atlas be included. On a poster-size map of the city, a two-acre parcel will be smaller than a small fingernail. If the atlas is not included, the data for the compliance analysis information may not be conveyed in a meaningful manner. This would not increase the time or cost allocation.]</i>
D7	Tables, charts and graphs of the compliance analysis for inclusion in the report (Word or Excel)
D8	Tables, charts and graphs of existing demographic for inclusion in the report (Word or Excel)
D9	Pdf 8.5" x 11" Census maps

*D = Deliverable*

## AGENDA SUMMARY SHEET

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AGENDA ITEM: Ordinance 1st reading.  
Budget revision #2 for the 2014 fiscal year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: Brian Butterfield

\_\_\_\_\_

AGENDA ITEM # \_\_\_\_\_

FOR AGENDA OF: 5/6/2014

ORIGINATING DEPT: Finance

DATE SUBMITTED: 5/1/2014

COST OF ITEM: \_\_\_\_\_

AMT. BUDGETED \_\_\_\_\_

CITY ATTY. APPROVAL \_\_\_\_\_

CITY MGR. APPROVAL \_\_\_\_\_

AGENDA ITEM PAPERWORK:

SUMMARY STATEMENT/DEPT. RECOMMENDATION:

This proposed revision will allow the city to purchase two vehicles for the police department, upgrade one of our service trucks in the sewer department, and perform some needed bridge maintenance that was unanticipated at the time the budget was adopted.

Revisions include the following:

**General Fund:**

- \$80,000 transfer to the Equipment Reserve Fund.

**Street Fund:**

- \$60,000 for bridge maintenance. Money will come from reserves set aside for bridge maintenance.

**Equipment Reserve Fund:**

- \$80,000 to purchase two police vehicles.
- \$14,000 to upgrade service truck from sewer department.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF KELSO RELATING TO PUBLIC EXPENDITURES AND DECLARING AN EMERGENCY UNDER THE PROVISIONS OF RCW 35A.34.150, FIXING THE AMOUNT OF MONEY REQUIRED TO MEET SUCH EMERGENCIES AND AUTHORIZING THE EXPENDITURE OF MONEY NOT PROVIDED FOR IN THE 2013-2014 BIENNIAL BUDGET OF THE CITY.**

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

**SECTION 1.** That by reason of the inability of the City and its officials to foresee and compute with accuracy the actual revenue and necessary expenditures of public funds for the current expenses of the City, an emergency is hereby declared under the provisions of RCW 35A.34.150, and it is deemed necessary to make the following amendment to the budget by increasing the following line items by the amounts set forth below for the 2014 Budget, to-wit:

**GENERAL FUND**

Revenues

001-00-308-00-00	Beginning Fund Balance	\$	80,000.00
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Expenditures

001-06-521-20-20-0	Equipment Reserve Transfer	\$	80,000.00
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**STREET FUND**

Revenues

101-16-308-00-00	Beginning Fund Balance - Reserved	\$	60,000.00
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Expenditures

101-16-542-50-48-0	Bridge Repair & Maintenance	\$	60,000.00
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**EQUIPMENT RESERVE FUND**

Revenues

502-33-308-00-00	Beginning Fund Balance	\$ 14,000.00
502-33-336-90-01	Contributions - Police	<u>80,000.00</u>
		\$ 94,000.00

Expenditures

502-33-594-48-64-2	Police Fleet	\$ 80,000.00
502-33-594-48-64-5	Water/Sewer Fleet	<u>14,000.00</u>
		\$ 94,000.00

**SECTION 2.** It is hereby ordered that the aforesaid sum be and the same is hereby appropriated in excess of the budget of the City of Kelso for 2014 and further that said budget be and the same is hereby amended accordingly.

**SECTION 3.** This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this \_\_\_\_\_ day of May, 2014.

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

PUBLISHED: \_\_\_\_\_

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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**SUBJECT TITLE:** RESOLUTION  
AUTHORIZING THE CITY MANAGER TO  
SPONSOR CERTAIN PUBLIC COMMUNITY  
EVENTS THROUGH WAIVER OF SPECIAL  
EVENT PERMIT FEES AND PARK RENTAL FEES.

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** \_\_\_\_\_ City Council \_\_\_\_\_

**For Agenda of:** \_\_\_\_\_ May 6, 2014 \_\_\_\_\_

**Originator:** \_\_\_\_\_ Steve Taylor \_\_\_\_\_

**City Attorney:** **Janean Parker**

**City Manager:** **Steve Taylor**

**PRESENTED BY:**

Steve Taylor

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### **Agenda Item Attachments:**

Resolution

### **SUMMARY STATEMENT:**

The attached resolution authorizes the City Manager to waive certain fees related to special event permits, city office facility rental, and parks reservations for identified groups that sponsor community events which promote economic development and local businesses, provide community services, and fill special community needs. Examples of these events are the Highlander Festival & Parade, Iron Horse Festival, and the Witches Hollow Halloween celebration. Additionally, special community needs are being served by the newly-established South Kelso Neighborhood Association, and park maintenance and improvements are regularly sponsored by the Kelso Rotary and Lions service organizations.

It is proposed to waive the fees for office/meeting facilities and parks rental for these organizations as their use of these facilities are needed for their engagement in community service activities. Assessment of the fees are a hardship for the organizations and may likely inhibit their participation in the activities that provide public services and the promotion of local businesses. The events must be consistent with adopted City goals and programs.

The specific organizations listed in the resolution are:

- Kelso Downtown Revitalization Association
- Highlander Festival Association
- South Kelso Neighborhood Association
- Kelso Rotary Club
- Kelso Lions Club

The City Council may modify this list at any time, but staff is proposing to bring the resolution forward each January for consideration of additions and deletions.

**OPTIONS:**

- 1) Move to approve the Resolution authorizing the waiver of city fees for certain community events;
- 2) Do not approve the Resolution;
- 3) Provide guidance to staff on amending the Resolution and bring back for consideration at a future meeting.

**FISCAL IMPACT:**

Less than \$1,000.

**RECOMMENDED ACTION:**

Approve the Resolution authorizing the waiver of city fees for certain community events.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF KELSO, WASHINGTON, AUTHORIZING THE CITY MANAGER TO SPONSOR CERTAIN PUBLIC COMMUNITY EVENTS THROUGH WAIVER OF SPECIAL EVENT PERMIT FEES AND FACILITY AND PARK RENTAL FEES**

WHEREAS, the City of Kelso has many local non-profit community groups that promote economic development and local businesses, sponsor community events, provide services to the community, volunteer to maintain or improve public facilities, and work to fulfill special community needs; and

WHEREAS, these community groups benefit the City by helping to fulfill the City Council goals for the City; and

WHEREAS, it is in the public interest to assist these community groups with those functions that further promote economic development and support the goals of the City Council; and

WHEREAS, special event permit fees and facility use and rental fees can create a hardship for those community groups to sponsoring community events within the City that provide needed public services, promote local businesses, and benefit Kelso citizens;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY RESOLVE:

**SECTION 1.** The City manager is authorized to waive the City special event permit fees for those events requiring a special event permit, and the rental fee for office facilities, that are public community events or meetings which promote economic development or fill a special community need. Such events must be consistent with adopted City goals and programs and be sponsored by one of the following community groups:

1. Kelso Downtown Revitalization Association
2. Highlander Festival Association
3. South Kelso Neighborhood Association

**SECTION 2.** The City manager is authorized to waive City park rental fees for community events which promote economic development or fill a special community need. Such waivers shall be limited to

two times annually for any group. Such events must be consistent with adopted City goals and programs and be sponsored by one of the following community groups:

1. Kelso Rotary Club
2. Kelso Lions Club
3. South Kelso Neighborhood Association
4. Highlander Festival Association
5. Kelso Downtown Revitalization Association

**SECTION 3.** The City manager is authorized to adopt such procedures as may be necessary to implement this resolution.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:  
  
\_\_\_\_\_

CITY CLERK

APPROVED AS TO FORM:  
  
\_\_\_\_\_

CITY ATTORNEY

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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**SUBJECT TITLE:**

Resolution for Police Surplus Vehicles

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** Public Works

**For Agenda of:** May 6, 2014

**PRESENTED BY:**

Randy Johnson  
Public Works Superintendent

**Cost of Item:** \_\_\_\_\_

**City Manager:** Steve Taylor

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**AGENDA ITEM ATTACHMENTS:**

Proposed Resolution

**SUMMARY STATEMENT:**

The Public Works Department Fleet Division is requesting to declare the following Police Vehicles as surplus and no longer of use to the City. The vehicles have reached their service life and to maintain them for the Police Fleet would not be in the best interest of the department. Vehicles will be sold to a dealer and the funds will be used towards the purchase of a new police vehicle. A 2001 Mercury Sable has already been declared surplus on 4/2/2013, and will be used as trade-in as well.

Year/Make	Vehicle Identification Number	City Fleet Number
2001 Chevrolet Impala	2G1WF52K219162975	6-401
2004 Ford Expedition	1FMPU16L83LA71729	6-406
2006 Ford Crown Victoria	2FAHP71W66X103403	6-617
2007 Ford Crown Victoria	2FAHP71W77X111186	6-718

**RECOMMENDED ACTION:**

Move to approve the vehicle surplus resolution.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF KELSO, WASHINGTON,  
DECLARING CERTAIN PERSONAL PROPERTY OF THE CITY  
OF KELSO TO BE SURPLUS AND DIRECTING THE  
DISPOSITION THEREOF.**

THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY RESOLVE:

**SECTION 1.** The item(s) of personal property listed below are hereby declared  
to be surplus and no longer necessary use to the City:

Year/Make	Vehicle Identification Number	City Fleet Number
2001 Chevrolet Impala	2G1WF52K219162975	6-401
2004 Ford Expedition	1FMPU16L83LA71729	6-406
2006 Ford Crown Victoria	2FAHP71W66X103403	6-617
2007 Ford Crown Victoria	2FAHP71W77X111186	6-718

**SECTION 2.** The personal property described herein shall be disposed of  
according to city policy.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this \_\_\_\_\_ day of  
\_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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### **SUBJECT TITLE:**

Resolution for the Public Works Board 2016  
Construction Loan Program

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** Engineering \_\_\_\_\_

**For Agenda of:** May 6, 2014 \_\_\_\_\_

### **PRESENTED BY:**

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

**Cost of Item:** Loan repayment varies depending on  
loan award \_\_\_\_\_

**City Manager:** Steve Taylor \_\_\_\_\_

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### **AGENDA ITEM ATTACHMENTS:**

Resolution - Public Works Board Loan

### **SUMMARY STATEMENT:**

The Washington State Public Works Board is authorized by state statute to loan money to cities to repair, replace or create streets and storm sewer systems. For this loan cycle, funding is contingent on Legislative and Gubernatorial approval during the 2015 Legislative session, and the Public Works Board can award the City up to \$7,000,000 total for both loans.

The City will apply to the Public Works Board for two construction loans. The two loan applications will be for street and stormwater rehabilitation projects on Yew and Chestnut Streets. Both projects are high priority on the City's Six-Year Capital Improvement Program. The combined total for both loans is not expected to be in excess of \$3,500,000.

The Public Works Board process requires Council to adopt this resolution prior to submittal of the application. This is not an acceptance of a loan at this time. It is simply an acknowledgement that if the City is selected for and accepts one or more Public Works Board loans, there are adequate resources to repay the loan.

### **FINANCIAL SUMMARY:**

The City is not required to provide matching funds and there is no loan fee. The loan's interest rate for up to 30 years is 1.28% with a 1% or less debt service coverage ratio. The following funds can be used for repayment of the loan(s): Street Maintenance, Arterial Street, Kelso Transportation Benefit District, and Drainage. Debt service on \$3,500,000 at 1.28% amounts to approximately \$141,233 per year.

### **RECOMMENDED ACTION:**

Staff recommends Council adopt the Resolution for the Public Works Board 2016 Construction Loan Program.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
KELSO RELATED TO THE PUBLIC WORKS BOARD 2016  
CONSTRUCTION LOAN PROGRAM.**

WHEREAS, the Council is pursuing a Public Works Board fiscal year 2016 construction loan for street and stormwater rehabilitation projects; and

WHEREAS, the repayment of the Public Works Board 2016 Construction loan funding requires adequate revenue to meet debt service.

IT IS HEREBY RESOLVED that the Council agrees to maintain adequate revenue streams sufficient to provide funds to pay all system operating expenses and debt repayments during the term of the loan.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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### **SUBJECT TITLE:**

1<sup>st</sup> Reading, Ordinance amending the official zoning map to correct zoning designation of parcels 22490, 22491, 22492, 22493 and include information related to marijuana land uses.

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** Community Development

**For Agenda of:** May 6, 2014

**Cost of Item:** N/A

**Interim City Manager:** Steve Taylor

### **PRESENTED BY:**

Michael Kardas  
Community Development Director

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### **AGENDA ITEM ATTACHMENTS:**

Proposed Ordinance  
Proposed Official Zoning Map  
Copy of Ordinance No. 3090  
Reference Map (current incorrect zoning)

### **SUMMARY STATEMENT:**

Through research city staff determined Ordinance No. 3090 passed in 1988 was the last ordinance passed relating to the zoning of said properties listed below and for unknown reasons the zoning map was not updated to reflect the correct zoning designations.

The city of Kelso has learned there is an error in the official zoning map regarding the following parcels:

Parcels:	Addressed as:
22490	201 SW 2 <sup>nd</sup> Ave.
22491	203 SW 2 <sup>nd</sup> Ave.
22492	205 SW 2 <sup>nd</sup> Ave.
22493	209 SW 2 <sup>nd</sup> Ave.

The current incorrect zoning is Residential Single Family - 5000sq.ft. min. (RSF-5) and the proposed zoning should be Commercial-West Kelso (CWK). The property owners have been notified of this error.

The updated zoning map will also include information as it pertains to land use and zoning to regulate marijuana land uses per Ordinance No. 14-3821.

### **RECOMMENDED ACTION:**

Staff recommends council make a motion to approve the proposed ordinance on 1<sup>st</sup> reading, amending the official zoning map to correct zoning designation of parcels 22490, 22491, 22492, and 22493 and include information related to marijuana land uses.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF KELSO AMENDING THE OFFICIAL ZONING MAP OF THE CITY TO REFLECT THE CORRECT DESIGNATION OF CERTAIN PARCELS OF PROPERTY.

WHEREAS, the City has learned that there is an error in the official zoning map of the city regarding the designation of parcels of property; and

WHEREAS, the City is desirous to correct this error; now, therefore,

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

SECTION 1. That the official Zoning Map of the City of Kelso is hereby amended to provide as follows:

<u>PARCEL NO.</u>	<u>OWNER</u>	<u>CURRENT ZONING</u>	<u>PROPOSED ZONING</u>
22490	Grimes Jerry/Cheryl	RSF-5 (Residential	CWK (Commercial –
22491	Harriman Carl J/Melanie	Single Family - 5000	West Kelso)
22492	Scott Timothy G/Donna J	sq.ft. minimum)	
22493	Sessions Harold G/Adrienne		

SECTION 2. This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

ADOPTED by the City Council and SIGNED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

PUBLISHED: \_\_\_\_\_

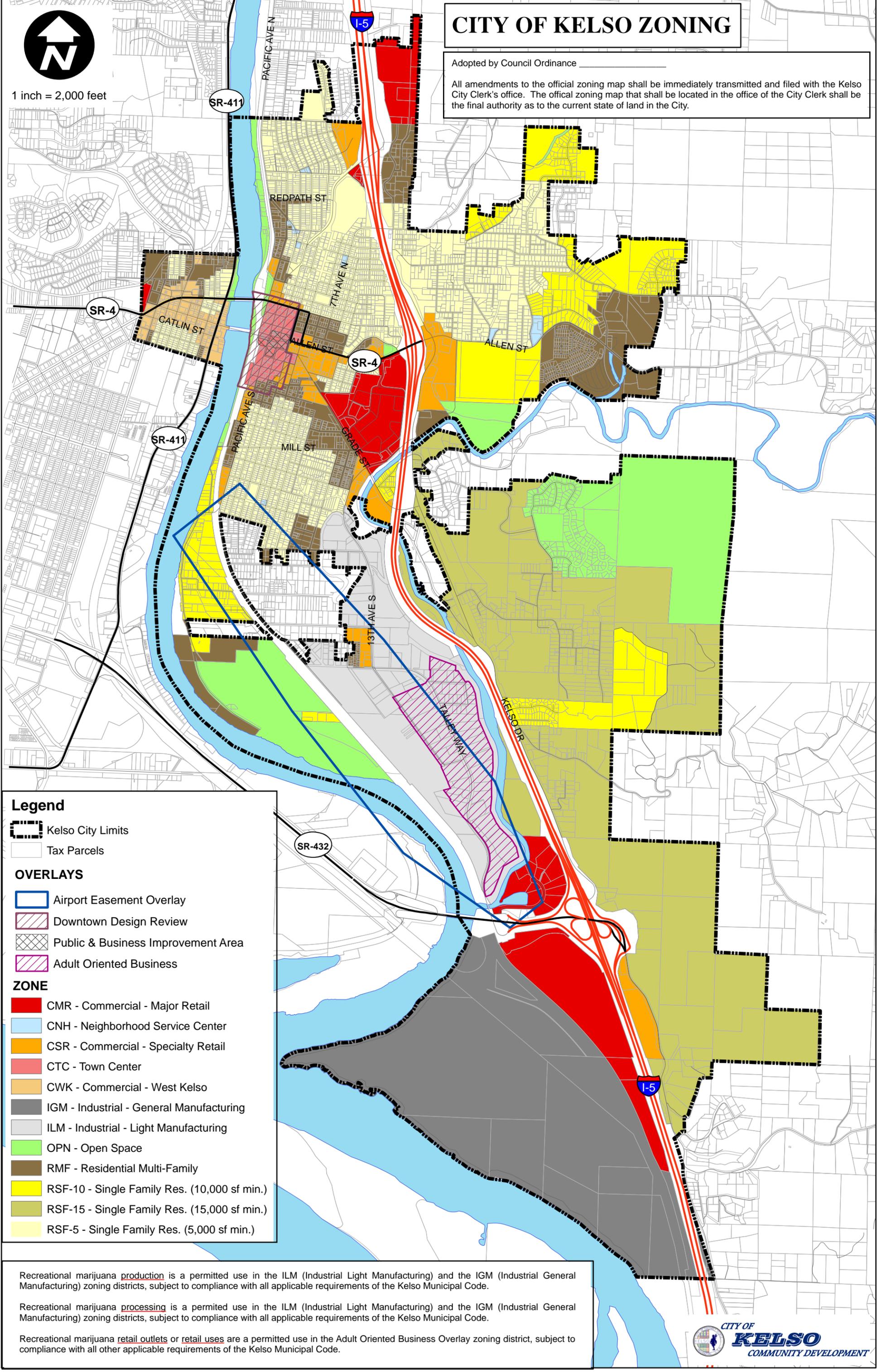


1 inch = 2,000 feet

# CITY OF KELSO ZONING

Adopted by Council Ordinance \_\_\_\_\_

All amendments to the official zoning map shall be immediately transmitted and filed with the Kelso City Clerk's office. The official zoning map that shall be located in the office of the City Clerk shall be the final authority as to the current state of land in the City.



## Legend

Kelso City Limits

Tax Parcels

### OVERLAYS

Airport Easement Overlay

Downtown Design Review

Public & Business Improvement Area

Adult Oriented Business

### ZONE

CMR - Commercial - Major Retail

CNH - Neighborhood Service Center

CSR - Commercial - Specialty Retail

CTC - Town Center

CWK - Commercial - West Kelso

IGM - Industrial - General Manufacturing

ILM - Industrial - Light Manufacturing

OPN - Open Space

RMF - Residential Multi-Family

RSF-10 - Single Family Res. (10,000 sf min.)

RSF-15 - Single Family Res. (15,000 sf min.)

RSF-5 - Single Family Res. (5,000 sf min.)

Recreational marijuana production is a permitted use in the ILM (Industrial Light Manufacturing) and the IGM (Industrial General Manufacturing) zoning districts, subject to compliance with all applicable requirements of the Kelso Municipal Code.

Recreational marijuana processing is a permitted use in the ILM (Industrial Light Manufacturing) and the IGM (Industrial General Manufacturing) zoning districts, subject to compliance with all applicable requirements of the Kelso Municipal Code.

Recreational marijuana retail outlets or retail uses are a permitted use in the Adult Oriented Business Overlay zoning district, subject to compliance with all other applicable requirements of the Kelso Municipal Code.

ORDINANCE NO. 3090

AN ORDINANCE RELATING TO ZONING AND AMENDING ZONING ORDINANCE NO.3075 SO AS TO CHANGE THE ZONING DESIGNATION FOR CERTAIN PROPERTY SITUATED AT 201, 203, 205, AND 209 WEST 2ND AVENUE, KELSO, WASHINGTON, FROM R-3 TO C-3 AND MODIFYING THE COMPREHENSIVE PLAN TO CONFORM THEREWITH.

WHEREAS, Tim Scott made application to the City for rezone of certain property situated on West 2nd Avenue in Kelso, Washington, and

WHEREAS, the Planning Commission of the City of Kelso, Cowlitz County, Washington, after notice to all parties and public hearing held on November 5, 1987 thereof, has recommended that said property be re-zoned in conformity with the sections following, and

WHEREAS, the City Council of the City of Kelso, after hearing on December 1, 1987 and finding that SEPA has been complied with, hereby declares that such changes should be made in the City's Zoning Ordinance as are in conformity with the recommendation of the Planning Commission of said City, NOW THEREFORE,

SECTION 1. That the following described real property situated in the City of Kelso, Cowlitz County, Washington, and shown on the Use District Map of said City as being situated in Residential District No. 3 (R-3) high density, be and the same is hereby deleted from the said zone and the same be and is hereby transferred to Heavy Commercial Use District (C-3), to-wit:

Lots 1, 2, 3, 4, and 5 of Block 2, Park's Addition to Kelso, Cowlitz County, Washington.

11.11.11

060800

SECTION 2. That the Use District Map as provided for in Section 1 or Ordinance No. 3075 be and the same is hereby amended and altered so that the property above-described is deleted from and transferred to those zoning classifications as indicated above and the proper officers be and they are hereby directed to alter and change the said Use District Map of said City by changing and altering the same in conformity herewith.

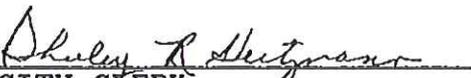
SECTION 3. That the Comprehensive Plan designation relative to such property is hereby modified from High Density Residential to Convenience Shopping (CS).

SECTION 4. This Ordinance shall be in full force and effect five days after its passage and posting as provided by law.

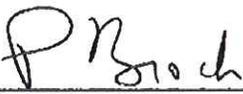
ADOPTED by the City Council and SIGNED by the Mayor this 19<sup>th</sup> day of January, 1988.

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED AS TO FORM:

  
CITY ATTORNEY

Date: 1/20/88

To: Longview Daily News - Legal Publications

Please Publish 197-d-3090

On Saturday, Jan - 23, 1988

Thank you,

Shirley R. Heitzmann  
Shirley R. Heitzmann  
City Clerk  
City of Kelso, Wash.

\* Please send affidavit  
of publication.

*Copy  
to [unclear]*

REFERENCE ONLY  
Current zoning of parcels

