

Pastor Jay Peach, from the Faith Center, gave the invocation. Mayor Nancy Malone led the flag salute. Mayor Malone called the Regular Meeting of the Kelso City Council to order. Councilmembers in attendance were, Keenan Harvey, Lisa Alexander, Nancy Malone, Mike Karnofski, Jeffrey McAllister, Kim Lefebvre, and Jim Hill.

Minutes: Upon motion by Councilmember Harvey, seconded by Councilmember Karnofski, 'Approve the Minutes of the 11/16/21 Regular Meeting.' Motion passed, all voting yes.

OATH OF OFFICE:

Finance Director/City Clerk Brian Butterfield swore in Jim Hill to Council Position No. 4.

INTRODUCTION:

Library Manager Natalee Corbett introduced Victoria Rivera as the new Youth Services Librarian.

CITIZENS BUSINESS:

Kirsten Markstrom, from Kelso, spoke about the Tree Lighting Event.

CONSENT AGENDA:

- **Interlocal Agreement Addendum No. 3:** Southwest Washington Regional Airport Management, Administration, and Maintenance Services – City of Kelso.

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

COUNCIL BUSINESS:

Contract Award – Huntington Middle School Safety Improvements Design Services:

Community Development Director/City Engineer Mike Kardas briefed the Council on the contract. Upon motion by Councilmember McAllister, seconded by Councilmember Harvey, 'Approve the contract with Harper Houf Peterson Righellis, Inc (HHPR) for \$143,095.21.' Motion passed, all voting yes.

Discussion – Kelso Housing Authority (KHA) Board Appointment: Continued from the November 16, 2021 Council Meeting. City Manager Hamilton brought forward KHA bylaws pertaining to eligible members. He reiterated KHA's request that Zachary Charette be appointed to the Board. Councilmember McAllister commented that he had

turned in an application to the KHA Board. After discussion, it was the consensus of the Council to bring this item back for further discussion at the next regular meeting.

Discussion – Council Rules and Procedures: A continuation of the discussion from the November 16, 2021 Council Meeting. Upon motion by Councilmember Harvey, seconded by Councilmember Alexander, ‘Direct the City Attorney to draft a Code of Conduct with progressive discipline language for councilmembers.’ Upon motion by Councilmember Hill, seconded by Councilmember Lefebvre, ‘Table this item until all Councilmembers are seated in January’. Councilmembers Karnofski, Lefebvre, and Hill voted yes. Councilmembers Harvey, McAllister, Alexander, and Malone voted no. Motion to Table failed, 3 to 4. Mayor Malone reiterated the original motion to have the city attorney draft a code of conduct with progressive discipline language for councilmembers. Lengthy discussion followed. Motion passed, all voting yes.

In regards to the Council Rules and Procedures agenda item, a committee was formed to review the current Council Rules and Procedures. The assigned committee members were Councilmembers Karnofski, Alexander, and Harvey. Staff was directed to organize a meeting with the city attorney to work out a plan.

MOTION ITEMS:

Ordinance No. (1st Reading) Amending Ordinance 19-3937 Fixing the Private Fire System Connection Charge for 2020-2024: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McAllister seconded by Councilmember Lefebvre, ‘Pass on 1st reading, ‘AN ORDINANCE OF THE CITY OF KELSO, WASHINGTON AMENDING ORDINANCE NO 19-3937 FIXING THE PRIVATE FIRE SYSTEM CONNECTION FEES TO BE CHARGED BY THE CITY.’ Motion passed, all voting yes.

Resolution No. 21-1254 Declare Surplus of Certain City Property, KPD Firearms: The Deputy Clerk read the proposed resolution by title only. Upon motion by Councilmember Lefebvre, seconded by Councilmember McAllister, ‘Pass Resolution No. 21-1254, ‘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.’ Motion passed, all voting yes.

Resolution No. 21-1255 Amending the Employee Handbook and Non-Represented Salary Matrix: The Deputy Clerk read the proposed resolution by title only. Upon motion by Councilmember Lefebvre, seconded by Councilmember Harvey, ‘Pass Resolution No. 21-1255, ‘A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO AMENDING RESOLUTION NO. 20-1241 AND ADOPTING CHANGES TO THE SALARY CLASSIFICATION SYSTEM FOR NON-REPRESENTED EMPLOYEES, AND AMENDING THE PERSONNEL POLICY HANDBOOK

APPLYING TO THE EMPLOYEES OF THE CITY AS INDICATED THEREIN.’

Motion passed, all voting yes.

MANAGER’S REPORT:

Andrew Hamilton: 1) Provided a COVID-19 statistics update. 2) Reported on the staffing at the library. 3) Commented that City Attorney Janean Parker may not be readily available for a while due to a family medical event. 4) Reported on the Tree Lighting Event. 5) Commented that negotiations continue with the Public Work’s union. 6) Commented that a toy drive will be held at Tam O’ Shanter park next weekend. 7) Announced that the Kelso Rotary Lights in the Park event will be at Tam O’ Shanter Park from Dec. 16th – Dec. 23rd. 8) Spoke about Pearl Harbor Remembrance Day.

Following up from the workshop earlier in the day, Councilmember Harvey made a motion, seconded by Councilmember Karnofski to, ‘Direct Staff to move forward with a Feasibility Study relating to the 2020 Local and Community Projects Program Grant,’ Motion passed, all voting yes.

STAFF REPORTS:

Finance Directory/City Clerk Brian Butterfield: 1) Commented that the end of year process will be starting soon. 2) Commented that staff had recently completed an unusual amount of public disclosure requests. 3) Announced that today was Departmental Assistant Sherri Booth’s 10 year anniversary with the City.

Community Director/City Engineer Mike Kardas: 1) Reported that bids will be opening on the North Pacific Rehab Project next Friday, at 10:00 AM. 2) Provided an update on the final phase of the Tam O’Shanter Rehabilitation Project, the Safe Routes to School Project, and the Pedestrian and Bicycle Safety Project. 3) By request of Councilmember Karnofski, Mr. Kardas provided an update on the Ranney well.

Public Works Superintendent Randy Johnson: 1) Commented that maintenance to the city hall HVAC system will begin next week. 2) Reported on the current activities in all divisions of the Public Works Department.

Chief of Police Darr Kirk: 1) Provided a staffing update. 2) Commented that Officer Shayda Panah received the ‘2020 Rookie of the Year’ award by the Washington Law Enforcement Torch Run for Special Olympics last month. 3) Spoke about the Tree Lighting Event. 4) Provided a progress update on the new Records Specialist position.

COUNCIL REPORTS:

Lisa Knight Alexander: 1) Commented that December 11, 2021, is the Association of RapsCALLION River Rats (ARRR) Pirates Toy and Food Drive event at Tam O’ Shanter

Park. She mentioned various donation drop-off sites. She commented that the donated money goes toward buying toys that will be donated.

Jeffrey McAllister: No report.

Jim Hill: Provided a progress update on the Arts District and Arts for Kids program.


Kim Lefebvre: No report.


Mike Karnofski: 1) Spoke about the Tree Lighting event. 2) Commented that December 16th, at 9:00 AM, is the next Kelso Business and Community Association meeting.

Keenan Harvey: No report.

Nancy Malone: Acknowledged Lisa and Larry Alexander's yearlong work on community events.

There being no further business, Mayor Malone adjourned the meeting at 6:48 PM.


Deputy **MAYOR**



CITY CLERK