

Pastor Wayne Schneider, Kelso United Methodist Church, gave the invocation. Mayor David Futcher led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor David Futcher. Councilmembers in attendance were: Futcher, Myers, Lefebvre, Schimmel, Archer, and Roberson. Councilmember McDaniel was absent.

**Minutes:** Upon motion by Councilmember Schimmel, seconded by Councilmember Archer, 'Approve the Minutes of the 3/20/12 Regular Meeting,' motion carried, all voting yes.

**PRESENTATION:**

**Kelso Public Library Annual Report:** Library Manager Cindy Donaldson gave a power point presentation of the Kelso Public Library Annual Report. Since 1958 the library was located at the corner of Academy Street and North 4<sup>th</sup> Avenue. It was not handicap accessible and there was only 7,800 useable square feet. In January 2011, the Library opened at their new location in the Three Rivers Mall. She spoke about the memory of Volunteer Coordinator Georgia Brawand and how after she passed during the relocation of the library, there were dozens of people that volunteered to help. They packed over 42,000 books and other miscellaneous library materials. The new facility is 3,000 square feet larger than the old facility and it is handicap accessible. The library now offers WIFI to their patrons and downloadable books. The library logged 1,886 volunteer hours for 2011 which is up 70% from 2010. There was a 12% increase in circulated items from 2010 and there have been 929 new cards issued. With the help of donations from the Red Canoe, Altrusa, and the Friends of the Kelso Library, the library provides a pleasant area for children, teens and adults. Because of donations the library employees have a nice kitchen area for their breaks. Mayor Futcher asked Ms Donaldson what the library needs now. Ms Donaldson said that they would like to dress up the furnishings in the adult area. She would also like to purchase more books.

Councilmember Myers asked about the library card policy for patrons who live outside the city limits. Ms Donaldson said there is a fee for patrons who reside outside the city limits. They can purchase a card quarterly or yearly. Anyone is able to come in and volunteer their time in which they would earn 1 month's worth of library card service for every 1 hour of volunteer time worked. Councilmember Roberson asked how many library card holders were nonresident. Ms. Donaldson said that there are around 900 issued library cards and about half of them are nonresident holders. Discussion followed.

**CONSENT AGENDA:**

**Airport Lease Agreement:** Michael Houtchens Hangar No. 48 – 49, Assignment and Consent Assignment

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

**MOTION ITEMS:**

*(1st Reading)*  
**Ordinance No. 12-3766:** The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Schimmel, *pass on 1st reading* 'Adopt Ordinance No. 12-3766, AN ORDINANCE OF THE CITY OF KELSO AMENDING THE 2012 BUDGET TO REFLECT REVENUES AND APPROPRIATE FUNDS TO COVER EXPENDITURES OVER AND ABOVE THOSE ANTICIPATED AT THE TIME SAID BUDGET WAS ADOPTED,' Mayor Fitcher commented that the revision is an increase to cover an environmental assessment on a NSP project that will be funded by grants. Finance Director Brian Butterfield commented that it is also to bring back one patrol officer for the remaining 8 months of 2012 that will also be funded by a grant. Motion passed, all voting yes.

**MANAGER'S REPORT:**

**STAFF REPORTS:**

**Andrew Hamilton:** 1) I attended the Habitat for Humanity Breakfast Meeting. It was their way of thanking those that were involved in helping them with the NSP house projects. 2) I have made it through day 2 as the Interim City Manager. It keeps me busy but it seems to be going pretty good. Councilmember Archer asked who is responsible for security at the airport. He heard that there was an unauthorized person driving around inside the airport fenced area. Public Works Director David Sypher answered that the City has a 40 hour a week employee on site and that he is aware of the situation. The unauthorized driver got in from the eastside of the airport where the fence is alongside the railroad tracks. The City is working with Burlington Northern Santa Fe on getting some gates in that area. Mr. Hamilton commented that the police department has the authority to take care of calls and complaints that may occur regarding the airport but there have not been any problems.

**Janean Parker:** No report.

**David Sypher:** 1) The problems with potholes continue. We have been getting quite a few insurance claims with people needing new tires and frontend alignments for their cars. We are doing the best we can with the staff we have to keep up with the potholes. 2). A private school on Minor Road received a WSDOT grant. We are working on getting their school zone set up. 3) The train depot's roof has a leak in the south corner. That project will be done in April. 4) There will be a South Kelso Railroad Road Crossing Study Open House on April 11<sup>th</sup>, at 6:00 p.m. here at city hall. We are considering a crossing at the Hazel Street area. 5) At our next council meeting there will be an update given on the West Main Re-Alignment Project. 6) We should have a final

report on our Monitoring Well Project for the North Kelso sewer by this summer. We hope to qualify for a CDBG grant for this project. Councilmember Schimmel asked about the insurance claims regarding the potholes. Mr. Sypher said each case is handled individually. We try and keep an eye out for dangerous potholes. 7) Five years ago we received an airport grant and since then we have increased the fencing around the airport and installed brand new security gates. Until we hired an airport manager last June, we did not have anyone to implement eastside gates.

**Nancy Malone:** 1) The FEMA Open House that was scheduled on April 9<sup>th</sup>, at the Expo Center has been cancelled. FEMA is rescinding their proposed revision of the flood plain maps. I will be attending a conference call with the other cities and the county on April 4<sup>th</sup>, to find out more about what FEMA is going to do. 2) I had a Shoreline Management Master Program kick-off meeting today with Parametrix Consulting. We are looking for citizens to be a part of the Citizens Advisory Committee. We are also setting up a Technical Advisory Committee which will consist of local agencies and the school districts. If the Council knows of anyone who would like to get involved, please let me know. Councilmember Schimmel asked about the amount of permit applications she is receiving now. Ms. Malone said the permit applications are still coming in and keeping them busy. 3) We issued the Wilco permit. Jack in the Box will be opening soon. 4) We will be signing papers for another CAP house project located at 1408 Home Court within the next couple of days. 5) There was a fire underneath the Allen Street Bridge last week. I have a crew scheduled to clean that up on Friday. Councilmember Archer asked about the hotel that is supposed to be going up near Jack in the Box. Ms. Malone said she has not heard a word from them. Councilmember Myers asked about the software that was purchased about a year ago for processing permits. Ms. Malone said that they have fine tuned it and it is actually making the permit process much easier.

**Cindy Donaldson:** 1) Our children's program will be ending this month. We are taking the month of May off from the children's program to gear up for our summer reading program which is called the 'Dream Big'. Councilmember Archer thanked Ms. Donaldson for holding the "Listening Post" at the library last Saturday.

**Brian Butterfield:** 1) There was a lot of discussion on the budget process at the Special Workshop Meeting that was held earlier tonight. For those who do not know it, about 98% of the budget process goes through the finance department. The responsibility to cut anything falls under the City Manager. I would be happy to answer any questions or listen to any suggestions Council may have. Councilmember Schimmel asked Mr. Butterfield if he had any recommendations on how Council may change their approach to the budget. Mr. Butterfield said that in the past we used to go through the budget line-item by line-item. As of a few years ago staff was asked to bring a balanced budget to Council for examination and approval. It is up to Council on how they want to approach it. The last few years we have just been trying to maintain minimum services. Councilmember Myers said that he feels Mr. Butterfield is doing an excellent job with the budget and he hopes that the change of the City Manager does not have an impact on

how the budget is handled. Mr. Butterfield said that if we do not get a City Manager in place soon, he assures Council that he will have a budget ready in October. Councilmember Archer asked when Mr. Butterfield will start working on the next year's budget. Mr. Butterfield said we are on a biennial budget now but if Council would like to go back to an annual budget I will need to know that by June. In June I send out worksheets to all Department Heads which gives them 6 weeks to write down what they want or need for their department. The Budget is a 6 month process.

**Traci Howard:** I want to remind Council that if they have not already filed with the Public Disclosure Commission yet the deadline is April 15<sup>th</sup>.

**COUNCIL REPORTS:**

**Kim Lefebvre:** No Report.

**Gary Schimmel:** The Library Board has been discussing some possible long term financial support. Ms Donaldson will be bringing that to us in the future.

**Gary Archer:** I enjoyed being a part of the "Listening Post" last Saturday. The most common complaint from the public was about potholes. It sounds like the Public Works Department is working on it.

**Rick Roberson:** 1) I attended a KDRA meeting last week. We met with the City of Longview's Planning Manager Steve Langdon and Building Official John Brickey to learn what they do to be successful in obtaining grants for revitalizing Longview's downtown area. They said that the first thing they do is work on developing a plan and then bring it to Council. So when they apply for a grant they say that the funding is part of a plan that they are trying to move forward. 2) I am finding it hard to find the time to be available to attend the Government Summit Committee meetings along with my other projects and committees. I would like to know if there is anyone else interested in taking my spot on the committee. Mr. Sypher said he had signed up for the committee. Councilmember Schimmel said to put his name on the committee. **Mayor Futcher appointed Mr. Schimmel to replace Mr. Roberson on the Government Summit Committee.**

**Dan Myers:** 1) I also attended the 'Listening Post' last Saturday and I was asked by a gentleman about the process on how we select whose name is put on the bronze plaques that are mounted by the benches in front of City Hall. He said his mother had served many years on the Council and also received some awards. He wanted to know if he could nominate his mother for a plaque. I do not know if there is a process for this. Maybe we can look into it. 2) I am now the Program Committee Chairman for CAP. This means I will be attending 3 CAP meetings per month. I am currently attending 2 COG meetings per month not including the Council Meetings so my schedule is very busy with meetings. 3) The coffee shop, Grounds for Opportunity, will start as a kitchen

to prepare food for the 'Meals on Wheels' program. The grand opening for the Grounds for Opportunity Café will be at a later date.

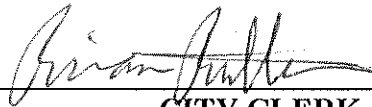
**David Futcher:** 1) I have found the solution to our pothole issues. We need to buy an asphalt spewing truck like the one in New York City. New York had to patch 418,000 potholes last year. Councilmember <sup>MEERS</sup> Roberson quoted a phrase from an old Steve Martin movie: "In every pothole there is hope". You get "Hope" out of rearranging the letters and taking away a few.

There being no further business, Mayor Futcher adjourned the meeting at 7:45 p.m.



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MAYOR



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CITY CLERK