

2015	Harris	Ketchum	Lund	Pope	Dawes	Spahr	Taylor
Meeting Date							
January 12	P	A(ex)	P	P	P	P	P
January 26	P	P	P	P	P	P	P
February 9	p	A(ex)	P	P	P	P	P
February 23	P	P	P	P	P	P	P
March 9	p	A(ex)	P	P	P	P	P
March 23	P	P	P	P	P	P	P
April 13	P	P	P	P	P	P	P
April 27	P	A(ex)	P	P	P	P	P
May 11	P	P	P	P(ph)	P	A(ex)	P
May 26	P	P	P	P	P	P	P
June 8	P	P	P	P	P	P	P
June 22	A(ex)	P	P	P	P	P	P
July 7 Special	P	A(ex)	P	P	P	P	P
July 13	P	P	P	P	P	P	P
July 27	P	P	A(ex)	P	P	P	P
August 10	P	A(ex)	P	P	P	P	P
August 24	P	A(ex)	P	P	P	P	A(ex)
September 14	P	P	P	P	P	P	P
September 28	P	A(ex)	A(ex)	P	P	P	P
October 12	P	P	P	P	P	P	P
October 26	A(ex)	P	P	P	P	P	P
November 9	P	A(ex)	P	P	P	P	A(ex)
November 23	P	P	P	P	P	P	P
November 30 Special	P	A(ex)	P	P	P	P	P
December 14	p	P	P	P	P	P	P
December 28 (cancelled)							

P = Present
 P (ph) – Present (Telephonically)
 A = Absent
 A(ex) = Absent (excused)
 R= Resigned
 S= Special

January 12, 2015

The Chehalis city council met in regular session on Monday, January 12, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:45 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.140(4)(a) – collective bargaining for approximately 15 minutes and there would be no decisions made during the executive session.

Mayor Dawes closed the executive session at 4:58 p.m. and announced the council would take a short recess before opening the regular meeting at 5:00 p.m. Additional staff included: Bill Hillier, City Attorney; Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager; Dennis Osborn, Community Development Director; and Rick Sahlin, Public Works Director. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Interview Applicants for Consideration of Appointment to the Chehalis Planning Commission.** Mayor Dawes reported this item was being pulled, adding he would like for himself and one of the senior Planning Commission members to interview the two applicants individually before bringing forward a recommendation for the full council.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of December 8, 2014;
- b. Claim Vouchers No. 111129-111273 and Electronic Funds Transfer No. 112014 in the amount of \$265,043.17 dated December 15, 2014; Claim Vouchers 111274-111383 in the amount of \$404,957.38 dated December 31, 2014; and Payroll Vouchers No. 37822-37874, Direct Deposit Payroll Vouchers No. 5607-5695, and Electronic Federal Tax Payment No. 143 in the amount of \$720,443.56 dated December 31, 2014;
- c. Approve collective bargaining agreement and memorandum of understanding between the city and the non-uniformed employees;
- d. Confirm Mayor Dawes' re-appointment of Kyle McKerricher to the Chehalis Planning Commission for a four-year term expiring December 31, 2018; and
- e. Adopt Resolution No. 1-2015 on first and final reading declaring the city of Chehalis to be in a state of emergency.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Administration Reports.**

a. **Council Committee/Board Appointments.** City Manager MacReynold requested input from the council on the current listing of committee and board appointments. He suggested they consider adding one additional council member to the Chehalis, Napavine, and Lewis County Sewer District (LCSD) #4 Operations Committee because of the anticipated discussions regarding rate changes. City Manager MacReynold noted Councilor Pope is our current representative, but thought it would be good to have a second council member on that committee.

City Manager MacReynold reported the .09 Committee was added to the list and Mayor Dawes would be serving on that committee. He stated the only other change he would request is to change the representative on the South Puget Sound Foreign Trade Zone Policy Committee to the Community Development Director.

Mayor Dawes asked if any of the council members would be interested in assisting Councilor Pope on the Chehalis, Napavine, LCSD #4 Sewer Operations Committee. Councilor Spahr volunteered.

b. **Appointment to Chamber Board.** City Manager MacReynold reported, as he was preparing to leave the city at the end of 2014, he resigned his position on the Chamber of Commerce Board. He thought it was important to have a

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representative on the Board since the city is its largest contributor. City Manager MacReynold thought it would be good for a council member or himself to be serving on that Board and suggested they send a letter requesting the Chamber to appoint a representative from the city.

Councilor Lund stated he would be happy to see Mayor Dawes or City Manager MacReynold appointed to the Chamber Board. He noted Mayor Dawes would be his first choice because he's very good at representing the city.

Mayor Dawes stated he would get together with the city manager and talk about it. He suggested a letter be drafted and sent to the Chamber making the request before they take any formal action on it.

5. Council Reports.

a. **Update From Mayor Dawes.** Mayor Dawes reported the Chamber banquet was coming up on Friday, January 16, at The Loft.

b. **Update From Councilor Taylor.** Councilor Taylor reported the Christmas lights looked beautiful this year, and thanked Councilor Harris for his involvement. Councilor Harris stated he had a lot of help from city staff.

6. **Ordinance No. 940-B, First and Final Reading - Amending the 2014 Budget.** Finance Manager Judy Pectol reported one of the reasons for the budget amendment is that we recently learned the State Auditor's Office is changing some of its requirements. She stated one of those is when you receive money related to debt payment it has to be recorded as revenue and the full debt expense has to be reported as an expense. Ms. Pectol indicated the money we've received from Napavine and LCSD #4 to reimburse the city for some of our wastewater debt has been recorded as a reduction in our debt, which is incorrect.

Ms. Pectol noted another minor change has to do with how we report liquor profits. She stated we can no longer net the two percent that is remitted to Lewis County for drug/rehab related programs, and the total revenue recorded has to match what the state gives us.

Councilor Harris stated they basically have to show the pass through of the money. Ms. Pectol stated that was correct.

Ms. Pectol reported the city did not receive some grant money that was expected in 2014, so she needs to lower the estimated revenue and the transfer between funds related to that. She noted she still anticipates receiving the \$250,000 for the Gail and Carolyn Shaw Aquatics Center in January 2015.

Councilor Spahr inquired about the amendment to increase the 2011 GO Bond Fund by \$2. Ms. Pectol stated she did not realize earlier that the fund was overspent by \$2, noting we cannot over expend any funds.

Councilor Harris moved that the council declare an emergency and pass Ordinance No. 940-B on first and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

7. **Ordinance No. 941-B, First Reading – Amending Section 5.32 of the Chehalis Municipal Code Regarding Temporary Storage of Fireworks.** Police Chief/Interim Fire Chief Glenn Schaffer reported, sometime last year, the city had a business submit an application to the Community Development Department to place a temporary storage facility to store consumer fireworks within the city, or within the urban growth area. He noted the storage facility consists of metal shipping containers that are stacked side-by-side.

Chief Schaffer reported the application was approved, but a condition was added that the containers maintain distance between them to allow for firefighting efforts. He noted they are allowed to impose those conditions based on language in the International Fire Code.

Chief Schaffer reported, since that time, the language has changed and now allows a person who wants to create one of these storage facilities to actually store the containers side-by-side and stack them on top of each other. He noted the

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language being proposed allows the city to continue with the conditions that require space between containers and fire flow for water access.

Councilor Spahr inquired about the proposed language in the ordinance that reads, "In facilities approved by the Chief of the Washington State Patrol (WSP)," wanting to know where he comes into the picture.

Mayor Dawes stated the Chief of the WSP is the fire marshal for the state.

Chief Richard Mack, Assistant Chief/Fire Marshal for Riverside Fire Authority, stated that was correct, adding he's the supervisor for the state fire marshal. He reported the state fire marshal also adopts rules pertaining to fireworks. Chief Mack noted all persons who manufacture, transport, and store fireworks have to be licensed through the State Fire Marshal's Office.

City Attorney Hillier stated part of the licensing process includes storage facilities. He noted the head of the WSP would be the one granting the license process, which includes granting storage facility areas. City Attorney Hillier stated the proposed ordinance would also make us compliant.

Chief Schaffer reported, essentially, the facility the WSP would be approving is the metal shipping containers. He noted the current code allows them to be stored side-by-side, which is something the administration wants to prevent. Chief Schaffer stated the proposed ordinance will add the additional condition that requires space between the containers and water flow.

Councilor Harris asked if the storage containers are being approved for long term storage.

Chief Mack reported it was for temporary storage only. He noted state law permits storage of consumer fireworks from approximately June 1 until July 15. Chief Mack stated there's a permanent storage facility in Centralia, but it's designed with a sprinkler system for that purpose. He noted the proposed language would only pertain to temporary storage facilities.

Councilor Spahr moved to pass Ordinance No. 941-B on first reading.

The motion was seconded by Councilor Taylor and carried unanimously.

8. **Miscellaneous Items.** Mayor Dawes reminded the council that it was time to submit their annual Public Disclosure Commission forms, noting they had until April 15 to get those turned in.

Mayor Dawes also thanked newly elected Lewis County Commissioner Gary Stamper for attending the meeting.

There being no further business to come before the council, the meeting adjourned 5:25 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: January 26, 2015

Initials: js

January 26, 2015

The Chehalis city council met in regular session on Monday, January 26, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:46 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation and RCW 42.30.110(1)(c) – lease or sale of property for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:00 p.m. and announced the council would take a short recess before opening the regular meeting at 5:03 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; and Don Schmitt, Street/Stormwater Superintendent.

2. **Citizen Business.**

a. **Excellence in Education Luncheon.** Sarah Gallagher invited the council to attend the Excellence in Education luncheon on Tuesday, March 17, at the Centralia Church of the Nazarene. She noted the event is to honor area political leaders, community leaders, pastors and youth pastors, and the media.

b. **Executive Director Randy Mueller, Port of Chehalis.** Mr. Mueller reported the Port received a media inquiry last week and what came out from the press was an article talking about things they planned to talk about at an upcoming meeting, including a discussion about the airport. He indicated things didn't go as planned and it caught some people off guard, which was unfortunate. Mr. Mueller apologized for what happened, noting there is certainly some room for improvement.

Mayor Dawes stated the council appreciated Mr. Mueller coming to the meeting to straighten it out, noting the city certainly wants to work with the Port because we have some very similar interests.

3. **Interview Applicants for Appointment to the Chehalis Planning Commission.** Mayor Dawes stated prior to going into the consent calendar he wanted to explain the approach he took in making his recommendations. He noted, with the help of staff, he called in two members of the Chehalis Planning Commission (Scott Blinks and Kyle McKerricher) to help conduct the interviews of the two applicants. Mayor Dawes reported they started out talking about what the expectations were and the time commitment required. He also explained to the applicants that the council sets goals for the city and they expect anyone serving on the commission to carry out those goals.

Mayor Dawes stated the interviews went well and based on the conversations he had with Mr. Blinks and Mr. McKerricher he felt comfortable recommending David Fitzpatrick and Gerald (Jerry) Lord to serve on the Chehalis Planning Commission. Mayor Dawes reported he invited the applicants to attend the meeting to answer any questions the council might have, prior to confirming the appointments.

Mr. Fitzpatrick and Mr. Lord each provided some background information and talked briefly about their interest in being appointed to the Planning Commission.

Councilor Ketchum asked Mr. Fitzpatrick what his thoughts and philosophies were with regard to development. Mr. Fitzpatrick stated you need some restraints on what you can do with property, but he would like to keep those to a minimum. Councilor Ketchum asked if he was pro-development. Mr. Fitzpatrick stated he was very much in favor of creating jobs.

Councilor Ketchum asked Mr. Lord the same questions. Mr. Lord stated he was pro-builder and didn't have any problems getting things going on the airport property.

Mayor Dawes thanked both gentleman for coming forward and volunteering their time to the city.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

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- a. Minutes of the regular meeting of January 12, 2015;
- b. Claim Vouchers No. 111384-111485 and Electronic Funds Transfer No. 122014 in the amount of \$187,055.30 dated January 15, 2015; Claim Vouchers No. 111486-111547 in the amount of \$369,099.12 dated January 15, 2015;
- c. Approve 2015 council committee/board appointments;
- d. Authorize City Manager to execute Automatic Aid Agreement between the City, Riverside Fire Authority, and Lewis County Fire District #6;
- e. Set date and time of February 9, 2015, at 5:05 p.m. for public hearing to amend the 2015-2020 Six-Year Transportation Improvement Plan; and
- f. Confirm Mayor Dawes' appointment of David Fitzpatrick and Gerald (Jerry) Lord to the Chehalis Planning Commission for four-year terms expiring December 31, 2018.

The motion was seconded by Councilor Lund and carried unanimously.

5. Administration Reports.

a. **Quarterly, November, and December Financial Reports and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol reported the city's financial strength did increase, noting we started out the year with \$7.7 million and ended with \$10.9 million. She stated that's a good sign for a city that's gone through some rough years. Ms. Pectol noted the ending fund balances in most cases are higher than what was estimated in the 2015 budget, which is also good to see.

Ms. Pectol talked briefly about the December financial report, noting one of our biggest strengths was the sales tax.

Mayor Dawes asked if the telephone tax included both cellular and landlines. Ms. Pectol reported she would need to look into that to see what it includes.

Ms. Pectol stated the reports were still preliminary, but they're extremely close to what they'll end up being. She noted the ending fund balance in the general fund has an 11 percent reserve, which is higher than the normal five percent.

Councilor Harris asked if any additional property tax would be coming in for 2014, and if so, would it be amended back into the 2014 budget. Ms. Pectol stated no, adding the city reports on a 'cash basis,' so it has to be receipted into the year it's received.

Councilor Spahr noted our sales tax revenue in 2014 was \$3,630,320, and in 2008 it was \$4,071,332. He stated we still haven't reached the 2008 high point, but we're getting close and that's good news.

6. Council Reports.

a. **Update From Councilor Ketchum.** Councilor Ketchum reported he attended the Chamber banquet on Friday, January 16, noting they had a good turnout.

Councilor Ketchum brought up the issue of the water main break on Chehalis Avenue back in December. He noted in talking with some of the businesses affected they're not displeased with what the city is doing, but are somewhat displeased with the city's insurance carrier. Councilor Ketchum stated the businesses feel that they're being jerked around. He stated his only concern is if the insurance carrier is playing with these people's livelihood.

City Manager MacReynold reported the city is doing as much as we can; the claims adjuster for the city has been to the site numerous times, as well as Human Resources Administrator/Risk Manager Peggy Hammer. He stated he would have some follow up discussion with Ms. Hammer to see if there's something more the city needs to do.

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Ms. Hammer provided a brief overview of the issues caused by the water main break that took place on December 14 about 4:15 p.m. She noted the break itself was on Chehalis Avenue in front of three businesses: Sabra's Place, Sidelines, and a small meeting room used by the Coalition of the Living. Ms. Hammer reported water did go into all three of the businesses and also came down around the corner on Prindle Street and into one of the front areas of the Matrix Coffeehouse. She stated they all occupy the same building owned by MCHB LLC, adding the owners of the Matrix Coffeehouse are part of the LLC.

Ms. Hammer reported city crews were on site immediately, noting the water was shut off and repairs to the line were made very quickly. The reported damages include:

Sidelines – No damage to the concrete floor; they were up and running the next day. A claim was filed for items damaged by the water, and some loss of business.

Sabra's Place – Damage to the Pergo flooring (had asbestos tile underneath). Because the flooring is considered part of the building that claim was ran through the building owner's insurance. (The building owners made a decision to file through their insurance rather than ours.) The city has since settled with Sabra's Place for loss of business and minor items that were water damaged. Some of the delay in getting that business back open was due to the holidays, the asbestos issue, and dealing with the building owner's insurance.

Matrix Coffeehouse – Due to the heavy rains in early January, there was additional water that came into the building. The city is looking to see if it's possible that the original water main break somehow undermined either the soils underneath the sidewalk or underneath the building, or both. The building owners have gone through their own insurance company and they've brought in an engineering firm to look at the building and soil stabilities. The city's public works group has contracted for sidewalk repairs on both Prindle Street and Chehalis Avenue, which could start as early as this week. The city has coordinated with the building owner and the Matrix to let them know when that work will take place, so they can have their insurance and engineering staff there.

Ms. Hammer reported, in terms of the city's insurance company, Washington Cities Insurance Authority (WICA) has been incredibly responsive. She noted, in addition to those who responded on the day of the incident, she and the WICA insurance adjuster met the next morning at 10:30 a.m. with the tenants and building owners that were available. Ms. Hammer reported the adjuster was on site the entire morning and afternoon, and she had a follow up conversation with him at 3:30 p.m. She noted the adjuster has been back twice that she's aware of and has responded immediately to everything.

Ms. Hammer reported there might be some misunderstanding, specifically with the tenant from the Coalition of the Living. She stated there might be some concern with the language of the settlement agreement that would somehow carry over onto other parts of the building, or damage that might still need to be determined. Ms. Hammer stated it was explained to them that they were separate issues and if they didn't want to sign it, then they shouldn't sign it.

Ms. Hammer stated it was a complicated situation, but felt WICA had been very responsive. She stated, other than the ongoing issue with the Matrix of trying to figure out why there's still water coming in, everything else is pretty much wrapped up.

b. **Update From Councilor Taylor.** Councilor Taylor reported he attended the Chamber banquet as well, noting it was a good dinner.

Councilor Taylor reported the Lewis County Twin Transit Association is in the process of reevaluating their rates and fares. He noted they're trying to figure out if the discounts offered on the service could be adjusted slightly to help cover more of the costs associated with providing paratransit. Councilor Taylor stated a lot of the people who would normally ride the bus are now calling for paratransit because it's a little easier for them, but it's increased their costs tremendously.

Councilor Taylor indicated he would provide the council with a copy of the information General Manager Rob LaFontaine put together that outlines the current rates and what the proposal will be.

c. **Update From Councilor Spahr.** Councilor Spahr reported he also attended the Chamber banquet, noting Connie Bode was honored with the Evergreen Award for the work she did on the Gail and Carolyn Shaw Aquatics Center, as well as other work she's done in the community. He thought it was a nice affirmation for everything she's done.

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d. **Update From Mayor Dawes.** Mayor Dawes reported he attended the Chamber banquet as well, noting, in addition to honoring Ms. Bode, the Chamber also honored I. P. Callison & Sons for "Business of the Year." He stated it was a very good night for Chehalis. Mayor Dawes stated it was nice to have another facility in town, that being The Loft, for larger events.

Mayor Dawes congratulated our local law enforcement team, noting there was a situation at Chase Bank earlier in the day that ended with a suspect in custody shortly after the incident took place. Mayor Dawes stated between the Sheriff's Office and the Chehalis and Centralia police departments there was some very good police work done today and he was very proud of all of them.

Mayor Dawes reported he also attended the Taste of Lewis County event, adding it was very nice and you really get your monies worth.

Mayor Dawes reported the Lewis Economic Development Council banquet was coming up on Thursday, January 29, at the Historic Hotel Washington.

7. Ordinance No. 941-B, Second and Final Reading – Amending Section 5.32 of the Chehalis Municipal Code Regarding Temporary Storage of Fireworks. City Manager MacReynold reported this was the second reading of the ordinance, noting council passed it unanimously at the previous meeting.

Councilor Harris moved to pass Ordinance No. 941-B on second and final reading.

The motion was seconded by Councilor Spahr and carried unanimously.

There being no further business to come before the council, the meeting adjourned 5:35 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: February 9, 2015

Initials: js

February 9, 2015

The Chehalis city council met in regular session on Monday, February 9, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:15 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:02 p.m. and announced the council would take a short recess before opening the regular meeting at 5:04 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; Peggy Hammer, Human Resources Administrator; Dennis Osborn, Community Development Director; Lilly Wall, Recreation Manager; Rick Sahlin, Public Works Director; and Don Schmitt, Street/Stormwater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Public Hearing on 2015-2020 Six-Year Transportation Improvement Plan (STIP) Proposed Amendments.** Public Works Director Rick Sahlin reported the administration had been before the council on three previous occasions to talk about the bridge scour grant that was received in 2012. He noted the initial estimated cost for the project was \$190,500.

Mr. Sahlin reported, in April 2014, the city hired HDJ Design Group, PLLC (HDJ) to manage the project, and in August 2014, the city hired ESA Vigil-Agrimis to do the design work. He stated the plans are now at 60 percent and HDJ and the Washington State Department of Transportation Local Programs is requiring us to amend our 2015-2020 STIP at the state level for the new projected cost of \$430,700 (\$251,000 being construction costs).

Councilor Harris stated it was interesting that the engineering costs are \$180,000 for a \$250,000 project. Mr. Sahlin indicated the \$180,000 includes the engineering and permitting costs.

Mayor Dawes closed the regular meeting at 5:08:24 p.m. and opened the public hearing.

There being no public comment, Mayor Dawes closed the public hearing at 5:08:46 and reopened the regular meeting.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of January 26, 2015;
- b. Claim Vouchers No. 111548-111671 in the amount of \$178,233.13 dated January 30, 2015; Payroll Vouchers No. 37875-37923, Direct Deposit Payroll Vouchers No. 5696-5785, and Electronic Federal Tax Payment No. 144 in the amount of \$683,452.56 dated January 30, 2015; and
- c. Approve and authorize the city manager to execute the updated right-of-way procedures for potential/temporary property acquisition for the National Avenue Salzer Creek Bridge Scour Mitigation Project.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **Recreation Park - Scope of Improvements.** City Manager MacReynold reported a couple of years ago the council gave policy direction to begin to do significant improvements to Recreation Park. He noted the project was put on hold while the pool project was being dealt with. City Manager MacReynold stated the Chehalis Parks Committee and the Chehalis Foundation's City Projects Committee met to discuss the scope of work, adding the project has significantly increased not only in scope, but also in cost. He noted based on recent discussions, the administration thought this would be a good time to bring the rest of the council up to speed on the proposed improvements to make Recreation Park a first-class facility.

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Community Development Director Dennis Osborn reported the Recreation Park Project is now estimated to be anywhere between \$2.1 to 2.45 million. The proposal includes improvements to the parking, infrastructure and ball fields, as well as remodeling the existing facilities, including the V.R. Lee Community Building, Fred Hess Kitchen and restrooms. Also included in the cost is site preparation and drainage, the concept of synthetic fields, remodel/upgrades to Penny Playground, new picnic shelters, picnic tables, and trash receptacles.

Mr. Osborn walked the council through the list of projects, to include:

- V.R. Lee Community Building – interior remodel, replace/update windows
- Fred Hess Kitchen – replace linoleum, replace/update windows
- Penny Playground – retrofit/replacement
- 10 picnic tables and eight (8) trash receptacles
- Playground - restroom upgrade w/new roof
- Replace three (3) picnic shelters (includes demo, site prep, pads, and new structures)
- Landscaping improvements
- Game Day Grass/without soil prep – two (2) infields
- Game Day Grass/without soil prep – one (1) full field
- Soil prep for Game Day Grass – two (2) infields
- Soil prep for Game Day Grass – one (1) full field
- Maintenance Equipment for Game Day Grass
- Storm main line
- Fields 3 & 4 - drainage improvements w/sprinklers
- Parking area extension
- Park circulation road
- Ball field concrete viewing corridor

Councilor Pope stated the council should know that the responsibility of the Penny Playground has been transferred to the Chehalis Foundation.

Mr. Osborn stated if the scope of work looks good to the council they would present it to the Chehalis Foundation at their February 10 meeting. He noted they would work with the Foundation to seek funding options and would continue to keep the council informed.

Councilor Pope stated, as a member of the Chehalis Parks Committee, he would suggest they move forward with the plan.

Councilor Taylor agreed, adding he would love to see as much of the 'game day grass' as possible. Mr. Osborn stated the game day grass will make the facility more attractive for statewide tournaments.

Mayor Dawes agreed, adding the game day grass would allow more use and would make it look so much nicer.

Councilor Harris thanked Mr. Osborn for mentioning that they are looking for alternate funding sources. He reported it would be great if they could figure out how to activate other folks in the community to step forward and take on some of the projects themselves. Councilor Harris stated we have a lot of contractors in town and suggested knocking on some doors to see what some of them might be willing to do.

Councilor Harris reported a lot of money was going to go into the improvements and suggested if they do install the game day grass they can start tournaments earlier and play later into the year. He stated that was going to make the Lodging Tax Advisory Committee (LTAC) and the hoteliers and business people in the community very happy.

Councilor Harris asked if they would lose a season by starting the work in July.

February 9, 2015

Recreation Manager Lilly Wall reported they wouldn't start the project until after the season ends, which is usually the first week of July. Mr. Osborn stated, conceptually, they could start earlier in the year on some of the other improvements that don't affect the play area.

Councilor Lund agreed, suggesting they go full steam ahead. He stated it will be nice to have a first-class facility.

Councilor Spahr inquired as to the number of parking stalls that would be added. Ms. Wall stated they would get some additional parking stalls plus improve on what's currently there. Mr. Osborn believed the total number of parking stalls is 61, but he would follow up with the council on the actual number.

Councilor Spahr inquired about the Fred Hess Kitchen improvements, wondering why the estimated cost is so high. Mr. Osborn reported they plan to put in new windows, electrical, flooring and sub-flooring, depending on what they find once they pull up the old flooring. Councilor Spahr asked if the estimates were on the high side. Mr. Osborn stated they were.

Councilor Pope reported the way they have the projects broke down it will allow others or civic groups to take on some of the projects individually.

Mayor Dawes stated, based on the discussion, the council is very supportive of the Committee moving forward with the proposed improvements for Recreation Park.

Councilor Lund stated he didn't want people to forget that they're still working on plans for Stan Hedwall Park.

Mayor Dawes reported a lot of things on the list, drainage being one of them, have been talked about for over 30 years. He stated it was exciting to see things finally moving forward and to be able to turn it into a first-class facility.

Councilor Lund wanted the citizens to know that the city is not writing a check for this, adding they plan to try to find funding with the help of the Foundation. City Manager MacReynold stated they would be looking at all possibilities for how to fund the improvements.

Councilor Harris stated in 2013-2014 the LTAC gave city staff funding to pay for the initial ground work, primarily for the drainage.

5. Council Reports.

a. **Update From Councilor Lund.** Councilor Lund reported he attended the Chehalis Parks Committee meeting along with members of the Foundation's City Project Committee to discuss plans for Recreation Park. He stated things are also going well for the Lewis County Historical Museum, noting they're having a fundraiser "Gala" on February 14.

b. **Update From Councilor Spahr.** Councilor Spahr reported he attended his first Sewer Operating Board meeting, as well as the Lewis Economic Development Council (EDC) banquet.

c. **Update From Councilor Pope.** Councilor Pope stated he also attended the Chehalis Parks Committee meeting. He noted the Committee will be making a presentation to the Chehalis Foundation on Tuesday, February 10.

d. **Update From Mayor Dawes.** Mayor Dawes reported he attended the EDC banquet as well, adding he was pleased to report that Councilor Spahr will continue to be the city's representative on the EDC Board.

6. Resolution No. 2-2015, First and Final Reading – Amending the 2015-2020 Six-Year Transportation Improvement Plan. City Manager MacReynold stated the council already heard from the administration on the proposed amendments to the 2015-2020 STIP and encourage a favorable vote.

Councilor Lund moved to adopt Resolution No. 2-2015 on first and final reading.

February 9, 2015

The motion was seconded by Councilor Taylor and carried unanimously.

There being no further business to come before the council, the meeting adjourned 5:32 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: February 23, 2015

Initials: js

February 23, 2015

The Chehalis city council met in regular session on Monday, February 23, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:45 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – lease or sale of real estate for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:02 p.m. and announced the council would take a short recess before opening the regular meeting at 5:04 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of February 9, 2015;
- b. Claim Vouchers No. 111672-111818 and Electronic Funds Transfer No. 12015 in the amount of \$335,404.76 dated February 13, 2015;
- c. Adopt Resolution No. 3-2015 on first and final reading for the surplus of city property;
- d. Authorize city manager to execute Memorandum of Understanding (MOU) between the city and the Washington Military Department Emergency Management Division authorizing access to airport property as needed for state staging area for emergency or disaster preparation, response, and recovery activities; and
- e. Authorize city manager to execute agreement between the city and Gibbs & Olson for engineering services for Basin 1022 Inflow and Infiltration Rehabilitation Project in an amount not to exceed \$139,900.

Councilor Pope seconded the motion.

Councilor Spahr stated, with regard to the MOU with the Washington Military Department for disaster preparation, most of our disasters are flood related and the airport is normally encompassed in that flooding. He wondered what they would do in that case. City Manager MacReynold reported the MOU would allow the state to use the airport site for any statewide disaster situation where they would need to transport in and out. He noted part of their interest is the proximity to the freeway.

The motion carried unanimously.

3. **Administration Reports.**

a. **January Financial Report.** Finance Manager Judy Pectol reported the revenues were a little low for January, but not enough to be concerned about. She noted the revenue received under the intergovernmental grants and entitlements is for transportation grant funds from 2014 that were received in 2015.

Ms. Pectol reported on the general fund expenditures, noting the finance department had a large expense in January for the annual financial software payment, adding as the year progresses that percentage will look better. She noted under the non-departmental fund we now have the transfer out to the new dedicated street fund, which is the four (4) percent of sales and use tax revenue that council approved.

Councilor Spahr stated the sales and use tax was a little low, but nothing to panic about at this point. He noted the revenue received in January was from sales made in November, adding he hoped the December numbers would be higher.

February 23, 2015

4. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope reported he attended the Lewis County Health and Assessment Project meeting. He noted, as a result of that meeting, there will be work groups formed and notices would be sent out to invite people to be on those work groups. Councilor Pope stated they'll be looking at what can be done to increase economic development in the community, education, and improving the male graduation rate.

b. **Update From Councilor Harris.** Councilor Harris thanked the citizens in the Chehalis School District for passing the levy, adding it will bring about a positive change for the district.

c. **Update From Mayor Dawes.** Mayor Dawes reported he attended the I-5 Mixer at I-5 Toyota, noting it's a great event where they offer a vehicle to raise scholarship money by selling tickets for it throughout the year. He noted it's always nice to see local businesses giving back to the community.

Mayor Dawes reported he also attended a fundraiser for Pope's Kids Place at the Great Wolf Lodge on February 14. He noted it was a nice event and believed they did very well with their fundraising. Mayor Dawes stated the Great Wolf Lodge is another nice venue in the local area that does a lot of good things for the community.

Mayor Dawes reported the Joint Oversight Board will be meeting on Wednesday, February 25, at the Riverside Fire Authority Station #2, at 6:30 p.m.

5. **Authorize City Manager to Execute Property Lease Agreement with SERJ Drive-Ins Washington.** City Manager MacReynold reported before the council is a ground lease agreement for property in the airport commercial area. He noted the lease is for the parcel on the southeast corner of Arkansas Way and Louisiana Avenue (Track 4A), and they plan to build a Sonic Drive-In.

Councilor Taylor moved to authorize the city manager to execute the Property Lease Agreement between the city and SERJ Drive-Ins.

The motion was seconded by Councilor Lund and carried unanimously.

6. **Executive Session.** Mayor Dawes closed the regular meeting at 5:15 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the regular meeting at 5:52 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: March 9, 2015

Initials: js

March 9, 2015

The Chehalis city council met in regular session on Monday, March 9, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:45 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Rick Sahlin, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:59 p.m. and announced the council would take a short recess before opening the regular meeting at 5:02 p.m. Additional staff included: Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; and Peggy Hammer, Human Resources Administrator. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of February 23, 2015;
- b. Claim Vouchers No. 111819-111920 in the amount of \$203,725.70 dated February 27, 2015; and Payroll Vouchers No. 37924-37974, Direct Deposit Payroll Vouchers No. 5786-5875, and Electronic Federal Tax Payment No. 145 in the amount of \$740,317.91 dated February 27, 2015; and
- c. Award bids for 2015 rock, gravel, and asphalt.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Administration Reports.**

a. **Overview on Upcoming Planning Commission Meeting.** Community Development Director Dennis Osborn reported the Chehalis Planning Commission would be meeting on Tuesday, March 10 to start the review of the Chehalis Comprehensive Plan, zoning codes, State Environmental Policy Act regulations, and a few other housekeeping items. He noted he would keep the council informed throughout the review process.

Councilor Lund asked how things were going with the Historic Preservation Commission.

Mr. Osborn stated he believed they had received three or four tentative applications to bring before council for consideration. He stated, with summer coming up, he would like to get at least one more person to apply to make sure they have enough people available to meet should someone be on vacation.

Councilor Taylor inquired about an issue that was brought up a couple of meetings ago concerning the sidewalks on the hillside. He noted there's a lot of broken concrete and some narrow pathways that make it very difficult to get through, especially for someone in a wheelchair.

Public Works Director Rick Sahlin reported Community Services Officer Angie Elder had looked at the issue and provided some information to Street Superintendent Don Schmitt. He noted Mr. Schmitt would be getting letters out to the property owners to advise them of their responsibilities.

4. **Council Reports.**

a. **Update From Councilor Lund.** Councilor Lund reported he attended the Joint Oversight Board meeting along with Mayor Dawes and Councilor Spahr. He also attended the Tacoma rail work group meeting where they interviewed two consulting firms who submitted qualifications to be considered for providing a feasibility study and business plan to the work group.

March 9, 2015

b. **Update From Councilor Spahr.** Councilor Spahr reported the functional consolidation is somewhat on hold as they've been reporting, but they're still doing some things together that he believed are fruitful and sending us in the right direction.

Councilor Spahr inquired as to when the organic waste disposal site at Stan Hedwall Park would be opening. Mr. Osborn reported it would open on April 1.

c. **Update From Councilor Pope.** Councilor Pope stated he had concerns about the response the city received from the Chamber of Commerce regarding the city's request to have a representative on their Board. He felt the letter the city received was insulting and questioned why the city should support them if we can't have a representative on the Board.

City Manager MacReynold reported the council gave him very clear direction that they wanted a permanent seat on the Chamber Board and the city's representative would be Mayor Dawes. This was based on the funding level provided by the city, and because we're one of two cities that the Chamber represents to the business community. City Manager MacReynold stated he stood firm on that position, as the council saw from the correspondence, the Chamber had already filled the position. He noted he sent a follow up response, but to date he has not received anything back. City Manager MacReynold reported he had been told that they're working on a response, but if the council wants to take a different approach, they can certainly do that.

Councilor Pope stated it wasn't a matter of taking a different approach; it was their response to our inquiry. He suggested if they don't recognize the city's financial investment, perhaps the city should consider withdrawing its financial support to the Chamber.

Councilor Taylor reported he spoke with Executive Director Alicia Bull and she explained to him that the city is a member of the Chamber and pays dues just like any other business/organization. He noted the city also has a service contract with the Chamber for them to receive tourism funding, but noted that contract could be with anyone to provide those services; they just have to apply for it.

Councilor Taylor stated he understands why we would want to have a representative on the Board, but there is no vacancy at this time, which is why they didn't have an immediate position for us.

Councilor Lund stated he agreed with Councilor Pope, adding it's insulting when someone makes a request and they don't respond in a timely manner. He felt it was wrong for them to treat us that way, adding if Paul McBride was still alive and running the Chamber the city would have received an answer the following day. Councilor Lund stated it's our community and we should all be working together.

Councilor Taylor stated they do work with the city by providing several community events. He asked, "Who are we to demand a position on their Board if we're just like every other member."

Councilor Lund stated his concern was with them not responding in a timely manner.

Councilor Harris stated he didn't think the city was like any other business, noting there aren't too many businesses that request the Chamber to put on events and parades. He reported part of the lodging tax money that the city provides keeps that facility open on Saturdays, which benefits everyone. Councilor Harris stated he was a little taken back, but felt there's a lot of stuff going on behind the scenes that shouldn't have anything to do with this.

Councilor Spahr stated if the Board is full, then it's full, but he still has a concern with their lack of response. He suggested the Chamber should talk to the city council more about their wishes.

Councilor Pope reported the Chamber building would not be where it is today if it wasn't for this council and the generosity of this city. He noted there are a lot of things that have to be taken into consideration and whether we have a representative on the Board, or not, he still had concerns with their response.

Mayor Dawes reported when City Manager MacReynold thought he would be leaving he tendered his resignation from the Chamber Board, and when it became clear he was going to stay, he immediately approached City Manager MacReynold to

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let him know we needed to get him back on the Board. He felt it was important that we have some presence in order to be able to oversee the financial support the city provides.

Mayor Dawes felt the city did a good job of attending the Chamber events. He stated if they didn't want him on their Board we have another councilor who is willing to take the position. Mayor Dawes reported he wasn't about to have the city barge in, adding we'll just ask and see what we get. He felt it was important for the city and the Chamber to work together to promote the betterment of business in our communities.

d. **Update From Mayor Dawes.** Mayor Dawes reported, while the Joint Oversight Board may be in a holding pattern, there's still a lot of joint training and response going on. He noted the city's firefighter/paramedic will be working a shift at Riverside Fire Authority in order to keep up her paramedic certification.

Mayor Dawes reported on February 27 he attended the ribbon cutting for the Wedding Show. He noted without the hard work of our representative on the Lodging Tax Advisory Committee (LTAC), and the support of the council to have the committee take a second look at their proposal, the wedding show would not have happened. Mayor Dawes reported they had a great turnout and a lot of happy vendors who were hosting booths at the event. He wanted to thank the council for taking the extra step to make sure that a successful event still happened in Chehalis and hoped they would look at it favorably again next year.

Mayor Dawes reported on March 6 he attended the Mayors meeting, noting the highlight was they now have retired Sheriff Steve Mansfield overseeing the Emergency Management Department. He noted they're in the process of working out the Emergency Management Plans for the different jurisdictions, which includes Chehalis.

e. **Update From Councilor Harris.** Councilor Harris reported he echoed what the mayor had to say about the Wedding Show, adding he too wanted to thank the council for suggesting they go back to the LTAC. He also thanked the Committee for being open-minded enough to support it. Councilor Harris reported the Loft was a fantastic venue and the vendors who took part were very happy with the turnout.

Councilor Harris reported David Hartz, Chair of the Chehalis Community Renaissance Team (CCRT), and Steve Koreis, President of the Centralia Downtown Association (CDA), attended the Solid Waste Advisory Committee (SWAC) meeting last week to make presentations on the B&O tax. He noted the SWAC would be presenting a recommendation to the Lewis County Board of Commissioner's to take the B&O tax collected and redistribute it through the Main Street Programs of the two cities. Councilor Harris stated it was his understanding that the county's legal department was going to look at it to make sure it's not a gifting of public funds. He noted he wouldn't be surprised if it happened this year because everything is so time-sensitive.

Councilor Harris reported there are a lot of phone scams going on and suggested that people be very careful if they receive any unusual calls.

Councilor Harris reported Keith Blackwell was currently going through a battle and wanted to let him know that he was being thought of and prayers were being sent his way.

There being no further business to come before the council, the meeting adjourned 5:24 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: March 23, 2015

Initials: js

March 23, 2015

The Chehalis city council met in regular session on Monday, March 23, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:45 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:06 p.m. and announced the council would take a short recess before opening the regular meeting at 5:09 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager; Becky Fox, Court Administrator; Rick Sahlin, Public Works Director and Don Schmitt, Street/Stormwater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Citizens Business.**

a. **Port of Chehalis Update.** Executive Director Randy Mueller provided a brief update on the various activities happening at the Port. Mr. Mueller reported when he was hired they had seven vacant properties and the immediate concern was to get those properties leased. He was pleased to report they are in the process of writing up a lease for the last vacant property. Other activities at the Port include:

- Looking at water supply for large scale industrial users in the Port and the south side of the city.
- The Tacoma rail study with Lewis County and the City of Chehalis. The Port is interested in making sure any examination of the Tacoma rail line includes a look at the Port's rail line that goes out to Curtis.
- Meeting with other economic development professionals to open up lines of communication. Attendees, include: Chamber Executive Director Alicia Bull, Lewis Economic Development Council Executive Director Matt Matayoshi, Chief Operating Officer Allyn Roe from Industrial Park at TransAlta-USA (IPAT), and Port of Centralia Executive Director Kyle Heaton.

Councilor Lund asked if the economic group ever considered inviting one of the Lewis County Commissioners to attend their meetings. Mr. Mueller stated the group felt an 'all staff' format would work better. Councilor Lund suggested if they don't have a good relationship with the elected officials they're not going to get anything done. He stated it might behoove somebody to suggest they learn to work with the county. Mr. Mueller reported if the county were to hire a county administrator or manager they would certainly invite that person to attend their meetings. He noted most of the members occasionally attend the Board of County Commissioners meetings, as well as other meetings that include elected officials.

Mayor Dawes stated he was glad to see the group meeting and hoped that it would bear some fruit.

b. **Breastfeeding Coalition.** Lewis County Health Department Health Educator Ellen Kim Cho gave a brief report on the recently formed Breastfeeding Coalition group. She noted their goal is to support and maintain breastfeeding practices of mothers and to change the environment around breastfeeding. Ms. Cho stated while education is important, they also realize mothers need support after the initiation at the hospital. The Coalition's next meeting is scheduled for Tuesday, April 14, at the Historic Lewis County Courthouse.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of March 9, 2015;
- b. Claim Vouchers No. 111921-112048 and Electronic Funds Transfer No. 22015 in the amount of \$287,288.33 dated March 13, 2015; and
- c. Adopt Resolution No. 04-2015 on first and final reading for the surplus of city property.

The motion was seconded by Councilor Lund and carried unanimously.

March 23, 2015

4. Administration Reports.

a. **February Financial Report.** Finance Manager Judy Pectol reported some of the revenues are a little less than what she would like at this point, but they should even out by the end of the year. She also noted that the city will not be receiving as much brokered natural gas tax as budgeted and would be doing a budget amendment later in the year to make the adjustment. Ms. Pectol informed the council that the city had been overpaid since 2010 from a company located outside the city limits and the state will be deducting \$30,000 from what the city is owed this year.

Ms. Pectol reported on the general fund intergovernmental grant fund, noting the revenue received is related to the transportation grants the city earned in 2014, but received in January 2015. She indicated the city also received \$262,000 from the pool grant earlier this month, which will show up in the March report. Ms. Pectol reported the proprietary funds looked good, noting things should start picking up as the year goes on.

b. **Update on New Video Arraignment System.** Court Administrator Becky Fox reported the video arraignment system has been on their goal list for many years. She stated the Lewis County Jail installed software about a year ago that now gives us the ability to do video hearings. Ms. Fox noted once we got our equipment installed and the technical issues worked out they had to figure out how to fit it into the schedule because the jail only allows a certain amount of time to do the hearings. She briefly described how the system works and some of the issues they've had to deal with. Ms. Fox noted logistically it's working well, but it has created more paperwork.

Ms. Fox stated the city has a memorandum of understanding with the county and is billed .25 cents per minute, as well as a \$5 service fee to use the system. She reported they held their first video hearing on January 7 and to date they've used 456 minutes. Ms. Fox stated the process is going well and has reduced the risk and liability of transporting prisoners to and from the jail.

Mayor Dawes stated he heard the State Supreme Court had ruled that when someone is fined an amount of money the courts now have to ask if they have the ability to pay it.

City Attorney Hillier reported he hadn't read the ruling yet, but it does effect Superior Court. He noted during the sentencing process they request financial information so they can base the financial portion of the sentence on their ability to repay. City Attorney Hillier stated he didn't know if it was going to leak down to the municipal courts or not, but suspected it would.

Ms. Fox stated it was her understanding that it would be based on out of pocket costs for the city, not necessarily the fine. She noted it's still pretty new to try and figure out. Mayor Dawes suggested that might be a future update to the council.

5. Council Reports.

a. **Update From Councilor Spahr.** Councilor Spahr reported he attended the Lewis Economic Development Council meeting, and also gave an update to the Twin Cities Rotary Club about what the city has going on. He thanked city staff for providing him with some budget information, noting it was interesting to go back and look at what they did and why, adding it brings things into perspective again.

b. **Update From Councilor Lund.** Councilor Lund reported, a couple of weeks ago, he met with the Tacoma rail work group to interview two consulting firms. He noted the firm selected will be putting together a feasibility study and business plan for the Tacoma rail line between Chehalis and Maytown to see if purchasing the line makes economic sense. Councilor Lund reported a smaller group, consisting of Commissioner Bill Schulte, David Hartz, Larry McGee and himself, met last week to work out the details of the scope of work.

c. **Update From Councilor Taylor.** Councilor Taylor reported the Twin Transit Board has been working on a cost recovery plan for the last couple of months to help recover some of the money they're losing at the fare box.

Councilor Taylor reported people are paying about two percent of the actual cost to ride the bus. He noted the Board accepted a proposal to eliminate some discounts, which included passes for seniors above the age of 70. Councilor Taylor stated free passes were given to seniors because most of them can't drive, or they're on fixed incomes. He asked the

March 23, 2015

full council if they would support having City Manager MacReynold meet with Twin Transit General Manager Rob LaFontaine to see what the cost might be, and to see if there's a way for the city to provide free bus passes to our senior citizens above the age of 70. He noted the passes run \$10 or \$20 per month.

Councilor Ketchum stated he didn't think it was a bad idea, but had concerns that it might open up a can of worms for other things they can't afford.

Councilor Taylor reported Twin Transit didn't ask him to talk with the council, adding it was his idea. He felt the discount they offered to seniors was something they should try to preserve.

Councilor Pope reported when they were teaching the kids with special needs to ride the bus they set up a trust fund for ridership and only a certain portion could be used every year to help compensate Twin Transit for their loss.

Councilor Harris suggested counsel would need to be brought in to determine whether or not it would be considered a gifting of public funds.

City Attorney Bill Hillier reported the city has a history for discounting public services to seniors, such as discounted utilities for senior/low-income. He indicated they have the ability to do it, but it would require an ordinance.

Councilor Harris stated they would also need to make sure it only applies to residents within the city of Chehalis. He noted he would love to see what they could do to help, but didn't want to see people taking advantage of the situation.

Councilor Taylor stated, administratively, he wouldn't want there to be more work for city staff, so it would need to be administered by Twin Transit.

Councilor Ketchum stated he would support Councilor Taylor's request to have City Manager MacReynold meet with Mr. LaFontaine.

Councilor Harris thought it was a good idea, as well.

Councilor Spahr suggested they could look at it and see where it goes from there.

Councilor Pope stated he would still suggest they take a look at setting up a trust fund.

Councilor Taylor thought it was a good idea and he would love to do that, but didn't know how it would work.

City Attorney Hiller stated it wouldn't be something they could do through the city, but the Chehalis Foundation is certainly available for something like that.

Mayor Dawes reported there was enough of a consensus to move forward; however, he wanted to caution them that while he too thought it was a great idea, the problem with great ideas is that they sometimes have unintended consequences. He stated he was a little concerned because the city already has a representative on the Board and they're the ones setting the fares. Mayor Dawes stated he didn't want to see them gum up the works of an organization that's supposed to be running on its own.

Councilor Taylor stated he didn't care (not in a negative way) what Centralia or the county does, adding the people he wants to take care of are those that live here in Chehalis. He suggested Centralia will probably look at what we do and may have to do something similar for their seniors.

Councilor Pope suggested if they set up a trust they wouldn't have to pay all of it, but it could help reduce the cost to Twin Transit. He noted there are many ways to fund a trust.

March 23, 2015

Councilor Spahr reported he liked Councilor Pope's idea about the trust. He stated they have to think about the people in Chehalis, but they also have to think about the taxpayers who are already funding 98 percent of the program, adding they would just be shifting more of the burden onto them by covering the additional cost.

Mayor Dawes felt there were other things that could be done by Twin Transit that could alleviate these things without having to ask folks to shift that burden.

City Manager MacReynold stated the key will be to figure out how it could be done, explore the Foundation option and what the cost would be. City Manager MacReynold stated he would report back to the council after he meets with Mr. LaFontaine.

Councilor Pope asked if the city supports the Twin Cities Senior Center. City Manager MacReynold stated it does. Councilor Pope asked if that was considered gifting of public funds. City Manager MacReynold stated it was not.

d. **Update From Mayor Dawes.** Mayor Dawes reported on Wednesday, at 7:00 p.m., the Timberland Regional Library Board of Trustees will be meeting at the Vernetta Smith Chehalis Timberland Library. He noted the Board extended an invitation to the full council to attend, if they can.

There being no further business to come before the council, the meeting adjourned 5:39 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: April 13, 2015

Initials: js

April 13, 2015

The Chehalis city council met in regular session on Monday, April 13, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:45 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:57 p.m. and announced the council would take a short recess before opening the regular meeting at 5:00 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager; and Peggy Hammer, Human Resources Administrator. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Proclamations.**

a. **Chehalis Girls Basketball Team.** Mayor Dawes reported a proclamation was prepared to congratulate the W.F. West Girls Basketball team on another successful season. He stated, "They may not have taken the state championship, but three times in a row they went to the state finals and they've had much success. We're just as proud of them for what they did this year as we were any of the other years and we look forward to continued success for the program they've built."

b. **Sexual Assault Awareness Month.** Mayor Dawes presented Human Response Network Executive Director Tara Leno with a proclamation declaring April as "Sexual Awareness Month" in the city of Chehalis.

3. **Interview Applicants for Consideration of Appointment to the Chehalis Historic Preservation Commission.** The council interviewed Steven (Andy) Skinner, John McKerricher, George Hauer, and Douglas Peterson for consideration of appointment to the Chehalis Historic Preservation Commission. Mayor Dawes stated the council would let the applicants know their intentions and hoped to make the appointments at the next regular meeting.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of March 23, 2015; and

b. Claim Vouchers No. 112049-112154 in the amount of \$113,121.34 dated March 31, 2015; and Payroll Vouchers No. 37975-38026, Direct Deposit Payroll Vouchers No. 5876-5965, and Electronic Federal Tax Payment No. 146 in the amount of \$737,526.59 dated March 31, 2015.

The motion was seconded by Councilor Taylor and carried unanimously.

5. **Administration Reports.**

a. **Update on Recreation Park.** Community Development Director Dennis Osborn reported the administration met with the Parks Committee late last week to talk about Recreation Park. He noted the administration received direction for the council to look at the park to see what it would take to make it a first-class facility. Mr. Osborn provided the following summary of the work done to date:

- RB Engineering completed preliminary design work for parking and drainage improvements
- The administration expanded RB Engineering's proposal to include some additional work
- The administration presented the proposal to council and the Chehalis Foundation and received direction from the council to proceed
- The administration spent several weeks seeking a project manager and was close to signing one, but could not resolve legal language in the contract between the two parties (the administration is continuing to look for a project manager)

April 13, 2015

Mr. Osborn reported, during the time of negotiating with the potential project manager, additional discussions about the project occurred between the administration and folks in the community. From these conversations the administration concluded that some of the issues raised may have merit and may change the project scope. Mr. Osborn stated the administration wanted to take this time to check with council to see if they would like the administration to explore the following issues that came up for discussion:

- Status of Penny Playground.

Mr. Osborn reported this project was in the scope that was presented to council, but the administration received feedback regarding the sensitivity of this park to the community. The question being asked is does it really need to be replaced?

Property Maintenance Worker Ryan Chaney reported he's been inspecting Penny Playground since it was built in 1993. He noted according to the manufacturer, Leathers, the toy had a lifespan of 20 years. Mr. Chaney, who is certified to inspect the city's playground equipment, reported he found a number of issues on the decking of the platforms caused by weathering. He stated wood is no longer recommended or available, making it difficult to find a suitable replacement. Additionally, the playground is functionally linked, so they can't just rip off a board and replace it.

Mr. Chaney reported when they installed the toy they didn't account for the Chromated Copper Arsenate toxins in the pressure-treated wood. He noted the toxins can be hazardous if dermally or orally absorbed. Mr. Chaney reported over the last 16 years they've been pressure washing and sealing the toy with linseed oil, which has created a resin around all of the posts. He stated the Consumer Product Safety Commission (CPSC) would like to see all wood toys ripped out and replaced for safety reasons.

Mr. Chaney reported the playground is also experiencing dry-rot issues, noting given the high water table at Recreation Park, the posts below ground have been sitting in water for the last 22 years. Because they've already surpassed the expected lifespan of the toy he wondered how much longer they could keep it compliant and safe.

Mr. Chaney reported several states have already adopted the CPSC recommendations and guidelines. He noted there are several entities pushing for them to be adopted in Washington State, as well. Mr. Chaney thought the toy should be put on the list for replacement if they're planning to make Recreation Park a first-class facility.

Councilor Pope stated the city has always been pro-active and hoped they would include Penny Playground in the plan. He asked Mr. Chaney if the state could mandate the city to take it out or replace it if the guidelines are adopted.

Mr. Chaney stated the CPSC could.

Councilor Spahr inquired about what they would get for the estimated \$300,000 to replace the structure.

Mr. Chaney reported there are several manufacturers who make recycled plastic boards and panels that don't rot.

Councilor Lund stated he would feel terrible if the structure fell apart while kids are playing on it. He thought it would be worth changing it, even though it's sentimental.

Mr. Osborn reported the parks crew has bored down into the posts and poured materials in to solidify them, but there's still rot going on inside.

Mr. Osborn talked briefly about other issues that came up for discussion, to include:

- Additional parking – the original plan showed additional parking along the road between Green Hill School and Recreation Park. We may be able to provide additional parking, but the trade-off would be a loss of green space.
- Adding security cameras.
- Does the VR Lee Building and Hess Kitchen still function as needed, or do we replace the two facilities and create one new structure on the corner?

April 13, 2015

Mr. Osborn reported if the project scope stays the same as previously discussed and the improvements come in around \$2 million, and loans are utilized to obtain funds, the improvements for the park would be locked in for the time of retiring the debt. He suggested this may limit future opportunities to deal with life expectancy issues of structures.

Mr. Osborn reported a key component to the plan will be community involvement and outreach programs to get feedback about what the park will ultimately look like.

City Manager MacReynold stated they were looking for an indication from the council that they would like the Parks Committee to look at the additional items that were not part of their initial discussion with council. He suggested the public process that Mr. Osborn talked about was also very important.

Councilor Ketchum stated he would like to see a plan that turns it into the most unique park around. He suggested the Committee provide a complete plan that includes everything you can wish for to make it a first-class facility.

Councilor Taylor agreed.

Councilor Pope suggested if they're going to look at doing anything they should look at the overall improvement as a complete package, and then they can decide if they need to take things out.

Councilor Spahr asked if anyone had been in contact with Leathers to see what materials they're using for their playground equipment now. He stated he really likes their approach of letting the community build it, but didn't know if they still do that, or if we want to do that. Councilor Spahr stated he's all for making it a first-class park.

Mr. Chaney reported Leathers makes a lot of their toys out of a composite material.

Recreation Manager Lilly Wall reported she's talked with Leathers and they can still incorporate the community into the planning of the project, but did not believe they would let the community come in and actually help build it.

Councilor Harris reported there are a lot of things about Penny Playground that can be recreated or duplicated so people will still have that visual attachment of what's there now. He agreed that they need to look at the big pie first, and then take out what they don't want later. Councilor Harris believed there would be a lot of community involvement, and lots of projects that can be adopted by the community and developed. He felt it was important to put the people's fingerprints on the new development.

Councilor Lund stated, "When has Chehalis not done that, just look at the Gail and Carolyn Shaw Aquatics Center, the Vernetta Smith Chehalis Timberland Library, and Lintott-Alexander Park." Councilor Lund felt it was going to be a great facility for our citizens.

b. **Planning Commission Code Revision Update.** Mr. Osborn reported the items he shared with the council he also shared with the Chehalis Planning Commission. He indicated he was still waiting for some feedback from the Commission, noting if they have anything to add he'll bring it back and share it with the council.

c. **Update on Twin Transit Senior Discounts.** City Manager MacReynold reported he met with Twin Transit General Manager Rob LaFontaine to explore the possibility of the city providing waivers to our senior citizens (70+), noting Councilor Taylor brought this request to the council at the previous meeting. What he learned is there are 16 social service organizations in the local area that receive waivers and provide financial assistance for transportation. He noted the three agencies within Chehalis are: Catholic Community Services, Twin Cities Senior Center, and the Area Agency on Aging. City Manager MacReynold stated, with those services available, he would not be recommending the city provide any additional service for our senior citizens. He suggested the city can work with Twin Transit to make sure we direct people who are interested in receiving that waiver to those agencies.

April 13, 2015

6. **Council Reports.**

a. **Update From Councilor Spahr.** Councilor Spahr reported he attended the Lewis Economic Development Council (EDC) Board meeting, adding the communication coming out of the EDC seems to be a lot better. He noted they recently put out a Director's Report that the council should have received. Councilor Spahr stated he hoped the relationship would build and get better as time goes on.

b. **Update From Councilor Lund.** Councilor Lund reported he attended the Parks Committee meeting along with Councilors Harris and Pope.

c. **Update From Councilor Ketchum.** Councilor Ketchum reported he had heart surgery a little over a week ago and everything is going fine.

d. **Update From Mayor Dawes.** Mayor Dawes reported on March 25 he had a chance to attend and greet the Timberland Library Board of Trustees. On March 27, he attended the .09 Committee meeting, noting there was money approved for the Chehalis-Centralia Railroad and Museum (CCRM) for one of their upcoming projects. He also attended the grand opening of the Fresenius Dialysis Clinic on Bishop Road, the Mayors meeting on April 3, and a reception held for the fire chief finalists on April 6.

e. **Update From Councilor Pope.** Councilor Pope reported he was being treated for a medical issue that's been going on for a number of years. He noted the doctors finally decided to do something about it, and he's doing fine.

7. **Question on .09 Grant Funding.** Councilor Lund asked, "How can a group ask for funds when they won't help themselves?" He noted the CCRM didn't run an Easter train this year and they don't plan to run the Mother's Day brunch trains.

Mayor Dawes stated he didn't think the work was complete on the engine yet.

Councilor Lund reported Toby Van Altvorst (Western Washington Rail LLC) offered to let them use his engine. He stated it made him wonder why they give people money when they're not trying to make money on their own.

Mayor Dawes stated a presentation was made to the Committee and they approved half of their request.

8. **Executive Session.** Mayor Dawes closed the regular meeting at 5:59 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – evaluate qualifications of an applicant for approximately 10 minutes and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the regular meeting at 6:05 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: April 27, 2015

Initials: js

April 27, 2015

The Chehalis city council met in regular session on Monday, April 27, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Pope arrived at 5:20 p.m. and Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Mark Scheibmeir, Assistant City Attorney; Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:05 p.m. and announced the council would take a short recess before opening the regular meeting at 5:06 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; and Judy Pectol, Finance Manager. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Consent Calendar.** Councilor Taylor moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of April 13, 2015;
- b. Claim Vouchers No. 112155-112293 and Electronic Funds Transfer No. 32015 in the amount of \$374,891.41 dated April 15, 2015; and
- c. Confirm Appointments of Steven (Andy) Skinner, John McKerricher, George Hauer, and Douglas Peterson to the Chehalis Historic Preservation Commission for three-year terms expiring May 1, 2018.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Administration Reports.**

a. **Quarterly and March Financial Reports and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol reported the beginning fund balances on the quarterly report are still preliminary. She noted the 2014 Annual Report will be filed next month, at which time the numbers will become final. Ms. Pectol pointed out that the quarterly report includes the new dedicated street fund, which will receive four percent of the city's sales and use tax to be used for street projects.

Ms. Pectol reported the sales tax has improved slightly since January, but the overall general fund revenues are still lower than what she would like them to be. She talked briefly about the miscellaneous revenues in the general fund, noting a majority of the \$98,900 is from insurance recoveries in the police and fire departments, and \$23,400 is reimbursement for the demolition project at 628 NW West Street.

City Manager MacReynold reported the general fund tax revenues are lower than projected, which has to do with the property tax revenue that traditionally comes in during the months of April and October. He stated, in looking at the numbers, we're bringing in about \$150,000 more than we did at this same time last year.

Ms. Pectol reported the contra expenses for the general fund expenditures still need to be recorded, which will bring the individual departments more in line with their budgets. She indicated she had no concerns with the enterprise funds at this time.

Councilor Spahr asked if the funding in the dedicated street fund is money they anticipate receiving in and transferring out through the course of the year. Ms. Pectol stated yes.

Councilor Spahr asked if they plan to let the fund grow, or will it be used as time goes on.

City Manager MacReynold stated it will depend on what the street department has lined up. He believed they would be using a majority of the money for the additional chip sealing they'll be doing this year, and for crack sealing.

April 27, 2015

b. **City Manager Annual Evaluation**. City Manager MacReynold reported one of the annual duties of the council is to evaluate the performance of the city manager. He stated the city clerk put together copies of the evaluation form for the council and they need to be returned by May 5. City Manager MacReynold noted an executive session is scheduled for the first meeting in May to go over the evaluation.

c. **Update on Airport Manager Hiring Process**. City Manager MacReynold reported a meet-n-greet for the airport manager finalists is scheduled for April 28 at the airport offices. He noted this will be a chance for the council and the public to meet and talk with the four finalists.

d. **Work Session to Discuss Chehalis Locomotive #15**. City Manager MacReynold reported a work session is scheduled for May 11 to discuss the city's steam train locomotive with the Chehalis-Centralia Railroad and Museum Board members. He noted two of the council members have indicated they will not be available on that date and asked if they would prefer to have this discussion at a later date with the full council. The consensus of the council was to reschedule the work session; however, after briefly discussing it, the earliest they would all be available is the second regular meeting in May.

Mayor Dawes stated he would hate to delay the discussion until the end of May, because they'll be running the train by then. The council decided to leave the work session on May 11, at 4:00 p.m. City Manager MacReynold suggested the two council members who will be out of town can participate telephonically if they're available.

4. **Council Reports**.

a. **Update From Councilor Harris**. Councilor Harris reported he stopped by the Silver Agency at their new location on Market Boulevard, nothing it's nice to see that business up and running and doing well.

Councilor Harris reported on the Chehalis River Basin Partnership meeting held on Friday, April 24. He noted the Partnership, along with other agencies, sponsors the annual Water Shed Festival that takes place in Grays Harbor County. Councilor Harris reported they're talking about adding a second festival this year to take place on the weekend of July 4 in Centralia, noting Centralia hosted the very first festival during their annual "Summerfest" event. He stated it seemed to draw a lot of support and as he gets more information he'll pass it along.

b. **Update From Mayor Dawes**. Mayor Dawes reported he attended the annual Firemen's Pension Board meeting on April 23, where it was noted Retired Fire Chief John Babb had recently passed away. He stated he worked alongside Chief Babb in the building next to his for a number of years and wanted to wish his family the best.

There being no further business to come before the council, the meeting adjourned at 5:24 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: May 11, 2015

Initials: js

May 11, 2015

The Chehalis city council met in regular session on Monday, May 11, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:15 p.m. with the following council members present: Terry Harris, Daryl Lund, and Chad Taylor. Dr. Pope participated telephonically and Tony Ketchum arrived at 4:34 p.m. Councilor Spahr was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager, Dennis Osborn, Community Development Director; Rick Sahlin, Public Works Director; and Don Schmitt Street/Stormwater Superintendent.

1. Work Session – Discuss Locomotive #15 Repairs with Chehalis-Centralia Railroad & Museum Board. The Council held a work session to discuss the repairs being made to the city's Locomotive #15. Members in attendance from the CCRM Board of Directors included: Ron Burton, Rick Burchett, Harold Borovec, Luke Johnson, Ray Beaber, Coralee Taylor, Association President Bill Thompson, Vice-President Mike Beehler, and Secretary/Treasurer Wanda Thompson.

Mayor Dawes reported safety is the number one concern of the council. He stated the work session will allow both sides to address questions and concerns regarding the repair work being done to the engine. Mayor Dawes stated even though the CCRM is the daily operator of the engine, it's still the city's asset.

Mr. Thompson reported the Board appreciated the city having Al Di Paolo with the California State Railroad Museum inspect the work being done. He suggested Mr. Di Paolo came by a little too early because they were still in the process of tearing down the locomotive to see what they had to work on. Mr. Thompson noted, since Mr. Di Paolo's inspection, they've cleaned things up and a lot of the items noted in the draft inspection report have been taken care of. He reported the work is being monitored regularly by the FRA, who will have the final word as to whether they run, or not.

Mr. Thompson reported one of the issues brought up in Mr. Di Paolo's inspection report was the flues. He noted it's a personal choice of whether you weld, or roll them, adding they've opted to weld them as they've done in the past.

Mayor Dawes suggested they start by comparing the CCRM response letter to the draft inspection report provided by Mr. Di Paolo. The items were discussed in the following order:

- Firebox: Issue noted - some of the new patches to be welded are not of sufficient thickness and will likely result in faulty and unsafe weldments.

Mr. Thompson reported they hired a qualified welder to make the needed repairs, adding some of the work has been done and he'll be back later in the week to finish.

Mayor Dawes asked if the FRA would be inspecting the work before things are buttoned up.

Luke Johnson reported the FRA will inspect things before the installation of the jacketing and lagging. He noted at some point they'll test the repairs with excess operating pressure in front of the FRA to ensure safety and to find any weaknesses.

Mayor Dawes asked, short of derailment, is the potential of having the boiler blow up the biggest concern. Mr. Johnson asked, "When is the last time you heard of one blowing up?" He reported the last few incidents in the United States were caused by operator error and had nothing to do with the boiler.

Councilor Harris asked if there is a mechanism in the boiler that goes off if things get too hot, or if they have too much pressure. Mr. Johnson stated if the pressure gets too high there are safety valves that lift and the fusible plug in the firebox will melt and put the fire out if it gets to that point.

- Steam Dome

Mayor Dawes stated it appears the steam dome is a work in progress and they plan to follow Mr. Di Paolo's recommendation.

Councilor Harris inquired as to what the steam dome is and does.

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Mr. Johnson reported it's the dome on top of the engine that houses the safety valves, throttles, and the dry pipe that goes to all of the appliances.

Harold Bovevec reported that's also where the steam collects so you can use it.

Councilor Lund asked if they were making a new dome.

Mr. Johnson reported they're making a new lid for the existing dome.

- Machinery: Issue noted - problem with lateral motion on the #3 driving axle (on the to-do list).

Mr. Johnson reported they built and test fitted them earlier that day, noting they still need to drill some holes and bolt them in.

Councilor Harris asked about the required stamping of the original diameter on the axle centers.

Mr. Thompson reported that ruling went into effect in 2005. He noted the stamp just tells them the size of the axle.

Councilor Harris asked if the stamp is necessary, or if it's just a frame of reference.

Mr. Johnson reported the requirement went into effect after the engine was put back into service in 2000. He noted a rebuild is good for up to 14,072 days, or 15 years, whichever comes first. (It was noted they plan to stamp the axles.)

- Tender: Issue noted – brake shoes.

Mayor Dawes reported Mr. Di Paolo's report noted a thin brake shoe on one of the wheels.

Mr. Bovevec stated when they get too thin they change them.

Councilor Harris asked if they replace all of the brake shoes at the same time, or can they be replaced individually as needed.

Mr. Bovevec reported they wear them until they're worn out, which is not completely gone, but still usable.

Councilor Pope stated he had one basic question, "If you plan to run the train this summer, is it safe to run?"

Mr. Thompson stated, "Absolutely, yes!"

Councilor Lund inquired about the truck springs plank rivets, noting their response stated, "Will be addressed at the appropriate time." He asked when that would be.

Mr. Johnson reported the welder will do that work when he gets to the point of needing to install them.

Councilor Harris inquired about the loose rivets at the connection point with the columns on both trucks, noting Mr. Di Paolo suggested this is a condemning defect.

Mr. Johnson reported all of the loose nuts have been tightened since the report came out.

- Record Keeping

Mayor Dawes reported it was noted in the response letter that they have not kept daily inspection reports for the past few years, but they will begin to do this again.

- Smokebox - Needle scaling of the smokebox has been completed.

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- Boiler Interior – Will be repaired per FRA directives; waiting for approval from the FRA mechanical engineer.

Councilor Lund asked if they intend to arc weld the pits in the boiler.

Mr. Johnson reported they plan to put weldolets in for the washout plugs, which will remove about 20 percent of the pitting and they'll arc weld the others.

- Dry Pipe – a new dry pipe is being built and should be ready to install in two weeks.

Mayor Dawes inquired as to what a dry pipe does.

Mr. Johnson reported it takes the steam from up in the dome to the header and brings it down into the cylinders.

- Installation of Tubes and Pipes

Mayor Dawes reported it appears that everyone has talked with their own experts and there's a little bit of disagreement, but either one is acceptable.

- Water Treatment – the water treatment used is recommended by the water treatment producer
- Boiler Washes – they always use the recommended method to wash the boiler on a regular basis.

Mr. Johnson reported the engine was inspected by the FRA three weeks prior to Mr. Di Paolo arriving. He noted during that three week period they did some needle gunning on it, which made a mess of it.

Mayor Dawes talked briefly about Mr. Di Paolo's recommendation of putting in a service pit. He suggested if the Board had the funds they would probably like to put a service pit in, adding it would make things a lot easier.

Mr. Thompson agreed.

Councilor Taylor asked if there were things in Mr. Di Paolo's inspection report that they didn't think about, or weren't already going to do.

Mr. Johnson replied, the stamping of the axles.

City Manager MacReynold stated, based on the discussion, he would like the council to give the administration direction with reference to putting closure on the discussion. He felt Councilor Pope hit on one of the key points, "Is it going to be safe to run?"

Councilor Harris suggested the reason the Board hasn't heard from the city about these issues before is because they've never been through a major rebuild before. He felt there was some legitimate awareness that needed to be made to the council, so they can be assured that what the mechanics are doing is exactly what should be done.

Mayor Dawes stated based on the silence of the council, there are no concerns with the report or the answers given.

Ray Beaber suggested the council come by to take a look at the work being done, adding it might give them more of an idea as to what they're doing.

Mayor Dawes stated the worst thing you want is to have someone come down that knows absolutely nothing about what you're doing; and the second worst thing is when you have someone who can talk circles around it to make it sound like they know what they're talking about.

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Mayor Dawes reported this has been a learning process for him and he wanted to echo what Councilor Pope stated earlier. He noted what scares elected officials the most is liability. Mayor Dawes stated if the council hears something and there's a potential that something may be going wrong, it's their job to look into and make sure things are being done right. He felt the FRA would do a good job inspecting the repairs and would let them know if something isn't quite right.

Mr. Borovec stated the council could be reassured that every spring the federal inspectors come in and watch them try to blow the engine up with water pressure 25 percent over and above the working pressure. He reported they've been operating the engine for over 25 years and they've never had an incident. Mr. Borovec noted they don't take things lightly because they ride it too, adding if it's going to blow sky high he doesn't want to go with it. He reported it's a good engine and they take good care of it.

City Attorney Bill Hiller stated he wanted to reassure the council that when they wrote the lease they passed the responsibility for maintenance on to the CCRM Board, and they've been diligent about taking care of it. He noted the council had the right to do a little oversight, which they've done. Attorney Hillier felt the questions had been answered and there's no reason to concern the council any further. He suggested the legal responsibility remains with the CCRM Board to do the maintenance and they're doing it, so that's where it should rest.

Mr. Thompson reported they're waiting on a report from the FRA to finish the boiler repairs. He noted all they're trying to do at this point is salvage the rest of the season.

Mayor Dawes asked when they thought they might be up and running.

Mr. Thompson reported if they could get someone to go to Washington D.C. to get the form signed they could be on their way to getting the work done.

Mr. Johnson reported they need to weld in some new modern day washout plugs, which requires approval. He noted the guy who gives his stamp of approval also inspects all of the railroad bridges in the United States, which have priority.

Mayor Dawes thanked the Board member for attending and stated he appreciated the work they've done. He reported he looked forward to hearing the whistle blow again, noting it's a nice sound to hear.

Mayor Dawes closed the work session at 4:57 p.m. and announced the council would take a short recess before opening the regular meeting at 5:00 p.m.

2. **Citizen Business**. Chehalis Walmart Co-Manager Mistina Willmesure reported they'll be celebrating their 20th year in the community and invited the council to attend a special event on Sunday, May 31, at 10:00 a.m. She stated representatives from the local food bank will be joining them also, adding Walmart has donated over one million pounds of food since 2009.

3. **Proclamation**. Mayor Dawes presented a proclamation to Police Chief Glenn Schaffer declaring the week of May 10–16 as "Police Week" in the city of Chehalis.

4. **Consent Calendar**. Councilor Taylor moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of April 27, 2015;
- b. Claim Vouchers No. 112294-112445 in the amount of \$239,658.62 dated April 30, 2015; Payroll Vouchers No. 38027-38080, Direct Deposit Payroll Vouchers No. 5966-6054, and Electronic Federal Tax Payment No. 147 in the amount of \$726,779.33 dated April 30, 2015;
- c. Set date and time of May 26, 2015, at 5:05 p.m. for public hearing on the 2016-2021 Six-Year Transportation Improvement Program; and
- d. Authorize city manager to execute Interlocal Compact between the city, city of Centralia, and Lewis County providing for cooperation in law enforcement and related activities for 2015.

May 11, 2015

Councilor Lund seconded the motion.

Councilor Ketchum asked if the Interlocal Compact would allow the departments to create interlocal agreements as needed without bringing them before the council for approval.

Police Chief Glenn Schaffer reported the proposed interlocal would get a lot of the details regarding liability and such all wrapped up into one document. He noted with past interlocals they've run into a lot of roadblocks trying to cover all of the liability and personnel/resource issues.

City Attorney Hillier reported the issues will still come before the council for knowledge and consideration. He noted there are a number of steps involved every time they do an interlocal, adding the proposed compact will centralize issues for the police and fire departments when dealing with Lewis County and the City of Centralia.

Mayor Dawes stated it was his understanding that the departments could join any existing programs, but anything new would have to come to the council for approval.

City Manager MacReynold stated that was correct.

City Attorney Hillier stated it would compile all of the different individual interlocal agreements into one compact, and we would work off of that. He noted the interlocal would be good for one year.

The motion carried unanimously.

5. **Council Reports.**

a. **Update From Mayor Dawes.** Mayor Dawes reported he attended a meet-n-greet for the airport manager finalists along with Councilor Harris, adding we had some good candidates to choose from. He also attended the Mayors meeting, noting most of the discussion covered emergency management.

Mayor Dawes reported the next regular council meeting would be held on Tuesday, May 26 because of the Memorial Day Holiday.

b. **Update on Sidewalk Issues.** Councilor Taylor reported there had been some significant progress with the sidewalks around the city and wanted to thank public works and the police department for taking care of that.

Mayor Dawes stated he wanted to thank the public works department for educating him on the city's ordinance regarding water meters and the options residents have to re-establish service after they have their meters pulled.

Councilor Harris stated he wanted to thank everyone else involved with taking out the sand and bark that was placed in the new islands along Chehalis Avenue and replacing it with soil. He noted the Chehalis Community Renaissance Team is funding the shrubbery and trees being placed in the islands.

There being no further business to come before the council, the meeting adjourned at 5:15 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: May 26, 2015

Initials: js

May 26, 2015

The Chehalis city council met in regular session on Tuesday, May 26, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:15 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – review performance of a public employee for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:36 p.m. and immediately opened the work session.

2. **Work Session – Open Government Training.** Mayor Dawes announced the council would be receiving training on the Open Public Meetings Act. Additional staff included: Bill Hillier, City Attorney.

Mayor Dawes closed the work session at 4:55 p.m. and announced the council would take a short recess before opening the regular meeting at 5:00 p.m. Additional staff included: Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Dale McBeth, Municipal Court Judge; Becky Fox, Court Administrator; Rick Sahlin, Public Works Director; and Don Schmitt Street/Stormwater Superintendent. Members of the media included Sharyn Decker from *Lewis County Sirens*.

3. **Lewis County Tourism Update.** Lewis County Commissioner Edna Fund provided a brief update on the county's new Facebook page, "Discover Lewis County." She noted so far they've had over 500 Likes, 345 Shares, and the opportunity for 26,000 others to see it. Commissioner Fund reported the county's IT staff also created a new website that will be launched in about two weeks.

4. **Swearing-in of Fire Chief Ken Cardinale.** Municipal Court Judge Dale McBeth swore in Fire Chief Ken Cardinale. After taking the oath, Chief Cardinale introduced his wife Beth who came forward and pinned his badge on.

5. **Recognition of Former Chehalis Planning Commission Member Jim Ward.** Community Development Director Dennis Osborn presented Jim Ward with a plaque in recognition of 23 years of service on the Chehalis Planning Commission. Mayor Dawes thanked Mr. Ward for the donation of his time over the last 23 years and wished him the best in retirement.

6. **Introduction of Consultant for the Recreation Park Improvement Project.** Mr. Osborn introduced Tom Skillings of Skillings Connolly, Inc. He noted Mr. Skillings' firm was selected to provide management services for the Recreation Park improvement project.

Mr. Skillings stated it was a very exciting project and they looked forward to coming up with some good solutions for the park. He introduced Jerry Smith as the project manager.

7. **Public Hearing on the 2016-2021 Six-Year Transportation Improvement Program.** Public Works Director Rick Sahlin stated the agenda report included a list of projects that the city will attempt to get grant funding for. He noted projects that receive funding from state or federal sources are required to be identified on the city's local Transportation Improvement Program and once funding is received, they are placed on the Statewide Transportation Improvement Program.

Mayor Dawes closed the regular meeting at 5:13 p.m. and opened the public hearing.

There being no public comment, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:14 p.m.

City Manager MacReynold asked Mr. Sahlin to talk briefly about the history of trying to get funding to do improvements on National Avenue.

Mr. Sahlin reported National Avenue has been on the list of streets the city would like to improve for a number of years. He noted they've applied for funding numerous times, but have been unsuccessful at getting any grants.

May 26, 2015

Mr. Sahlin reported National Avenue is not in bad enough shape to qualify for an overlay project through the Transportation Improvement Board (TIB). He noted, a few years ago, a representative from TIB looked at our streets and we were able to get a grant for Chehalis Avenue, which at that time was the best street the city had to qualify for that type of funding.

Mr. Sahlin reported the city has applied for safety grants, but apparently things have to be pretty bad in order to qualify. He noted Street Superintendent Don Schmitt was breaking the project up into smaller segments, but didn't know if that would help to get any grant funding.

Mayor Dawes stated there are probably a number of citizens who would argue the point that National Avenue is in good shape. He noted it's got some problems and yet when we try to answer the constituents' complaints and do things to smooth it out, it sets it back further in getting a long-term solution. Mayor Dawes stated, "It's very frustrating."

Councilor Lund stated if we keep letting it get worse it might score high enough to receive grant funding.

Mr. Sahlin reported that was possible, adding it looks really bad driving from Centralia to Chehalis because of the improvements Centralia made. He reported the money Centralia used for the Gold Street project was money Chehalis gave up for the Chamber Way project.

8. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of May 11, 2015;
- b. Claim Vouchers No. 112446-112587 and Electronic Funds Transfer No. 42015 in the amount of \$370,501.12 dated May 15, 2015;
- c. Confirm City Manager's appointment of Dave Herzog to a new six-year term on the Civil Service Commission with an expiration date of June 1, 2021; and
- d. Accept the Gail and Carolyn Shaw Aquatics Center as complete and release the retainage in the amount of \$99,989.40 to Schwiesow Construction, Inc.

The motion was seconded by Councilor Lund and carried unanimously.

9. **Administration Reports.**

a. **April Financial Report.** Finance Manager Judy Pectol reported the general fund property taxes looked low at this time; however, the city did receive \$617,000 in May, which will put it back on track with what is budgeted. She noted the sales tax revenue is higher than it was last year at this time, but still lower than where she would like it to be. Ms. Pectol reported the city received its first donation of the year, adding she was happy to get that. She reminded the council that a large portion of the miscellaneous revenue received to date was for insurance recoveries for the police and fire departments and reimbursement for demolishing the house at 628 NW West Street.

Ms. Pectol reported on the general fund expenditures, noting she believed they would even out by the end of the year. She indicated there would be some changes on how the contra expenses are recorded, adding she's currently working on a cost allocation plan.

Ms. Pectol reported the water and wastewater utility revenues are lower than anticipated due to lower usage by commercial utility customers.

b. **Update on the Chehalis River Basin Flood Authority.** City Representative Julie Balmelli-Powe reported there isn't much happening with the Chehalis River Basin Flood Authority at this time, adding they're still waiting for the budget to pass. She noted there was an initial budget request for \$30 million for projects, including the permitting for the water retention structure, but recently heard it was bumped to up \$50 million.

May 26, 2015

Ms. Balmelli-Powe reported the Dillenbaugh Creek project didn't make the cut this year, but with the increased budget amount, if approved, they're hoping they can get something going on that.

Ms. Balmelli-Powe reported they're doing a lot of outreach to get projects done. She stated for more information on the various projects people can visit the Chehalis River Basin Flood Authority website. Ms. Balmelli-Powe reported they also have a place now for residents to enter in their email address to get early warning alerts regarding flooding in their area.

Mayor Dawes thanked Ms. Balmelli-Powe for continuing to serve on the Flood Authority on behalf of the council, adding he appreciated it very much.

Mr. Osborn provided a map showing what the 2007 flood event looked like in relation to the 2006 Federal Emergency Management Administration (FEMA) flood insurance rate map, noting there really wasn't a whole lot of difference between the two.

Ms. Balmelli-Powe reported the Flood Authority would like to come up with some basin-wide guidelines, so there's no finger-pointing. She noted by putting the FEMA map and the flood of record on the same map they can use it basin-wide to establish regulations. Ms. Balmelli-Powe noted this was only in regards to the floodplain, not the floodway.

10. Council Reports.

a. **Update From Councilor Taylor.** Councilor Taylor reported panhandling seems to be getting worse in Chehalis and asked if the council would support having City Manager MacReynold research the ordinance passed by the city of Centralia to see if Chehalis could do something similar. He noted several people in the community have asked him to bring it up.

The council supported the request.

b. **Update From Councilor Lund.** Councilor Lund provided a brief update on the recent activities of the Tacoma Rail Work Group. He noted the Lewis County Commissioners will be considering a contract with the consultant selected by the group to do a feasibility study and business plan, to determine if a portion of the Tacoma rail line between Chehalis and Maytown is worth purchasing.

c. **Update From Mayor Dawes.** Mayor Dawes reported he stood in for Councilor Taylor at the Lewis County Traffic Coalition meeting on May 18, adding they're doing a lot of work on the Regional Transportation Plan. He also attended a Business After Hours event at the Holiday Inn Express.

d. **Appoint 2015 Association of Washington Cities (AWC) Voting Representative.** City Manager MacReynold reported the council was copied on a letter received from AWC, noting they're requesting the council select a voting delegate to represent the city. City Manager MacReynold believed Mayor Dawes was the only one signed up to attend the annual conference at this time. The council agreed that Mayor Dawes should be the city's representative.

11. **Executive Session.** Mayor Dawes closed the regular meeting at 5:29 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – lease or sale of real estate, and would continue discussion under RCW 42.30.42.30.110(1)(g) – review performance of a public employee for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 6:28 p.m. and there being no further business to come before the council, the meeting adjourned immediately.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: June 8, 2015, Initials: js

June 8, 2015

The Chehalis city council met in regular session on Monday, June 8, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; Don Schmitt, Street/Stormwater Superintendent; and Dave Vasilaukas, Water Superintendent.

1. **Proclamations - W.F. West Girls Fastpitch Team.** Mayor Dawes presented the W.F. West High School girls fastpitch team with a proclamation declaring them the 2015 2A State Champions.

2. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of May 26, 2015;

b. Claim Vouchers No. 112588-112697 and Electronic Funds Transfer No. 52015 in the amount of \$980,890.87 dated May 29, 2015; and Payroll Vouchers No. 38081-38139, Direct Deposit Payroll Vouchers No. 6055-6143, and Electronic Federal Tax Payment No. 148 in the amount of \$680,113.14 dated May 29, 2015; and

c. Authorize city manager to execute a grant from the Washington State Department of Health (DOH) in an amount not to exceed \$30,000 to conduct a feasibility study on various funding and cost sharing options to consolidate several small water systems in the Hamilton Road area.

Councilor Lund seconded the motion.

Councilor Spahr asked for an explanation on the grant funding, so people understand this is not \$30,000 coming out of the city's budget.

Water Superintendent Dave Vasilaukas reported there are a number of smaller water systems along Hamilton Road and Bishop Road. He noted the nitrate levels have been going up, especially along Hamilton Road, and DOH and the Lewis County Health Department would like to have them get off of those systems and onto city water. Mr. Vasilaukas reported the grant will be used to look at options for extending the water main out to that area.

Councilor Taylor asked if they know what's causing the nitrate levels to go up. Mr. Vasilaukas stated they didn't.

Councilor Lund asked if the area they're looking at is outside the city's urban growth area (UGA).

Mr. Vasilaukas believed it's all within the city's UGA.

Councilor Spahr noted most of the water systems along Hamilton Road are independent wells.

Mr. Vasilaukas stated that is correct, noting there are several different wells, but they're all from the same aquifer.

The motion carried unanimously.

3. **Administration Reports.**

a. **Report on 2015 Street Oiling Program and Crack Sealing Locations.** Street/Stormwater Superintendent Don Schmitt reported the list is pretty extensive, noting the rotation has been neglected for a few years and they're trying to get it reestablished. He reported they'll continue with some crack sealing along N. Market Boulevard to 13th Street, and potentially further south on Market Boulevard if time allows.

Mayor Dawes asked if any pre-leveling would be done to the streets prior to chip sealing.

June 8, 2015

Mr. Schmitt stated yes, adding they're in the process of cutting the shoulders and brush back and later this week they'll come through and do some pre-leveling.

Councilor Spahr asked what the approximate cost will be for the 10 lane miles they plan to do this year and what the total number of lane miles is for the city.

Mr. Schmitt reported it will probably cost about \$85,000 for the chip sealing and the associated rental costs will run between \$5,000 and \$10,000. He stated there are approximately 95 to 100 lane miles within the city, noting some are concrete and cannot be chip sealed. Mr. Schmitt reported the city has about 50 lane miles of surface that will be treated; however, some of the arterial streets will likely be overlaid at some point, rather than chip sealed.

Mayor Dawes reported the city dedicated a certain amount of sales tax revenue for street repairs starting in 2015. He inquired as to how much more will get done with the additional funding.

Mr. Schmitt reported the city buys its oil in 30 ton drops. He stated last year they put down 60 ton, noting a majority of that went to salvage Kresky Avenue. Mr. Schmitt reported they plan to do double what they did last year on the streets they typically identify for chip sealing.

b. **Research on Panhandling Ordinance.** Police Chief Glenn Schaffer provided the council with a copy of a letter he received from Twin City Town Center Property Manager Vivian Peterson, noting Ms. Peterson has been in contact regarding the panhandling problem on her property.

Police Chief Schaffer reported the city repealed its panhandling ordinance last year because it was unconstitutional and unenforceable. He stated some people believe this caused an increase in panhandling here in Chehalis, but noted that is simply not the case.

Police Chief Schaffer reported an individual's right to beg for money from others is protected speech under the First Amendment. He stated a city may not regulate the speech because of a disagreement of what the speech conveys; however, the city does have the right to enact reasonable time, place and manner restrictions, adding the restrictions need to serve a significant government interest and leave open sufficient alternative channels for communication of the speech.

Chief Schaffer reported council asked the administration to take a look at Centralia's ordinance and those similar. He stated, in a nut shell, Centralia's panhandling ordinance prohibits aggressive or coercive panhandling, panhandling from certain public locations, such as on-ramps and busy intersections, and panhandling from specific private locations, such as automated teller machines (ATMs), gas pumps, and places where people are conducting business.

Chief Schaffer indicated Centralia's ordinance does not prohibit panhandling from private property. He noted, according to the Centralia Police Department, they're using their trespassing ordinance to deal with it. Chief Schaffer stated Chehalis uses its trespassing ordinance as well; however, it's a very tedious process, it takes time and it's not full-proof.

Chief Schaffer reported he's seen an increase in panhandler activity over the past year, noting they've received approximately 20 complaints since January of this year. He stated all of them have taken place on private property, specifically at the Twin City Town Center, the Main Street Food Mart, and the Jack in the Box on Interstate Avenue.

Chief Schaffer reported the department hasn't received any official complaints regarding public property; however, there have been a number of comments, such as: they make me feel uncomfortable; and, can something be done about the trash they leave behind.

Chief Schaffer reported there are a number of jurisdictions in the state that have panhandling ordinances. He noted some deal specifically with public panhandling, while others address both public and private property. Chief Schaffer stated he took a look at Pierce County's private property ordinance, which states that it's unlawful for any person to solicit another person within 25 feet of ATMs, exterior public pay phones, self-service car washes, gas stations, and entrances to buildings, unless the solicitor has permission from the owner or occupant. The ordinance also states that it's unlawful for a person to solicit another person from private property, unless the solicitor has permission from the owner or occupant.

June 8, 2015

Councilor Pope asked, "What protects a customer?"

Chief Schaffer stated, "Not much of anything," adding the ability for somebody to walk up to you and ask for money is covered under the constitutional speech that he referred to earlier.

After a brief discussion, City Manager MacReynold stated, "The point Chief Schaffer is trying to make is that he has a legal vehicle to prevent panhandling on private property, which is the Pierce County model."

Mayor Dawes stated there appeared to be interest on the part of the council to take it to the next step.

Councilor Harris asked if the city has authority to legislate what happens at the on and off ramps of I-5.

Chief Schaffer stated yes, adding it's still public property within the city limits, and it affects Chamber Way.

Councilor Spahr suggested perhaps they should be required to have a business license and pay an income tax based on an assumed amount that a panhandler is going to make.

Chief Schaffer thought that would open up a 'Pandora's Box' and suggested they not go there.

c. **Parking on 2nd Street.** Chief Schaffer reported there have been some complaints regarding parking along 2nd Street between Cascade Avenue and SW William Avenue. He noted most of the other streets that run parallel only have parking on one side because the streets are so narrow; however, 2nd Street, for whatever reason, still allows parking on both sides. Chief Schaffer reported residents are parking right across the road from each other, which doesn't leave any space for other vehicles to pass through. He stated the road is only 24 feet wide and a vehicle takes up eight to 10 feet for parking.

Chief Schaffer reported they plan to hand out notification letters to the residents to inform them that the south side of the street will be deemed 'No Parking.' He stated the public works department is going to work on posting signs, adding they'll give a one week grace period before they start doing any enforcement.

4. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope reported he came across a document titled "WPPA Port Report – May 2015" that was prepared by Port of Chehalis Chief Executive Officer Randy Mueller. He didn't know if the Port Commissioners gave Mr. Mueller permission to make this report at a conference in Spokane, but he took offense to it and thought it was damaging to the community.

Mayor Dawes stated he would like to have a chance to take a look at it because he hadn't heard anything about it.

b. **Update From Councilor Taylor.** Councilor Taylor reported he visited his Aunt in Soap Lake, Washington, over the weekend to celebrate her 60th birthday. He noted his Aunt is on the city council and they recently completed a \$2 million street and sidewalk project to help revitalize their downtown area. Councilor Taylor reported, in order to get the project done, they had to let their streets deteriorate so bad that cars couldn't go down them anymore because the potholes were so big. He stated they were afraid if they did any work to them they wouldn't qualify for the grant funding. Councilor Taylor stated it was nice to see another small town get a project like that.

c. **Update From Councilor Ketchum.** Councilor Ketchum congratulated all of the other Lewis County teams that took state titles, including the Centralia Boys Baseball Team, the Adna Girls Softball Team, and the Adna Boys Baseball Team.

Councilor Spahr noted White Pass also took home a title and there was one local tennis player who placed in the top eight.

Mayor Dawes stated we have a lot of sports talent in this area.

June 8, 2015

d. **Update From Mayor Dawes.** Mayor Dawes reported he received a letter from the Association of Washington Cities (AWC) confirming the city earned the 2015 AWC Benefit Trust WellCity Award for a second year. He noted the city has a hard-working Wellness Committee chaired by Court Administrator Becky Fox. Mayor Dawes stated the award helps the city get a two percent discount on medical premiums.

Mayor Dawes reported he met with Fire Chief Ken Cardinale and the Riverside Fire Authority (RFA) to get the Chief up to speed on where they're at with the RFA. He noted their next meeting is scheduled for Wednesday night.

Mayor Dawes reported he attended Corine Aiken's retirement party on May 28, adding they had a nice little send off for her at the Vernetta Smith Chehalis Timberland Library. He also attended a ribbon cutting at Rum Runners on Chehalis Avenue, a ribbon cutting at the Community Farmers Market at Chehalis, the Wellness Committee lunch on June 4, and the Mayors meeting on June 5.

e. **Update From Councilor Lund.** Councilor Lund stated he gets pretty upset when people say negative things about Chehalis. He noted after briefly looking at the WPPA Port Report that Councilor Pope provided earlier, if he were someone from the outside he sure wouldn't put any money into this town.

5. Resolution No. 5-2015, First and Final Reading – Adopting the 2016-2021 Six-Year Transportation Improvement Plan. Mr. Schmitt reported the city annually submits its Transportation Improvement Plan (TIP) to the Regional Transportation Authority and if any projects get funded they go to the Statewide Transportation Improvement Plan. He noted the city's TIP can be amended at any time during the year if funding is acquired for another project.

Councilor Spahr moved that the council adopt Resolution No. 5-2015 on first and final reading.

The motion was seconded by Councilor Pope and carried unanimously.

6. Emergency Medical Services (EMS) Levy Proposal for November 3 General Election Ballot. Fire Chief Cardinale reported the city's current six-year EMS levy is due to expire at the end of the year. He noted the money the city receives from the levy pays for two positions within the fire department, along with resupplying EMS equipment. Chief Cardinale recommended that this issue be brought back for council consideration on July 13, at which time Fire Captain Casey Beck will be available to answer any questions.

Councilor Harris reported the last time they went out for the EMS levy it stated they could take up to .50 cents per \$1,000, but according to the numbers provided by Lewis County it bounced between .36 and .39 cents per \$1,000. He inquired as to what amount they would be asking for with the new levy.

City Manager MacReynold reported it's a combination of things, noting people will be voting to collect a maximum of .50 per \$1,000. He stated if the levy passes the council can choose to either leave the amount the same, or to collect more. City Manager MacReynold stated the council has discretion each year through the budget process to look at it and make that determination. He noted, with regards to the last election, the council made a commitment to the voters that they would not raise the levy any more than what had been collected in the past.

City Manager MacReynold believed there was a real interest by the department and the administration to encourage the council to look at possibly raising it to .50 cents per \$1,000 because it's costing more to provide the services. He stated if the levy passes they will be coming to the council, through the budget process, with a request to fund it at a higher level.

Councilor Spahr moved that the council set the date and time of July 13, 2015, at 5:05 p.m., to conduct a public hearing on the EMS levy, and direct the city manager to prepare a resolution for council consideration on July 13, 2015, to place the EMS levy on the November 3, 2015 general election ballot.

Councilor Lund seconded the motion.

June 8, 2015

Mayor Dawes stated the city has enjoyed very much success with the EMS levy in the past and hoped it would continue. He noted he's always a bit afraid of running a tax measure on the last available election date, but knew everyone would be working hard to get it passed.

The motion carried unanimously.

7. **WPPA Port Report.** Councilor Taylor asked if the WPPA Port Report was just an on-line document. Councilor Pope stated it was presented earlier this year at a Conference in Spokane.

City Manager MacReynold noted Mr. Mueller was in the audience and might be able to answer some of their questions.

Mayor Dawes stated he didn't know if he was prepared to ask any questions, or if Mr. Mueller was prepared to answer any at this time. He stated he would like to have a chance to read the report first.

There being no further business to come before the council, the meeting adjourned at 5:54 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk
Approved: June 22, 2015
Initials: js

June 22, 2015

The Chehalis city council met in regular session on Monday, June 22, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Councilor Harris was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Becky Fox, Court Administrator; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Patrick Wiltzius, Wastewater Superintendent; and Don Schmitt, Street/Stormwater Superintendent.

1. **Moment of Silence for Officer Rick Silva.** Mayor Dawes reported the city lost a member of its police department last Thursday, noting Officer Rick Silva had been employed with the city just one day short of 13 years. He stated this is a loss to his family, as well as his city family. Mayor Dawes requested a moment of silence before continuing the meeting. He noted once arrangements are finalized an announcement would be made.

2. **WellCity Award Presentation.** City Manager MacReynold reported the city started the WellCity program about two years ago, noting there are a lot of positive things coming out of it. He stated there's a benefit not only to the city financially, but to the employees who are healthier now. City Manager MacReynold reported the committee members are all great role models and thanked them for their commitment to the program.

Mayor Dawes reported a press release would be going out to recognize the city as being one of the 111 winners across the State of Washington of the distinguished WellCity Award. He noted this award goes to cities and public entities that meet stringent WellCity standards and demonstrate their commitment to employee health.

Mayor Dawes reported the direct benefit is people are eating better, exercising and improving their overall health. The indirect benefit is a two percent discount on medical premiums, which for this year is just short of \$28,000. He stated he's pleased that the city employees are taking the initiative to promote better health not only for them, but for the workplace. Mayor Dawes presented Committee Chair Becky Fox with the 2015 nameplate to be placed on the WellCity plaque received in 2014. He also presented certificates to each of the Committee members, to include: Betty Brooks, Melody Guenther, Peggy Hammer, Judy Schave, and Becky Fox. Other members who were not in attendance, but will receive certificates include: Larry Dobyys, Lloyd Gruginski, Julie Hampson, Tracey Paddock, Danyell Zavodsky, and Jud Riddle.

Ms. Fox thanked the council and city manager for their support of the program. She stated the Committee members continue to do good work and worked very hard this year to keep it interesting.

3. **Briefing on Community Farmers Market at Chehalis.** Greater Lewis County Community Farmers Market Manager Rachael Reiton reported this is their 11th season in Chehalis, and so far it's been a very busy one. She stated the market has been very successful for the last 10 years, adding it's been a really great partnership. Ms. Reiton provided the council with a basket of goodies from the market to thank the council for all of their support.

Mayor Dawes thanked Ms. Reiton, noting the market is a great addition to downtown and the downtown business community also loves having them there. He stated the city looks forward to having them for many more years and wished them the best of luck.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of June 8, 2015;
- b. Claim Vouchers No. 112698-112872 and Electronic Funds Transfer No. 520151 in the amount of \$296,728.69 dated June 15, 2015;
- c. Award contract for Arkansas Way Road Extension to Sterling Breen Crushing, Inc., in the amount of \$973,329.48, and authorize city manager to execute contract agreement;
- d. Authorize city manager to execute lease agreement with Bass Enterprises, Inc., dba Dutch Bros. Coffee; and
- e. Authorize city manager to execute lease modification with CCA Retail, LLC.

June 22, 2015

The motion was seconded by Councilor Pope and carried unanimously.

5. Administration Reports.

a. **May Financial Report.** Finance Manager Judy Pectol reported the revenues are looking better with the exception of the sales tax revenue and a couple of others. She was pleased to report that we had our first big subdivision come through, so the building permits, water, sewer and stormwater hookups are all looking better than they did last month.

Ms. Pectol reported the commercial revenue for water and sewer is still a little low, but not enough to worry about.

Mayor Dawes noted the sales tax revenue is higher than it was last year, but just not as high as what we anticipated it might be at this time.

Ms. Pectol briefly reported on the general fund expenditures, noting she still needs to record the contra expenses. She indicated she's currently rewriting the cost allocation plan to conform to the State Auditor's standards, adding once the plan is complete she'll make those entries. Ms. Pectol reported the insurance payment has been expensed for the year. She noted in prior years it was allocated throughout the year; however, because we operate on a 'cash basis' it needs to be recorded at the time we pay it.

Ms. Pectol reported she would be coming back to the council in July with a budget amendment. She noted a couple of the amendments include a prior FAA grant for approximately \$21,000 that was not recorded on our books, and a transfer from the utility fund to the airport fund for the Arkansas Way road project.

Mayor Dawes inquired about the money left with the county at the time of the airport transfer, wondering if the balloon payment had been made yet.

Ms. Pectol stated no, adding it will be made in 2017.

6. Council Reports.

a. **Update From Mayor Dawes.** Mayor Dawes reported he attended the Joint Oversight Board meeting with Riverside Fire Authority on June 10, adding it was a good chance for our new fire chief to see where they've been and where they're going.

Mayor Dawes reported he attended the .09 Committee meeting on June 12, noting Corine Aiken, representing the Discover! Children's Museum, spoke to the Committee about potential engineering money for next year. Another request the Committee discussed had to do with some work being done on the rail spur at the Port of Chehalis. Mayor Dawes felt the Committee was willing to support it, but would like a little assistance from the folks that may benefit from it.

Mayor Dawes reported he and a number of the other councilmembers had a chance to talk with Tom Skillings with Skillings Connolly, Inc., regarding the Recreation Park Improvement Project.

Mayor Dawes stated he also attended a Business After Hours at the Pacific Athletic Center on the corner of 21st Street and Market Boulevard, noting it was quite a facility. He believed the property just north of the Center is where they're looking to site the Boys and Girls Club.

Mayor Dawes reported a press release was sent out regarding the 2015 Chehalis Music in the Park concert series at Recreation Park. He noted this year's line-up includes:

- The Voetberg Family Band – July 17
- Borrowed Time: The Music of Styx and Third Stage: A Tribute to Boston – July 24
- The New Blues Brothers Power Revue – July 31
- Randy Linder with Steve Stefanowicz, and The Randy Linder Band's Tribute to CCR – August 7

June 22, 2015

Mayor Dawes reported the concerts are all free and begin at 7:00 p.m. He noted Jeremy's Farm to Table will also be on hand serving up food during all four concerts.

7. Ordinance No. 942-B, First Reading – Revision of Sewer Rates for the City of Napavine and Lewis County Water & Sewer District #4 (LCSD #4). City Manager MacReynold reported the city has renegotiated our sewer agreement to provide service to the city of Napavine and LCSD #4, with reference to treatment of their sewer collection system.

Wastewater Superintendent Patrick Wiltzius reported the city normally sets the sewer collection rates for Napavine and LCSD #4 in November/December for the upcoming year. He noted a request was made by the council to review how we calculate the rates and to look at options for doing it differently.

Mr. Wiltzius reported the city hired the FCS Group to come up with a different rate structure. He noted the new structure was presented to the council back in January to get buy-off before presenting the proposed rates to Napavine and LCSD #4.

Mr. Wiltzius reported the new rate for Napavine increased substantially which raised some concerns, so they reconvened the Sewer Operating Board to take a look at it. He noted the Board did some negotiating on the rates and adjusted the amount being charged for administration, and then spent a few months working on an interlocal agreement to enact the rates. Mr. Wiltzius stated the interlocal agreement and ordinance would enact new rates for the next five years.

Mr. Wiltzius reported Napavine would be looking at it today or tomorrow, and LCSD #4 would be looking at it on Thursday. He stated LCSD #4 indicated they would be approving it, but he wasn't sure about Napavine.

Councilor Spahr stated he would be recusing himself from voting on this matter because he has two rentals located in LCSD #4.

Councilor Pope moved to suspend the rules requiring two readings of an ordinance.

The motion was seconded by Councilor Taylor and carried unanimously

Councilor Pope moved to pass Ordinance No. 942-B on first and final reading amending the sewer rates for the city of Napavine and Lewis County Water & Sewer District #4, and authorize the city manager to execute the Interlocal Agreement between the city of Chehalis, city of Napavine, and Lewis County Water & Sewer District #4 providing for rates to be charged for monthly sewage treatment services.

Councilor Lund seconded the motion.

Councilor Lund noted whenever Mr. Wiltzius does something he does a good job and he does it right.

The motion carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:22 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: July 13, 2015

Initials:js

July 7, 2015

The Chehalis city council met in a special session on Monday, July 7, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 8:30 a.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; and Judy Schave, City Clerk.

1. **Work Session – Leadership Training.** The council held a special training session on leadership and governance. Patrick Ibarra with the Mejorando Group facilitated the work session.

Topics of discussion included:

- Strategic Planning
- Infrastructure
- Role of city in region as a partner to other governments
- Growth
- City Services
- City Facilities
- City Workforce

There being no further business to come before the council, the work session adjourned at 4:15 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk
Approved: July 13, 2015
Initials: js

July 13, 2015

The Chehalis city council met in regular session on Monday, June 13, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Erin Hillier, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Don Schmitt, Acting Public Works Director, Street/Stormwater Superintendent; and Dave Vasilauskas, Water Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

1. **Introductions.** Mayor Dawes recognized Boy Scouts Justin Hilliker and Jacob Blomdahl who were attending the meeting in order to earn one of their merit badges.

2. **Public Hearing.** Chehalis Fire Captain Casey Beck reported the current Emergency Medical Services (EMS) Levy is up in December and a resolution is being proposed to renew it on the November 3 general election ballot. He noted by waiting until November they can split the cost amongst other agencies, making it a lot cheaper for the city.

Captain Beck reported the proposed six-year levy is a continuation of the current EMS levy. He indicated there was some thought of making it a 10-year, or permanent levy, but that would require a super majority vote.

Captain Beck reported Local 2510 will sponsor and fund the proposition. He noted the levy funding will help pay for personnel, equipment, and related expenses for emergency medical services.

Captain Beck stated they have a lot of support for the EMS levy, noting in 2009 they received 81 or 82 percent approval rating. He noted he did not anticipate any issues passing the EMS levy this time around and asked that the council approve the resolution that would be presented later in the meeting.

Mayor Dawes recessed the regular meeting at 5:05:07 p.m. and opened the public hearing.

There being no public comment, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:05:55 p.m.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of June 22, 2015, and the special work session of July 7, 2015; and
- b. Claim Vouchers No. 112873-112983 in the amount of \$131,593.63 dated June 30, 2015; and Payroll Vouchers No. 38140-38228, Direct Deposit Payroll Vouchers No. 6144-6233, and Electronic Federal Tax Payment No. 149 in the amount of \$788,239.37 dated June 30, 2015.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **Update on City Water Use/Availability.** City Manager MacReynold reported there's been a lot of discussion about the possible lack of water due to the warmer weather and thought it would be good to get up update on the city's current water situation.

Water Superintendent Dave Vasilauskas reported there's been a lot of talk about the availability of water in Chehalis with other systems in the area having issues with their supplies. He noted the city is doing pretty well considering the lack of rain the area has received this year.

Mr. Vasilauskas reported in 2013 the city filtered 620 million gallons of water, and in 2014 it was up to 680 million gallons. He noted, to date, the city has filtered 304 million gallons, which is down considerably from 2013 and 2014 when they averaged 1.4 million gallons during the same time period.

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Mr. Vasilauskas reported he compared the river readings from three years ago to what we currently have and we're right on track for 2015. He stated the operators feel pretty comfortable that we should have plenty of water throughout the summer months.

Councilor Harris asked Mr. Vasilauskas to provide a brief report on the discussion they had at the Chehalis River Basin Partnership meeting a couple of weeks ago regarding individual water rights. He noted he received an email stating the Department of Ecology (DOE) was going to be meeting with the partnership to discuss all types of water rights.

Mr. Vasilauskas reported the Environmental Protection Agency will be sending out letters to the junior water right holders who have rights to withdraw water from the Chehalis River, notifying them that they are at-will to be put on hold if need be to keep water in the river. He noted the city of Chehalis has been a senior water right holder since the early 1900s and has consumptive rights on the Chehalis River and the Newaukum River.

Councilor Harris stated he appreciated that Wastewater Superintendent Patrick Wiltzius offered to put 1.2 cubic feet per second back into the river, however; DOE does not care for that during the summer months because the water the city emits is cleaner than the water in the river, which changes the ecology of the river.

Councilor Pope asked if the city had any wells in our system.

Mr. Vasilauskas stated we do not, adding we're strictly surface water.

b. **Update on Twin Transit Senior Discounts.** City Manager MacReynold reported, a few meetings back, the city received a request from Janet Rowley asking the council to consider a waiver for senior transit use. This was based on the service being cut by Twin Transit earlier in the year. He noted at the time he recommended the council not do that because there were other options and providers. City Manager MacReynold reported Citizen Rowley spent a great deal of time researching the issue and identified that many of the agencies do not provide senior waivers, or discount passes to ride Twin Transit.

City Manager MacReynold reported he met with Twin Transit General Manager Rob LaFontaine, and after discussing the issue he is standing by his earlier recommendation of not funding a senior discount/waiver program. He indicated it would require the use of public money, which would mean our citizen's would pay more than others in the county for the same service. City Manager MacReynold suggested the council could recommend to the Twin Transit Board that they consider implementing a senior discount program.

Councilor Taylor, who represents the city on the Twin Transit Board, stated the cost of providing paratransit services has risen so much that it affects the amount of money they have left over to provide regular bus service. He noted the amount they can charge for paratransit is based on the lowest rate they charge to individual passengers, and it can only be up to one and a half times that amount. Councilor Taylor reported they had to eliminate the senior discounts in order to increase the amount they charge for paratransit, and by doing that it eliminated the lifetime passes for seniors. He reported his original thought was to have the city buy bus passes for our seniors, but it makes better sense not to charge our citizens twice.

Councilor Taylor indicated he was happy to carry the wishes of the council forward; however, he didn't feel it would change anything because the other two members on the Board would probably not support it.

Councilor Ketchum stated he agreed with City Manager MacReynold, adding they need to do something as a council to strongly urge the Board to look at it again and approve something for the senior citizens.

Councilor Lund stated his grandmother used to always say you need to plan for your future; plan ahead and don't expect anyone else to take care of you. He felt she would be offended if she was still alive and someone tried to pay her way to ride the bus.

Councilor Spahr stated there is no free ride, adding the taxpayers are already paying 95 percent of the system. He suggested they could go back to the taxpayers to see if they want to pay another penny in sales tax, but felt the citizens are already paying enough. Councilor Spahr stated it was a tough call and hated to say it that way, but that's the way it is.

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Mayor Dawes suggested if anyone wanted to offer up a motion the council could vote on it.

Councilor Ketchum moved to request the Twin Transit Board look into the possibility of reinstating a free pass or discount for senior citizens to ride the bus.

The motion was seconded by Councilor Taylor.

Councilor Pope stated he didn't feel it was right for the council to suggest to Twin Transit what they should do.

Councilor Harris stated he had to disagree, adding he thought they could ask to have them look at it again.

Mayor Dawes stated, while it's great to ask, he would like to know where it stops. He reported the city has a discount program for our senior and disabled utility customers, but what happens when they start having other utility customers asking for help to pay their bills.

Councilor Ketchum stated they're not looking to solve the problem, or to raise other funds to fund the seniors, they're formally asking Twin Transit to look at it. He suggested if the Board can't do anything then the council has done their due diligence.

The motion failed 3-4 with Councilors Pope, Spahr, Lund and Mayor Dawes voting against the motion.

5. Council Reports.

a. **Councilor Ketchum.** Councilor Ketchum reported he noticed a couple of large piles of dirt near Blakeslee Junction, adding he didn't know if it was clean fill dirt, but if it is, the Washington State Department of Transportation (WSDOT) will have to get rid of it. He suggested the city talk with them to see if they would be interested in giving it to us for fill at the airport.

City Manager MacReynold stated since WSDOT is always looking for fill they're probably going to use it, but we can certainly ask.

b. **Update From Mayor Dawes.** Mayor Dawes reported he attended the 2015 Association of Washington Cities Annual Conference in Wenatchee. He noted he had to come back a little earlier than planned for Officer Rick Silva's memorial, so he didn't get to see which project beat out our pool project, but he could guarantee it wasn't as good as ours. Mayor Dawes reported, while in Wenatchee, he had a chance to visit a 'legal' marijuana grow and processing operation and retail store. He suggested it was very interesting and quite a process.

Mayor Dawes reported a lot of the council was in attendance for Officer Silva's memorial at W.F. West High School, adding the Behind the Badge program and the police department put together a very nice ceremony for Office Silva.

Mayor Dawes reported he attended a ribbon cutting at Jeremy's Fruit Stand, noting they relocated to the north end of State Street because they got too big for the area near the restaurant. He also attended the entrance conference for the 2014 audit, noting in about two weeks they'll be doing the exit conference.

Mayor Dawes reported the council held an all-day workshop on planning. He stated it's always good to sit down in a setting like that and exchange ideas.

City Manager MacReynold stated the facilitator was impressed with the council's candor and focus.

6. Resolution No. 6-2015, First and Final Reading – Emergency Medical Services (EMS) Levy Proposal for November 3 General Election Ballot. City Manager MacReynold stated he and Fire Chief Ken Cardinale were available to answer any questions the council might have concerning the resolution.

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Councilor Ketchum asked if the \$0.50 per \$1,000 of assessed value is the maximum they can ask for.

Chief Cardinale reported the maximum is up to \$.050, but historically the city has not collected the full amount.

Councilor Ketchum asked if they were asking to go up to \$.050 this time.

Chief Cardinale stated yes.

Councilor Spahr stated we're not asking the citizens to allow us to tax them up to \$0.50, adding it's already at \$0.50. He noted historically they've charged less and they have no plans at this time of going up to \$0.50, the city just has that ability.

City Manager MacReynold stated it's the same approach they took in 2009, adding the city can collect up to \$0.50 per \$1,000, but the council ultimately decides what that amount is through the budget process. He reported the cost of providing services has increased over the years and suggested they would need to ask for more than what they're currently collecting. City Manager MacReynold reported, traditionally they've collected right around \$0.38 to \$0.40 per \$1,000.

Chief Cardinale reported the rate has fluctuated over the years, but they've never collected the full \$.050 per \$1,000. He stated with costs going up they would be urging the council to go up to the full collection.

Councilor Harris reported it's basically a repeat of the levy that passed in 2009 when everyone was getting hit the hardest. He suggested the support they received last time is a testament to what a good program it is.

Councilor Taylor moved that the council adopt Resolution No. 6-2015 on first and final reading.

The motion was seconded by Councilor Spahr and carried unanimously.

7. Lodging Tax Advisory Committee (LTAC) Recommendation for Visiting Nurses Foundation Event. Councilor Harris reported Jenny Collins and Councilor Ketchum presented an application from the Visiting Nurses Foundation for the "Summer Slam 3 on 3 Basketball Tournament" to be held August 1 and 2 at the PAC (Pacific Athletic Center) in Chehalis. He noted the Committee was concerned with whether or not they would be able to utilize the full \$5,000 with the tournament being held on the 1st of August, but they did see the potential of it growing into something greater if operated properly.

Councilor Harris reported the hoteliers had some concerns about holding the event during the summer months because most of the hotels are already pretty full. Another concern was when you host something new and people can't find a place to stay they may not want to return the next time.

Councilor Spahr asked if the tournament was just for youth.

Councilor Ketchum stated if this goes well, they hope to expand the age group to include adults. He noted if it does expand next year and the PAC can't hold it they would try to move it into the schools, or any place that has a basketball court. Councilor Ketchum stated they hope to make it a huge event.

Mayor Dawes asked if they were able to approve funding in the current year for another budget year.

Councilor Harris stated yes, adding they did it about four years ago for the Babe Ruth tournament.

Councilor Ketchum reported the initial \$2,500 would be spent in 2015, but the other \$2,500 probably wouldn't be used because they won't be that far along. He stated he was disappointed that two of the hoteliers whose hotels are already full dominated the meeting, so the other hotels got left out. Councilor Ketchum noted it would have been nice if they would have just given them the full \$5,000 to do what they need to do.

Councilor Harris stated they gave them the ability to spend \$5,000 this year to promote the event. He reported they also suggested they come back at the end of this year to ask for more money next year.

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Councilor Harris reported the revenue stream for the hotel/motel tax is looking better this year and they have greater reserves than anticipated. He noted with the steam train not running yet they have not been able to receive their funding that was granted for this year.

Councilor Spahr moved that the council approve the recommendation of the LTAC to award \$5,000 to the Visiting Nurses Foundation's "Summer Slam 3 on 3 Basketball Tournament" - \$2,500 for this year's tournament and \$2,500 for next year's tournament.

The motion was seconded by Councilor Taylor and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:41 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: July 27, 2015

Initials: js

July 27, 2015

The Chehalis city council met in regular session on Monday, July 27, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Chad Taylor, and Tony Ketchum. Councilor Lund was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; and Peggy Hammer, Human Resources Administrator. Members of the media included Dameon Pesanti from *The Chronicle*.

1. **Breastfeeding Coalition of Lewis County.** Health Educator Ellen Kim Cho reported August 1-7 is “World Breastfeeding Week,” and this year’s theme is, “Let’s Make It Work.” She noted the Coalition is encouraging businesses to support breastfeeding in the workplace.

2. **Adopt-A-Block Program and Update on Lewis County Historical Museum.** Lewis County Historical Museum Executive Director Andy Skinner talked briefly about the Adopt-A-Block Program that started in the city of Centralia, adding their next launch is August 1 and they already have 21 blocks adopted. Mr. Skinner reported he would like to see this grassroots program started here in Chehalis. He noted the program involves small work parties that get together three times a year to pick up trash, weeds and clean up graffiti around their adopted block.

Mr. Skinner reported the Historical Museum and Virgil R. Lee have offered to adopt blocks in the downtown area. He noted it doesn’t cost anything, all they ask is that you have the heart and desire to help clean up the city.

Mr. Skinner reported on the museum’s annual pie social and pancake breakfast, noting the pie social raised \$3,475.75 and the breakfast brought in just over \$1,500. He thanked Mayor Dawes and Councilor Ketchum for helping out at the breakfast.

3. **Choose Local First Campaign.** Annalee Tobey, Vice Chair of the Chehalis Community Renaissance Team and Chair of the Marketing Committee, provided a brief overview of the “Choose Local First” campaign that kicked off earlier this year. Ms. Tobey reported the Marketing Committee meets weekly and they never fall short of ideas or ways to promote the city. Other committee members include: Andy Skinner, Courtney Williams, David Hartz, Lisa Guerrero, Caryn Foley, Allison Fischer, Jan Nontell, and Julie Balmelli-Powe.

Ms. Tobey reported, at the end of 2014, the committee started working on a “Shop Local” campaign. She noted once they started talking about it they decided they needed to involve the city of Centralia. So they pulled in the Centralia Downtown Association and got together with The Chamber and came up with a campaign to promote “Choose Local First.”

Ms. Tobey reported on the importance of keeping tax dollars local and supporting local businesses. She noted the unique flavor the businesses give our downtown is what shapes us and makes us different from every other community.

Ms. Tobey reported the first step in reaching people was to talk with the businesses. She noted they’ve had a lot of success with the local media, and they also put together some spotlights on Facebook, created an “Experience Chehalis” e-newsletter that goes out once a month, and worked with various businesses on their reader boards. Ms. Tobey stated they plan to have a “Choose Local First” day in September and as the holidays come around they plan to put a holiday spin on it, as well.

Mayor Dawes stated it was good to see the two communities working together.

4. **Discover! Children’s Museum Update.** Board President Corine Aiken reported many people have been working on this project for a lot of years. She stated they are in the process of creating a capital campaign plan to raise \$3.75 million for the project. Ms. Aiken noted they applied for money from the State Capital Fund, but unfortunately, they were not one of the recipients. She stated they still believe they will be able to raise the money, adding they’ve increased the number and types of foundations they will be submitting applications to.

Ms. Aiken reported they are looking at locating in Chehalis because it gives them the very best location. She noted over one-third of the visitors for the pilot program never left home thinking they were going to stop in at the museum, adding they were just out shopping, or driving by.

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Larry McGee reported they could wait two years and go back to the Legislature to apply for funding, but they decided to charge ahead. He noted they are going to try to find \$1.25 million they need to raise from within the community. Mr. McGee indicated \$450,000 is firmly committed by the Shaw, Lockerby, Lintott, and Smith Foundations, adding they have all voluntarily extended that funding for two years.

Mr. McGee reported they plan on submitting at least 23 grants for the project, noting the largest one so far is with the National Endowment for Humanities for \$500,000. He stated the project seems to fit exactly what they say they want to do, which is to build permanent, sustainable facilities that impact children and education. Mr. McGee reported they've also requested some grants for as little as \$10,000 because they need to show momentum. He indicated they've received confirmation from Twin Star Credit Union and the Washington State Employee's Credit Union that they each want to be involved in an exhibit. Mr. McGee stated they also submitted a grant for \$50,000 to Walmart, noting they're getting good support from Walmart's manager and former manager. They also plan to apply for a grant through the Community Foundation of South Puget Sound.

Mr. McGee stated it's going to be lot of work for the next year and a half, but that's what they're going to do. He noted once they reach \$1,000,000 of external commitment they will turn on a public campaign to close the gap between the \$450,000 that's currently committed and the million and a quarter that they would like to raise in the community. Mr. McGee suggested the one thing the council can do is reinforce how important the project is.

Mayor Dawes asked if the Board took a look at the type of grants the Children's Museum in Olympia had success with.

Mr. McGee reported they reviewed everybody who contributed to that project, adding a number of those foundations do not leave King or Snohomish Counties. He noted one of their biggest supporters was the Gates Foundation, but they no longer have this type of project as a priority, adding they're about global health now.

Mayor Dawes asked if the support of the community for the library and pool projects would be taken into account when applying for grants.

Mr. McGee stated the track record in Chehalis is simply amazing and the fact that we can say we have \$450,000 firmly committed is huge.

Mayor Dawes thanked Mr. McGee and Ms. Aiken for their work on the project, noting it's very worthwhile.

5. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of July 13, 2015;
- b. Claim Vouchers No. 112984-113161 and Electronic Funds Transfer No. 62015 in the amount of \$420,538.29 dated July 15, 2015; and
- c. Authorize City Manager to execute the agreement between the city and the Lewis County Economic Development Council to provide economic development and recruitment services.

The motion was seconded by Councilor Taylor and carried unanimously.

6. **Administration Reports.**

a. **Quarterly and June Financial Reports and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol stated things are looking good, noting most of the funds are on track and there are few that are ahead of where they expected them to be.

Ms. Pectol reported the water fund revenues are a little low for both commercial and residential. She noted the lower commercial revenue has to do with one 'alternative' energy company that has been out of commission to make repairs but is now back up and running. Ms. Pectol indicated she would need to look further to find out why the residential revenue is lower.

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Ms. Pectol reported on the sales and use tax receipts, noting this is the highest they've been mid-year since 2008. She stated the general fund finally includes some pool revenue, which totaled \$30,955 for the month of June. Ms. Pectol reported to date they've had 17,000 visits to the pool.

Councilor Ketchum suggested this may be the first time we don't have to subsidize the pool.

Councilor Pope asked if they were keeping track of where people are coming from to use the pool.

Ms. Pectol stated she didn't know, but she could find out.

7. Council Reports.

a. **Update From Councilor Harris.** Councilor Harris reported he attended the Chehalis River Basin Partnership meeting on Friday, July 24. He noted a lot of the small water users are going to be shut off pretty soon, adding a report from the Department of Ecology and the Department of Fish and Wildlife shows lower river levels and higher temperatures. Councilor Harris suggested this is a good example of what's going to happen as population grows and commercial use increases. He stated we have a finite resource and we have to be logical about how we're going to use it, adding water is the most important element of that.

b. **Councilor Pope – Poplar Tree Plantation.** Councilor Pope stated he had a couple of citizens ask him about the poplar trees, wanting to know what the expectation is for harvesting.

City Manager MacReynold reported, based on the most recent information provided by Wastewater Superintendent Patrick Wiltzius, he believed they are looking at three to five years out. He noted, based on the size of the trees and the market, it's better for us to wait a few years.

c. **Update From Councilor Ketchum.** Councilor Ketchum reported he had a good time flipping blueberry pancakes at the Lewis County Historical Museum, noting they had a lot of people come out for the event. Councilor Ketchum stated he also attended Music in the Park on Friday the 24th, adding they had great attendance and the band did a good job, as well.

d. **Update From Mayor Dawes.** Mayor Dawes reported he attended the Business After Hours event on July 16 for the Visiting Nurses. He also made it to two of the Music in the Park concerts, adding both were well attended. Mayor Dawes noted when the band takes a break Jeremy Wildhaber will get up and perform an opera song, adding he has a very good voice.

Mayor Dawes reported on a few of the ChehalisFest events, noting they had another successful year at the pancake breakfast and he saw a lot of people moving around town and at the car show. He also saw several planes going up and down, adding they must have had a number of kids take advantage of the free flights.

e. **Agreement for Economic Development Services.** Mayor Dawes asked Mr. Matayoshi if he had any comments on the Economic Development and Recruitment Services Agreement approved earlier in the meeting.

Mr. Matayoshi reported it's a pleasure to work with the city staff, as well as having Councilor Spahr serve on the Board of Directors. He stated over the past year the EDC has done a lot of industrial improvements. Mr. Matayoshi noted they also work with Lewis County to manage the .09 Distressed Counties funding process, noting the city was successful in receiving significant funds to expand Arkansas Way, which has led to landing a couple of retail companies and restaurants. Mr. Matayoshi stated the EDC understands that retail sales tax is a big part of the city's economic development.

Mr. Matayoshi reported he has someone starting in August that will work full-time on recruitment and retention of business and industry throughout Lewis County. He stated he appreciated the opportunity to serve the city and all of Lewis County.

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8. **Ordinance No. 943-B, First Reading – Amending the 2015 Budget.** Ms. Pectol reported most of the line items in the budget amendment are related to how we record the receipt of funds that we're not allowed to keep. She stated the State Auditor's Office is getting stricter and no longer accepts our current practice. Ms. Pectol noted the line items will not have an impact on the ending fund balance, but will certainly have an impact on some of the budgets.

Ms. Pectol reported the general fund revenues are being reduced by \$30,000 because we will not be receiving any brokered natural gas payments from the state until the \$36,000 is recovered for prior year payments the city received directly for one of the local businesses in the Port of Chehalis. She noted once the money is paid back we'll begin to see revenue in that area again.

Ms. Pectol reported the \$38,500 line item for the Office 365 project was approved by the city's IT Committee. She noted even though it's a pretty big expenditure it will lower future expenses. Ms. Pectol reported the city is moving to the 'Cloud' for email service, which will cut down on spam filtering costs and eliminate the city-wide server in the future.

Councilor Ketchum inquired about the payback for switching over.

Ms. Pectol stated she didn't have any numbers on the payback, but knew it would be a much faster system.

City Manager MacReynold suggested they could email that information to the council.

Ms. Pectol reported the State Auditor's Office is adapting a new financial information tool that will compare financial ability, debt service, and other statistical information with other cities. She noted, in order for the comparison to be realistic, cities need to be doing things the same way whether it's on a cash basis, or accrual basis.

Councilor Taylor moved to pass Ordinance No. 943-B on first reading.

The motion was seconded by Councilor Pope and carried unanimously.

9. **Authorize City Manager to Execute Contract with Pierce Manufacturing, Inc., for the Manufacturing of a 2016 Pierce Dash Fire Apparatus.** City Manager MacReynold commended the committee who worked on this project, noting they did an exceptional job in putting this package together. He reported they will be requesting the council to financially support the purchase of a new fire apparatus through a loan with one of our local banks.

Fire Chief Ken Cardinale reported, prior to his arrival, a committee was formed to start looking at replacing their first out apparatus. He stated the committee was led by Captain Rob Gebhart, noting they visited numerous departments in the area to look at the different apparatus.

Chief Cardinale reported one of the problems with their current first out engine (48-1) is that it has a long wheel span and is wider than other apparatus available today. He noted the city has some narrow streets and tight turns, which makes it difficult for the crews to articulate. Chief Cardinale stated the new apparatus will address those concerns because it has a shorter wheelbase and it's narrower.

Chief Cardinale reported, additionally, this will allow the department to make some movement to their current apparatus. He noted they plan to convert their oldest apparatus, Engine 48-4, to a Class "B" (flammable liquids) apparatus. Chief Cardinale reported the city does not have any Class "B" foam capabilities to deal with large or small incidents. He noted in the short-term they purchased some inductors and equipment to deal with smaller scale Class "B" type fires.

Chief Cardinale reported, as City Manager MacReynold stated earlier, they contacted some local banks and went out to bid and are able to secure a loan for the new apparatus.

Chief Cardinale reported briefly on the history of the departments current apparatus. He stated, based on the terrific job that the Centralia-Chehalis Pupil Transportation Cooperative does with the maintenance, they've been able to keep their apparatus in service way longer than the normal recommended lifespan.

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Mayor Dawes reported the money for the apparatus was included in the 2015 budget and this is more of a request to take action to work with Pierce Manufacturing, Inc.

Councilor Ketchum asked what it would take to retrofit Engine 48-4.

Chief Cardinale reported 48-4 already has the capability for foam, noting they plan to replace the old poly tank with a larger tank that will allow them to carry about 300 gallons of foam. He stated it's a very economical way for them to retrofit the apparatus.

Chief Cardinale reported they're also considering going to the airport to ask if there's a possibility to house the apparatus there, so it's available if they ever need it.

Councilor Spahr asked if the airport budget would help pay to retrofit the engine.

City Manager MacReynold stated they certainly should.

Councilor Spahr inquired about the capacity of the foam engine to deal with putting out a tanker car fire.

Chief Cardinale reported it would give them the capability to start an initial attack and maybe keep it from spreading to other tanker cars until they can call in Burlington Northern Santa Fe, who has caches of foam along the rail lines to bring in. He suggested any type of rail event like that will not be mitigated in a short period of time, adding they're talking about an incident that will most likely take at least 24 to 72 hours to mitigate. Chief Cardinale stated apparatus from outside the area would also be called in as soon as they set up command.

Chief Cardinale stated this is the first step in making an effort to deal with something they can't currently deal with.

Councilor Spahr moved that the council authorize the city manager to execute a contract with Pierce Manufacturing, Inc., for the manufacturing of a 2016 Pierce Dash fire apparatus.

The motion was seconded by Councilor Harris and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:53 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: August 10, 2015

Initials: js

August 10, 2015

The Chehalis city council met in regular session on Monday, August 10, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney, Judy Schave, City Clerk; Dennis Osborn, Community Development Director; and Glenn Schaffer, Police Chief.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:10 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:13 p.m. Additional staff included: Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Don Schmitt, Acting Public Works Director/Street and Stormwater Superintendent; and David Fleckenstein, Airport Manager. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Special Business.** The council interviewed Heather Beard who submitted an application to be considered for appointment to the Chehalis Historic Preservation Commission.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of July 27, 2015;
- b. Claim Vouchers No. 113162-113299 in the amount of \$206,066.91 dated July 31, 2015; and Payroll Vouchers No. 38229-38318, Direct Deposit Payroll Vouchers No. 6234-6322 and Electronic Federal Tax Payment No. 150 in the amount of \$745,231.45 dated July 31, 2015; and
- c. Adopt Resolution No. 07-2015 on first and final reading – revising Title 17 Appendix Chapter “A” (schedule of fees and charges) of the Uniform Development Regulations.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **Update on Activities at the Chehalis-Centralia Airport.** City Manager MacReynold introduced Airport Manager David Fleckenstein and asked him to talk briefly about his background and to report on the various activities happening at the airport. He stated the city is very fortunate to have Mr. Fleckenstein as our new airport manager.

Mr. Fleckenstein reported he's a 25-year Veteran from the United States Army (Army Aviator), and just transitioned this summer. He noted he has two children who are both scholars and athletes and highly energetic, and his wife is a chemistry teacher at Tumwater High School.

Mr. Fleckenstein provided updates on the retail area and talked briefly about what they have going on at the airport itself. He noted the Arkansas Way Extension Project is underway, adding the fill is going well and they are meeting with the construction team twice a month with city officials and public works to sync the ongoing efforts. Mr. Fleckenstein reported RB Engineering, Inc., is the lead on the project and is backed up by Sterling Breen Crushing, Inc., the contractor for the project. He noted they will start boring under I-5 on Wednesday, adding if all goes according to schedule they should finish the project in October as opposed to the set date of December 2.

Mr. Fleckenstein reported they have two signed leases on the adjacent property along Arkansas Way (Sonic Drive-In and Dutch Bros. Coffee). He noted both companies are trying to synchronize their efforts with the construction teams, so they don't have to tear up more than they need to after the pavement is laid down.

Mr. Fleckenstein reported they have an additional ground lease contract under review by the city attorney, adding they're close to getting that lease signed.

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Mr. Fleckenstein reported they also have an interest in the lot between the Arkansas Way Extension and I-5 Toyota. He noted he talked with the realtor of the interested party, but wasn't sure where it would go at this point.

Mr. Fleckenstein stated once he has a good handle on what they're doing with the Arkansas Way Extension he'll start working on a strategic plan for the area surrounding the airport that's synchronized with the City Manager and the city council.

Mr. Fleckenstein reported they're mainly working on infrastructure projects inside the airport, to include painting and cleaning up one of the hangars purchased from PCLI, so they can look at leasing it later in the year. He noted the airport improvement projects are on track to begin construction next year, adding the next step is to get bids out for the apron, tie-down, and taxiway projects.

Mr. Fleckenstein reported their next priority will be to look at completing some projects that have been started. One of those projects is to increase the capacity of their fuel truck. He noted the team has been working on a used vehicle that was purchased for this project. Mr. Fleckenstein stated they have a bid to complete the remaining work; however, they're holding off until they see what their budget looks like as they get closer to the end of the year.

Councilor Lund stated he thought they already bought a fuel truck.

Mr. Fleckenstein reported the fuel truck they purchased was used for a different type of fuel and needed to be modified to deliver aviation fuel. He noted the team has been doing the modifications on their own, but they have reached the limit of their expertise. Mr. Fleckenstein stated for them to go out and purchase a brand new fuel truck it would have cost almost \$200,000. He noted it's substantially less for them to modify the one they purchased, plus they should be able to sell the old fuel truck.

Mr. Fleckenstein reported they have a B-17 coming in on August 31, which will be here for approximately one week.

Councilor Lund inquired as to where it was coming from.

Mr. Fleckenstein reported it would be coming out of Arizona.

Mayor Dawes asked if the B-17 would be fully functional.

Mr. Fleckenstein believed it would be, noting he thought it was the same one that was here three or four years ago.

Councilor Taylor inquired about the underground fuel tanks at the airport and the delivery of fuel.

Mr. Fleckenstein reported the truck they're working on will deliver jet-A fuel to the larger business jets and helicopters. He noted the underground tanks are for customers who just want to refuel their airplanes.

5. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope asked if they could take a look at the various reports, such as the Hyett Palma and Chehalis Renaissance Plan at their next workshop. He noted, with regard to the recommendations made for the downtown area, the last report suggested they look at putting in businesses on the ground level with apartments upstairs.

Councilor Pope stated he was still a little put out by all of the dilapidated buildings in our area, noting some of them are becoming fire hazards. He asked, "If a building is permitted for one thing and they don't bring it up to code, can they create an ordinance to get rid of it?"

City Manager MacReynold reported one of the goals that come out of the council advanced meeting was to look at code enforcement. He indicated they will do that and bring back a process for the council to review and discuss. City Manager MacReynold believed they have clear authority for enforcement, but deferred to the city attorney.

City Attorney Hillier reported, a number of years ago, the city adopted the uniform code for the abatement of dangerous buildings. He noted the uniform code allows the city, if funds are available, to go in and seek an order of condemnation and we

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can abate the nuisance by tearing the building down. City Attorney Hillier stated the issue is it would be on the city's dime and we don't have a fund to pay for that right now. He noted the law is already in place, so we don't have to worry about creating any new ordinances.

Councilor Spahr asked, "If we do tear a building down can we put a lien on the property?"

City Attorney Hillier stated yes, but our experience has been that we're second or third lien holder to institutions that are ahead of us and we end up getting pennies versus dollars back on those transactions.

Community Development Director Dennis Osborn reported they have a draft letter ready to send off to the property owner of one of the buildings they've received complaints about. He noted there are a variety of potential issues out there and as they take them on they need to figure out what they want to do, whether it's cleaning it up, abating dangerous buildings, or putting funds aside to demo and lien the property.

City Attorney Hillier reported they did have one success story, which was the abatement of the nuisance on West Street. He noted we were able to clean it up and recoup our funds.

Councilor Pope asked, "If a building is out of code, can the city demand they bring it back up to code for the purpose it was permitted for, or is there some kind of penalty the city can impose?"

Mr. Osborn stated probably not, noting if it's an allowed use and they let that use expire, and it's not a dangerous building, it's just an expired use and the city cannot compel them to have that use back in place.

City Attorney Hillier reported the zoning controls the use and it can allow for a number of uses. He noted the city only has the ability to make them compliant with code requirements that were in place at the time the building was constructed.

Councilor Lund stated the building that Councilor Pope talked about earlier is owned by an older citizen. He suggested they go talk to her rather than sending a letter, adding that might get better results.

Mr. Osborn stated he was open to that approach, noting they did that on a complaint received a couple of years ago and had good results.

Mayor Dawes stated, as the council budget committee meets, he would like to take a look at setting up a fund to cover demolition costs, in case they have to take down some buildings in the future. He suggested they could do a title search on the properties first to find out if there are other liens that would take place ahead of us.

b. **Update From Councilor Lund.** Councilor Lund reported the Tacoma rail group that's been studying the Tacoma rail line between Chehalis and Maytown hired Tangent Services to do a feasibility study. He noted they have a core group that meets every two weeks to go over the information and findings of the consultants, so they can determine if the line is worth purchasing.

Mayor Dawes asked if there was a timeline in which they'll complete the study.

City Manager MacReynold thought they were within a few weeks of being done.

c. **Update From Mayor Dawes.** Mayor Dawes reported he attended a ribbon cutting at Maruices on July 31, as well as the third installment of Music in the Park. He noted the citizens seem to enjoy that evening out and hoped it would be something the city can continue in the years to come.

6. **Ordinance No. 943-B, Second and Final Reading – Amending the 2015 Budget.** Ms. Pectol first followed up on a question that was asked at the previous meeting regarding the Office 365 project. She reported the payback period would be fairly short, noting if we don't spend the money now we would have to include \$66,000 in the 2016 budget to upgrade a couple of our servers and related software. Ms. Pectol stated by changing over to Office 365 we'll save \$27,500. She noted the licenses

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for the new system will cost approximately \$24,000, adding if we stay with what we currently have the licenses will run about \$48,000.

Ms. Pectol reported she made a few additions to the budget amendment since it passed on first reading. She noted the pool concessions were overestimated, so she will be lowering the revenue for that line item. Ms. Pectol stated the pool admission fees are pretty close to what they budgeted; however, depending on the weather and how long staff is available, they may end up with more than what they projected. She reported the revenue for swim lessons is also up over \$2,000. Ms. Pectol reported on the expenditures, noting salaries will be over budget due to the new layout of the pool, which requires more staff.

Councilor Taylor asked if they would come close to breaking even this year with the pool, or is the city still covering some of the costs.

Ms. Pectol stated they would not break even once the overhead costs are added in.

Mayor Dawes suggested staff give a final report at the end of the season to see where we're at.

City Manager MacReynold stated that was a good idea, adding they'll need to know that information for next year's budget, as well.

City Manager MacReynold reported there's a serious commitment by the council and direction to the administration that we are committed to the pool and we will make it work. City Manager MacReynold stated the Chehalis Foundation did an incredible job making the pool a much better facility and over time we will better understand what the costs are for operating it. He noted the pool is an affordable family facility that provides many people an important recreation.

Mayor Dawes stated he didn't believe there's ever been a year when the pool has fully funded itself, or if it ever will. He noted it would be nice to know if the increased use has helped reduce the amount that the city has to cover.

Councilor Harris stated this community will profit for decades to come because of the aquatics center.

Councilor Lund suggested, in order to find out where people are coming from to use the pool, staff should ask for their zip code when they check in.

City Manager MacReynold stated that was a good recommendation.

Councilor Spahr moved to pass Ordinance No. 943-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

7. Resolution No. 8-2015, First and Final Reading – Authorizing the City Manager to Apply for and Accept the Washington State Department of Transportation Grant Supplementing AIP Project Number: 3-53-0012-016 in the Amount of \$10,550; and Resolution No. 9-2015, First and Final Reading – Authorizing the City Manager to Execute the FAA Grant Offer for AIP Project Number: 3-53-0012-016 in the Amount of \$189,900. Mr. Fleckenstein reported the grant from the state is a supplement to the FAA Grant as a part of the Airport Improvement Program (AIP). He noted under the AIP the FAA pays for 90 percent of the approved projects with the remaining costs split between the state and the sponsor (city). Mr. Fleckenstein reported the state grant will encompass the design fee and engineering services during construction.

Mr. Fleckenstein reported the federal grant for \$189,900 will cover design fees and engineering services during construction to repair the apron, reconfigure the tie-down, and realign the taxiway. He noted the next step would be to come back to the council at a future date to discuss the bid for the actual construction team that will start in 2016.

Councilor Spahr inquired about the numbers for the project being different on the two applications.

Mr. Fleckenstein reported the application to the state was based on the initial estimate that came back, adding it was revised on the second application for the FAA grant.

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Councilor Harris moved adopt Resolution No. 8-2015 on first and final reading authorizing the city manager to apply for and accept the Washington State Department of Transportation grant supplementing AIP Project Number: 3-53-0012-016 in the amount of \$10,550; and adopt Resolution No. 9-2015 on first and final reading authorizing the city manager to execute the FAA grant offer for AIP Project Number: 3-53-0012-016 in the amount of \$189,900.

The motion was seconded by Councilor Pope and carried unanimously.

8. Ordinance No. 944-B, First Reading – Addressing Panhandling in the City of Chehalis. Police Chief Glenn Schaffer reported, at the May 26 council meeting, Councilor Taylor requested the administration research a panhandling ordinance similar to the one previously passed by the city of Centralia.

Chief Schaffer reported panhandling is a constitutionally protected form of speech, noting the ordinance before the council does not prohibit panhandling. He noted the Supreme Court did say, “The city has a right to enact reasonable time, place and manner restrictions as long as they are narrowly tailored to serve a significant interest and leave upon sufficient alternative channels for communications of the speech,” Chief Schaffer believed the ordinance being presented does just that.

Chief Schaffer reported the ordinance defines “coercive” means, and prohibited conduct, to include: coercive solicitation - solicitation within 25 feet to the entrance of any building unless the property owner or manager of that building gives permission to do so; panhandling within 25 feet of a persons parked vehicle while a person is loading or unloading; and after sunset and before sunrise.

Chief Schaffer reported they looked at the history of complaints received for panhandling and the number of traffic accidents within the city. He noted the area that is Chamber Way from State Street all the way over to Louisiana Avenue, and Louisiana Avenue from K-Mart to Home Depot makes up 45 percent of city-wide traffic accidents over the last three years.

Chief Schaffer reported the ordinance is specific to certain locations, adding they identified the on-ramps and/or off-ramps to I-5 at all three of the interchanges within the city, as well as 300 feet of the entrances to parking lots located between the 1200 block to the 2100 block of Louisiana Avenue, as well as existing and future businesses on Arkansas Way. He noted the ordinance also addresses the sale of goods, services, publications, or distributing items in those areas.

Chief Schaffer reported there was one change made to the first draft of the ordinance under Section 3. a. First Offense. He noted a First Offense constitutes a Class I civil infraction with a monetary penalty of \$250. Chief Schaffer reported subsequent violations by the same individual would constitute a misdemeanor charge.

Councilor Taylor asked if trespassing agreements would still be necessary with business owners.

Chief Schaffer stated yes, adding panhandling is not the only form of trespassing. He noted they’re seeing a lot of people who are taking up shelter and living in alleys. They also have people who are being disorderly, but not necessarily asking for funds. Chief Schaffer reported phase two of the project is the ‘Trespass Authorization Letter.’ He noted they plan to take it by hand into the different businesses to explain what it can and cannot do for them, adding the business owners will need to decide whether they want to sign onto the program, or not.

Mayor Dawes asked if they should include the property owned by the city across from I-5 Toyota, or just change it to the city limits.

Chief Schaffer stated without any businesses or panhandling in that area, there’s not a lot of argument to prohibit it.

City Manager MacReynold suggested they can amend the ordinance at any time.

Councilor Spahr stated he receives more contacts about this issue than anything else going on in town.

Councilor Spahr moved to pass Ordinance No. 944-B on first reading.

The motion was seconded by Councilor Taylor and carried unanimously.

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9. **Customer Service Appreciated.** Councilor Lund reported he appreciated the customer service he received from Acting Public Works Director Don Schmitt who investigated an issue he had with a recent rental purchase.

10. **Chip Sealing Equipment.** Mayor Dawes asked if there is a timeline for the chip sealing equipment to be back up and running.

Mr. Schmitt reported when the equipment initially broke down they sent the gear box off for a remanufactured replacement. He noted after three more breakdowns the machine is now back up and running and they plan to start work the following morning.

Mayor Dawes asked what a new chip spreader would cost.

Mr. Schmitt reported the entry level equipment runs about \$190,000. He noted their chip spreader is 35 years old, so these problems may not end.

Mayor Dawes stated they recently identified money to expand the chip sealing program and if they don't have the equipment it's not going to get done. He suggested this might be something they have to bite the bullet on.

Mayor Dawes asked Mr. Schmitt if he thought they would get everything done that they planned on doing this year.

Mr. Schmitt stated as long as they don't have any more breakdowns they will fully complete the chip sealing. The only question will be is whether they have significant staff to do all of the crack sealing they intend to do.

Councilor Spahr inquired about the cost of the recent repairs to the chip sealer.

Mr. Schmitt reported the initial estimate was \$12,000 with a \$10,000 core charge. He noted it's sounding like they won't see much of that core charge returned, so it's probably going to run about \$24,000 bare bones.

There being no further business to come before the council, the meeting adjourned at 6:04 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: August 24, 2015

Initials: js

August 24, 2015

The Chehalis city council met in regular session on Monday, August 24, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, and Daryl Lund. Councilors Taylor and Ketchum were absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle* and Bobby Jackson from KELA/KMNT Radio.

1. **Proclamation Presentation.** Mayor Dawes presented Arnie Guenther with the Us Too Southwest Washington Prostate Cancer Support Group with a proclamation declaring September as "Prostate Cancer Awareness Month" in the city of Chehalis. Other support group members in attendance included Larry Bilyeu and Bill and Donna Zimmerman.

2. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of August 10, 2015;
- b. Claim Vouchers No. 113300-113474 and Electronic Funds Transfer No. 72015 in the amount of \$991,931.21 dated August 14, 2015;
- c. Approve appointment of Heather Beard to the Chehalis Historic Preservation Commission for a 3-year term expiring August 31, 2018;
- d. Adopt Resolution No. 10-2015 on first and final reading for the surplus of city property; and
- e. Authorize city manager to execute a Promissory Note in the amount of \$631,761.55 and all other related documents required by Security State Bank for the purpose of purchasing a 2016 Pierce Dash Class I Engine Pumper.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Administration Reports.**

a. **July Financial Report.** Finance Manager Judy Pectol reported some of the percentages in the general fund expenditures were a little high. She noted this is mostly due to the contra-expenses that still need to be allocated to the airport and utility funds. Ms. Pectol indicated she's drafted a cost allocation plan, but it still needs to be put into action. She plans to have the journal entries done for the August financial report, which will make some of the general fund expenses go down.

Councilor Harris asked if the Auditor's Office has to approve the cost allocation plan and the percentages we use.

Ms. Pectol reported the State Auditor's Office does not pre-approve the allocations, or tell us whether or not they accept the percentages we use. She noted our previous plan had too many rough percentages, adding the auditors want it to be based on specific calculations. Ms. Pectol stated they don't really care what the specific computation is, noting it just has to be based on some specific statistical argument.

Ms. Pectol reported on the utility revenues, noting some are still coming in low. She stated she would be asking for help from the utility department to determine why that is.

Ms. Pectol reported on the revenues and expenditures for the airport fund. She indicated she's still waiting on some grant funding to come in, and she still needs to transfer money from the utilities to cover their portion of the work being done.

Councilor Harris inquired about the line item for miscellaneous revenues and insurance.

Ms. Pectol reported the revenue in this fund is from insurance claim recoveries, adding, in most cases, it's for money that's already been spent.

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Councilor Spahr thanked Ms. Pectol for providing the financial activity for the pool. He noted the report showed revenues of \$76,039 through July 31 and expenditures of \$102,807, leaving a net operating loss of \$26,768. Councilor Spahr asked about the concessions revenue, adding he was surprised that it was so low.

Ms. Pectol reported they have vending machines on-site to sell concessions and she too was surprised by the low number. She noted they originally budgeted \$9,500 for 2015, which was based on the short time the pool was open in 2014.

Councilor Spahr asked how the information provided compared to years past.

Ms. Pectol stated she didn't know, but she could do a comparison to find out.

Councilor Lund asked if the vending machines are owned by the city.

Ms. Pectol stated she didn't know, but would find that out, as well.

Councilor Lund reported when he was a kid they sold frozen candy bars and they were a big hit. He stated it was interesting that we have vending machines because there's a lot of money in concessions.

Ms. Pectol reported on the 2014 audit exit conference with the State Auditor's Office. She noted the auditors made some recommendations; however, in their informal recommendations, the city had no findings and received a clean opinion. She also noted there would be no management letter issued. Ms. Pectol reported the 2014 audit impacted every department in the city, noting they looked at financial records, processes and procedures, and grant reporting.

4. Council Reports.

a. **Update From Councilor Lund.** Councilor Lund reported he attended the opening day of the Southwest Washington Fair, adding it was fun to see everything and all the people there.

Councilor Lund also attended the Lewis County Historical Society Board meeting, noting it's sad when you try to help a group figure out ways to make money and they don't want to do anything. He suggested they could be making \$3,500 to \$4,500 per month, but all they can think about is the hotel/motel tax and how it's owed to them.

b. **Update From Councilor Spahr.** Councilor Spahr reported he too attended the opening of the fair. He also attended the Lewis County Economic Development Board meeting, noting a lot of the discussion was around the performance of Executive Director Matt Matayoshi. Councilor Spahr stated he gave Mr. Matayoshi high marks, adding he felt he's done a good job of mending some fences and being open with the city council and the administration.

c. **Update From Councilor Harris.** Councilor Harris reported he attended the fair on Wednesday. He noted it was his anniversary, adding he and his wife went on their first date to a fair in California and figured what better way to celebrate it.

d. **Update From Mayor Dawes.** Mayor Dawes congratulated the city's financial staff and all of the departments on a clean audit. He noted the Auditor's Office was very complimentary of the folks they interacted with while they were here, adding that's always good to hear. Mayor Dawes reported this year's audit cost about \$30,000 because it was such an encompassing audit.

Mayor Dawes reported he also attended the opening day of the fair.

5. **Ordinance No. 944-B, Second and Final Reading – Addressing Panhandling in the City of Chehalis.** Police Chief Glenn Schaffer reported the only change to the ordinance since first reading was some paragraph numbering and lettering.

Councilor Spahr moved to pass Ordinance No. 944-B on second and final reading.

Councilor Pope seconded the motion.

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Mayor Dawes inquired about folks moving to other 'like' areas and we start experiencing similar problems.

Chief Schaffer reported the areas addressed in the ordinance are very specific and they need to be. He stated the idea of 'coercive' panhandling is obviously city-wide, but peaceful panhandling elsewhere is a constitutionally protected right.

City Attorney Hillier reminded the council that they can always amend the ordinance to pick up any issues that come up.

Councilor Spahr stated it has to be intimidating to have someone walk up behind you when you're loading your car, especially at night. He suggested, without the ordinance, if someone comes within 25 feet of you there's not much that can be done.

Chief Schaffer stated that's correct. He added, the act of loading things in the car is distracting and you're not really paying attention to the environment. Chief Schaffer noted it's a pretty common tactic that they see, particularly at the Twin City Town Center.

Councilor Spahr suggested it's not going to stop people from doing it, but it does give us some teeth if we do catch them.

The motion carried unanimously.

6. **Update on Recent Travels.** City Attorney Bill Hillier reported, in his recent travels to Montana, he was with his wife paying a propane bill when he struck up a conversation with the gentleman who sets the propane tanks. He noted the gentleman asked where he was from and he replied, "Chehalis, Washington." The gentleman indicated he learned to swim in the pool in Chehalis, noting he lived in Montana, but spent the summers with his dad who lived in Onalaska, Washington.

There being no further business to come before the council, the meeting adjourned at 5:24 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: September 14, 2015

Initials: js

September 14, 2015

The Chehalis city council met in regular session on Monday, September 14, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney, Judy Schave, City Clerk; and Ken Cardinale, Fire Chief.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:02 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:05 p.m. Additional staff included: Glenn Schaffer, Police Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Becky Fox, Municipal Court Administrator; and Don Schmitt, Acting Public Works Director/Street and Stormwater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle* and Sharyn Decker from *Lewis County Sirens*.

2. **Farmers Market Harvest Dinner.** Janean Parker (722 Deep Creek Road, Chehalis) reported on the annual fundraiser for the Community Farmers Market at Chehalis. She noted the Harvest Dinner, which is their largest fundraiser, is set for Sunday, September 27, 2015, at The Loft.

3. **Update From Cowlitz-Wahkiakum Council of Governments on Regional Economic Development Issues.** Executive Director Bill Fashing provided a brief review on what they're doing with the Southwest Washington Economic Development District. He noted the creation of the district took place a couple of decades ago when Lewis County and Cowlitz County came together and petitioned the U.S. Department of Commerce Economic Development Administration to designate the two county regions as an economic development district.

Mr. Fashing reported there are 300 plus economic development districts around the country that focus mainly on distressed regions. He stated the core benefit of becoming a district is eligibility for certain economic development administration (EDA) grants and activities. It also provides a variety of efforts including project support and research assistance with grant development. He noted some of the funds have dried up over the years, but there is still priority funding for entities involved in economic development districts.

Mr. Fashing reported when Lewis and Cowlitz Counties came together they asked the Cowlitz-Wahkiakum Council of Governments to be the lead agency and to staff the operation. He noted the Board for the Economic Development District includes a variety of people throughout Lewis and Cowlitz counties. Mr. Fashing noted about two years ago they added Wahkiakum County to the district at their request. He reported they've received approval from the Governor and hopefully early next year they'll have final EDA approval on the boundary adjustment.

Mr. Fashing reported in 2015-2016 they plan to hold a couple of summits to generate some excitement and broader support for local movements in the farming and forest industry. He noted a few of their key successes include:

- Funding for the Tacoma Rail Line Feasibility Study
- Funding for the Port of Chehalis Incubator Feasibility Study
- Flood Disaster Recovery Strategy funding to help mitigate flooding in the future

Mr. Fashing reported they receive about \$70,000 annually for planning, and an additional \$7,000 from Cowlitz County as a match. They also have in-kind matching contributions for their volunteers, which is about \$63,000 annually. Mr. Fashing stated the EDA has been twisting their arm about increasing their local match, and suggested he would be back in the not too future to ask the city for some funding for the program.

Mr. Fashing provided a copy of their yearly Comprehensive Economic Development Strategic Plan. He also talked briefly about the Lewis County 2007 Flood Disaster Recovery Strategy, noting it's available on-line if the council is interested in seeing that.

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4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of August 24, 2015; and

b. Claim Vouchers No. 113475-113587 in the amount of \$314,046.40 dated August 31, 2015; and Payroll Vouchers No. 38319-38405, Direct Deposit Payroll Vouchers No. 6323-6412 and Electronic Federal Tax Payment No. 151 in the amount of \$762,515.36 dated August 31, 2015.

The motion was seconded by Councilor Pope and carried unanimously.

5. **Administration Reports.**

a. **Briefing on Joint Narcotics Enforcement Team.** City Manager MacReynold reported a few months back the administration brought before the council a group of interlocal agreements to begin to work cooperatively with some of our local public safety agencies. He noted they are beginning to make some progress, so he asked Police Chief Glenn Schaffer to give a report to bring the council up to speed.

Chief Schaffer reported, over the years, there have been various degrees of cooperation between Chehalis, Centralia, and the Sheriff's Department, to include: SWAT teams, drug task forces, and anti-crime teams. He stated these have been both cooperative and standalone efforts that have come and gone with different levels of success. Chief Schaffer reported in no time has he seen the Sheriff's Department, Centralia and Chehalis working together on these tasks in such an organized fashion as we do right now. He noted to make efforts even stronger the Lewis County Prosecutor's Office is on board and cooperating.

Chief Schaffer reported when Sheriff Rob Snaza took office in January, it was his vision to have both a regional SWAT team and a regional narcotics task force team. He noted the SWAT team is already up and running and has 15 members from the three different agencies and is overseen by Undersheriff Wes Rethwill.

Chief Schaffer reported last month the Chehalis Police Department joined the Joint Narcotics Enforcement Team (JNET) and did so by assigning one detective to the group. He noted they work cooperatively under the supervision of the Centralia Police Department and their sole task is to go after every level from street to suppliers and curriers. Chief Schaffer stated, prior to joining JNET, the city addressed narcotics with a single detective. He noted our efforts were successful; however, there's only so much one person can do. Chief Schaffer reported in the one month that the city has been a part of JNET they've made 16 felony arrests, two misdemeanor arrests, and served eight search warrants. He added, year-to-date the team has made over 100 narcotic arrests and executed more than 35 search warrants.

Councilor Taylor inquired about the detective assigned to JNET asking if he still works for our department, or does he only work for the task force.

Chief Schaffer stated he works for both, noting the task force strictly works out of a single location, but the detective is still required to make appearances here and answers to one of our sergeants.

Councilor Spahr asked how big the region is for the SWAT team.

Chief Schaffer stated it's countywide.

6. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope reported the Chehalis Parks Committee met with the consultant and set up a timeline. He indicated they plan to bring something back to the council at the end of November.

b. **Update From Councilor Harris.** Councilor Harris reported the Chehalis River Basin Partnership has been struggling for the last few years due to economic setbacks. He stated one of the things they looked at was to develop a 501c3 non-profit in order to go after some funding; however, that has not been successful. Councilor Harris reported at their last

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meeting they came up with an idea similar to what we do with the Lodging Tax Advisory Committee. He noted they plan to start looking at land and water trusts to see if they can coordinate grant funding, or other resources to help get their projects underway.

Councilor Harris reported the Christmas Decoration Committee also met to talk about the upcoming season. He noted they plan to send letters to residents to invite them to decorate their homes during the holiday. He noted the letters will be mailed along with their water bill.

Councilor Harris reported Patty Kaija is currently going through some tough challenges and asked that people keep her in their thoughts and prayers.

c. **Update From Mayor Dawes.** Mayor Dawes reported he saw some folks working downtown in the rose beds, adding they did a very good job and hoped someone would pass our thanks on to them.

Mayor Dawes stated he noticed during the last rainfall there was quite a bit of debris in the ditches on 18th Street and 19th Street near Snively Avenue. He asked Acting Public Works Director Don Schmitt if they could take a look at that area before the real rains come.

Mayor Dawes reported on Garlic Fest, noting the first day went pretty well; however, on the second day the stand he was working in got blown away, so they spent a couple of hours moving everyone indoors.

Mayor Dawes reported he attended the Mayors meeting on September 4 and the .09 Committee meeting on September 11. He noted one of the highlights from the .09 meeting is that they set aside \$300,000 for the Discover! Children's Museum.

Mayor Dawes reported he received a letter from Lewis County District Court asking him to serve on their sight committee. He noted the court is trying to move away from holding a session in Morton once a month.

7. Ordinance No. 945-B, Final Reading – Replacing Chapter 10.08 of the Chehalis Municipal Code (Parking Code) and Repealing Ordinance Nos. 872-B and 889-B. Court Administrator Becky Fox reported a new bill went into effect on July 1 that required a change to the language on our parking infractions. They include changing the words "vehicle license" to "vehicle registration," and the word "will" to "may" for the Department of Licensing. This has to do with their refusal to renew a vehicle registration if there are two or more unpaid parking tickets associated with it.

Ms. Fox stated, in the process of reviewing the city's current parking infraction forms, it was found that we are out of compliance with regard to the time a defendant has to respond to an infraction. She stated we currently require defendants to respond within 72 hours of receipt of the ticket; however, buy court rule we have to give them 15 days. Ms. Fox noted we are also required to have our form approved by the Court Administrator's Office.

Ms. Fox reported in order to accommodate the changes to bring us into compliance a new ordinance has been drafted to repeal the old ordinances and adopt one that includes all of the changes.

Ms. Fox reported the police department would also like to add the violation of occupying more than one parking space to our current code.

Councilor Spahr stated that was a good idea, adding next to panhandling, taking up two parking spaces is one of the biggest grips our constituents have.

Councilor Spahr moved to suspend the rules requiring two readings of an ordinance.

The motion was seconded by Councilor Harris and carried unanimously.

Councilor Spahr moved to pass Ordinance No. 945-B on first and final reading.

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The motion was seconded by Councilor Taylor and carried unanimously.

8. **Panhandling Ordinance Update.** Councilor Harris reported he's received a lot of positive feedback on the new panhandling ordinance, as well as a number of complaints from people suggesting the city doesn't understand human rights. He noted he challenged those who complained to actually read the ordinance, adding he thought it was very well crafted.

Councilor Harris reported in this month's issue of *Governing Magazine* there is a full two-page article on cities dealing with panhandling and the challenges they face. He believed our ordinance sits right in the middle of where it needs to be written. He thanked the administration and those involved in the process of putting the ordinance together.

There being no further business to come before the council, the meeting adjourned at 5:39 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: September 28, 2015

Initials: js

September 28, 2015

The Chehalis city council met in regular session on Monday, September 28, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Councilors Ketchum and Lund were absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Dennis Osborn, Community Development Director; and Lilly Wall, Recreation Manager. Members of the media included Dameon Pesanti from *The Chronicle*.

1. **Lewis County 2015 Flood Bulletin.** Lewis County Commissioner Edna Fund presented the council with copies of the "Lewis County 2015 Flood Bulletin." She noted the brochure contains information on flood risks in Lewis County and disaster preparedness for your home, vehicle and family. Commissioner Fund noted it also contains information on flood insurance, how to subscribe to CodeRED, and how to track local area rivers. She noted on October 1, they'll be mailing out copies of the Flood Bulletin to about 3,000 homes that are located in the 100-year floodplain.

Mayor Dawes inquired about the National Flood Insurance Program discounts noted in the brochure for Unincorporated Lewis County residents. He believed Chehalis residents also receive a decent discount on their flood insurance.

Commissioner Fund stated the brochure was geared more towards the county as opposed to cities. She noted to be eligible for discounted rates cities, as well as the county, need to apply for a rating from the Community Rating System, which they do diligently.

2. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of September 14, 2015; and
- b. Claim Vouchers No. 113588-113740 and Electronic Funds Transfer No. 82015 in the amount of \$939,233.68 dated September 15, 2015.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Administration Reports.**

a. **August Financial Report.** Finance Manager Judy Pectol reported the general fund revenues are looking better and the few that are not should improve before the end of the year. She noted the expenditures also look a lot healthier after making the first cost allocations from the general fund to the enterprise funds.

Ms. Pectol reported the revenues in the wastewater and water funds are still coming in lower than expected for residential use. They believe this is due to customers conserving water. Ms. Pectol reported the stormwater fund is doing well, noting the last rate increase goes into effect in October.

Ms. Pectol reported on the airport fund, noting she is a little concerned about cash flow due to the expenditures for the Arkansas Way Road Extension Project. She indicated things are looking a little tight right now, but once we receive the FAA grant funding things will look a lot better.

Councilor Harris asked if it's a matter of potentially not receiving the funding.

Ms. Pectol stated no, adding it's just the timing of when it will be received.

Mayor Dawes stated he had concerns about that since the airport is one of the few funds that operate in the black. He noted the revenues normally exceed the expenditures due to the payment of the leases. Mayor Dawes suggested the FAA is usually pretty timely in releasing the funding once the paperwork for reimbursement is submitted. He suggested the administration stay on top of it for the remainder of the year because it's a little out of the norm from his past experience with the FAA.

September 28, 2015

Ms. Pectol indicated the city had trouble with a previous FAA grant from 2013 for roughly \$25,000, noting we didn't receive the money until March 2015.

Mayor Dawes suggested things may have changed, but normally once you have your match assured they're pretty timely about sending the money.

City Manager MacReynold reported one of the challenges is Lewis County is holding about \$1.5 million in a debt service fund for the balloon payment due June 1, 2017. He noted in the past the airport tended to hold out about \$1.3 million, which allowed them a little more cash flow flexibility. City Manager MacReynold stated as they worked out the agreement with the county for ownership of the airport the city was adamant about holding the \$1.5 million to pay off the loan in 2017. He noted in the short-term it's created a little cash flow issue, but in the long-term it's the smart thing to do.

b. **Report on Gail and Carolyn Shaw Aquatics Center Activities.** Recreation Manager Lilly Wall stated it was a great summer and we had the best possible weather for opening the pool for its first full season. She reported they had 33,549 total participants, which in past years ran about 13,000. Ms. Wall stated they were full to capacity almost every day that the sun was shining, but when it wasn't their numbers plummeted. She noted she also had a great staff this year that took their jobs seriously.

Ms. Wall provided the following breakdown for the participation numbers:

- Swim lessons - 707 x 8 visits = 5,656
- Lifeguard & water safety aid classes - 84
- Open swim/lap swim - 21,744
 - Monday – Thursday – 12,867
 - Friday, Saturday & Sunday – 8,877
- High School PE, elementary swim, and private pool parties – 6,065

Ms. Wall reported they were asked to start tracking users by ZIP code and did so during the final three weeks of the season. The following percentages were reported for use by Chehalis residents:

- Open swim – 3,730 participants from August 12 to September 6
 - 24% - Chehalis residents
- Swim lessons - participants for entire season
 - 67% - Chehalis residents
- Private pool rentals - for entire season
 - 49% - Chehalis residents

Ms. Wall reported during the three weeks when they tracked the open swim participants they found 126 users were from outside of the country. Other outside participants came from Oregon, California, Illinois, Idaho, Alaska, Montana, and New York. Ms. Wall indicated they would be tracking the numbers all season next year, so they can get a more accurate account of where people are coming from.

Councilor Spahr asked if the increase in expenditures this year was due to additional personnel costs.

Ms. Wall reported they did have more staff this year due to the configuration of the pool and other activities going on. She noted the whole operation, including chemical and utilities, pretty much doubled in cost.

Councilor Spahr asked if Ms. Wall thought they might have been a little overstaffed.

Ms. Wall stated she asked that question all season long and talked about it frequently with the Pool Manager. She noted one of the things they need to work on is to come up with a plan for sending staff home when there's a change in the weather. Ms. Wall stated, "When we are full to capacity, I truly believe we're at the right staffing level." She reported it looks like a lot of bodies, but there's a lot of responsibility.

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Councilor Pope asked if there had been any vandalism at the pool.

Ms. Wall stated no, adding the community is embracing the facility and taking ownership of it. She noted the city's full-time staff has also done a really nice job of maintaining that area.

Councilor Harris suggested the facility takes a lot more staff time to maintain year-round, but thought it was money well spent.

Mayor Dawes stated, in comparing the revenues and expenditures from 2013 (the last full season) to 2015, we really only spent an additional \$3,500 for the amount of people who get to use it. He thought that was pretty significant. Mayor Dawes stated, "It's a jewel entry to the city and it's definitely going to give a person coming into town at that exit a very good opinion when they look over and see that pool."

4. Council Reports.

a. **Update From Councilor Harris.** Councilor Harris reported the Christmas Decoration Committee will be sending out letters in the utility bills this month and next month, inviting everyone to decorate for the holidays. He thanked Administrative Assistant Caryn Foley for helping with the letter.

b. **Update on Recreation Park Project.** Councilor Harris reported on the draft work schedule prepared by Tom Skillings of Skillings Connolly, Inc., for the groundwork for the project at Recreation Park. He noted at their last meeting they provided a lot of information, to include: the cost of ballfield development; potential buildings; and repair or replacement of Penny Playground. Councilor Harris reported the plan is still in its infancy and lots of questions are being asked. He noted they intend to bring plans back to the full council in November to solicit their feedback and to select the preferred plan. Councilor Harris stated by the end of the year they hope to have a final product that the council and community will be happy with.

Councilor Pope reported the Committee is putting together three different plans for the council to consider.

c. **Update From Mayor Dawes.** Mayor Dawes reported he and Councilors Spahr and Lund attended the quarterly meeting of the Regional Fire Authority. He noted progress is still being made; however, there are some issues that they need to deal with that will affect the entire fire service and law enforcement. Mayor Dawes stated, regardless of the outcome, there has been a tremendous amount of benefit and little cost to the constituents of the Riverside Fire Authority and the city of Chehalis.

Mayor Dawes reported the Council Budget Committee consisting of Councilors Spahr and Harris, and himself, will be meeting the following morning to start going over the 2016 budget proposals prepared by the administration.

Mayor Dawes reported he and Councilor Pope, Councilor Spahr, City Manager MacReynold and City Attorney Bill Hillier met with representatives of the county to start the process of looking at the Interlocal Agreement for our Urban Growth Area. He stated it was a good meeting, adding the next step is to work at the staff level to formulate where we go from here.

There being no further business to come before the council, the meeting adjourned at 5:28 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: October 12, 2015

Initials: js

October 12, 2015

The Chehalis city council met in regular session on Monday, October 12, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney, Judy Schave, City Clerk; Dennis Osborn, Community Development Director; and David Fleckenstein, Airport Manager.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:07 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:10 p.m. Additional staff included: Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; and Don Schmitt, Acting Public Works Director/Street and Stormwater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Proclamation Declaring October as “Domestic Violence Awareness Month.”** Mayor Dawes presented Human Response Network Executive Director Tara Leno with a proclamation declaring October as “Domestic Violence Awareness Month” in the city of Chehalis.

3. **Report on Initial Interview Findings for Recreation Park Project.** Community Development Director Dennis Osborn introduced Project Manager Tom Skillings with Skillings Connolly, Inc., to provide an update on where they are at in the process with regard to the improvement project at Recreation Park.

Mr. Skillings reported the city retained Skillings Connolly, Inc., to help implement the city’s goal of turning Recreation Park and Penny Playground into a “first-class” facility. He noted after the team met with members of the city they set out to interview the stakeholders that use the park. The stakeholders interviewed included:

- Chehalis Parks Committee
- City Council
- Chehalis Planning Commission members
- City management staff
- City maintenance staff
- Chehalis Foundation representatives
- Miscellaneous user groups

Mr. Skillings noted the purpose of the interviews was to determine the overall impression of the park: what they liked; what they didn’t like; how it was used; and, identify any issues with the park, what worked and what could be better. He noted at the end of the day they came up with a lot of information about the park. Mr. Skillings reported they divided the information up into the following three categories:

Items that need to be addressed:

- Drainage at the park
- Parking
- VR Lee and Fred Hess Kitchen need upgrading or replacement
- Penny Playground needs upgrading or replacement
- Ballfield drainage and playing surface needs to be improved
- Restrooms need improving and better security

Items that could be better:

- Ballfield facilities / dugouts / bleachers / access
- Ballfield orientation / size
- Park access
- Music in the park experience / access
- More green space
- Lighting

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Other park features:

- Trails
- Picnic shelters
- Larger multi-use shelter
- Reorganize playground for better access
- New signage
- Stage / music / Wi-Fi
- Storage

Mr. Skillings reported his firm hired several experts that specialize in parks, to include:

- HBB Landscape Architects - Juliet Vong, Principal
- DA Hogan & Associates (sports field expert)
- MSGS Architects
- EnviroIssues (public outreach and social media) - Project Manager Erin Taylor

Mr. Skillings reported the first item on their agenda was to conduct individual site assessments. He noted their findings showed that in order to be a first-class facility a lot of the buildings would need to be replaced, rather than upgraded. Mr. Skillings reported they also conducted a parking study, which provided a pretty good conclusion as to what is causing the stress on near-site parking.

Mr. Skillings reported, using the information they collected from the condition assessment, his team prepared a rough order of magnitude cost estimate for the following improvements:

- Drainage (single implementation - offsite drainage) \$335,000
- Parking, Access and Safety (currently 190 existing parking stalls in and around the park)
 - 240 parking stalls (new parking lot) \$800,000
 - 280 parking stalls (two new parking lots) \$1,400,000
- Structures: VR Lee and Fred Hess Kitchen
 - 2,800 total sq. ft. (new Fred Hess Kitchen and new VR Lee meeting facility) \$1,112,000
 - 4,200 total sq. ft. (new, combined kitchen and meeting facility with room dividers) \$1,341,000
 - 5,800 total sq. ft. (new, combined kitchen and meeting facility with room dividers) \$1,933,000
- Penny Playground
 - Repair - maintenance and repair of existing playground facility - \$104,000
 - New - replace with new, standard playground facility - \$244,000
 - Custom - replace with new custom-built playground facility - \$525,000
- Ballfields: Configuration and Drainage
 - 2 ballfields w/dugouts - natural turf - \$1,115,000
 - 2 ballfields w/dugouts - synthetic turf infield - \$1,255,000
 - 3 ballfields w/dugouts - natural turf - \$1,537,000
 - 3 ballfields w/dugouts - synthetic turf infield - \$1,747,000
 - 4 ballfields w/dugouts - natural turf - \$2,163,000
 - 4 ballfields w/dugouts - synthetic turf infield - \$2,443,000
- Restrooms
 - Renovate existing restrooms - \$117,000
 - Replace restrooms with new facility - \$221,000
- Field House
 - Renovate existing field house - \$117,000
 - Replace field house with new facility - \$473,000

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- Picnic Shelters
 - Replace three (3) shelters - \$60,000
 - Replace four (4) shelters - \$80,000

- Miscellaneous Park Features
 - Minimal Implementation - landscaping + amphitheater with lawn and drainage - \$1,052,000
 - Medium Implementation - additional landscaping + amphitheater with hardscape - \$1,332,000
 - Maximized Implementation - enhanced landscaping + amphitheater with hardscape, seatwalls, and stage arbor - \$1,963,000

Mr. Skillings introduced Ms. Vong with HBB to talk about the components and potential options for the project.

Ms. Vong provided an overview on three potential concepts. She noted the idea behind the different concepts is to get people to look beyond what they see now and look more towards the range of possibilities.

Mayor Dawes expressed concern with only having two ballfields, as identified in the third option. He noted our tournaments are a big draw and really feed into the hotel/motel tax. Mayor Dawes felt this concept would discourage a lot of folks from coming here.

Ms. Vong reported, with regard to the stakeholder interviews, there was definitely more concern with Option #3. She noted they purposely included this option to push the boundaries to get feedback from those who are not intensive users of the fields.

Councilor Ketchum suggested they would be shooting themselves in the foot if they even take out one of the fields.

Ms. Vong noted, on the flipside, parking to support the four fields is a real struggle, especially when you have other uses of the park going on at the same time.

Mayor Dawes stated the council certainly understands that, but they don't want to hurt any of the current uses. He suggested, whatever they decide, they need to make sure that they take a step forward, not a step back.

Mr. Skillings noted Option #3 is just to stretch the boundaries, adding in no way was it vetted with anybody. He reported they received a lot of responses from the stakeholders to add more green space.

Ms. Vong suggested if the council strongly feels there is absolutely no way two fields would work, they want to know that now. She noted they're totally open to scrapping any of the concepts, or mixing and matching different parts before they take it to the community for feedback.

Councilor Lund stated he was hoping the professionals would be able to tell them how many fields would be best before they even got this far.

Ms. Vong noted, from the interviews to date, there's been a bit of opinion in both camps with regard to the number of fields needed. She suggested, because we have a similar type of facility close by, we could do something there to offset it. Ms. Vong reported the whole point of the public process is to have the community help tell us what the right balance is.

Councilor Pope stated it's not their intent to have the council make a decision tonight, adding the intent is to bring the alternatives vested from the interview process. He noted the final product would not be decided on until December.

Councilor Harris suggested none of the concepts as a whole are what they're talking about adopting, adding it's all cut and paste at this point.

Ms. Von reported there's still a lot of work to be done with regard to easements and approvals from the railroad, as well as access and circulation items that need to be followed up on. She noted the city also received an RCO grant in 1999 to do some improvements to the ballfields, adding the perpetuity of that funding will also need to be considered as they move forward.

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Public Outreach Specialist Erin Taylor reported their intent it to take the concepts, or versions of the concepts forward to the public over the next month, or so. Their key objective is to:

- Provide information about initial design concepts for Recreation Park and Penny Playground
- Offer several comment and feedback methods for varying schedules
- Define public involvement process and next steps
- Provide opportunities to directly engage city and project staff

Ms. Taylor reported the public involvement process would launch on October 15 and run for approximately one month. She noted some of the broad questions they will be asking the public include:

- How do you use the park currently?
- How do you wish to use the park?
- What is your vision for Recreation Park and Penny Playground?
- Specific thoughts on design concepts

Ms. Taylor stated they were looking for council approval to move forward with the engagement process. She noted, initially, they would like to engage the community with a letter signed by the council stating they are taking on an endeavor to upgrade and renovate Recreation Park and Penny Playground. Ms. Taylor reported they will also be offering information on the city's website, Facebook posts via the "Experience Chehalis" Facebook page, yard signs in Recreation Park, and a project informational flier in City Hall.

Ms. Taylor talked briefly about the in-person open houses, which will give the public the ability to ask questions of Chehalis staff and project designers. She reported the open houses are scheduled for Thursday, October 29, at the VR Lee building from 6:00 p.m. to 8:00 p.m., and Thursday, November 5, at Chehalis City Hall from 11:00 a.m. to 1:00 p.m. Additionally, they plan to provide an online open house for people to offer their feedback on their own time.

Mr. Skillings reported they are also looking for direction from council to move forward with the open houses. He noted from there they will simulate the data received and put together a new concept, along with associated costs. Mr. Skillings noted they plan to present the feedback received to the city council on Monday, November 23, and will request a special council meeting on Monday, November 30 to decide on the preferred concept. He reported, if the outcome is positive, they will go into design immediately and have the project ready for advertising in mid-March, with construction starting in May 2016.

Mayor Dawes suggested the window for fundraising was not very big.

City Manager MacReynold reported when they bring back the final design they will also have options on how to fund it.

The consensus of the council was to move forward with the letter and public meetings on the Recreation Park/Penny Playground Improvement Project.

Councilor Spahr asked if there was any mention of putting the amphitheater at a different location, rather than Penny Playground. Mr. Skillings reported relocating it never came up, but that doesn't mean it's not a possibility.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of September 28, 2015; and
- b. Claim Vouchers No. 113741-113853 in the amount of \$216,395.74 dated September 30, 2015; and Payroll Vouchers No. 38406-38484, Direct Deposit Payroll Vouchers No. 6413-6500 and Electronic Federal Tax Payment No. 152 in the amount of \$758,998.97 dated September 30, 2015.

The motion was seconded by Councilor Taylor and carried unanimously.

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5. **Administration Reports.**

a. **Annual Debt Compliance Update.** Finance Manager Judy Pectol reported, on September 28, she submitted the city's annual financial statements and other required supplemental information to the Municipal Securities Rulemaking Board. She noted this information is submitted annually in order to be compliant with the federal requirements of our general obligation bond.

6. **Council Reports.**

a. **Update From Councilor Harris.** Councilor Harris reported the Lodging Tax Advisory Committee met on October 6, noting the meeting went well and he was hopeful with what they'll be bringing to the council for consideration at the next meeting.

Councilor Harris also noted Centralia Councilmember Lee Coumbs suffered a tragedy earlier in the day, adding his thoughts and prayers would be with the family.

b. **Update From Councilor Spahr.** Councilor Spahr reported he attended the Lewis Economic Development Council Board meeting, noting they have some interesting things going on that will hopefully benefit all of us.

c. **Update From Councilor Lund.** Councilor Lund stated the city is lucky to have people like Councilor Harris and Councilor Pope. He noted, in working with them on the Chehalis Parks Committee, they've come up with some really great ideas, adding Mr. Skillings is pretty impressive too.

d. **Update From Mayor Dawes.** Mayor Dawes reported the Council Budget Committee consisting of himself and Councilors Spahr and Harris attended four budget meetings and had some very good discussions with the administration. He noted they plan to bring the 2016 proposed balanced budget to the council for consideration in the very near future.

There being no further business to come before the council, the meeting adjourned at 6:10 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: October 26, 2015

Initials: js

October 26, 2015

The Chehalis city council met in regular session on Monday, October 26, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Dr. Isaac Pope, Bob Spahr, Chad Taylor, Daryl Lund, and Tony Ketchum. Councilor Harris was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Dennis Osborn, Community Development Director; and Peggy Hammer, Human Resources Administrator. Members of the media included Dameon Pesanti from *The Chronicle*.

1. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of October 12, 2015; and
- b. Claim Vouchers No. 113854-114017 and Electronic Funds Transfer No. 92015 in the amount of \$512,960.38 dated October 15, 2015.

The motion was seconded by Councilor Taylor and carried unanimously.

2. **Administration Reports.**

a. **Third Quarter and September Financial Reports and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol reported everything is looking good at this time, noting some funds are doing very well, such as the tourism fund and the two REET funds. She suggested the general fund revenues will look even better once we receive the property tax payment from Lewis County in November.

Mayor Dawes reported he spoke with Ms. Pectol earlier and she indicated the water and wastewater funds are starting to come up a bit.

Ms. Pectol stated that was correct. She noted the city also received its first quarterly marijuana excise tax payment in the amount of \$1,740.

Mayor Dawes reported the marijuana excise tax was a topic of discussion at the Association of Washington Cities (AWC) Regional meeting that he attended on October 20. He stated Vancouver, Washington, received a substantial amount, noting they collected the highest amount in the state. Mayor Dawes suggested if Oregon legalizes marijuana people may not need to go across the border to buy it in Washington.

Ms. Pectol reported the sales and use tax revenue is still not at the level she would like it to be, noting it may end up a little below what they budgeted for the year.

Mayor Dawes reported the sales and use tax revenue is slightly higher than what was taken in at this time last year.

Councilor Spahr noted we're actually quite a bit over last year. He reported we budgeted about \$350,000 more than the previous year, adding that's a pretty good increase from what we've done in the past.

b. **Changes at State Level Regarding Marijuana.** Community Development Director Dennis Osborn stated, for the most part, medical marijuana facilities will go away in terms of how they are treated and regulated.

City Attorney Hillier reported the Legislature's goal and intent is to no longer allow medical marijuana facilities to operate without being regulated under the same tax obligation requirements as recreational marijuana.

City Attorney Hillier reported, in the smaller jurisdictions, the Liquor and Cannabis Board has opened up the application process for marijuana facilities. He noted population is no longer relevant, so we could end up with 10, or more applications.

Mr. Osborn reported the letter received from the state indicated they are not going to limit the number of facilities, but they may take that under consideration in the future.

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Mr. Osborn reported the administration proposes to continue to keep doing things the way we have been, with the exception of clarifying the industrial component in our 'use' code. He noted the city will also continue to treat retail stores the same.

City Attorney Hillier suggested this will also give us an opportunity to open up to a growing/processing operation if someone wanted to do that, but noted it would need to be located in an industrial zone.

Councilor Taylor asked if the city had received any new applications.

Mr. Osborn stated he's received a couple of applications for retail and quite a few inquiries on the industrial. He noted he also has a proposal from the state for a general commercial zone use, and one application for production and processing. Mr. Osborn indicated he receives at least one inquiry a month on marijuana applications.

Councilor Spahr asked if they're making any changes with regard to our location requirements.

City Attorney Hillier stated we're still operating under the same requirements from the state that we talked about the first time we went around on this.

Mayor Dawes asked if we could include a proviso stating we don't want these type of businesses located within so many miles of each other.

City Attorney Hillier stated we could, but suggested we first look at how many applications come in.

c. **City Manager Recruitment.** City Manager MacReynold reminded the council that he will be leaving employment with the city at the end of 2016. He noted he discussed this matter with the Council Budget Committee and they thought it would be better to start the recruitment process at the beginning of 2016, that way we'll have someone on board by the time we start the 2017 budget process in July or August.

City Manager MacReynold stated if the council supports this idea, he'll notify the search firm and they'll start the process at the beginning of the year. He noted because the last search was not concluded the recruiting firm has agreed to do it for about half the price they would normally charge.

The council supported the idea of starting the recruitment process in early 2016.

3. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope reported on the emergency medical services levy pamphlet that's being distributed for the upcoming election. He stated the pamphlet outlines what the money will be used for, one item being to re-establish a firefighter/EMT position that was lost in 2010. Councilor Pope stated he lent his name to support the levy, but he could not support that, noting that position has to come through the city council.

b. **Update From Councilor Lund.** Councilor Lund reminded the citizens to go onto the city's website to fill out the questionnaire on the Recreation Park/Penny Playground Improvement Project.

c. **Update From Mayor Dawes.** Mayor Dawes reported he and Police Chief Glenn Schaffer met with representatives from the City of Port Angeles to talk about our panhandling ordinance. He felt there was some interest by the one council member who attended the meeting to take something back to their full council for consideration.

Mayor Dawes reported he attended the AWC Regional meeting in Vancouver, noting the highlight of the night was their legislative priorities for 2016, which included:

- Infrastructure - Halt the diversion of critical infrastructure programs to help cities grow and prosper
- Physical Sustainability - Insure sufficient and flexible revenue for essential city services

October 26, 2015

- Emergency Responsiveness - Help cities prepare for and address impacts of natural disasters or other emergencies
- Public Records - Strengthen the Public Records Act in response to changing technology and burdensome requests
- Human Services, Homelessness and Affordable Housing - Enhance the provision of much needed human services programs to address issues that drive increased homelessness and public safety costs

d. **Recreation Park/Penny Playground Improvement Project Open House.** Mr. Osborn reported the first open house for the Recreation Park/Penny Playground Improvement Project is scheduled for Thursday, October 29 from 6:00 to 8:00 p.m., at the V.R. Lee Building.

4. **Approve Candidates and Funding Amounts of the Lodging Tax Advisory Committee (LTAC) for Use of Lodging Tax Funds for 2016; and Reappoint the Memberships of Todd Chaput, Michel Rey, Satpal Sohal, Alicia Bull, Rick Burchett, and Chip Duncan to the LTAC.** Mayor Dawes noted City Manager MacReynold would provide the report on the 2016 funding requests, since Councilor Harris was unable to be here.

City Manager MacReynold first commended the LTAC for the work they do, noting they continue to take their job very seriously.

City Manager MacReynold stated they had a significant year as far as revenue. He reported their estimated revenue was \$366,854, which left \$316,854 available for distribution to the applicants after deducting the ending fund balance reserve of \$50,000.

City Manager MacReynold reported they received \$208,380 in requests for 2016. He noted, after meeting with each of the applicants, the committee unanimously agreed to recommend that all requests be funded as submitted, except for the Veterans Memorial Museum. City Manager MacReynold reported the committee proposed to give the museum an additional \$10,000 because, in prior years, the museum decreased the amount of their funding request in order to support other organizations. He noted the committee recognized the incredible work they do at the museum and felt they deserved some additional funding. City Manager MacReynold reported if the funding requests are approved, as recommended, it will leave almost \$100,000 more in reserve, beyond the \$50,000. He noted there's a belief by the committee that once the council takes action on the Recreation Park Project the city would be coming back to them with a request for additional funding for that project.

City Manager MacReynold reported the committee recommends that the council approve the funding requests of the applicants, as submitted.

Councilor Ketchum asked, "Since the steam train didn't run this year and they had money allocated, does that money come back to this fund?"

City Manager MacReynold stated they did not run, but we assumed they used the money as part of their package for the work they did on the boiler and did not give any of it back.

Councilor Ketchum asked if the money could be used for that purpose.

City Attorney Hillier indicated maintenance of equipment that belongs to the city for the purpose of tourism and economic development wouldn't happen but for the required repair work to keep that engine running. He thought that it probably fit within the requirements.

Councilor Taylor stated he would be recusing himself from voting on the motion to approve the funding amounts, noting his company works for a few of the organizations who receive tourism funding from the city.

Councilor Spahr moved that the council approve, both individually and collectively, the candidates and funding amounts of the LTAC for use of lodging tax funds for 2016.

The motion was seconded by Councilor Pope and carried unanimously. Councilor Taylor abstained from voting.

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Councilor Spahr moved that the council reappoint the memberships of Todd Chaput, Michel Rey, Satpal Sohal, Alicia Bull, Rick Burchett, and Chip Duncan to the LTAC.

Councilor Pope seconded the motion.

Councilor Spahr stated it was absolutely amazing that the Polar Express had already sold out and they were considering adding more runs. He was very surprised to see that tickets were purchased from 161 ZIP codes and from seven states. Councilor Spahr noted there was also mention of a train enthusiast group looking at Chehalis for their 2018 conference, which runs four days. He stated that is an incredible thing for Chehalis.

Councilor Taylor reported, not only did the Polar Express runs sell out in 48 hours, they also added an additional 10 runs for people who wanted to buy tickets, but didn't have the opportunity. He noted they did it all through social media, which he thought was pretty impressive.

The motion carried unanimously.

Mayor Dawes asked how close they were to getting the engine running.

City Manager MacReynold reported as far as he knew they were scheduled to do their first Polar Express run sometime in November.

There being no further business to come before the council, the meeting adjourned at 5:31 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: November 9, 2015

Initials: js

November 9, 2015

The Chehalis city council met in regular session on Monday, November 9, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Dr. Isaac Pope, Bob Spahr, and Daryl Lund. Councilor Harris arrived at 4:52 p.m., and Councilors Taylor and Ketchum were absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney, Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:05 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:08 p.m. Additional staff included: Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Judy Pectol, Finance Manager; Lilly Wall, Recreation Manager; Dale McBeth, Municipal Court Judge; Becky Fox, Court Administrator; Melody Guenther, Court Clerk; Rick Sahlin, Public Works Director; Don Schmitt, Street/Stormwater Superintendent; David Vasilauskas, Water Superintendent; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Community Service Award.** Fire Chief Ken Cardinale presented Boy Scout Liam Radtke with a Certificate of Appreciation for his time and service to the city. He noted Mr. Radtke took on a project to mark the location of our fire hydrants with blue reflector dots to make them more visible at night. Chief Cardinale stated he was very impressed with Mr. Radtke and he got the project done very quickly. He reported the reflectors have improved their nighttime operations tremendously.

3. **Public Hearing on 2016 Proposed Budget and Revenue Sources, Taxes and Levies.** Finance Manager Judy Pectol provided a brief review of the 2016 projected revenues. Some of the highlighted items included:

- General Fund:
 - Revenues are pretty flat and slightly lower than the current year
 - Did not take the one percent tax increase allowed by statute, or any of the city's 17.82 percent banked capacity
 - Property tax will increase slightly due to an increase in new construction and improvements - Property tax collection may be higher than projected because we're still waiting on official notice from the Lewis County Assessor's Office on what the assessed value will be
 - EMS Levy is budgeted at the maximum .50 cents per \$1,000 of assessed value
- Revenues received based on population will not increase due to the state decreasing the city's estimated population
- Utility Funds - revenues are expected to increase some, but not a lot
- Airport Fund - revenues will decrease slightly since we will not be receiving revenues to cover capital projects
- Tourism Fund – revenues are doing great

City Manager MacReynold provided an overview of the proposed 2016 budget. He first recognized the department directors, program administrators and their staff, noting they spend a lot of time each year putting the budget together.

City Manager MacReynold thanked Mayor Dawes, Mayor Pro Tem Harris and Council Spahr for serving on the council budget committee. He stated the associated conversations and having the committee give their policy perspective and guidance on what's important for the city is very helpful as we go through the budget process.

City Manager MacReynold also thanked Ms. Pectol, noting she spends a great deal of time working on the budget, as well as dealing with the forms and requirements for budgeting as they change.

City Manager MacReynold reported, with the slow economic recovery, we're projecting very flat revenues in 2016. He noted we're still maintaining a lot of services and making some improvements, adding we've been very fortunate to receive grants and low interest loans to do some additional things.

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City Manager MacReynold identified some of the bigger changes in the budget for the coming year, to include:

- Purchase of a new fire truck and associated equipment
- Recreation Park Project – design/engineering and funding package
- Cost increases of \$589,000 to cover wages and benefits per contractual agreements with our three union groups
- Close out of the Arkansas Way Extension Project - mainly being paid for by .09 Distressed Counties Funding
- Complete taxiway, ramp and tie down rehabilitation project at the airport - primarily funded by the FAA
- Start I&I Project at the wastewater treatment plant
- Construction of the redundant flocculation basin at the water treatment facility
- Replacement of the high-level reservoir in McFadden Park
- Adding one employee to the street/stormwater division – covered by the stormwater fund and state funding received for arterial streets
- Maintain and hopefully expand the chip seal program
- Complete Phase 1 of annexation strategy
- In discussions with the Chehalis School District to take over the RE Bennett property once they complete construction of their new facility on 20th Street
- Revisiting our funding options for the Transportation Benefit District
- City Manager replacement search starting at the beginning of 2016

City Manager MacReynold stated he was pleased to report that the proposed 2016 budget is balanced in spite of increasing costs and flat revenue projections. He noted the 2016 budget maintains services and provides reserves of 10 percent for the general fund, as directed by council.

Mayor Dawes closed the regular meeting at 5:23 p.m. and opened the public hearing.

There being no public comment, Mayor Dawes closed the public hearing at 5:24 p.m. and reopened the regular meeting.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of October 26, 2015;
- b. Claim Vouchers No. 114018-114141 and Electronic Funds Transfer No. 102015 in the amount of \$486,511.05 dated October 30, 2015; and Payroll Vouchers No. 38485-38534, Direct Deposit Payroll Vouchers No. 6501-6588 and Electronic Federal Tax Payment No. 153 in the amount of \$668,678.92 dated October 30, 2015; and
- c. Adopt Resolution No. 11-2015 on first and final reading setting the date for a public hearing on the assumption of rights of the Chehalis Transportation Benefit District.

The motion was seconded by Councilor Pope and carried unanimously.

5. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope provided an update on the Recreation Park Improvement Project. He noted they had a good turnout at the first open house on October 29, and had a few people attend the second open house on November 5. Councilor Pope reported they received some very good ideas on what the park should be and look like. He noted one of the proposals suggested they move the ball fields over to Stan Hedwall Park and make Recreation Park a pure open-space park, which is something they need to consider.

Councilor Pope reported they'll be presenting the project to the leadership group at the Chehalis Middle School on Friday, November 6.

b. **Update From Mayor Dawes.** Mayor Dawes stated he wanted to echo Councilor Pope on the two public open houses, noting it was nice to see the good turnout at the October 29 meeting.

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Mayor Dawes reported he attended the Mayors' meeting on Friday, November 6. He also attended a meeting in Morton, Washington, where he was asked to be on a committee to discuss whether or not they should discontinue having District Court there one day per month. Mayor Dawes stated, because what used to take one full day now takes less than two hours, the committee recommended they discontinue it. He stated the Lewis County Commissioners will have the final say, but if they follow the recommendation of the committee, it will probably discontinue as of May 1, 2016.

6. Ordinance No. 946-B, First Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2016, and Ordinance No. 947-B, First Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2016. Mayor Dawes indicated a corrected copy of Ordinance No. 947-B had been provided to the council prior to the meeting.

Councilor Spahr moved to pass Ordinance Nos. 946-B and 947-B on first reading.

Councilor Pope seconded the motion.

Councilor Spahr asked if the \$1,380,293 to be levied in 2016 is comparable to last year, with the exception of new construction.

Ms. Pectol stated it is with the exception of new construction and improvements, and refunds for devalued property.

Councilor Spahr stated he wanted to make it clear that the city was not taxing more money. He reported the proposed levy amount for collection is given to Lewis County and they set the levy rate based on the assessed value of our community. Councilor Spahr noted increases or decreases in assessed valuation for any piece of property will cause the tax amount to go up or down.

The motion carried unanimously.

7. Ordinance No. 948-B, First Reading – Adopting the Proposed 2016 Budget. City Manager MacReynold recommended passage of Ordinance No. 948-B on first reading, adopting the proposed 2016 budget.

Councilor Harris moved to pass Ordinance No. 948-B on first reading.

The motion was seconded by Councilor Spahr and carried unanimously.

8. Ordinance No. 949-B, First Reading – Amending the 2015 Budget. Ms. Pectol reported the information provided in the agenda report was pretty much self-explanatory, and offered to answer any questions the council might have.

Councilor Spahr moved to pass Ordinance No. 948-B on first reading.

The motion was seconded by Councilor Pope and carried unanimously.

9. Observance of Veterans Day. Mayor Dawes stated, on behalf of the City Council, he wanted to thank all of the Veterans for their service and the sacrifices they've made.

There being no further business to come before the council, the meeting adjourned at 5:38 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: November 23, 2015

Initials: js

November 23, 2015

The Chehalis city council met in regular session on Monday, November 23, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney, Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:55 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:00 p.m. Additional staff included: Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Dale McBeth, Municipal Court Judge; Melody Guenther, Court Clerk; Rick Sahlin, Public Works Director; Don Schmitt, Street/Stormwater Superintendent; David Vasilauskas, Water Superintendent; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Citizens Business.** Hillary Harader reported her brother was kicked out of school for wearing a hat with the Confederate flag on it, even though there is no mention of the flag in the school dress code. She noted she was not here to defend the symbol, but to defend the liberty and constitutional rights of kids while at school. After a brief statement about the schools disregard for the laws and policies regarding the constitution, Mayor Dawes suggested she contact the Chehalis School Board of Directors regarding her grievance.

3. **Proclamation Presentation.** Mayor Dawes presented CCRT Chair Annalee Tobey and Vice-Chair Andy Skinner with a proclamation declaring December 2015, as “Choose Local First Month” in the city of Chehalis.

4. **Public Hearing on 2016 Proposed Budget and Revenue Sources, Taxes and Levies.** Mayor Dawes closed the regular meeting at 5:08 p.m. and opened the public hearing.

City Manager MacReynold reported the administration provided a more detailed presentation at the previous public hearing on what the proposed 2016 budget entailed.

There being no public comment, Mayor Dawes closed the public hearing at 5:09 p.m. and reopened the regular meeting.

5. **Public Hearing on the Assumption of the Transportation Benefit District (TBD).** Mayor Dawes closed the regular meeting at 5:10 p.m. and opened the public hearing.

City Manager MacReynold reported this recommendation was developed by the administration based on recent legislative action at the last session. He noted he is seeking the council’s consideration and approval to make the change as recommended by the administration.

Mayor Dawes asked, “If this was to go through, would the TBD be handled similar to how we handle the enterprise funds.”

City Manager MacReynold stated yes. He noted the city has not taken any action on funding for the TBD, so there’s no funding source at this time.

Mayor Dawes stated, at the start of 2015, four percent of the general fund sales tax revenue was set aside to go towards street repairs. He noted the TBD funds will be used for bigger street projects.

City Manager MacReynold stated that is correct.

There being no public comment, Mayor Dawes closed the public hearing at 5:13 p.m. and reopened the regular meeting.

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6. **Recreation Park Improvement Project Presentation**. Community Development Director Dennis Osborn reported the purpose of the presentation was to share the findings from the public participation process and give the council a recommendation to consider between now and the special meeting of November 30.

Project Manager Tom Skillings with Skillings Connolly, Inc., reported the public outreach goal was to inform the community about the project and provide information about the initial concepts for Recreation Park and Penny Playground. He noted they offered several methods for public comment and feedback, and provided opportunities for the community to directly engage with the project and city staff.

Public outreach activities included:

- Public comment period: October 15 - November 13, 2015
- Two in-person open houses – 46 attendees
- Online open house (live for one month) – 204 responses, 332 unique visitors
- Eight Facebook posts – 543 engagements
- Letter mailed from city council – 3,200 mailers
- Experience Chehalis e-newsletter
- Signs in Recreation Park
- Presentation at the Chehalis Middle School

Mr. Skillings reported a majority of the respondents said they enjoy the park's open space and grassy areas. They also valued the informal play areas, gathering spaces and flexible open space of the park. Mr. Skillings reported the top desired uses of Recreation Park include: fast-pitch/softball, open/adaptable space, and community performances, such as Music in the Park. Some of the specific elements desired by the respondents included:

- Important to retain four fields for tournament play
- Increase safety and security of Penny Playground and maintain current characteristics
- Upgrade and improve bathrooms; create larger building available for private events of varying sizes
- Provide additional parking (remove limited green space if necessary)
- Amphitheater, walking trails, and more open green space if space allows

Juliet Vong, HBB Landscape Architects, reported on each of the major elements within the park in relation to what they heard from the respondents regarding the ballfields and Penny Playground.

- Ballfields:
 - Four fields needed for current programming
 - Natural outfield and synthetic infield preferred
 - Add more support facilities (batting cages, warm-up area, dugouts, seating, etc.)
 - Not all park users use the ballfields
 - Desire for more open space
 - Desire for more diverse park uses, such as trails, more picnic shelters, and dog park
- Penny Playground:
 - New playground to generally match character and scale of existing play area
 - Keep location near the parking and community building
 - Would like to have community involved in construction
 - Make more accessible for all users and age groups
 - Fencing for security
 - Provide better lighting for visibility to all areas
 - Rubberized surfacing preferred

Garner Miller, MSGS Architects, provided some specifics on what they heard concerning the buildings.

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- Buildings:
 - Single, multi-use building preferred
 - Size to support variety of uses
 - Ability to sub-divide meeting spaces
 - Natural character, wood materials
 - Reuse some elements of existing structure
 - Add outside entrance to restrooms for park users
 - Restrooms need to be clean and secure

Mr. Skillings reported on the specifics regarding drainage, parking, off-site issues, and other topics that came up.

- Drainage:
 - Drainage needs to be improved
 - Off-site drainage is undersized, needs to be repaired or replaced
 - Off-site improvements needed to ensure adequate drainage for any improvements
 - On-site improvements needed for fields and the rest of the park
- Parking
 - More parking is needed (tournaments absorb all available parking)
 - Balance parking with desire for more open space
 - Connecting vehicular circulation between parking areas
 - Add RV parking
 - Improve parking adjacent to the VR Lee Building and Fred Hess Kitchen
- Off-site
 - New sidewalks needed on 13th Street
 - Improve access/safety on adjacent streets
 - Consider traffic calming measures, especially around the aquatics center, sharp curves, and on SW Williams Avenue
- Other Topics
 - Like the idea of an amphitheater, but not too big – keep in scale with the park
 - Add more picnic shelters and tables
 - Make vandal resistant and have open sight lines to all areas
 - Add more lighting for safety/security
 - Allow flexible open space for a variety of uses
- Interpretation of Findings
 - Keep all four ballfields
 - More open space
 - More parking
 - Replace Penny Playground
 - Rebuild the VR Lee Building and Fred Hess Kitchen

Ms. Vong walked through each of the design features and provided the following recommended concepts.

- Ballfields – maintain use of all four fields at current location
- Drainage Improvements – off-site and limited on-site drainage improvements
- Parking – Increase capacity and connectivity
- Street frontage improvements (on-street and off-street options), and off-site safety around the site
- New Penny Playground with fencing and lighting

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Mr. Miller talked briefly about the design options for a new community building, to include:

- 5,800 sf facility
- Use current location
- Additional restrooms with outside entrance for park users
- Event space
- Potential for office space for parks department
- Drop-off area
- Service access
- Removable (inside) walls

Mr. Miller also reported on the Phase 1 design for the miscellaneous park features, to include:

- New paths, picnic shelters, etc.
- New amphitheater stage area and informal seating
- Frontage improvements: sidewalks and lighting
- Traffic calming
- Lighted crosswalks

Mayor Dawes stated there was some discussion at one time about looking at the triangle area across from the aquatics center for some additional parking.

Mr. Skillings reported they could probably get 35-39 parking stalls in that area, but from a budget standpoint and the need for it with this first phase they left it out. He noted it can be added later if the council desires.

Mr. Skillings reported on the proposed improvements for Phase 1, to include:

- Maintaining the four fields with minimal drainage improvements
- New parking lot next to Penny Playground
- New Penny Playground
- New Community Building and event space

Mr. Skillings reported there isn't adequate space at Recreation Park to make it a first class facility. He recommended another component, which is to investigate the feasibility of relocating the four fields to Stan Hedwall Park. Mr. Skillings stated they know Hedwall Park is prone to flooding, but believed there is opportunity to fix that. He suggested by relocating the fields to Stan Hedwall they would have adequate space for parking, gathering spaces, and the opportunity to development a first class facility with room to expand. Mr. Skillings reported they would continue to use the four fields at Recreation Park until the new facility can be built at Stan Hedwall (Phase 2). He noted after Stan Hedwall is in operation they can reconfigure Recreation Park to provide more open space, trails and other park activities/amenities (Phase 3).

Mr. Skillings reported the cost for the improvements identified in Phase 1 will run about \$5.8 million. He noted a special work session is scheduled for November 30 for the council to go through the recommended concepts and give input on exactly what they want to do. Mr. Skillings reported their schedule has them starting design in mid-December and completed by April 2016. He noted they hope to advertise for bids in late April and commence construction in phases starting in May/June 2016.

Councilor Ketchum reported he would not be at the November 30 work session, but wanted to share that he was not opposed to looking at developing Stan Hedwall Park and removing the fields from Recreation Park to open it up as a bigger more functional park.

7. **Consent Calendar**. Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of November 9, 2015;

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b. Claim Vouchers No. 114142-114269 and Electronic Funds Transfer Nos. 1020151 and 112015 in the amount of \$497,045.11 dated November 13, 2015; and

c. Adopt Resolution No. 12-2015 on first and final reading declaring city property to be surplus.

The motion was seconded by Councilor Taylor and carried unanimously.

8. Administration Reports.

a. **October Financial Report.** Finance Manager Judy Pectol reported things were looking fairly good for the general fund. She noted the property tax we normally receive from Lewis County in November will not be paid to us until December since October 31 fell on a weekend this year. Ms. Pectol reported most of the departments will have adequate budgetary authority to get through the end of the year, with the exception of the Community Development Department. She noted later in the meeting there will be a request for approval of a budget amendment that will increase the budget authority for this department.

Ms. Pectol reported the utility funds are looking good; however, she did have some concerns regarding the timing of the revenues for the airport fund. She stated she expects to receive some .09 Distressed Counties funding in the next few weeks, which will make things look a lot better for that fund.

b. **Proposed Property Acquisition by Twin Transit.** Twin Transit General Manager Rob LaFontaine reported the discussion of a new transit office building is one that's been going on for quite some time. He noted the Transit Board met last week to discuss the acquisition of property, which would be developed into a combination bus transfer center/transit office building. Mr. LaFontaine reported Councilor Taylor requested that he come and brief the council on the possible acquisition.

Mr. LaFontaine stated he was excited about the conceptual project. He noted their primary barrier for not using their current facility as a transfer station is the railroad tracks.

Mr. LaFontaine reported the Transit Board tabled this item until their next meeting scheduled for December 17, at which time they will reconsider the acquisition.

Councilor Spahr inquired as to what they would do with the existing location if they moved the office and transfer center to the new location.

Mr. LaFontaine reported the proposed location is not large enough to store all of their buses, or to provide maintenance and repairs, so they would continue to use the existing location for bus storage, fueling, maintenance and repairs.

Mayor Dawes stated after reading the article in *The Chronicle* it appears the decision has already been made. He noted when they talked about this issue before they had some fixes for the current office situation. Mayor Dawes stated he wanted to make sure everything had been studied, but if it's not a concern to the rest of the council he would not take up their time expressing the concerns of one council person.

Councilor Lund felt Mayor Dawes owed it to the citizens to ask questions.

Mayor Dawes inquired about the fix they had for the current office. He suggested by the time they build something it's going to cost close to \$700,000 and wondered if it made sense to spend that kind of money for the size of our area.

Mr. LaFontaine reported the most recent plan was to add an addition to the existing building; however, as they were preparing to move forward the opportunity to purchase property availed itself. Mr. LaFontaine reported their current location will not work for a transfer location. He stated he would not have brought this forward if he didn't think it was a good solution.

Mayor Dawes inquired about their reserve funding, asking if the acquisition would completely deplete their reserves. He also asked Mr. LaFontaine if he thought they would be successful at getting any grants.

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Mr. LaFontaine reported they have funding in their capital program that's earmarked for facility improvement. He noted it would be their intent to utilize a portion of those funds primarily for the acquisition and look at regional mobility grants for the transfer center. Mr. LaFontaine believed their project would compete very well for those funds and hoped to be able to apply for those this year, if not in 2016.

Mayor Dawes stated, if it does go through, he hoped in a year or two the Transit Board would not be looking at raising our local sales tax.

Mr. LaFontaine reported their 5-Year Transit Improvement Plan does not forecast raising their transit sales tax.

Councilor Lund stated they don't have service on Sundays anymore and wondered how people are supposed to get to church. He asked, "If you don't have the funding to do that, how do you have money to do this project."

Mr. LaFontaine reported they did have to reduce bus service, noting those were difficult decisions in order to make sure they have adequate funding to invest in better infrastructure.

Councilor Lund inquired about service from the Centralia Amtrak station.

Mr. LaFontaine stated connectivity with the Amtrak station is certainly something they would maintain as part of their transportation program. He noted they have many riders who make the transition from their system to the train system.

Councilor Taylor apologized for not bringing this matter to the council earlier. He noted the Transit Board has looked at a lot of different options for infrastructure, adding one of the things he liked about the current proposal is that it takes care of the concern of having people loitering around the train station. Councilor Taylor reported this seems to be one of the best options and it takes care of a lot of different concerns they've had over the years without raising taxes.

c. **Transportation Improvement Board (TIB) Funding.** Street Superintendent Don Schmitt reported, in August, the public works department submitted an application to TIB to address pavement conditions on National Avenue. He noted TIB has an Urban Preservation Program which is designed to grind and overlay maintenance items that are not full-blown reconstruction projects. Mr. Schmitt reported they were notified late Friday that the city had been approved for a grant to take care of National Avenue. He noted the project would start from where the city of Centralia left off and terminate at the Kresky fork, just south of Staples.

Mayor Dawes reported during the last rain event the dig out the city did on the drainage ditch that runs between 19th Street over to Snively Avenue really made a big difference.

9. **Council Reports.**

a. **Update From Councilor Taylor.** Councilor Taylor asked if the city would be looking at some kind of fix to help water get through the area near Rhode Island Place during heavy rain events. He noted they had about five inches of water in their business during the last event because it doesn't seem to be able to go down the drains fast enough.

Mr. Schmitt reported that's been happening for a number of years in that particular area. He noted there's a fairly large drainage system that comes off the hill near National Avenue, which backs up once it reaches the bottleneck in the area of State Street over to Rhode Island Place. Mr. Schmitt reported the fix for that would be very expensive, not that it's to be ignored.

b. **Update From Council Lund.** Councilor Lund reported he's been told by a number of people that the city has several street lights out.

Mr. Schmitt reported there are city maintained street lights, which our crews respond to as quickly as we can; and there are street lights on power poles owned by the Lewis County Public Utility District (PUD), which the city pays PUD to maintain. Mr. Schmitt stated he had a feeling that the lights that are currently out belong to the PUD.

November 23, 2015

City Manager MacReynold suggested Councilor Lund encourage people to call the city when they have issues with street lighting.

c. **Update From Council Spahr**. Councilor Spahr reported he attended the Lewis Economic Development Council luncheon last week. He noted Representative Richard DeBolt spoke about the special multi-million dollar fund that TransAlta is putting into three different categories to help the communities affected by their closing in 2025. Councilor Spahr stated it was a really nice gesture on the part of TransAlta, adding he was sorry to see them go.

d. **Update From Council Harris**. Councilor Harris thanked staff for hitting it at 6:00 a.m. that morning to start putting up the Christmas decorations. He reported it was cold, but at least it was dry and not windy.

e. **Update From Mayor Dawes**. Mayor Dawes reported he attended the Business After Hours at the Parkside Salon, noting they have a lot going on in that facility. He also attended the Lewis County Historical Museum membership meeting and dinner.

Mayor Dawes reported on the Point .09 Committee meeting, noting a grant awarded to the Industrial Commission to do some sewer extension work for some projects they have going on. He noted they're talking about extending memberships, so both cities and both ports will be represented at all times. They also talked about offering a membership to the Industrial Commission. Mayor Dawes stated he was looking forward to seeing that happen.

10. **Ordinance No. 946-B, Second and Final Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2016, and Ordinance No. 947-B, Second and Final Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2016**. Councilor Taylor moved to pass Ordinance Nos. 946-B and 947-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

11. **Ordinance No. 949-B, Second and Final Reading – Amending the 2015 Budget**. Ms. Pectol reported there were a few items added to the budget amendment since first reading. She noted the city received a small donation from the Chehalis Community Renaissance Team to buy some Christmas decorations. She also increased some revenue and expenditure accounts to handle the monies received from the state that we have to turn around and pay out. Ms. Pectol reported the largest change was to increase appropriations for the Community Development Department to cover expenses related to the Recreation Park Project, as well as other professional services related to the project.

Councilor Spahr moved to pass Ordinance No. 949-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

12. **Ordinance No. 948-B, Second and Final Reading – Adopting the Proposed 2016 Budget**. City Manager MacReynold reported the administration went through the details and major changes to the budget at the previous meeting. He thanked the department directors and program managers for all of their work on the 2016 budget. He also thanked the council budget committee, noting they spent a great deal of time giving guidance and policy direction. City Manager MacReynold encouraged the council's consideration and approval of the ordinance.

Councilor Spahr moved to pass Ordinance No. 948-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

13. **Ordinance No. 950-B, First Reading – Assuming the Rights, Powers and Functions of the Transportation Benefit District**. Ms. Pectol reported, to date, the council has not approved any fees or taxes for the TBD. She stated by approving the ordinance it will eliminate having a separate district and will save the city unnecessary costs, such as audit fees, advertising costs for public hearings, or any other action taken by the TBD. Ms. Pectol reported a special fund will be set up in the budget for the TBD.

November 23, 2015

Councilor Harris moved to pass Ordinance No. 950-B on first reading.

The motion was seconded by Councilor Lund and carried unanimously.

14. **Special Work Session**. City Manager MacReynold reminded the council about the special work session on Monday, November 30, at 4:30 p.m., to review the concepts and provide direction to the administration on the Recreation Park Project.

15. **Christmas Decorations**. Mayor Dawes reported the Christmas decorations are going up and they look very nice. He stated he appreciated the work of Councilor Harris and the group that helps put them up.

There being no further business to come before the council, the meeting adjourned at 6:42 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: December 14, 2015

Initials: js

November 30, 2015

The Chehalis city council met in a special session on Monday, November 30, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; Dennis Osborn, Community Development Director; and Judy Pectol, Finance Manager.

1. Work Session – Review Detailed Recreation Park Concepts and Provide Direction to the Administration.

The council held a special work session to discuss the recommended design concepts for the Recreation Park Improvement Project.

Project Manager Tom Skillings and his design team walked the council through each of the park components to solicit their input. The items of discussion included:

- Ballfield number/configuration
- Penny Playground options
- Building options
- Drainage
- Frontage improvements
- Other park features
- Layout of park feature concepts
- Phasing
- Stan Hedwall Park evaluation

After reviewing all of the options and design features, the council reached consensus to move forward on design of the following Phase 1 improvements:

Ballfields:

- Utilizing the existing ballfields at Recreation Park – minor improvements only with Phase 1
- Do extensive maintenance work to fix the surface drainage and accessibility
- Keep the four ballfields at Recreation Park while exploring a comprehensive master plan for full site at Stan Hedwall Park

Penny Playground:

- Replace the existing Penny Playground with a larger facility made of modern durable materials
- Expand size to include a wider variety of ages/abilities/interest
- Universal surfacing/slip resistant
- Better sight lines
- Try to recapture the process used to build the original Penny Playground, get community involved

Building Options:

- Community building that combines the VR Lee Building and the Fred Hess Kitchen into one building
 - 5,800 SF multi-purpose building that will support 150 to 200 people
 - Parking closer to the front door if possible
 - Incorporate process that engages the user groups
 - Design with look and feel appropriate for the city of Chehalis
 - Restrooms incorporated into the community building with inside and outside access - engage appropriate city departments regarding best location and layout for outside access
 - Field House – utilize current building as is with limited improvements to storage area
 - Maintain historical context of existing buildings and incorporate into the new building in some fashion
 - Maintain existing names of the buildings

November 30, 2015

Drainage:

- Highest priority
- Off-site drainage on Parkland Drive and Pacific Avenue
- Other components to facilitate on-site drainage

Frontage Improvements:

- On-site parking, new parking lot next to Penny Playground
- Off-site parking - does not include improvements on Pacific Avenue, or the Triangle area across from the aquatics center (may consider in a later phase)
- Add connector road/loop from Pacific Avenue to Williams Avenue - Preliminary design to include parking along road (make decision on adding parking once costs are known)

Other Park Features:

- Indoor/outdoor event space
- Picnic shelters
- Lighting
- Explore security cameras to address safety and security
- Enhance pedestrian access/circulation around the park - consider mile markers, or signage to identify lengths of trails around and through the park

Phasing:

- Drainage
- Playground/parking
- Design connector road as shown on recommended concept from Pacific Avenue to Williams Avenue (Parking can be part of Phase 2 to accommodate construction costs)
- Williams Avenue – include divider island to protect parking area
- Crosswalks with flashing beacons at the corner of Williams Avenue and 13th Street, and in front of the aquatics center
- Community Building with additional parking

Stan Hedwall Park Evaluation:

- Do feasibility study and cost benefit analysis for relocating ballfields to Stan Hedwall Park

Mr. Skillings stated if funding is not available to do all of the improvements at once, they'll need to look at the sequencing of what will be done first. He suggested the first item should be to fix the drainage. For public visibility, he recommended Penny Playground second and the community building third, which almost has to be done in consort with the parking.

Mayor Dawes stated, for practical reasons, they need to start with the drainage first. He suggested, to bring the rest of the project in, they'll need to determine what the biggest anchor will be the Community Building or Penny Playground.

Mr. Skillings agreed, noting those are things they'll need to talk about.

Councilor Pope stated he wanted the council to have a clear understanding for when they go out to the public to support it, which is, they agree that Phase 1 will include: drainage, Penny Playground, the VR Lee /Fred Hess Kitchen building replacement, and some aspect of parking next to Penny Playground.

There being no further business to come before the council, the work session adjourned at 6:47 p.m.

November 30, 2015

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: December 14, 2015

Initials: js

December 14, 2015

The Chehalis city council met in regular session on Monday, December 14, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:15 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney, Judy Schave, City Clerk; Ken Cardinale, Fire Chief; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:58 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:02 p.m. Additional staff included: Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; and Don Schmitt, Street/Stormwater Superintendent.

2. **Citizen Business.** Lola Toloba (Smith) spoke briefly about the Dorothy and Donald Smith Family Visitation Center. She noted after her parents passed away she had to make a decision on what to do with her home and decided to turn the bottom floor into a visitation center for children. Ms. Toloba reported she's been working under contract with the Department of Social and Health Services to provide visitation services for children in foster and home care on a dependency action with Superior Court. She stated the need is great and the feedback she's received has been very positive.

3. **Update on Activities of the Lewis Economic Development Council (EDC).** Executive Director Matt Matayoshi thanked the council for the opportunity to give an update on the work of the EDC. He noted they're a non-profit organization that is set up to recruit, retain, and expand business within all of Lewis County. Mr. Matayoshi recognized Councilor Spahr who serves on the Board of Directors, which is made up of public and private representatives from throughout the county.

Mr. Matayoshi reported the EDC administers the .09 Distressed Counties fund, which is funded by one percent of the retail sales tax dollars collected in Lewis County. He noted this funding goes towards economic development projects in Lewis County, which Chehalis benefited from in 2015.

Mr. Matayoshi reported part of their marketing program is to recruit new businesses and industry into the community. He noted in 2015 they received a number of leads, particularly in the area of distribution centers. Mr. Matayoshi stated one project that has moved forward is a glass panel company that makes panels for high-rise structures.

Mr. Matayoshi talked briefly about their business retention program, noting last August they were funded by the county to add an additional person to oversee the program.

Mr. Matayoshi stated, in 2015, they partnered with Craft3, a non-profit lender, to provide gap lending to companies who are not quite bankable. He noted Craft3 has a portfolio of \$200 million and the expertise of nearly 50 people on staff to get things done.

Councilor Lund reported he's been working on a project in Mason County and the officials there speak very highly of Mr. Matayoshi.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:
- a. Minutes of the regular meeting of November 23, 2015, and the special work session of November 30, 2015;
 - b. Claim Vouchers No. 114270-114395 in the amount of \$1,194,097.79 dated November 30, 2015; and Payroll Vouchers No. 38535-38583, Direct Deposit Payroll Vouchers No. 6589-6676 and Electronic Federal Tax Payment No. 154 in the amount of \$685,266.34 dated November 30, 2015;
 - c. Accept Washington State Transportation Improvement Board Grant in the amount of \$442,260 for the grind and overlay of National Avenue and authorize the city manager to execute the same; and
 - d. Adopt Resolution No. 13-2015 on first and final reading declaring the city of Chehalis to be in a State of Emergency.

December 14, 2015

The motion was seconded by Councilor Pope and carried unanimously.

5. **Administration Reports.**

a. **Briefing on Student Firefighter Program.** Fire Chief Ken Cardinale reported his objective is to implement a Student Firefighter Program with a target date of January 2016. He noted the program will provide an opportunity for young youth in the community to get firsthand knowledge of the inner-workings of a fire department. Chief Cardinale provided an overview of the program, which will include:

- Proposal for eight students - each student will be assigned to a specific shift (working at night, during the week, and 24-hour shifts on the weekend)
- Co-op work experience program in coordination with community college fire technology programs
- Students will gain experience in multiple areas of the fire service for both fire and emergency medical services
- Candidates will be selected through a process similar to entry-level firefighters
- Prospective students must meet minimum requirements, to include: currently attending community college (preferred major in fire technology); driver's license; must be 18 years of age and have personal health insurance
- Resumes and applications will be accepted during filing period, and oral interviews will be used to select the most qualified candidates

Chief Cardinale reported the students will not be engaged in any offensive firefighting operations, adding they will strictly ride-along and support the department in post-fire operations. He noted the benefit to the students will include:

- Participants will gain job specific work experience and get a firsthand look into professional firefighting
- Participants will receive the necessary training required to complete the State FFQ Certificate
- Participants will create relationships with firefighters that may assist the student with entry-level testing for firefighting
- Participants will build a Resume
- Participants will see if they are a good fit for the Chehalis fire department and vice versa

Benefits to the Chehalis Fire Department include:

- Student programs save money; a student program has the ability to effectively pre-screen future employees in a way that an interview process never can; saves the city the cost of training an unfit employee
- Student programs can be run at a very low cost relative to the potential savings and benefits it offers
- Will increase the department's exposure for recruiting diverse qualified candidates and provide those candidates with easier transition to being a full-time employee

Benefits to the community include:

- Larger department presence at community events
- Better interaction with neighboring cities resulting from joint training
- Money saved from study program can be used in other places that benefit the city

Chief Cardinale reported the needs for moving forward will include:

- Equipment: one set of personal protective equipment, including fit-tested SCBA masks
- Three sets of uniforms: light blue shirts and dark black jean pants
- Department support for monthly training - Senior Firefighter Derrick Paul has volunteered to be program coordinator
- Small budget, or approval to be included in existing budget

Councilor Spahr asked how many students they would have on staff at any one time.

Chief Cardinale reported on any given day (shift) they would have two on duty, with a total of eight in the program.

December 14, 2015

Councilor Lund inquired as to the number of reserve firefighters the city currently has.

Chief Cardinale reported the city has none at this time.

Councilor Lund asked if there are any plans on building up the reserve program.

Chief Cardinale reported they plan to take the reserve program on at the beginning of 2016, as well. He stated they wanted to get the student program started because it's an opportunity for the youth who are already involved in Community College programs and have an interest in firefighting as a career, rather than just being a volunteer.

Councilor Lund inquired as to why the students will not be able to actually help during an emergency situation. Chief Cardinale reported for liability reasons. He noted this is a co-op with the community colleges and they have liability restrictions, which prevents them from doing any offensive operations.

Councilor Lund asked how old someone had to be to volunteer.

Chief Cardinale reported they have to be 18 years old.

Councilor Lund stated if it were up to him he would be spending more time building up the reserve program, before the student program.

Councilor Taylor stated he thought it was a really good program and was surprised at how inexpensive it will be to set up.

b. **Rocky Mountain Power, a Division of PacifiCorp/Chehalis Power Plant Update.** Public Works Director Rick Sahlin reported, on November 30, the city received payment from the Chehalis Generating Facility, which is now part of PacifiCorp, for some ERUs that the city and Chehalis Power agreed on back in 2002. He noted the water division received \$981,032.70, and the wastewater division received \$775,377.

Mr. Sahlin reported the city obligated the power plant 540 ERUs for water and 320 for sewer, and at the time they only paid for 66 ERUs for water and 64 for sewer. He noted the city has tracked their water usage and over the last couple of years their usage has exceeded the number of ERUs they paid for. Mr. Sahlin reported last spring a letter was sent to the facility regarding the situation and in November the city received confirmation stating they wanted to pay for the balance of the ERUs.

City Manager MacReynold reported Mr. Sahlin and the public works staff did a good job meeting with the power plant technical staff to work it out.

c. **Briefing on Cannabis Processing, Production and Growing Facilities in Chehalis Industrial Zones.** Community Development Director Dennis Osborn reported the current city code allows hemp production in the industrial zones of the city. He noted, with the ongoing changes in the marijuana/cannabis laws, the administration wanted to look at adding the word "cannabis" instead of having to interpret the code of hemp to mean cannabis for production and retail.

Mr. Osborn reported the administration had a meeting with Councilor Harris who expressed some concerns and wanted to talk about limiting the number of retail and production facilities within the city.

Councilor Harris reported, not too long ago, the police department was dealing with issues concerning our taverns and bars. He noted one of the things they looked at was limiting the number of licenses for those particular types of businesses, which the council never acted on. Councilor Harris stated he wasn't at the meeting when the ordinance failed to ban marijuana in the community, and in supplement to that he would like to figure out a way to at least limit the number of establishments.

Councilor Harris suggested, since the state is not receiving the type of revenue they anticipated, they're looking at opening it up to where more facilities can be open, rather than limiting the number in certain communities. He stated he would like to get ahead of the game and figure out a way to set some kind of limit on the number of licenses the city wants to issue within the community.

December 14, 2015

Mayor Dawes reported the council never had a motion on the floor to outright ban it, adding they just decided to not extend the moratorium. He noted at the time the state decided we would have one retail facility within the community, adding he was fine with just having one.

Mr. Osborn reported he was seeking direction from the council as to whether or not they want to look at limiting the number of production, processing and growing, and retail facilities.

Councilor Ketchum stated he would like to see them limit the number.

City Attorney Hillier suggested they needed be mindful that we've gone with the regulations that simply say we will go by the state's requirements.

Mr. Osborn reported we currently have one retail facility, one production facility, and a couple of licenses/applications in for additional production facilities. He noted we also have one application in for a conditional use for a production facility at the old Alaskan Camper facility located above the public works department.

City Attorney Hillier reported our ethical responsibility is to not only allow the one that's in place and working, but we also have the responsibility to the vested application to process it and see what happens.

City Manager MacReynold asked Mr. Osborn to clarify what the administration intends to bring back for council consideration with reference to city code.

Mr. Osborn reported the things they need to take a look at include: do they want it as an allowance in the industrial zone for the production side, and adding language in the cannabis section of the retail section of the code as to what zone they want that in, especially if they want to limit the number. He stated if the council is worried about that type of growth or impact on the community they would probably want to talk about limiting the gross floor area of a structure. Mr. Osborn suggested they may also want to have a conversation about odor control and those types of issues. He reported the international code really doesn't have anything dealing with controlling marijuana and we certainly won't get any help at the federal level.

Councilor Harris had concerns about the state lifting the requirement of having just one facility in our community, adding now any number of applicants can go through the process and the city has no way of controlling it. He felt it was important to put some kind of limit on the number of processors, as well as store fronts. Councilor Harris suggested they be proactive in figuring out how they want to demonstrate what our community is and what our values are.

City Attorney Hillier stated early legislation limited it to one retail store, adding they didn't say anything about how many processing facilities we can have.

City Manager MacReynold stated, "With reference to the change in the state regulations the 'one' facility no longer applies to us."

City Attorney Hillier stated that's correct. He noted medical marijuana was not considered in that, so there could have been five or six medical marijuana facilities in town, but only one retail store for cannabis for recreational use. City Attorney Hillier reported now that they've merged the two they decided to get away from the number of facilities.

Councilor Taylor asked if they could legally limit the number of businesses that provide this type of service, or any other type of business for that matter.

City Attorney Hillier stated they could.

Councilor Harris stated he was interested in whether or not the council wanted to cap the number of retail marijuana outlets. He suggested they may need to do some more in-depth study about processing plants, adding that would require a much more scientific ordinance.

December 14, 2015

Mayor Dawes stated he didn't hear any interest from the council to expand the number of retail stores, or the number of processing facilities other than what we already have.

Councilor Lund asked if they were going to start putting caps on the number of hair stylists, lawyers and hardware stores.

City Manager MacReynold stated the administration is not proposing that, adding they're asking the council what they want since it's their call.

City Attorney Hillier stated there is currently no limitation and the administration is not bringing anything forward to change that, unless the council gives direction that they want it changed.

Councilor Taylor stated it would be interesting to see what they can do to address the odor issue.

City Attorney Hillier suggested that can be worked into the nuisance ordinance, but some research will have to be done first.

Councilor Harris asked if anyone had any objections to asking the administration to come back with an ordinance that will cap it at one retail outlet to start with.

Councilor Spahr stated yes, if it's legal that they can do something like that.

Councilor Harris stated it is legal, adding they could have banned it altogether.

Councilor Spahr stated it seemed odd that you can pick on one industry and limit it.

City Attorney Hillier stated we have the ability to limit the number of establishments, similar to what Centralia is doing with their public drinking facilities.

Councilor Pope stated in the past he brought up something about the number of coffee stands in town and that didn't go anywhere. He suggested if they're going to start limiting people's rights to have certain types of businesses they should make it uniform across the board.

City Manager MacReynold noted they have a great deal of control through the zoning code.

Mr. Osborn reported the council has the right to protect the public's health, safety and general welfare. He stated if they deem this falls under that heading they have the ability to regulate it and to give the administration the direction to do so.

Mayor Dawes reported the council ultimately decided not to extend the moratorium, which allowed it to come into town. He stated he was not interested in being in the top 10 of having marijuana store fronts, nor does he want to be the city that collects the most tax revenue on it. Mayor Dawes suggested if people want to take part in this type of activity they have the opportunity to do so and they will have the opportunity to grow, but he is not interested in having our city be one of the top 10. He stated if the county continues its moratorium and decides to outright ban it, and Centralia has outright banned it, they're all going to come here and he's not sure that's the message they want to send.

Councilor Lund stated it reminded him of years ago when the council realized that some of the non-profit groups and bars were having trouble paying such a high pull-tab tax. He noted they had a group of citizens come to town to say prostitution and all sorts of bad things would happen if we did away with the pull-tab tax; however, our esteemed city attorney reminded them that the county didn't have any pull-tab tax and there was none of that bad stuff going on in the county. Councilor Lund indicated he wasn't really worried about it and suggested capitalism could regulate how many producers and retail fronts they have. He stated he believed what our country was set up on and they should let it go.

Councilor Ketchum stated he supported Councilor Harris' proposal.

December 14, 2015

Mayor Dawes stated he was fine with the proposal, as well.

Councilor Lund stated he was against it.

Councilor Taylor stated he was probably against it too.

Councilor Spahr stated he wanted to know what the alternatives are.

Councilor Harris suggested they could change the number to however many they want.

City Manager MacReynold reported most of what they bring back will be straight forward changes and updates to our code, based on the discussion. He stated regulating the number of establishments could be dealt with through a separate ordinance, which will give the council time to think about it.

Mayor Dawes stated that's what they'll do.

Councilor Pope informed the council that the most common drug that has been violated in our city is a prescription drug called Oxycontin.

d. **Consider Cancellation of December 28 Council Meeting.** City Manager MacReynold reported administratively we don't have anything additional and recommended the council's consideration of cancelling the December 28 meeting.

Councilor Taylor moved that the council cancel the meeting of December 28, 2015.

The motion was seconded by Councilor Ketchum and carried unanimously.

6. **Council Reports.**

a. **Update From Councilor Harris.** Councilor Harris reported he's had numerous community members talk to him about all of the things going on in the city. He's also received several complements about the professional manner in which the city employees act and go above and beyond to do their jobs. Councilor Harris stated he wanted to take this opportunity to thank all of the employees of the city.

b. **Update From Councilor Pope.** Councilor Pope talked briefly about the Recreation Park Project, noting the city went through a process that has been very rewarding. He hoped to continue to progress and move forward with the project. Councilor Pope thanked Mr. Osborn, the consultants, City Manager MacReynold and the rest of the Chehalis Parks Committee for the time they've put in to make it work.

c. **Update From Councilor Spahr.** Councilor Spahr reported he attended the Joint Oversight Board meeting regarding the functional consolidation. He also attended the EDC Board meeting, noting there's a degree of confidentiality in the clients they serve and a lot of things going on they can't publically come out and talk about. Councilor Spahr stated Mr. Matayoshi is doing a heck of a good job and hoped we would all benefit from the work he's doing.

d. **Update From Councilor Lund.** Councilor Lund stated it's been such a blessing and joy to work with Councilors Pope and Harris on the Recreation Park Project. He noted they're both progressive and forward looking individuals and they do so much for the community. Councilor Lund reported he also attended the Joint Oversight Board meeting along with Councilor Spahr and Mayor Dawes.

Councilor Lund talked briefly about the old fire bell that was located at the old city hall. He wondered if the council had any suggestions as to what they could do with the bell; whether they wanted to mount it up by the library, or put it somewhere on city hall grounds. Councilor Lund stated, prior to having radios, there was a mechanism in the bell tower that would ding a code to basically tell the volunteers and paid firemen what area of town to go to. He suggested the bell is a unique piece of our history.

December 14, 2015

Mayor Dawes thought it was a good idea.

e. **Update From Councilor Taylor.** Councilor Taylor wished everyone a Merry Christmas, including Andy Sennes.

f. **Update From Mayor Dawes.** Mayor Dawes reported he attended the United Way of Lewis County celebration event at the Holiday Inn Express. He also attended the Mayors meeting and An Evening with the Authors at the Lewis County Historical Museum.

Mayor Dawes reported on the Annual Santa Parade, noting it was unfortunate that it rained, but everyone was still pretty happy.

Mayor Dawes talked briefly about the fire consolidation meeting, noting what they ultimately decide on is still in question, but there's a tremendous amount of training and benefit just by the fact that they're working together. He stated regardless of where a fire is located, they'll all be responding to it.

Councilor Harris reported the Fred Meyer Distribution Center sponsored the parade this year. He noted they had a lot of activity on their float, including a snow machine that was blowing snow from half a block away.

7. **Ordinance No. 950-B, Second and Final Reading – Assuming the Functions, Rights and Powers of the Transportation Benefit District.** City Manager MacReynold reported the ordinance was approved on first reading at the previous meeting. He encouraged the council's consideration to move the Transportation Benefit District into our city code and structure.

Councilor Spahr moved to pass Ordinance No. 950-B on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

8. **Ordinance No. 951-B, First Reading – Establishing Vesting Regulations for Land Use Permits.** Mr. Osborn reported the proposed ordinance is based on a court decision that reestablishes our past practice, which allows vesting to occur at the time of a complete application being reviewed and accepted by the city.

Councilor Ketchum moved to pass Ordinance No. 951-B on first reading.

The motion was seconded by Councilor Lund and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:05 p.m.

Dennis L. Dawes, Mayor

Attest:

Judith A Schave, City Clerk

Approved: January 11, 2016

Initials: js