

2020 Meeting Date	Lord	Ketchum	Lund	Pope	Dawes	Spahr	Taylor
Jan 13	P	P	P	P	P	P	P
Jan 27	P	P	P	P	P	P	P
Feb 3 (Special)	P	A(ex)	P	P	P	P	A(ex)
Feb 10	P	P	P	P	P	P	P
Feb 24	P	P	P	P	P	A(ex)	P
Mar 9	P	P	P	P	P	P	P
Mar 23	P	A(ex)	P(ph)	P(ph)	P	P(ph)	P
Apr 13	P(ph)	P(ph)	P(ph)	P(ph)	P	P(ph)	P(ph)
Apr 27	P(ph)	P(ph)	P(ph)	P(ph)	P	P(ph)	P(ph)
May 11	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
May 26 (Tuesday)	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Jun 8	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Jun 22	P(Zoom)	A(ex)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Jul 13	P	P	P(ph)	P	P	P	P
Jul 27	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Aug 10	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Aug 24	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Sept 14	P(Zoom)	A(ex)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Sept 28	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Oct 12	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Oct 26	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Nov 9	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Nov 23	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	A(ex)
Dec 14	P(Zoom)	P(Zoom)	P(Zoom)	P(Zoom)	P	P(Zoom)	P(Zoom)
Dec 28 (canceled)							

P = Present

P(ph) = Present (telephonically)

A = Absent

A(ex) = Absent (excused)

R = Resigned

S = Special

January 13, 2020

The Chehalis city council met in regular session on Monday, January 13, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Melody Guenther, Court Administrator; Erin Hillier, City Attorney; Trent Loughheed, Public Works Director; Dale McBeth, Municipal Court Judge; Phil Neale, Hillier, Scheibmeir & Kelly; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Don Schmitt, Street/Storm Superintendent. Members of the news media included Celine Fitzgerald of *The Chronicle*.

1. **Swearing-in of Re-elected and Newly-elected Council Members.** Municipal Court Judge Dale McBeth administered the oaths of office to Tony Ketchum, Jerry Lord, Daryl Lund, and Dr. Isaac Pope. Each member was appointed to a four-year term expiring December 31, 2023.

2. **Election of Mayor and Mayor Pro Tem.** Mayor Dawes opened the floor for nominations for mayor. Councilor Lund nominated Dennis Dawes. The motion was seconded by Councilor Spahr. Mayor Dawes asked if there were any further nominations. Councilor Taylor moved to close the nominations. The motion was seconded by Councilor Spahr. The motion to elect Dennis Dawes as mayor carried unanimously.

Mayor Dawes opened the floor for nominations for mayor pro tem. Councilor Pope nominated Chad Taylor. The motion was seconded by Councilor Spahr. Mayor Dawes asked if there were any further nominations. Councilor Pope moved to close the nominations. The motion was seconded by Councilor Spahr. The motion to elect Chad Taylor as mayor pro tem carried unanimously.

Mayor Dawes noted both positions were for two-year terms.

3. **Proclamation – Law Enforcement Appreciation Day.** Mayor Dawes read and presented a proclamation to Chief Schaffer in honor of Law Enforcement Appreciation Day.

4. **Council Committee/Board Appointments.** Mayor Dawes distributed the list of various council committee/board assignments. The list was reviewed and all positions were filled.

5. **Citizens Business – Commissioner Edna Fund.** Commissioner Fund invited Lewis County residents to participate in Vision 2025 by taking a survey to help develop the county's five-year strategic plan. She also noted that last week at the Office of the Chehalis Basin, the Newaukum River was identified as an important spawning ground for the almost-endangered Spring Chinook. Finally, Commissioner Fund stated there was a friendly competition on New Year's Eve with several mayors around the county. She stated Mayor Dawes was challenged to participate this year by throwing Chehalis mints.

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

- a. Minutes of the regular City Council meeting of December 9, 2019;
- b. December 13, 2019 Claim Vouchers No. 127632 – 127762 and Electronic Funds Transfer No. 1120191 in the amount of \$852,458.15;
- c. December 31, 2019 Claim Vouchers No. 127763 – 127909 in the amount of \$430,811.76 and voided Check No. 127888 in the amount of \$4,565.24;
- d. December 31, 2019, Payroll Vouchers No. 41144-41178, Direct Deposit Payroll Vouchers No. 11600-11705, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 274-277 in the amount of \$905,548.81
- e. Reappointment of Ed Stanton to the Civil Service Commission for a six-year term expiring December 31, 2025;
- f. Reappointments and appointments to the Planning Commission (reappointments of Kyle McKerricher and David Fitzpatrick to four-year terms expiring December 31, 2023; and appointment of Noel Sharp to a new four-year term expiring December 31, 2023). It was noted that Michael McCowan withdrew his name for appointment;

January 13, 2020

- g. Acceptance of TIB arterial preservation grant in the amount of \$707,535 for the Main Street resurfacing project;
- h. Engineering services agreement with Gibbs and Olson in an amount not to exceed \$90,000 for design and bidding the Main Street resurfacing project;
- i. Award Kresky Avenue resurfacing project to Clark and Sons Excavating, Inc., in the amount of \$512,863.05;
- j. Supplemental agreement #1 with Skillings Connolly for construction management services for the Kresky Avenue resurfacing project; and
- k. Accept apron rehabilitation project as complete.

The motion was seconded by Councilor Ketchum.

Councilor Lund stated it was worth recognizing Ed Stanton's 38 years of service on the Civil Service Commission.

The motion carried unanimously.

**7. Ordinance No. 1005-B, Second and Final Reading – Vacating Alleyway at the Corner of SW Chehalis Avenue and W Main Street.** Trent Lougheed stated a public hearing was held November 25 and the council approved the vacation on December 9 by passage of the ordinance on first reading. Mr. Lougheed described the vacation, noting it was entirely adjacent to Darigold (the petitioner) property, and the only utility within the property was a private stormwater system owned by Darigold.

Councilor Pope moved to pass Ordinance No. 1005-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

#### **8. Administration Reports.**

a. **City Manager Update.** City Manager Anderson wished everyone a Happy New Year and congratulated newly-elected Councilor Lord, as well as reelected Councilors Ketchum, Pope, and Lund. With inclement weather in the forecast, she reminded everyone that if there are issues with streets or other concerns to contact the non-emergency dispatch line at 360-740-1105 or 9-1-1 in a life-threatening emergency. She stated the city's street crews were ready to respond.

#### **9. Councilor Reports/Committee Updates.**

a. Councilor Taylor stated he had a conversation with the City Manager about people living behind the retaining wall along Kresky Avenue near the Home Carpet Warehouse. There have also been concerns received from the Twin City Town Center complex about individuals hanging out.

Chief Schaffer stated the people living behind the retaining wall were posted and will be cleared out on Thursday. Mayor Dawes stated there is also an encampment under the Chamber Way railroad bridge. Chief Schaffer stated they are looking at areas where hazards may be involved. No trespassing signs will be posted.

Councilor Lund stated King County buys bus tickets for folks. He asked if Chehalis could do the same.

Mayor Dawes stated the city of Lacey just passed an ordinance that apparently meets the concerns of the 9<sup>th</sup> Circuit Court. He asked that a copy be obtained and sent to the city attorney and Chief Schaffer to review. He stated there have also been some incidences at the Gospel Mission on Chehalis Avenue. Chief Schaffer stated the Police Department has been there quite a few times in the last couple days.

b. Councilor Lund stated he is now the Chief Finance Officer of the stream train group.

c. Councilor Spahr attended an EDC meeting. He stated they can't say a lot when working with certain companies, but there are some things happening. He stated he is coaching the W.F. West girls bowling team right now and they are undefeated so far this year. He stated he has seen several streetlights going on and off. For everyone's information, he asked who people

January 13, 2020

should contact. City Manager Anderson stated most streetlights are owned by the PUD, but if people contact the city, staff can report those to PUD.

d. Councilor Pope stated a few years back he started a dinner for displaced youth, the homeless, and shut-ins, and this year 160 people were served. He stated the great success of the event was due to Twin Transit providing transportation. He asked if the city had a written agreement with the school district for use of facilities. If there wasn't one, he suggested one be drafted to include a process for cancelling planned events. City Manager Anderson thought there was an agreement, which was in the process of being updated.

e. Mayor Dawes attended the following: mayors meeting, Port of Chehalis ribbon cutting for their new facility; flood stakeholder update by J. Vander Stoep; Planning Commission applicant interviews; and ribbon cutting for Prime Lending in downtown Chehalis. He reminded everyone about the joint meeting with the Port of Chehalis on February 3 at 4:30 pm at city hall. He met with Larry McGee who will be providing a presentation at a future council meeting on the county Vision 2025 strategic plan. City Manager Anderson stated Caryn Foley was working to schedule that, along with scheduling a Chehalis Basin update and presentation by Joe Clark with Twin Transit.

9. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining, not to exceed 30 minutes and there would be action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:38 pm. The executive session began at 5:41 pm. Following conclusion of the executive session, the regular meeting was reopened at 5:55 pm. Mayor Dawes announced that no members of the public were present and the only member of the press in attendance was from *The Chronicle* and that reporter advised the City Manager that she would call tomorrow to see what the vote was about.

10. **Collective Bargaining Agreement with IAFF for 2020-2022.** Dave Luxenberg, the attorney representing the city in their labor negotiations with the IAFF reported the negotiating teams with both fire and the city have a tentative agreement for the council's consideration. The fire union has already ratified the agreement and on behalf of the city's bargaining team, he recommended the council ratify the agreement. He stated it was a three-year contract running from 2020-2022.

Councilor Ketchum moved to approve the 2020-2022 Collective Bargaining Agreement between the City and IAFF Local 2510 (Fire Personnel) and authorize the City Manager to execute the related documents. The motion was seconded by Councilor Lund and carried 6 to 0. Councilor Lord abstained from voting since he was not involved in any portion and had no prior knowledge of the contract.

There being no further business to come before the council, the meeting was adjourned at 5:57 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

January 27, 2020

The Chehalis city council met in regular session on Monday, January 27, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Loughheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. Members of the news media included Celine Fitzgerald of *The Chronicle*.

**1. Chehalis Basin Strategy Update.** J Vander Stoep, Erik Martin, and Commissioner Edna Fund provided an update on basin activities. The group showed a video of what the planned water retention facility south of Pe Ell would look like, providing an aerial view around the facility under normal flow conditions and then during a flood. The design of the facility mimics very similarly what conditions are currently in the river. The facility would only be used for catastrophic events. Fish will be able to move through the facility in the same way they can today. At the end of February, the state will release their EIS (SEPA) document, which will certainly state that the facility will have a damage to the fishery at that location, but if you look basin-wide, the area is a really small proportion of the fishery in the basin. The whole program involves habitat work up and down the basin that will have a very important net-positive for the fishery far and above any localized impact. In the event of a 100-year flood, or above, the facility will store 65,000-acre feet of water. A \$700 million bill for funding basin projects is being proposed, which won't fully pay for both the dam and all the aquatic species work. Mr. Vander Stoep understood people being shocked by that amount, but noted that according to state analysis, the 2007 flood caused over \$900 million in damages, and about 50% was in Lewis County.

Commissioner Fund stated that Rep. DeBolt has proposed HB 1154 for 14 years for \$700 million. The Lewis County Board of Commissioners are in support of the legislation and will be sending a letter of support. She hoped that the City Council would also support the concept of having dollars earmarked for the Chehalis basin.

Mayor Dawes asked the City Manager to prepare a letter of support for his signature on behalf of the City Council.

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

- a. Minutes of the regular City Council meeting of January 13, 2020;
- b. January 15, 2020 Claim Vouchers No. 127910 - 128018 and Electronic Funds Transfer Nos. 122019 and 1220191 in the amount of \$1,100,454.94 (2019);
- c. January 15, 2020 Claim Vouchers No. 128019 - 128084 in the amount of \$530,016.61 (2020);
- d. Lease of Hangar K to Seaplane Scenics, LLC; and
- e. Resolution No. 1-2020, first and final reading – establishing a policy for accepting credit and debit card payments.

The motion was seconded by Councilor Lund.

Councilor Lord stated he would vote against the motion because he had questions relating to Resolution 1-2020. He stated the agenda report noted there was no fiscal impact to the budget, but some fees were subject to the City Manager as to whether or not they would be passed along. Having a business, he knew how much debit and credit card fees could be.

City Manager Anderson stated the reference to no fiscal impact related to the actual action before the council – adopting the resolution. Staff understood it would ultimately have a fiscal impact relating to convenience fees and costs. She stated the policy provided an administrative process analyze different contracts. She anticipated that each department could have different processes. The policy would allow flexibility to adopt what makes the most sense for the respective business being conducted by each department.

Mayor Dawes recalled the city's situation was a little different than what a general business might be. There is software for utility fees that is less than what you would normally see in the marketplace. The council discussed providing a service to the customers who are the ones that fund and pay the city's utilities. The council also considered the time that staff may spend

January 27, 2020

processing credit card payments may be a plus because then you can use that staff to do other things. At the time council directed staff, they felt it was a cost worth bearing for the convenience of the customers.

City Manager Anderson stated staff could bring back to the council on a case-by-case basis as to whether or not a fee is charged.

Councilor Ketchum thought it was the policy of the council to set fees, but the resolution would allow the City Manager to direct fees, which was inconsistent with policy. City Manager Anderson stated what she envisioned was keeping the council updated and if there were options, it would most likely come back to the council. If the council would like it to be revised to indicate the administrative policy, subject to council approval, that could be done.

Councilor Spahr moved to remove item "e" from the Consent Calendar. The motion was seconded by Councilor Lund and carried unanimously. Councilor Spahr moved to approve the consent calendar items "a" through "d." The motion was seconded by Councilor Lund and carried unanimously.

Mayor Dawes asked for clarification on the current process. Chun Saul stated three departments take credit card payments through a third-party vendor. The convenience fees, which vary by department, are charged directly by that vendor to the customer.

**3. Naming of Recreation Park Ballfields.** Lilly Wall presented applications for the naming of facilities at Recreation Park. The first request was from The Chehalis Foundation for naming the four ballfields at the sports complex after generous community donors -

- Field # 1 - I-5 Toyota for their \$100,000 donation;
- Field # 2 - Pacific Mobile Structures, Inc., for their \$75,000 donation;
- Field # 3 - Dick and Roberta Haakenson for their \$60,000 donation; and
- Field # 4 - The Chehalis Foundation for fundraising over \$2.5 million for the project.

The second request, endorsed by Dr. Pope, was to name the path through the center of the park as the Connie Bode Promenade. The promenade touches all aspects of the park that Connie has supported with her tireless fundraising efforts. With the support of the Chehalis Foundation and Connie's leadership, approximately \$4.5 million was raised in the last few years for the park to create a state-of-the-art facility.

Councilor Pope stated that when he, Joanne Schwartz, and Bill Hillier met many years ago about forming the Chehalis Foundation, they had no idea where it would go, but they wanted to do something to save the taxpayers money and to improve the quality of life. He stated the Foundation has done that, but it has done that because of individuals like Connie. He stated the citizens of Chehalis should be proud to have an individual like Connie who has invested so much in the community. Councilor Pope also recognized Lilly Wall and Tracey Cox for all their hard work.

Councilor Spahr moved to authorize the naming of the ballfields at Recreation Park to Field # 1 - I-5 Toyota; Field # 2 - Pacific Mobile Structures Inc.; Field #3 - Dick and Roberta Haakenson; and Field # 4 - The Chehalis Foundation, and to authorize naming the walkway through the center of the park to Connie Bode Promenade. The motion was seconded by Councilor Pope and carried unanimously.

Mayor Dawes stated there were a number of donors for this project and he wanted to thank them, as well. City Manager Anderson noted a grand opening for the new ballfields would be held on March 19<sup>th</sup>, prior to the first home game for the Lady Bearcats.

#### **4. Administration Reports.**

a. **Finance Report.** Chun Saul provided a 2019 fourth quarter finance report. She provided a budget to actual comparison; a citywide overview for all funds; a General Fund overview; an Enterprise Funds overview; and a treasurer's report. She noted that, overall, all city funds and departments operated within the appropriated budget parameters.

January 27, 2020

Mayor Dawes encouraged anyone with questions, to contact the City Manager or Finance Director.

b. **City Manager Update.** City Manager Anderson stated a special City Council meeting was planned for February 3 at 4:30 pm, to hold a joint workshop with Port of Chehalis Commissioners. City Manager Anderson provided follow-up from the last meeting regarding streetlights. She stated lights on metal poles were the city's, while lights on wooden poles belonged to Lewis County PUD. If city staff are contacted by citizens about lights being out on a PUD pole, the city will call PUD. For city-owned lights, the number is 360-748-0238. For PUD lights, the number is 360-748-9261. She noted the city was having difficulties in getting equipment to replace lights. There are also problems with new light heads on old poles, so a contractor will be doing some troubleshooting to fix those which should happen in the next couple of weeks. She stated it takes about a week or two for the city or PUD to replace a light head. She noted the city was moving to LED lights for more cost effective, long-term use.

Councilor Taylor asked if burned out lights could be reported through the city's website. City Manager Anderson stated the city receives various messages through the city's website, and citizens may report a light out through that system. Mayor Dawes suggested it would be nice if citizens could contact departments directly, instead of it going through multiple employees. Councilor Lund thought LED lights were too bright and made it difficult to see. Councilor Spahr preferred the LED lights over the crosswalks.

City Manager Anderson noted there was no need for an executive session this evening.

#### 5. Councilor Reports/Committee Updates.

a. Councilor Taylor stated Joe Clark would be attending a future council meeting to provide an in-depth review of Transit activities, such as installing new bus stops on Market; implementing a community van program; enhancing their advertising program; enhancing the appearance and safety of bus stops; offering WiFi on buses; providing an app for bus passes; updating their website, including route maps; implementing a "books on the bus" program; establishing a student bus program with special fares; implementing a summer bus program; and creating an alternative way of purchasing replacement buses. He stated there are a lot of good changes happening.

b. Councilor Lund stated he attended a parks committee meeting. He reminded everyone to buy their tickets for the sweetheart dinner train.

c. Mayor Dawes attended the chamber banquet. He congratulated Alderson's AwardsWest for being named Business of the Year.

d. Councilor Spahr stated this Friday, Fairway Bowling was hosting the district bowling tournament of which three teams will move on to state.

e. Councilor Pope attended the parks committee meeting. He stated he was very happy that Connie Bode was recognized.

f. Councilor Lord stated he attended a Hearings Examiner meeting and he noticed a few things that were lacking in the Chehalis Municipal Code, specifically 7.84.010 (Parking spaces required) and 17.09.130 subsections C and D (Public hearings). He asked that council direct staff to review the codes. He stated the issue related to an application for congregate housing. The code doesn't allow parking as a consideration when there was a proposal to change a use code in the downtown. He stated parking was an issue downtown and he believed parking should be considered. The other issue related to notices. With this hearing, quite a few of the envelopes mailed to people within 300' were empty. There is nothing in the code that addressed that situation. He asked that staff at least look into addressing that.

City Manager Anderson stated that comprehensive plan updates go through the Planning Commission and then ultimately, come to the council.

Mayor Dawes stated that sometimes something is done with the best of intentions but may have unintended consequences. He suggested it be directed back to staff to research and bring back to the Planning Commission or council.

January 27, 2020

City Manager Anderson stated there were a number of projects pushing the Community Development Department to start the process to update the city's comprehensive plan and then the zoning code update. She suggested incorporating the items mentioned by Councilor Lord into the comprehensive plan and zoning code update process. She stated there was an upcoming medical leave in the Planning & Building Department, which will leave the department short-handed.

Mayor Dawes asked if there was a consensus of the council to carry forward Councilor Lord's concerns. The council concurred.

Councilor Pope stated various studies have been done, which encouraged living units downtown with parking below. The proposed project that Councilor Lord was referring to would provide eight living units. He indicated people living in a downtown helped with revitalization and he didn't want to discourage that. Councilor Taylor agreed, but he didn't like the idea of congregate living. He stated he received calls from business owners, including those receiving empty envelopes.

City Manager Anderson believed the process would start with the Planning Commission. Staff would then prepare the information and provide a recommendation for the council to act on. That would be the process for the Comprehensive Plan, as well.

Tammy Baraconi stated the city was out of compliance with the state when it comes to the city's zoning code and critical areas ordinance, so her first goal was to bring the city back into compliance, so it doesn't interfere with grant/loan applications. They will then look at the Comprehensive Plan in phases over the next couple years. The zoning code would then be reviewed to make sure that it does match the changes made in the Comprehensive Plan. She estimated the process to take about a year-and-a-half. With regard to the issue brought forward by Councilor Lord, she stated it will be taken to the Planning Commission and be incorporated in the overall zoning ordinance update, and ultimately will come before the council. Ms. Baraconi stated that pursuant to state law, the city can only update the Comprehensive Plan once per year, unless there is an emergency, such as an environmental emergency. She hoped to have the first zoning code update to the council in October.

Councilor Taylor asked about the status of the congregate housing project. Ms. Baraconi explained the project already went before the Hearings Examiner and the city's current code does allow for congregate housing in the downtown.

Mayor Dawes asked what would happen if the city were to get a rush on congregate housing requests. If the Hearings Examiner renders a decision to allow the project, would the city's best interests be served by putting a moratorium on this type of project in the downtown until the process is gone through.

Ms. Baraconi stated a moratorium on downtown development was an option. Mayor Dawes clarified he was not saying a moratorium on downtown development, only facilities like congregate housing until it runs through the process.

City Attorney Hillier explained the process. There are two types of hearings – legislative or quasi-judicial. The decisions made by the Hearings Examiner are quasi-judicial. An applicant comes and makes a request. City staff then analyzes the application and what can be done and makes recommendations. A hearing is set and noticed for due process and the right to be heard at a public hearing for anyone who may be affected by a decision. In this scenario, a hearing was set, notice was provided, but there was an error. Her advice to the city was to immediately correct the error, and reissue notice. The Hearings Examiner also extended the comment period for three additional weeks. There is a 90-day turn-around once someone makes application for a variance and then a 30-day turn-around after the hearing for the Hearings Examiner to render their opinion, which then can be appealed beyond that venue. In this case, it has already gone through the process with additional notice and public comment period to rectify the notice error. Going forward with respect to the Councilor Lord's concern that notice be more effective, she would be happy to provide staff with information about standards of notice and what is required on the state level.

With regard to a moratorium on certain developments would require a public hearing. She stated you want to avoid taking issue with people who have property that could be used in this way. It's a process that may be available to the city until things can be figured out, but she would want to look at it.

Councilor Taylor asked how the additional notice was given. City Attorney Hillier stated staff followed the notice requirements outlined in the municipal code. Ms. Baraconi stated notices are sent through the postal service for both the initial notice and the second notice.



January 27, 2020

Councilor Lord stated the problem is that there are sometimes multiple occupants in one building, so some occupants would not receive notice. If the owner doesn't occupy the space, then a tenant may not be notified.

There was concern by some council members that the same mailing process was used for the second mailing. Ms. Baraconi stated she ensured that each envelope contained the notice. She stated there were about 100 envelopes went out so it would not have been feasible to mail them through certified mail.

City Attorney Hillier reiterated that the notice, in both instances, went out exactly how the city's regulations required, which go above and beyond state regulations for notice in these instances. She stated the city needed correct the error, which was done, including a three-week extension of the public comment period.

There being no further business to come before the council, the meeting was adjourned at 7:02 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

February 3, 2020

The Chehalis City Council met in special session on Monday, February 3, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 4:30 pm with the following council members present: Jerry Lord, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilors Tony Ketchum and Chad Taylor were absent (excused). Staff present included: Jill Anderson, City Manager; Kiley Franz, Administrative Assistant; Trent Lougheed, Public Works Director; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Don Schmitt, Street/Storm Superintendent; and Dave Vasilauskas, Water Superintendent. Members of the Port present included Commissioners Mark Anders; Mark Giffey; and Ken Kostick; and Randy Mueller, CEO.

**1. Joint Workshop with the Port of Chehalis Commissioners.** Mayor Dawes began the discussion by expressing his appreciation of the positive working relationship the City shared with the Port.

Randy Mueller gave an update regarding Port activities. He explained the mission of the Port was to grow and diversify the local economy and to foster high quality job creation. While large scale manufacturing is declining, the need for smaller business spaces are on the rise.

City Manager Anderson gave a brief update regarding the major projects that the City is working on including a new fire station, completion of the renovation of Recreation Park, the feasibility of 9-1-1 dispatch being provided by another entity, and updating of the comprehensive plan and zoning ordinance.

Randy Mueller provided an overview of flooding issues at the Port of Chehalis. The negative impacts of flooding on Port businesses and their employees were discussed, as well as needed culvert replacements.

Development challenges with a Port owned industrial site on Bishop Road were briefly discussed. The Port Commissioners asked the City Council if they would prefer business or residential units on the property. Mayor Dawes expressed his belief that City and Port staff could work together to find the best fit for the property.

Trent Lougheed then presented a map of the City's urban growth area. Water treatment, water rights, and capacity were discussed.

The meeting was interrupted by a fire alarm at 5:53 pm and resumed at 6:09 pm. During this time, Councilors Lund, Pope, and Spahr left, resulting in the City Council no longer having a quorum. Mayor Dawes noted the absence of a quorum and that no action would be taken.

There was brief discussion about the city's sewer capacity and future growth in the Port district.

There being no further business to come before the council, the meeting was adjourned at 6:25 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

February 10, 2020

The Chehalis city council met in regular session on Monday, February 10, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Chad Taylor arrived at 5:01 pm. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Lilly Wall, Recreation Manager. Members of the news media included Celine Fitzgerald of *The Chronicle*.

1. **Proclamation – 211 Day.** Mayor Dawes read and presented a proclamation to Ryan Cole of Lewis County United Way proclaiming February 11, 2020 as 211 Day.

2. **Proclamation – Recognizing the W.F. West Bearcat Girls Bowling Team.** Mayor Dawes read and presented a proclamation to the coaches and athletes of the Bearcat girls bowling team congratulating the team on their recent state championship.

3. **Lewis County Vision 2025.** Larry McGee and Joe Clark, Strategic Planning Advisory Committee members for Lewis County Vision 2025, provided an overview of the County's Strategic Planning Effort, including the importance of public participation. The Council was asked to provide input about concerns or suggestions they may have so their comments could be considered along with other public input being provided during county's strategic planning public outreach work. Elected officials and all members of the public were also encouraged to participate in an on-line survey. Mr. Clark then asked what the council thought the focus of the county should be for the next five years.

There was concern by some council members about not wanting to appear to be criticizing another elected body with their comments. In response to the request for City Council input, the following thoughts were shared:

- Continuously look for ways to streamline development/building processes
- Eliminate obstacles for working together collaboratively (all entities)
- Broader representation of Lewis County residents
- City residents paying county taxes, but city is still billed for certain services (e.g., dispatch, jail)
- Networking on a regular basis to talk about various issues (e.g., 911)
- Educate citizens on who to speak with when they have ideas
- What are the plans for the property purchased by the county for a multi-use project (garage, retail, etc.)?
- Overall, the city has a good relationship with the county, and everyone needs to continue working together

4. **Twin Transit Update.** Joe Clark provided a brief overview of Twin Transit activities, including the organization's involvement in the community as a resource; installing new bus stops on Market; enhancing the appearance and safety of bus stops; receiving a \$3.8 million grant to create electrification of I-5, which will be the first in the state; expanding service both north and south; receiving grants for upgrading the fleet; replacing buses in a more cost effective manner; and implementing new technology, such as people being able to track their bus and buy passes on-line.

5. **Citizens Business – Parking and Smoking on North Market Boulevard.** Stanley Langland (174 Old Saxton Place, Chehalis) addressed the council regarding parking and smoking on North Market Boulevard. Mr. Langland stated he was a former business owner (Petals flower shop) in Chehalis, but walked away from his \$30,000 investment. One of the issues related to parking, which had gotten worse in the past few months. He stated you have to go around the block numerous times to find a place to park, which makes operating a business difficult for customers to get to businesses. He stated other businesses feel the same way and he was concerned the city was going to lose businesses in the downtown area. He also addressed smoking in front of stores, and in some instances well within the 25' range. He asked the city to eliminate those situations.

Mayor Dawes asked the City Manager and Police Chief to look into the issues.

6. **Consent Calendar.** City Manager Anderson noted a needed clarification to the minutes relating to the second to last paragraph on page 3 of the January 27 meeting minutes. The sentence read, "City Manager Anderson stated these applications go through the Planning Commission and then ultimately, come to the council." She stated it should be revised to state, "City Manager Anderson stated that comp plan updates go through the Planning Commission and then ultimately, come to the council."

February 10, 2020

Councilor Spahr moved to approve the consent calendar comprised of the following, including the proposed amendment to the January 27, 2020 meeting minutes:

- a. Minutes of the regular City Council meeting of January 27, 2020;
- b. Minutes of the special City Council meeting of February 3, 2020;
- c. January 31, 2020 Claim Vouchers No. 128085 - 128202 in the amount of \$607,005.33;
- d. January 31, 2020, Payroll Vouchers No. 41179-41208, Direct Deposit Payroll Vouchers No. 11706-11812, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 278-282 in the amount of \$847,681.49; and
- e. Council committee/board assignments.

The motion was seconded by Councilor Pope and carried unanimously.

**7. Resolution No. 1-2020, First and Final Reading – Updating the City’s Debt Management and Post Issuance Compliance Policy.** Chun Saul stated the city’s current policy was adopted in 2001, which limited the city’s annual debt service on non-voted general obligation (G.O.) debt to 3% of the general fund operating revenues. Since that time, the city issued additional debt related to the Recreation Park renovation project, along with some capital equipment leases, which exceeded the policy limit of 3%. Ms. Saul stated the city was currently exploring financing options for purchase of property for a future fire station, which was estimated to be \$1.2 million, which would increase the city’s annual debt service to about 4.1%. As a result, the city needs to update its policy. Ms. Saul stated it was recommended that the city increase the total annual debt service on non-voted long-term general obligation debt from 3% of the general fund operating revenues to 4.2% of the general fund operating revenue or \$420,000 per year, whichever is greater.

Councilor Lord asked if the 2.75% interest was fixed in stone. Ms. Saul stated it was not. It was an estimate based on the recent bond sales through the Washington State Treasurer’s Office.

Councilor Ketchum moved to adopt Resolution No. 1-2020 on first and final reading. The motion was seconded by Councilor Lund and carried unanimously.

**8. Resolution No. 2-2020, First and Final Reading – Establishing Fees for Use of Athletic Facilities.** Lilly Wall stated this was an ideal time to evaluate the city’s current process and develop a fee structure that supports our newly renovated facility (Recreation Park), as well as existing facilities at Stan Hedwall Park. The proposed rates reflect the state-of-the-art facility at Recreation Park, as well as other athletic facilities. Currently there is no adopted fee schedule for the use of athletic facilities. Tournaments have been hosted by the Recreation Department. With the new facilities, the city will need to rent the facilities to outside users for tournaments. While the proposed fees will not cover all of the direct and indirect costs, it will help with maintaining the facilities.

The city has resident youth groups that are non-profit organizations that use city facilities (e.g., Girls Fastpitch Association, Little League, Babe Ruth, and Youth Football) that do not currently pay for use of the fields. They are charged for supplies such as paint and chalk. There is no charge for utilities, cleaning supplies, paper products, or staff time. The reasoning behind this practice was partnering with the volunteers in the youth sports organizations to make facility improvements, which would often have more value than collecting fees. There has been a steady decline in such partnerships, so it was being recommended that the city establish a fee schedule for resident non-profit youth organizations. However, the fee schedule proposed includes the option of using the cost of an approved facility improvement project completed in partnership the city to offset the cost of user fees.

Ms. Wall stated the recommended rates were developed through a number of factors, including the fees charged by other like facilities; increased maintenance costs associated with the new ballfield complex; outside user rates for groups that want to rent facilities for the purpose of hosting tournaments, leagues, camps, and clinics for profit; and local user rates for city-approved non-profit youth organizations. The proposed fee schedule addressed both outside users and city-approved non-profit youth organizations. It was also created by reviewing what other neighboring cities with similar amenities charge. The resident non-profit youth sport fees correlate very closely with the City of Centralia’s fee structure.

February 10, 2020

Councilor Pope moved to adopt Resolution No. 2-2020 on first and final reading. The motion was seconded by Councilor Taylor.

In response to questions from the council, Ms. Wall stated there would be a set fee per game that would be multiplied by the number of games. She noted groups would not be charged for using the facilities for practice. She stated she had spoken with each of groups about the proposed fees, and she explained that outside group was any group that had not been approved as a non-profit resident group.

The motion carried unanimously.

**9. Recreation Park Scoreboard Agreement with L&E Bottling, Inc.** Lilly Wall stated L&E Bottling is willing to furnish two Daktronic baseball/softball scoreboards for the newly renovated complex that is valued at approximately \$42,000. They would also like to supply dispensing/cooling equipment along with maintenance and replacement of the equipment. In exchange, they request advertising space on the scoreboards with their corporate logo, as well as exclusive beverage sales within the park for a 20-year term. Upon acceptance of the scoreboards, they become city property and the city would be responsible to install the scoreboards at the facility. The cost to install the scoreboards is included in the Recreation Park project budget. There are no direct costs associated with the agreement, and they would be installed for spring use. Based on the formula used by L&E Bottling for similar contracts, the value of the scoreboards exceeds the exchange in value of the sales and advertising received by L&E Bottling by about \$22,000. L&E intends to donate this portion of the scoreboards' value to the city. If L&E elects to claim tax benefits associated with the donated value of \$22,000, the city will provide reasonable written verification.

Councilor Spahr moved that the City Council approve entering into a 20-year term agreement with L&E Bottling, Inc., for acceptance of two Daktronic baseball/softball scoreboards, and authorize the City Manager to execute the agreement. The motion was seconded by Councilor Pope and carried unanimously. Councilor Taylor abstained from voting, stating L&E was a client of his business.

Councilor Pope asked if electrical would be installed in the event that scoreboards be installed in the future to the other two fields. Ms. Wall stated that was not included in the project. She stated the two other fields had portable fencing so that the area could be used for special events, such as Music in the Park.

#### **10. Administration Reports.**

a. **City Manager Update.** City Manager Anderson reminded everyone about the Chehalis Community Renaissance Team's monthly meetings that are held on the second Friday of every month at 8:30 am in the city hall basement.

#### **11. Councilor Reports/Committee Updates.**

a. Councilor Spahr stated he would not be at the February 24 council meeting.

b. Councilor Taylor stated February 12 is the annual wine mixer scholarship event at I-5 Toyota. He also announced that his daughter started a new career in real estate and just got her first listing.

c. Mayor Dawes attended the Office of Chehalis Basin meeting; the 2018 audit exit conference; a TransAlta briefing; the monthly mayors' meeting; and the annual Lewis County Historical dinner.

Councilor Taylor asked is letters could be drafted on behalf of the council to those who donated to the Recreation Park project. Ms. Wall stated there are 500+ donors at this point. She stated that for past projects, the city placed an ad in The Chronicle listing and thanking all donors.

**12. Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate, not to exceed 6:50 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:29 pm. The executive session began at 6:30 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 6:48 pm.

February 10, 2020

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

February 24, 2020

The Chehalis city council met in regular session on Monday, February 24, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, and Dr. Isaac Pope. Councilor Chad Taylor arrived at 5:05 pm. Councilor Bob Spahr was absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Lilly Wall, Recreation Manager. Members of the news media included Celine Fitzgerald of *The Chronicle*.

1. **Citizens Business – Flooding.** Commissioner Edna Fund thanked the council for the letter of support for the flooding bill (SHB 1154) that would authorize up to \$700 million to finance Chehalis Basin flood damage reduction and habitat restoration projects. She reported the bill passed in the House on February 16 with bipartisan support. The bill will go before the Senate on February 26 at 3:30.

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

- a. Minutes of the regular City Council meeting of February 10, 2020;
- b. February 14, 2020 Claim Vouchers No. 128203 – 128348 and Electronic Funds Transfer Nos. 12020, 120201, and 1202002 in the amount of \$823,013.75; and
- c. Resolution No. 3-2020, first and final reading – conferring signing authority to the City Manager for the Dillenbaugh Creek at Rice Road Fish Passage Design Project.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Resolution No. 4-2020, First and Final Reading – Approving a Policy for Accepting Credit and Debit Card Payments.** City Manager Anderson stated a proposed policy was presented to the council in January. At that time, the council provided feedback, which was incorporated into the policy before the council today. She clarified that the policy would apply to future decisions regarding credit card acceptance. The council took prior action on a couple departmental credit card policies. If there are changes to existing credit card policy processes, the policy would apply in the future. All decisions made in the past would stand. The proposed policy applies to the administrative process and decisions as to whether to absorb or charge any future fees would come back to the council for action.

Chun Saul stated local governments were permitted, but not required, to accept credit/debit cards. Municipal Court, Parks and Recreation, utility billing, and the Airport currently accept card payments, and it was anticipated that other city departments may wish to accept card payments in the future. The proposed policy sets forth the administrative framework for implementing future credit card payment options. There are fees related to accepting and processing card payments, but no statute permitting or prohibiting passing along fees to customers. Cities may absorb fees as the cost of doing business or charge customers a convenience or service fee based on a specific payment type. The proposed policy states that council approval is required when the city imposes a fee. Fee amounts may differ by types of payment, such as number of transactions; dollar amount; type of cards; or type of payment. Ms. Saul reviewed the general authorities and responsibilities provided in the policy of the council, department heads, city manager, and finance director.

Councilor Ketchum asked if any of the departments currently accepting cards were charging a fee. Ms. Saul stated that the court, recreation, and utility billing were using a third-party vendor and fees were charged directly by the vendor. The airport does not charge a fee.

Councilor Taylor stated he appreciated the work of staff, but it seemed as though things were over-complicated. He understood there were fees that had to be paid and there needed to be controls but thought accepting credit cards was a cost of doing business.

Mayor Dawes stated staff brought a proposed policy to the council and the council gave them different direction. The recommended policy before the council today was the result of previous direction given by council.

Councilor Pope moved to approve and adopt Resolution No. 4-2020 on first and final reading and approve the Policy for Accepting Credit and Debit Card Payments. The motion was seconded by Councilor Taylor and carried unanimously.

February 24, 2020

**4. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the first game of the Lady Bearcats has been rescheduled from March 19 to March 24, so the grand opening will take place on the 24<sup>th</sup> at 3:30 pm at the new Sports Complex at Recreation Park.

**5. Councilor Reports/Committee Updates.**

a. Councilor Taylor attended a CWCOG (Cowlitz Wahkiakum Council of Governments) meeting. Topics included funding obligations, I-5 widening, and upcoming transportation projects.

b. Mayor Dawes attended a Business After Hours at the Boys & Girls Club and the EDC banquet. He congratulated Greg Lund on being awarded the Gail & Caroline Shaw Industry Award and Steve Kopa for being honored with the Russ Mohney Award for Environmental Stewardship.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining and RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:30 pm and there would be a decision following conclusion of the executive session. Celine Fitzgerald indicated she would call the City Manager in the morning for the results of any action taken by the council following the executive session. Mayor Dawes closed the regular meeting at 5:25 pm. The executive session began at 5:30 pm. At 6:30 pm, Mayor Dawes announced the council would continue in executive session not to exceed 6:45 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:45 pm.

7. **2020-2022 Collective Bargaining Agreement between the City of Chehalis and the Chehalis Police Officers Guild.** Councilor Ketchum moved to approve the 2020-2022 Collective Bargaining Agreement between the City and the Chehalis Police Officers Guild and authorize the City Manager to execute the related documents. The motion was seconded by Councilor Taylor and carried unanimously.

There being no further business to come before the council the meeting was adjourned at 6:46 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_



March 9, 2020

The Chehalis city council met in regular session on Monday, March 9, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Dave Vasilauskas, Water Superintendent. Members of the news media included Jackson Gardner of *The Chronicle*.

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

- a. Minutes of the regular City Council meeting of February 24, 2020;
- b. February 28, 2020 Claim Vouchers No. 128349 -128444 in the amount of \$277,009.21;
- c. February 28, 2020, Payroll Vouchers No. 41209-41238, Direct Deposit Payroll Vouchers No. 11813-11919, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 283-286 in the amount of \$779,444.54.
- d. Award high-level water booster pump station construction project to Midway Underground, LLC, in the amount of \$538,836.00; and
- e. Approve recommendation of Lodging Tax Advisory Committee to allow previously approved funds in the amount of \$182,000 for the Shaw Aquatic Center Pool Liner Project to be disbursed in 2020.

The motion was seconded by Councilor Lund and carried unanimously.

2. **Ordinance No. 1006-B, First Reading – Amending the 2020 Budget.** Chun Saul provided an overview of the proposed amendments to the 2020 Budget, including an update to the 2020 beginning fund balances; carry over of 2019 capital budget balance; and requests for new appropriations. She noted the proposed amendment did not include additional wages/benefits due to labor union negotiations; fire station property acquisition; or architectural/engineering costs for a new fire station. The overall city-wide increase in fund balance was \$1.76 million with an estimated ending fund balance of \$23,401.490. The General Fund would have an estimated ending fund balance of \$1.1 million, which was 10.8% of the revenue budget.

Councilor Ketchum moved to pass Ordinance No. 1006-B on first reading. The motion was seconded by Councilor Taylor and carried unanimously.

3. **Award Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in an Amount Not to Exceed \$145,792.00.** City Manager Anderson stated the contract would allow the city to do the appropriate due diligence and assessment to determine if the site is suitable for a fire station. She noted \$30,000 for due diligence work was already assessed and was included in the proposed budget amendment. She stated there was misinformation reported by LIVE95 that the former Les Schwab site was selected for the new fire station. City Manager Anderson stated the city was in negotiations for the purchase of a site at State and Chamber Way. As a secondary option, the city is looking at the Les Schwab site in the event that things don't work out for the State/Chamber site.

Trent Lougheed stated the city's existing fire station was deemed uninhabitable for an essential facility, and the fire department was currently operating out of the Fire District 6 headquarters. He explained the statement of qualifications process used to select an engineering and architectural services firm to design the new station. Four firms responded and two firms were interviewed. Rice Fergus Miller, Inc., (RFM) was selected for advancement to the contract negotiation phase. While both firms were qualified, RFM was deemed the best fit for the project. The proposed contract set forth a three-phase approach: 1 – site feasibility, preliminary design, and public education and outreach; 2 – final design and bidding (after funding is secured); and 3 – construction services. Mr. Lougheed stated the focus tonight was on Phase 1, which included four tasks: 1 – property validation; 2 – fire station programming and preliminary design; 3 – planning report completion and presentation; and 4 – community engagement.

Mr. Lougheed stated the total cost for Phase I was anticipated to be a not-to-exceed amount of \$145,792, which would be charged based on time and materials and included subconsultants and geotechnical testing. It was recommended that the Council also authorize the City Manager authority to approve an additional \$15,000 in case of unforeseen tasks/expenses, bringing the total to \$160,792. An additional amount of \$30,000 was also needed for earnest money for purchase of the property at

March 9, 2020

State/Chamber. The expenses were proposed to be funded using the Public Facilities Reserve Fund and transferring \$42,292 from the General Fund to the Public Facilities Reserve Fund.

Chief Cardinale stated both firms were equal, but in the end RFM was selected. RFM has done local work in Cowlitz County and their references indicated they did excellent work. One component of their work includes a design process in which a detailed layout of each room can be done so you can see actually see how a space will look. He stated they had experience and a lineage of good projects. He stated their process was inclusive and would design a station for future growth, which was key in consideration of the possibility of consolidation.

Councilor Lord stated Phase 1 included a comparison of the State Street property to the Les Schwab property.

Chief Cardinale stated any public safety building had to be built to extra standards. The Les Schwab buildings were non-re-enforced masonry and he believed the cost to retrofit those buildings to make them usable for a fire station would be cost-prohibitive. They would have to be torn down. In looking at locations for a new station, they had to look at current and future needs, including future consolidation, and current auto-aid agreements with neighboring agencies. The station has to be located to meet response needs. The Schwab location is too close to District 6 and it would extend response times and obligations to the Riverside Fire Authority (RFA). Chehalis, geographically, has always been a two-station city to meet reasonable response times. He stated they could make the Schwab site work, but it would not be an optimal location.

Mayor Dawes stated he was interested if Chief Cardinale was comfortable with the choice of firms. Chief Cardinale indicated he was absolutely comfortable with the choice.

Councilor Taylor agreed and supported staff's recommendation.

Councilor Pope moved to:

1. Award the Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in the amount of \$145,792; and
2. Authorize an additional contingency budget of \$15,000 and authorize the City Manager to execute amendments to the Scope of Work that do not exceed a total project cost of \$160,792; and
3. Authorize an allocation of an additional \$42,292 from the General Fund to the Public Facilities Reserve Fund for the Fire Station Project to fully fund the contract with Rice Fergus Miller for Phase 1 Architectural and Engineering Services.

The motion was seconded by Councilor Ketchum.

Councilor Spahr stated he has asked a lot of questions and believed the city was moving forward in the best direction.

The motion carried 6 to 1. Councilor Lund voted against the motion.

#### **4. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the next steps in regard to the fire station project included a request from RFM to have a workshop with the council. It was the consensus of the council that a workshop was not needed. Mayor Dawes suggested that staff inform council when discussion is needed. City Manager Anderson stated there were many decisions to be made as the project moves forward. She suggested that the council's existing Fire Consolidation Committee could be part of advanced information before bringing information to the whole council. The council concurred.

City Manager Anderson stated staff was watching updates relating to the Corona virus and will take appropriate steps as needed. The grand opening of the Recreation Park Sports Complex is March 24 at 3:00 pm.

March 9, 2020

**5. Councilor Reports/Committee Updates.**

a. Mayor Dawes attended a homeless workshop, a budget committee meeting, judged a future chef competition at Orin Smith Elementary, and toured the new Sports Complex.

b. Councilor Taylor asked Commissioner Fund if she wanted to speak on the draft EIS for the proposed Chehalis River Basin Flood Damage Reduction Project meeting tomorrow at 1:30 pm. Commissioner Fund stated the meeting would provide an explanation of the draft EIS. She stated there will be additional meetings in the future. She stated there was a lot of misinformation out there, so it was important to have people there to make sure people hear what the reality is, particularly relating to building in the flood plain.

Councilor Taylor stated the comment period on the draft EIS was currently going on and it was important that the city submit its comments.

Mayor Dawes stated a council photo was scheduled prior to the March 23 council meeting. He asked how much time was needed. Caryn Foley stated council members should arrive at 4:30 pm.

**6. Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:45 pm and there would be no decision following conclusion of the executive session. Councilor Taylor announced he would not be attending the executive session. Mayor Dawes closed the regular meeting at 6:08 pm. The executive session began at 6:13 pm. Councilor Spahr left the executive session at 6:20 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:31 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

March 23, 2020

The Chehalis city council met in regular session on Monday, March 23, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Jerry Lord, Daryl Lund (telephonically), Dr. Isaac Pope (telephonically), Bob Spahr (telephonically), and Chad Taylor. Councilor Tony Ketchum was absent (excused). Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Lilly Wall, Recreation Manager. No members of the news media were present.

1. **Lewis County Department of Emergency Management (DEM).** Andy Caldwell, Deputy Director of DEM, updated the council on COVID-19. He noted that DEM was not a department of Lewis County. They are contracted by the cities. He summarized what DEM has been doing, including a business survey to help the business community through this emergency; daily Public Health incident management team meetings; quarantine plans in place; staying on top of other issues (e.g., supply chain, reliable water delivery); supplies (e.g., personal protective equipment); daily communications with State Department of Health; and testing for COVID-19 (standards set by state and federal governments; each private entity can deviate from those standards). Mr. Caldwell stated it was important for people to get their information locally, such as through the county's Public Health department, which has a link on the county's homepage and a toll-free hotline number. People may also call DEM at 360-740-1151.

Mayor Dawes noted the city's website provided a direct link to the county's website, so that everyone was directed to one source.

Councilor Taylor stated the county was doing a good job in response to the emergency. Putting good people in place and providing good information to the public. He appreciated DEM for directing people to donate money. He noted the Chamber was the place to go for business resources, while United Way was a source for social resources.

Mr. Caldwell stated that while he appreciated everyone's comments, none of it would be possible without the DEM staff, many of which are working many long hours.

Mayor Dawes stated Lewis County Commissioner Edna Fund called and asked that the city announce that there is good COVID-19 information on the county's website and that there are briefings at 4:00 pm Monday – Friday that are available live. She stated it was important that people get information from reputable sources, including Lewis County Public Health.

Mayor Dawes stated that those participating telephonically would be polled individually to accurately count their vote on each agenda item.

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

- a. Minutes of the regular City Council meeting of March 9, 2020;
- b. March 13, 2020 Claim Vouchers No. 128445 – 128610 and Electronic Funds Transfer No. 202020, 220201 and 220202 in the amount of \$376,055.87;
- c. Award bids for rock, gravel, and asphalt;
- d. Lease agreement with Too Dimensional Apparel to provide concessionaire services at the Chehalis Sports Complex at Recreation Park;
- e. Resolution No. 5-2020, first and final reading – declaring an emergency relating to the COVID-19 emergency.

The motion was seconded by Councilor Lord.

Councilor Spahr asked for clarification on the agreement with Too Dimensional. He stated the agreement provided a 10-month term. He asked if that meant they had to be open the entire time or only during events. Lilly Wall stated they would only be open during scheduled activities.

The motion carried unanimously.

3. **Ordinance No. 1006-B, Second and Final Reading – Amending the 2020 Budget.** City Manager Anderson stated a full presentation was provided at the last meeting and there were no changes since first reading.

March 23, 2020

Councilor Taylor moved to pass Ordinance No. 1006-B on second and final reading. The motion was seconded by Councilor Lord and carried unanimously.

#### **4. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the vast majority of the last two weeks had been spent dealing with the COVID-19 emergency. She expressed appreciation to Andy Caldwell, the Public Health Department, and the Chehalis community. City staff continue to make operational modifications to comply with the Governor's decrees, as well as to make sure city staff is staying safe. The city is trying to maintain as many services as possible by phone, email, on-line, and by appointment. The public was strongly encouraged to call city hall before coming to city hall. Credit cards can now be used to pay utility bills. Due dates for utility payments have been extended 30 days. She stated the operational modifications were to protect the public and staff from exposure. She stated things were going well with no staff members testing positive for COVID-19. She stated staff would continue to monitor briefings from the Governor, including the designation of essential services.

City Manager Anderson stated a number of organizations are putting together collections and funds. The Renaissance Team was doing a lot of good work for the business community. She received informal communications from the chamber and the United Way regarding funds they have created in response to the emergency. A formal request to make donations may come. City Manager Anderson stated the city's focus was on municipal services and the resources to maintain those services. She appreciated organizations like the Renaissance Team, United Way, the chamber, and faith-based organizations that were doing things to support the community.

Mayor Dawes stated the Governor just issued a "Stay At Home" order for a minimum of two weeks. Doctor appointments, grocery shopping, biking riding and walks are okay. The order takes effect in 48 hours. He hoped that people would listen to the order. He stated that regardless, we probably had a month to two-month slow down. He very concerned as to what the city's budget was going to look like at the end of the year. He was also worried about the state budget, and the county's budget. He saw this situation as kind of similar to what the city faced back in 2007-2008. He stated recovery would not happen fast.

Councilor Taylor stated Homeland Security put out a memorandum identifying essential critical infrastructure workers and businesses. He asked if the city could send some form of support to the Governor in support of Homeland Security's document. City Manager Anderson stated a letter could be prepared. She stated it would be interesting to see if the recommendations from the Governor were concurrent with the recommendations from Homeland Security.

Mayor Dawes stated we needed to do whatever we could to keep essential businesses open, while weighing against COVID-19.

There being no further business to come before the city council, the meeting was adjourned at 5:48 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

April 13, 2020

The Chehalis city council met in regular session on Monday, April 13, 2020, in the Chehalis city hall. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present telephonically: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present in the council chambers included: Jill Anderson, City Manager; and Caryn Foley, City Clerk. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were restricted from the meeting room, but were able to view the meeting via live streaming and were provided a process for submitting comments prior to the meeting.

1. **Proclamation – Administrative Professionals Week**. Mayor Dawes read a proclamation designating April 20-24 as Administrative Professionals Week.

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

a. Minutes of the regular City Council meeting of March 23, 2020;

b. March 31, 2020 Claim Vouchers No. 128611 – 128742 in the amount of \$400,654.55 and voided Check Nos. 128416, 128462, 128498, 128509, 128521, 128586 and 128591 in the amount of \$4,112.00;

c. March 31, 2020, Payroll Vouchers No. 41239-41270, Direct Deposit Payroll Vouchers No. 11920-12027, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 287-290 in the amount of \$874,759.87; and

d. Engineering services agreement with Gibbs & Olson for an amount not to exceed \$152,000 for design of the Chehalis Avenue reconstruction project.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Administration Reports**.

a. **City Manager Update**. City Manager Anderson provided an update on COVID-19. City offices continue to provide services by phone, email, on-line, and by appointment. Credit cards are accepted for utility payments. Inspection and plan review services have been modified. There are no walk-in services available at city hall. People are encouraged to call 360-345-1042 before they come in. Two staff members had COVID-19 symptoms and were tested, but were negative. The county continues to take the lead on the emergency response and has done a great job staying in communication with the city. The county is developing a quarantine site at the fairgrounds, which will be operational later this week. Several organizations were helping small businesses and providing supplies to first responders. She thanked everyone for their patience and cooperation. It is predicted that the virus will hit our area in the coming weeks more than it has to-date.

4. **Councilor Reports/Committee Updates**.

a. **Councilor Taylor**. Twin Transit is working with the Lewis County Seniors organization to ensure seniors are receiving meals. They are also helping Mountain Highway Transit by providing transportation into town for such things as doctor appointments.

b. **Councilor Lund**. The steam train received a grant in the amount of \$150,000 to repair the steam engine.

c. **Mayor Dawes**. Mayor Dawes noted that no citizen comments were received prior to the meeting. He stated there would be no executive session.

Councilor Spahr asked when the next sales tax report would be received. City Manager Anderson stated the next report would be received in May. She expected they probably wouldn't see significant effects of the virus until the report that would be received in June, which would reflect the month of April.

There being no further business to come before the city council, the meeting was adjourned at 5:16 pm.

---

Dennis L. Dawes, Mayor

April 13, 2020

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

April 27, 2020

The Chehalis city council met in regular session on Monday, April 27, 2020, in the Chehalis city hall. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present telephonically: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope; Bob Spahr; and Chad Taylor (joined the call at 5:03 pm). Staff present in the council chambers included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney; and Brandon Rakes, Airport Operations Coordinator. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were restricted from the meeting room, but were able to view the meeting via live streaming and were provided a process for submitting comments prior to the meeting.

1. **Proclamation – Administrative Professionals Week**. Mayor Dawes read a proclamation designating May 10-16 as Police Week, and May 15 as Peace Officers' Memorial Day.

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

a. Minutes of the regular City Council meeting of April 13, 2020;

b April 15, 2020 Claim Vouchers No. 128743 – 128889 and Electronic Funds Transfer Nos. 32020, 320201, 320202 and 320203 in the amount of \$496,176.58;

c. Amendment No. 1 to the agreement for professional services with Shea, Carr & Jewell, Inc., (SCJ Alliance) in the amount of \$25,000 for the high-level reservoir booster pump station;

d. Credit card service agreement renewal with Epic Card Services, LLC and affirmation of existing credit card policy;  
and

e. Resolution No. 6-2020, first and final reading – continuing support for a basin-wide solution to flooding and aquatic species restoration.

The motion was seconded by Councilor Pope.

There was discussion amongst council members regarding the recommendation to absorb credit card fees for the purchase of fuel at the airport. It was clarified that the cost of transaction fees was built into the price of fuel, and Brandon Rakes stated the airport profits from the sale of fuel.

Councilor Spahr asked for clarification on the proposed amendment with SCJ Alliance, specifically related to time and materials. The proposed amendment noted that the total estimated fee was \$25,000, plus time and materials. City Manager Anderson assured council that if the contract was expected to exceed \$25,000 it would be brought back to council for approval.

The motion carried unanimously.

3. **Administration Reports**.

a. **City Manager Update**. City Manager Anderson reported that the city continues to operate in a modified fashion to protect the public and staff from spread of the COVID-19 virus. All staff members who have been tested for COVID-19 have come back negative. Staff appreciates the public's cooperation as the city continues to provide service in a safe manner.

4. **Councilor Reports/Committee Updates**.

a. **Councilor Lund**. Work continues on the steam train.

b. **Mayor Dawes**. Mayor Dawes reported he was involved in many phone conferences in the last couple weeks. An email was sent to the Governor's office requesting that the Governor expand his order regarding vehicle sales. The city also signed on supportively with the county commissioners regarding the Governor's office giving individual counties the ability to work with their local health department to open up things. The chamber was working on a business recovery center and are looking for funding sources. Mayor Dawes stated they are looking outside the box to deal with the anticipated economic impacts of COVID-19.



April 27, 2020

5. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:00 pm and there would be no decision following conclusion of the executive session. Councilor Taylor stated he would not be participating in the executive session due to a potential conflict of interest. Mayor Dawes closed the regular meeting at 5:32 and immediately began the executive session. Mayor Dawes closed the executive session and reopened the regular meeting at 6:00 pm to announce the council would continue in executive session not to exceed 6:30 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 6:28 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

May 11, 2020

The Chehalis city council met in regular session on Monday, May 11, 2020, in the Chehalis city hall. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present telephonically: Tony Ketchum (joined call at 5:05 pm); Jerry Lord, Daryl Lund, Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present in the council chambers included: Jill Anderson, City Manager; Caryn Foley, City Clerk; and Andrew Hunziker, Parks & Facilities Manager. City Attorney Erin Hillier was present telephonically. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were restricted from the meeting room, but were able to view the meeting via live streaming and were provided a process for submitting comments prior to the meeting.

1. **Proclamation – National Public Works Week.** Mayor Dawes read a proclamation designating May 17-23 as National Public Works Week.

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

- a. Minutes of the regular City Council meeting of April 27, 2020;
- b. April 30, 2020 Claim Vouchers No. 128890 – 128993 in the amount of \$501,221.78;
- c. April 30, 2020, Payroll Vouchers No. 41271-41297, Direct Deposit Payroll Vouchers No. 12028-12133, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 291-294 in the amount of \$764,626.80;
- d. Change Order No. 3 in the amount of \$19,054.35 for the Shaw Aquatics Center Pool Resurfacing Project; and
- e. Authorize City Manager to sign early renewal of agreement for lease of train engine with the Chehalis-Centralia Railroad & Museum.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson reported staff continues to evaluate the stay at home order and how the reopening phases would effect the city. The city's organic waste site at Stan Hedwall Park is now available to city residents by permit. Information is available by calling 360-748-0271. The RV disposal site is also open. The open spaces at Hedwall are open for non-organized family/individual activities because it has the space for social distancing. Penny Playground equipment installation will begin May 20. Staff continues to evaluate operational modifications by phone, on-line, and by appointment. People are encouraged to call city hall for additional information on how to get their needs met for city services at 360-345-1042. Staff is evaluating the pool and whether or not we are able to comply with social distancing requirements. City Manager Anderson thanked the council, staff, residents, and businesses for adapting to new ways of doing things.

4. **Councilor Reports/Committee Updates.**

a. **Councilor Taylor.** Councilor Taylor asked for an update on matters relating to the fire department.

City Manager Anderson stated Lewis County Fire District 6 provided 60-day notice to the city to discontinue the station sharing agreement. Staff is looking at a variety of options for an emergency station, including an evaluation of the old fire station and some of the sites previously reviewed in 2017. The city has until July 5 to vacate the District 6 station and she expected to have some proposals at the next council meeting. Staff continues to process information regarding the potential purchase of property for a new fire station. She stated the options for a temporary station that will be brought to council will have the pros and cons of each of the options, none of which are without cost or risk. The most important thing is that the city keep the firefighters safe and be able to provide services to our community.

Councilor Pope stated there was one other thing that should be included in the evaluation of a site. He stated there was a lack of trust and integrity with some people in dealing with this situation. The old fire station was found to have a great deal of problems he thought to go back and reassess its use was a waste of money.

Mayor Dawes stated he heard what Councilor Pope was saying and had a lot of agreement with him. He thought the cost of putting up an emergency fire station should be compared to the cost of what it would take to move the firefighters back into

May 11, 2020

the station on Park Street. He stated a temporary station would be taken down, but at least if it was an equal cost and it was put back into the old fire station it would add value to that for the ultimate disposal after a new fire station was built.

Councilor Taylor stated it sounded to him that the working conditions for the city's firefighters wasn't going very well. He didn't want to create any liability for the city by not working or moving fast to relocate the firefighters.

Mayor Dawes felt the council should be focused on a physical location for the firefighters.

b. **Mayor Dawes.** Mayor Dawes stated he was working with the Business Recovery Center group and asked them to look at working with the Chehalis Community Renaissance Team and the Lewis County Now group to share information and avoid duplication of efforts. He stated he would continue to participate because he thought it was important to get the business community up and running as quickly as possible. Mayor Dawes attended a special mayors' meeting in Mossyrock and all were in agreement to work together with Lewis County and they have asked the county to give the mayors an opportunity to weigh-in on anything they send to the state relating to a waiver of the Governor's phases in an effort to show a united front. Mayor Dawes sent a written invitation to the Governor to meet with Lewis County mayors and a commissioner. He thought it was important for the Governor to hear directly from us and not filtered through his staff.

Mayor Dawes stated there would be no executive session and he announced the next regular council meeting was Tuesday, May 26 due to the Memorial Day holiday on May 25.

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

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

May 26, 2020

The Chehalis city council met in regular session on Tuesday, May 26, 2020, in the Chehalis city hall. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present in the council chambers included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; and Judy Schave, HR/Risk Manager. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were restricted from the meeting room but were able to view the meeting via live streaming and were provided a process for submitting comments prior to the meeting.

1. **Recognition of Don Schmitt – Public Works Street/Stormwater Superintendent.** Mayor Dawes read a plaque recognizing Don Schmitt in honor of his retirement from the city after 33+ years of service.

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

- a. Minutes of the regular city council meeting of May 11, 2020;
- b. May 15, 2020 Claim Vouchers No. 128994 – 129126 and Electronic Funds Transfer Nos. 42020 and 52020 in the amount of \$334,042.41;
- c. Engineering services agreement with RB Engineering in the amount of \$75,310 for design and construction services for the Snively Avenue to 16<sup>th</sup> Street to Railroad Water and Sewer Replacement Project; and
- d. Consideration of offer to lease Tract 5A and associated non-exclusive lease commission agreement, located between Sonic and I-5 at 625 NW Arkansas Way.

The motion was seconded by Councilor Pope.

Discussion was had regarding item "d" and whether or not language should be added to the proposed lease to set a certain amount of time for due diligence work to clarify that after that period of time, the tenant must begin with construction and operation on the property or be in breach of the agreement and the city can reclaim the property. The council also discussed the requirement of a deposit and whether or not it should be refundable if the project was not pursued.

City Attorney Hillier first clarified that in the future, if a council member wished to discuss an item on the Consent Calendar, it should first be removed from the Consent Calendar and placed under New Business. The council should then approve the Consent Calendar without the subject item and then move on to New Business.

City Attorney Hillier stated the city had historically used the proposed lease for all airport tracts. The issue was experiences with one or two tenants that have found loopholes in their leases to tie up properties. Ms. Hillier stated she added language to the proposed agreement to address an inspection or due diligence period to ensure that once that date ends that the tenant commence improvement upon the property within 30 days or the tenant would be in breach. She also addressed the section of the lease that referred to payment of rent and when a tenant was supposed to start compensating the city. She recommended that if areas are identified as ambiguous there should be some adjustment in the language to make it less ambiguous.

After further council discussion that the subject property was already filled, was basically shovel-ready, and was a single project (without multiple tenants) the council concurred that the proposed lease was sufficient.

The motion carried unanimously.

City Manager Anderson requested an executive session item be added to the agenda relating to the sale/lease of property.

3. **Code Inspector/Fire Marshal Position.** Judy Schave stated the city was required by RCW 48.48 to provide the services of a fire marshal or fire authority to conduct fire code inspections and enforcement. The city's municipal code (2.30.050) also requires the fire department to provide fire prevention, fire suppression, fire investigations, fire code plans review and enforcement, and emergency medical services. In 2001 an assistant fire chief/fire marshal, as well as a building official position provided these services; however, the two positions were eliminated in 2011 after they became vacant. In 2012, the city entered

May 26, 2020

into an interlocal agreement with Riverside Fire Authority (RFA) to provide fire marshal services. That agreement expired at the end of 2019 due to a retirement and RFA notified the city they would no longer be able to provide the services. Since January, city staff has been able to provide some of the services, but someone who has the experience, knowledge, and credentials in this field is needed. The administration was proposing a non-represented, part-time code inspector/fire marshal position to be added to the 2020 salary schedule at a flat rate of \$46.50 based on the level of responsibility, knowledge, and required certifications, less legally required or authorized deductions. The limit on the actual work hours would make the position ineligible for retirement benefits, and health insurance benefits would be limited if the employee elected to have coverage. The annual impact based on 78 hours per month was estimated at \$46,000.

Councilor Spahr moved to approve the creation of a Code Inspector/Fire Marshal position to be added to the 2020 Salary Schedule. The motion was seconded by Councilor Lund and carried unanimously.

City Manager Anderson noted the code inspector/fire marshal was currently being provided on a contract basis, so there are partial funds in the budget to fund the position.

#### **4. Administration Reports.**

a. **City Manager Update.** City Manager Anderson provided an update on the situation involving the need for an emergency fire station. She had anticipated providing the council options to review at tonight's meeting. Staff has continued to investigate options and analysis on sites that might meet some of the criteria needed for an emergency station. Some of the criteria for a site includes:

- Accommodate portables/temporary housing
- Accommodate equipment and potentially coverage for equipment
- Safety of staff
- Protect equipment from vandalism/theft, inclement weather
- Ability to respond and move the large vehicles into traffic
- Not subject to flooding

To-date, a site has not been found that provides all of those criteria, so staff is trying to find a site that meets most of those criteria. Some have asked about using the old fire station. The old fire station has had two structural reviews. The building has continued to deteriorate due to long standing water damage and there are issues with the structural stability of the building in the event of a seismic event. There are concerns about the materials used to construct the building that are deteriorating because the building is almost 100 years old.

City Manager Anderson thought a special meeting might be needed, but the restrictions the Governor has placed on open meetings makes it difficult to work through complicated issues. She hoped that between now and June 8, the restrictions would be relaxed and there could be in-person city council meetings. In the meantime, she offered council members tours of the old fire station. The plan is to bring this to the council on June 8 with a set of recommendations and a request for budget authority to move forward in order to meet the July 5 deadline established by District 6.

City Manager Anderson stated staff is watching regulations for potentially reopening city offices for in-person traffic and looking for ways to protect the staff and public. In the meantime, staff continues to be appreciative of the community who have so easily adapted to doing work on-line and on the phone.

City Manager Anderson thanked Don Schmitt for his years of service to the city.

#### **5. Councilor Reports/Committee Updates.**

a. **Councilor Pope.** Councilor Pope noted that Pope's Kids Place has now seen 25 years of service to many families and they are thankful for that, and also for the community's support to sustain the facility.

b. **Councilor Spahr.** Councilor Spahr attended a meeting regarding the fire department.

May 26, 2020

c. **Mayor Dawes.** Mayor Dawes asked staff to look into National Avenue at Chamber Way where the grass is getting tall and there are grocery carts that need to be removed, along with bedding under the bridge. He was concerned that when people go under the bridge they dig out and that could compromise the structure of the bridge. He was also frustrated with the lack of progress on the pool resurfacing project. It was a 60-day project that was to start in September, and it is now May and it is still not completed. Progress is being made on the Kresky resurfacing project. Mayor Dawes noted he continues to attend meetings related to COVID. He stated the city provided a letter of support to the county's application for moving into phase 2.

6. **Executive Session.** Councilor Taylor recused himself from the executive session. Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:00 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:32 pm. The executive session began at 5:34 pm. At 6:00 pm, Mayor Dawes announced the council would continue in executive session not to exceed 6:15 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:05 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

June 8, 2020

The Chehalis city council met in regular session on Monday, June 8, 2020, in the Chehalis city hall. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present in the council chambers included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Erin Hillier, City Attorney; and Trent Lougheed, Public Works Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were restricted from the meeting room but were able to view the meeting via live streaming and were provided a process for submitting comments prior to the meeting.

1. **Citizens Business.** Mayor Dawes stated two comments were received.

a. Michael Holst (Chehalis resident) asked what plans the police had to deal with rioters that had bad intentions. Mayor Dawes stated there had been a couple of events in Chehalis, but they went without a hitch. He conveyed to Mr. Holst that all local law enforcement agencies were working together to respond as needed.

b. Mark Peterson (Owner of 1660 Bishop Road) inquired about facility charges for his property, which he intends to use for affordable housing. He asked the Community Development Department to assess the capacity facility charges as each home was built instead of paying all fees up-front at a cost of just over \$120,000, but the request was denied.

Trent Lougheed stated Mr. Peterson's correspondence makes reference to the Community Development Department, but this was actually a Public Works Department issue. A request from Mr. Peterson's engineer was received. The letter provided data for reduced ERUs (Equivalent Residential Units), which was approved for an 80% reduction of fees. The issue in question related to capital facilities charges. When the development was proposed the applicant requested that all 29 homes be served on one 2-inch meter. Staff recommended an individual meter for each home that would have allowed the applicant to pay fees as each application for a building permit was applied for. The applicant elected to go with the 2-inch meter, so the full amount has to be charged for the meter.

The council concurred to refer the matter to staff and to meet with Mr. Peterson.

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

a. Minutes of the regular city council meeting of May 26, 2020;

b. May 29, 2020 Claim Vouchers No. 129127 – 129226 and Electronic Funds Transfer Nos. 420201, 420202 and 420203 in the amount of \$1,203,738.32;

c. May 29, 2020 Payroll Vouchers No. 41298-41327, Direct Deposit Payroll Vouchers No. 12134-12241, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 295-298 in the amount of \$763,730.81;

d. Correction to Vouchers and Transfers dated May 15, 2020; and

e. Set June 22, 2020 at 5:00 pm to conduct a public hearing on the city's 2021-2026 six-year transportation improvement program.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Emergency Fire Station Alternatives Analysis.** City Manager Anderson stated a number of sites had been evaluated for an emergency fire station. She provided background on how the finding of asbestos led to the Chehalis Fire Department relocating to Fire District 6 in August 2018, where it continues to operate. An agreement between the two agencies was entered into, which included a 60-day termination notice. When the firefighters were relocated to District 6, the city continued to find a site for a new fire station and was currently in the due diligence portion of the process of buying a site. While in the process of the buying property, District 6 provided notice that the current situation was no longer working and that the city needed to vacate by July 5, 2020. Since that notice, staff evaluated a number of sites, including Station 48. Unfortunately, the structural assessment done in 2017 and a more recent peer review, indicate the building has significant structural issues that make it subject to collapse in a seismic event, along with significant water damage. It was her strong recommendation that Station 48 not be used as an emergency fire station.

June 8, 2020

City Manager Anderson stated there were three issues in regard to housing the firefighters that included 1) an emergency fire station; 2) a long-term interim station; and 3) a permanent fire station. The issue before the council tonight was the emergency station. She stated a number of criteria was used to evaluate over 15 sites. The three sites that came to the top were the City Hall basement, a city-owned property on Arkansas Way, and a vacant property on Main Street/Chehalis Avenue owned by Darigold. The property the city was trying to buy on State Avenue for the permanent station was considered, but could be problematic if the sale fell through.

Trent Lougheed reviewed the pros and cons of each of the three sites, while Chief Cardinale spoke to how each location would work operationally. Mr. Lougheed noted that at looking at all of the sites, no site was ideal and each had its issues. Any site not owned by the city would require a lease agreement that would take time. He noted a contractor was ready to begin work immediately.

Councilor Lund asked if District 6 had been approached to see if the July 5 date was a hard deadline. City Manager Anderson said she had not contacted District 6. Chief Cardinale believed an extension was highly unlikely.

City Manager Anderson stated that in addition to a decision on this issue, a resolution was also on the agenda to declare an emergency to allow staff to facilitate the improvements without having to go through the competitive bidding process. She stated it was the recommendation of staff to focus on one of the city-owned sites, with the airport site being the first choice.

Councilor Spahr believed the airport site was the best alternative.

Councilor Taylor asked when the due diligence report was expected on the State Avenue site. City Manager Anderson stated she put in a request to extend the due diligence to July 9. The next council meeting was July 13 and would be the time to look at a plan to fund the site, assuming all purchase details were worked out and that the phase 2 environmental comes through. She expected the phase 2 results by end of June/early July. Councilmatic bonds would be needed to fund the project, which would require a period of six to eight weeks, so you could be looking at the middle of September to have the funding. You would then figure a couple of weeks to close, so you could be looking at taking ownership in November.

Trent Lougheed added the consultants doing the phase 2 environmental did their sampling last week. Those samples were taken to the lab and should be tested by the end of the week. The consultant requested two weeks to prepare and provide a report to the city once they receive the test results.

Councilor Lund stated he preferred the Darigold site.

Councilor Spahr moved to authorize the City Manager to take the steps necessary, including the expenditure of funds and the signing of agreements, to establish an Emergency Fire Station location at the city owned property on Arkansas OR alternatively at city hall. The motion was seconded by Councilor Pope and carried 5 to 2. Councilors Lund and Taylor voted against the motion.

**4. Resolution No. 7-2020, First and Final Reading – Formally Declaring an Emergency Relating to the Need of an Emergency Temporary Fire Station Facility and Assigning Emergency Contracting Authority to the City Manager.** City Manager Anderson stated it was an emergency situation in terms of needing to find a fire station location, so staff was asking the council to approve the emergency resolution that would allow the City manager to proceed with flexibility in terms of bidding requirements.

Trent Lougheed stated the city had 27 days to move the fire department out of District 6. He stated staff had a contractor who could start as early as tomorrow. It would be strictly time and material.

Councilor Taylor asked if the contractor was local. Mr. Lougheed indicated it was KBH Construction out of Tumwater.

Councilor Lord asked if there were limits on the amount of money the City Manager could expend. City Manager Anderson stated the site preparation work was estimated to be \$75,000, plus some contingencies, so they were probably looking at \$150,000, which did not include any structures.



June 8, 2020

Councilor Lund stated he was very disappointed that no local contractors were contacted. Mr. Lougheed stated other contractors could be contacted if that was what the council wanted. Councilor Spahr thought the contractor search should be expanded. Mayor Dawes thought staff should try to contact local contractors, but understood the city was under the gun.

Councilor Spahr asked how much could be paid by the Airport Fund. Mr. Lougheed stated the airport could pay for all site improvements, except structures. City Manager Anderson stated arrangements would be made with Pacific Mobile Structures for them to place a building to house the firefighters which would be paid through the General Fund.

Councilor Pope stated this was an emergency situation not created by District 6, but from within the city's own structure. He did not see any advantage in delaying it to find a local contractor. He thought the city should determine why this happened and make sure it never happened again as it cost the city a tremendous amount of money and time, and put the community at risk. Councilor Pope moved to adopt Resolution No. 7-2020 on first and final reading. The motion was seconded by Councilor Spahr.

Councilor Lord asked if a limit of the amount of money the City Manager was authorized to spend should be part of the motion. Mayor Dawes stated that a dollar amount was not part of the resolution. He believed the City Manager understood that \$150,000 was the limit. The motion carried 5 to 2. Councilors Lund and Taylor voted against the motion.

**5. Ordinance No. 1007-B, First and Final Reading – Providing for and Establishing Charges, Rates, and Fees for Installations and Connections to the Water System and the Providing of Water Services.** Trent Lougheed stated this related to the LaBree superfund site application for temporary water and sewer connections to remediate groundwater pollution near LaBree Road. The current sewer code has a provision that allows for the reduction of fees for a temporary connection for 2.5% of the standard fee per year that it was needed; however, the water code did not. The additional cost to the applicant would be in excess of \$100,000. The applicant (EPA and the Department of the Army) requested a reduced capacity facilities charge for the size of meter they need for this short, interim use of water and sewer.

Councilor Lord asked if there were different rates for commercial and residential capital facilities charges. Mr. Lougheed stated it was based on the size of the meter. There will not be a reduction in the water and sewer usage charges.

Councilor Lord asked if the EPA had given any reductions in fees to anyone in the city of Chehalis. Mr. Lougheed stated no. Their letter points out that this is all taxpayer money and one reason they are requesting the reduction.

Councilor Spahr moved to suspend the rules requiring two readings of an ordinance. The motion was seconded by Councilor Pope and carried unanimously. Councilor Spahr moved to pass Ordinance No. 1007-B on first and final reading. The motion was seconded by Councilor Lund and carried 6 to 1. Councilor Lord voted against the motion.

## **6. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the executive session included on the agenda was not needed. She reported the police department has been monitoring and taking appropriate steps in regards to some of the protests and demonstrations that have been going on. She stated protests in Chehalis had been peaceful. There are concerns about the budget due to impacts of COVID-19 and the associated recession. Staff has taken steps to stop spending on non-essential items and large purchases. Staff continues to focus on the Recreation Park and the pool projects. Seasonal staff has been reduced and there are 5½ vacant positions in the budget, so drastic cuts to the budget have not had to be made. She anticipated working with the budget committee beginning late June/early July and then coming to the council with provisions to reduce the budget as needed. Staff continues to watch the Governor's actions in allowing us to move into different phases, and are taking steps to comply with the Governor's orders for health and safety requirements for employees, as well as the public.

## **7. Councilor Reports/Committee Updates.**

a. **Councilor Taylor.** Councilor Taylor acknowledged all the work being done by staff during this time. The work being done by the contractor at Recreation Park was great, but he was disappointed that when people are struggling in Lewis County it was not a priority to contact local contractors for the emergency fire station.

b. **Councilor Lund.** Councilor Lund echoed Councilor Taylor's comments. The steam train will begin operating this Saturday.

June 8, 2020

c. **Mayor Dawes.** Mayor Dawes reported he presented a plaque to Don Schmitt for his retirement. He responded to several comments on social media relating to the Hamilton sign and continues to attend meetings relating to COVID. Mayor Dawes prepared a letter to the county in support of moving to phase 3. He hoped the order prohibiting in-person meetings that was set to expire June 17 would allow the next council meeting to be held in-person.

d. **Councilor Ketchum.** Councilor Ketchum stated he appreciated all of Councilor Taylor's comments.

There being no further business to come before the council, the regular was adjourned 6:55 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

June 22, 2020

The Chehalis city council met in regular session on Monday, June 22, 2020, in the Chehalis city hall. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:05pm with the following council members present via Zoom: Jerry Lord; Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Councilor Tony Ketchum was absent (excused). Staff present in the council chambers included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; and Brandon Rakes, Airport Operations Coordinator. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were restricted from the meeting room but were able to view the meeting via live streaming and were provided a process for submitting comments prior to the meeting.

1. **Public Hearing – 2021-2026 Six-Year Transportation Improvement Program (TIP)**. Mayor Dawes recessed the regular meeting and opened the public hearing at 5:06 pm.

Trent Lougheed stated the purpose of the public hearing was to comply with the annual requirement of the Washington State Department of Transportation to approve the six-year TIP and to provide the public an opportunity to provide input. In order for a project to be eligible for grant funding, the project must be listed on the adopted six-year TIP. Once a project receives funding, it is added to the state TIP and the city may move forward with construction and design of the project. He stated the proposed TIP was included in the agenda.

Caryn Foley stated no public comments were received prior to the meeting.

Mayor Dawes stated that due to the fact that the council was not able to have a normal meeting, the TIP could be posted on the city's website and if anyone wanted to comment they could contact the Public Works Department. He stated the TIP could be brought back to the council at any time. Trent Lougheed stated the TIP could be modified at any time, but it had to be adopted by July 1 each year.

Mayor Dawes closed the public hearing and reopened the regular meeting at 5:10 pm.

2. **Recognition of Fire Captain Casey Beck**. Mayor Dawes presented a plaque to Fire Captain Casey Beck upon his retirement after 33+ years of service to the city.

3. **Recognition of Fire Chief Ken Cardinale**. Mayor Dawes presented a plaque and read a proclamation in recognition of Chief Cardinale's five years of service to the city. Chief Cardinale introduced Tedd Hendershot as the city's Interim Fire Chief until a permanent chief is found.

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

- a. Minutes of the regular city council meeting of June 8, 2020; and
- b. June 15, 2020 Claim Vouchers No. 129227 – 129356 and Electronic Funds Transfer Nos. 520201, 520202, and 520203 in the amount of \$362,923.69.

The motion was seconded by Councilor Taylor and carried unanimously.

5. **Resolution No. 8-2020, First and Final Reading – Adopting the 2021-2026 Six-Year Transportation Improvement Program**. Trent Lougheed stated this was an annual requirement from the Washington State Department of Transportation to get projects funded. He noted that just because a project was included on the list did not guarantee funding, but allowed the city to apply for funding. Additionally, the TIP could be amended at any time.

Councilor Taylor moved to adopt Resolution No. 8-2020 on first and final reading. The motion was seconded by Councilor Pope and carried unanimously.

6. **Regional 911 Consolidation Feasibility Study and Memorandum of Understanding for Cost-Sharing Agreement**. City Manager Anderson stated staff had been working to address concerns about 911, both relating to technology and performance. Through that, a county-wide agreement for services was developed, and also an effort to look at new ways of providing 911 service. The feasibility study would assess whether or not Lewis County could be better served by consolidating

June 22, 2020

with TCOMM (Thurston County Communications). The cities of Centralia and Chehalis have been working with Riverside Fire Authority (RFA) and Lewis County on the feasibility study. A scope of work was developed for a nation-wide search for a consultant. The firm selected was DELTAWRX. A recommendation to proceed with the study using DELTAWRX was being presented to the council, along with a cost sharing memorandum of understanding (MOU) between the four major partners. The city's equal share of the study was \$26,730.50 (\$24,230.50, plus a contingency of \$2,500). She stated a change to the proposed MOU was received by the county around 4:00 pm today. The county requested that instead of making a full payment, the county will make monthly payments to the consultant. City Manager Anderson expected the study to be completed by the end of the year.

Councilor Spahr moved to approve the Memorandum of Understanding for Cost Sharing Agreement to conduct a feasibility study of consolidating 911 services with TCOMM; to authorize the expenditure of up to \$26,730.50 to fund the 911 regionalization feasibility study, which includes a contingency of \$2,500; and to authorize the City Manager to execute documents related to the project, including the cost sharing MOU with Lewis County, City of Centralia, and RFA, including the change in the MOU relating to monthly payments to the county. The motion was seconded by Councilor Taylor and carried unanimously.

#### **7. Administration Reports.**

a. **City Manager Update.** City Manager Anderson welcomed Tedd Hendershot as the city's Interim Fire Chief. She announced that Lewis County was now in phase 3 of the COVID reopening, so city offices have been opened back up to the public. People are still encouraged to continue to call ahead to make sure that the appropriate staff are in the office or to save themselves a trip if services can be provided via email, by phone, or on-line. Municipal Court and the Police Department will be open from 10:00 am to 3:00 pm during this transition time. Staff is looking at July 15 for the grand opening of the Chehalis Sports Complex in anticipation of the county being in phase 4. If the county is not in phase 4, adjustments will be made. Penny Playground is coming along and the grand opening of that facility was being planned for mid-August.

Mayor Dawes asked about progress on the pool. He asked staff to call the contractor to get the project completed. Trent Loughheed stated three days of dry weather is needed prior to shooting quick crete onto the sides of the pool. With significant rains this past Saturday, the contractor should be on site tomorrow at the earliest.

#### **7. Councilor Reports/Committee Updates.**

a. **Councilor Lund.** Councilor Lund stated the Chehalis-Centralia Railroad started last weekend. Repairs to the steam engine are in the works.

b. **Councilor Taylor.** Councilor Taylor stated vehicle sales were doing okay. The biggest problem was a shortage in the supply chain from manufacturers being shut down due to COVID.

8. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate and RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:44 pm. The executive session began at 5:45 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:30 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

July 13, 2020

The Chehalis city council met in regular session on Monday, July 13, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present Tony Ketchum, Jerry Lord; Daryl Lund (telephonically); Dr. Isaac Pope; and Bob Spahr. Councilor Chad Taylor arrived at 5:01 pm. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Tedd Hendershot, Interim Fire Chief; Erin Hillier, City Attorney; Andrew Hunziker, Parks & Facilities Manager; Trent Loughheed, Public Works Director; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. No members of the news media were in attendance.

1. **Citizens Business – Flooding and Farms.** Lewis County Commissioner Edna Fund provided copies of the new Lewis County Farm Guide; provided handouts from the Office of Chehalis Basin about the new Community Flood Assistance and Resilience Program for land and business owners and for local and tribal governments; and fielded various questions from the council relating to COVID-19. Questions regarded the requirements for masks and health reasons that exempt people from wearing a mask. City Attorney Hillier stated the Governor's Office provided guidance on the issue, and she noted that face masks were currently required in public areas of city buildings.

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

- a. Minutes of the regular city council meeting of June 22, 2020;
- b. June 30, 2020 Claim Vouchers No. 129357 – 129476 and Electronic Funds Transfer Check No. 901, 902 and 903 in the amount of \$207,205.86 and voided Electronic Funds Transfer Check Nos. 901, 902 and 903 in the amount of \$794.20;
- c. June 30, 2020, Payroll Vouchers No. 41328-41361, Direct Deposit Payroll Vouchers No. 12242-12353, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 299-302 in the amount of \$964,447.11; and
- d. Agreement with the Lewis Economic Development Council to provide economic development services.

The motion was seconded by Councilor Ketchum.

The council discussed the services provided by the EDC. City Manager Anderson stated part of the situation with being involved with the EDC was a regional approach – the city doing its part for general economic development.

It was noted that the EDC brings tangible indirect and direct benefits to the city, and that the organization was always talking to clients, but can't disclose those clients. It was suggested that the EDC provide an annual update on what they produced.

The motion carried unanimously.

3. **Resolution No. 9-2020, First and Final Reading – Providing for an Interfund Loan Policy.** Chun Saul stated that due to COVID-19, the city's General Fund was experiencing significant disruption in revenue collections. MRSC (Municipal Research and Services Center) suggested that governments may be able to provide blanket authority to staff for interfund loans in response to temporary cashflow deficiencies. The proposed policy would require staff to report any interfund loan transaction by resolution to the council at the next regularly scheduled council meeting. The policy would give blanket authority to the City Manager to authorize the Finance Director to make temporary interfund loan transfers with subsequent reporting to the council.

Mayor Dawes stated the policy provided no limitations. At the very least, the council budget committee should be made aware of the situation and give approval. If the budget committee had concerns, then it should be brought to the whole council.

Councilor Taylor hoped that if cash got really tight, the council would have an emergency meeting. He was concerned about a policy that turned over a responsibility of the council to someone else.

Councilor Lund agreed with everyone's comments. He thought it was the council's responsibility.

City Manager Anderson stated there was a budget committee meeting on Thursday, and they could discuss the policy at that time and determine whether or not it needed to come back to the council. She acknowledged the council's concerns.

July 13, 2020

**4. Temporary Emergency Fire Station Update – Request for Additional Authority for Site Preparation Work and the Addition of a Temporary Apparatus Bay.** Trent Lougheed stated the council authorized staff to start preparing a temporary fire station site located at 710 NW Arkansas Way due to Lewis County Fire District 6 terminating the station use agreement with the city.

**Site Preparation.** The council authorized the City Manager to expend funds up to \$150,000 in preparation of the site, which did not include any structures. The costs associated with work to-date exceeded estimates and additional financial authority was needed. Mr. Lougheed summarized the site preparation work to-date and stated the items that caused exceeded estimates related to additional excavating and rock, and electrical power to the site. The anticipated site preparation costs were now \$199,700 to be paid by the Airport Fund, which would allow the property to be leased in the future as “improved property.”

**Site Set-Up.** Mr. Lougheed stated set-up of the site was needed and was separate from the site preparation work. He noted the costs would be paid by the General Fund for structures; radio equipment; temporary fencing until an apparatus building was erected; garbage service; internet service; water and sewer service lines; and temporary power installation. The total cost of set-up work to-date was approximately \$27,000.

**Temporary Apparatus Bay.** A 60' x 68' engineered steel structure was estimated to cost \$170,700, which included sales tax. He stated a steel building was about \$16,000 more, but it would be able to be dismantled and relocated for city use.

Mr. Lougheed outlined the anticipated costs:

Airport Fund – Total anticipated costs for site preparation work was \$199,100 (substantially complete). Mr. Lougheed stated staff was requesting \$205,000 in case additional unforeseen work was necessary.

General Fund – Total anticipated costs for a temporary apparatus building was \$201,000. In addition, staff identified tent-like covers for the engine until the apparatus bay was constructed at a cost of about \$6,500. Staff was requesting \$220,000, plus a contingency of \$12,500 for unforeseen work.

Mr. Lougheed indicated staff would, in the future, be requesting authority to purchase a mobile home for around \$150,000. This would be a one-time purchase and be less expensive than paying the monthly rental fees for the mobile structures over the next several years while the permanent fire station was designed, funded, and constructed.

City Manager Anderson noted the mobile home would most likely be put on the permanent fire station site. She reiterated the idea was to transition from the monthly rental of the Pacific Mobile Structure buildings. She also stated the temporary apparatus bay would also most likely be on the permanent site or transferred to that site. Both structures would be used for several years as a new fire station was designed and constructed.

Several council members expressed concern about the increase in costs for the project from the last meeting. City Manager Anderson explained that the costs discussed at the last meeting related to site preparation. They did not include the cost of the apparatus bay.

Trent Lougheed noted that the site preparation work would not be wasted. It would increase the value of the property and be recovered when the property was leased in the future. The only non-recoverable costs would be the \$27,000 for the site set-up. The apparatus bay would be used until a permanent fire station was built and then repurposed at the firing range for evidence storage.

Some council members noted the city was put in this situation because of others. There was also frustration and confusion about the way the costs were presented. It was suggested that the temporary apparatus bay be located on the property that the city was going to purchase for the permanent fire station.

City Manager Anderson stated staff anticipated that the apparatus bay could be constructed on the permanent site. If everything on the purchase of the property moved forward, the purchase could close the first half of October.

In regard to the apparatus bay, Mayor Dawes wanted the start and end dates of construction to be ironclad so that the equipment had proper protection.

July 13, 2020

Frustration was again expressed about why the city was in this situation, which did not include poor planning on the part of the city's administration.

Councilor Ketchum moved to:

- Authorize the City Manager to spend an additional \$70,000, increasing the project spending authority for the emergency temporary fire station and apparatus shelters from \$150,000 to \$220,000, which would be General Fund expenditures; and
- Establish signing authority for site preparation in a "not-to-exceed" amount of \$205,000, which would be Airport Fund expenditures; and
- Acknowledge that this work is being done under the emergency authority granted to the City Manager for all work related to the establishment of an emergency temporary fire station by City Council adoption of Resolution 7-2020 on June 8, 2020, which expires on September 6, 2020.

The motion was seconded by Councilor Spahr.

Councilor Taylor expressed concern that a local contractor was not used in this emergency situation. Councilor Lund agreed that the city was not supporting the people that support the city.

The motion carried 5 to 2. Councilors Lund and Taylor voted against the motion.

**5. Financing Options for New Fire Station Land Purchase and Temporary Fire Station.** Chun Saul stated the total estimated cost was \$1,820,000 and she provided debt financing options, including the LOCAL Program administered through the State Treasurer's Office; public offering; and private placement. She reviewed the process, along with the pros and cons of each option. Ms. Saul then reviewed estimated debt service scenarios. She recommended a 15-year term with the annual debt service to be provided with REET (Real Estate Excise Tax) Funds. She noted the city's debt management policy provided annual debt service payments for non-voted debt not to exceed 4.2% of General Fund operating revenues or \$42,000, whichever was greater, so the policy may need updated in 2021.

Councilor Lund stated staff knew for a long time that money was needed to purchase the property and he asked why it had not been taken care of a month or two ago. City Manager Anderson explained that staff had been talking generally about the issue wanting to not put the cart before the horse. In addition, the city would not want to issue the bonds too soon and pay interest on a million-plus dollars for longer than needed, or until the environmental results came back appropriately and that the project was actually moving forward.

Councilor Spahr moved that the City Council authorize the City Manager to start preliminary work related to a bond issue, with a preliminary direction for a councilmanic debt issue not to exceed \$1.525 million dollars, for a maximum term of 15 years through a private placement financing process. The motion was seconded by Councilor Ketchum and carried 5 to 2. Councilors Lund and Taylor voted against the motion.

## **6. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated Lilly Wall would be giving an update on issues related to the new Sports Complex and swimming pool in order to meet the Governor's proclamation and Lewis County Health Department regulations.

Lilly Wall stated there were challenges to be able to meet state requirements with opening Recreation Park in Phase 3, which included limiting gatherings to 50 or less. She stated the ballfields were basically done and completion of the playground was about two weeks out. Staff anticipated opening the entire park in Phase 4, but there was now a pause in moving to the next phase and it was unknown when that would happen. Staff was figuring out ways to use the complex during Phase 3 and she noted that teams coming from counties in lower phases than Lewis County could not participate. Ms. Wall stated that opening ceremonies will be rescheduled to hopefully the spring. The same restrictions apply to the playground, so that opening ceremony would be pushed back. Staff was also looking at not opening the park until Phase 4. The aquatics center and spray park would also be challenging in Phase 3, specifically with regard to keeping everyone safe.

July 13, 2020

City Manager Anderson thanked the Chehalis Community Renaissance Team and Patty Kaija for planting the flower planters at city hall at no cost to the city.

7. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate; 42.30.110(1)(c) – Sale/Lease of Property; 42.30.110(1)(g) – Review Performance of a Public Employee; and 42.30.110(1)(i) – Potential Litigation not to exceed 8:45 pm and there would be action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 7:09 pm. The executive session began at 7:17 pm.

Mayor Dawes reopened the regular meeting 8:45 pm.

8. **Approve Commercial & Investment Real Estate Purchase & Sale Agreement and with Cascade Trader, Inc., for Property at 1380 NW State Avenue for the Site of a New Fire Station.** City Manager Anderson stated the city had been in negotiations for a piece of property at Chamber and State. A purchase agreement was entered into and a feasibility study had been completed. She stated the site was deemed suitable and asked that the council close the feasibility study and approve the purchase of the property (85,004 sq. ft. at \$14.06 per sq. ft. at a total value of \$1.195 million).

Councilor Ketchum moved to clear the feasibility study and authorize the City Manager to proceed with the purchase and sale agreement, closing in October, for property at 1380 NW State Avenue for 85,004 sq. ft. at \$14.06 per sq. ft. at a total value of \$1.195 million, and the payment of non-refundable earnest money in the amount of \$35,000. The motion was seconded by Councilor Spahr and carried unanimously.

Mayor Dawes announced the council would continue in executive session not to exceed 9:15 pm and there would be no decision following conclusion of the executive session. The regular meeting was closed at 8:49 pm. Following conclusion of the executive session, the regular meeting was reopened at 9:11 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_



July 27, 2020

The Chehalis city council met in regular session on Monday, July 27, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:02 pm with the following council members present via Zoom: Tony Ketchum; Jerry Lord; Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney (Zoom); Trent Loughheed, Public Works Director; and Chun Saul, Finance Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Citizens Business – Chehalis Basin Board.** Commissioner Edna Fund (present via Zoom) spoke about a letter from the Governor to members of the Chehalis Basin Board regarding the water retention facility project. She stated the letter did not mean the water retention facility was no longer an option as some reporting had indicated.

Mayor Dawes stated no other comments were received from the public.

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

- a. Minutes of the regular city council meeting of July 13, 2020;
- b. July 15, 2020 Claim Vouchers No. 129477 – 129615 and Electronic Funds Transfer Check No. 62020 and 620201 in the amount of \$1,056,525.46; and
- c. Amendment No. 2 to engineering services agreement with Gibbs & Olson in the amount of \$9,670 for the Riverside Force Main Replacement Project.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Interlocal Agreement with Lewis County for Flood Warning System Cost Sharing.** Trent Loughheed stated that in 2014, the city entered into an interlocal agreement with Lewis County for operating and maintaining the Chehalis River flood warning system. The agreement expired and a new agreement for 2020 – 2025 was being proposed. As a beneficiary of the system, the city paid the county a percentage of the annual maintenance cost assessed by the county on behalf of the Flood Authority. The cost allocation model to determine the fees charged to each jurisdiction were based on a basin-wide population charge and a historic flood damage-based charge. Mr. Loughheed provided the estimated annual costs of the new agreement.

Mayor Dawes asked why the costs for 2024 and 2025 were to be determined. Mr. Loughheed believed those costs were undetermined in case additional river/precipitation gages were needed.

Councilor Spahr stated the agreement provided that the city could terminate participation in the agreement upon proper notice of termination.

Councilor Spahr moved to authorize the City Manager to execute the interlocal agreement with Lewis County for flood warning system cost sharing. The motion was seconded by Councilor Pope and carried unanimously.

4. **Bond Ordinance No. 1008-B, First and Final Reading – Providing for the Issuance and Sale of a Limited General Obligation Bond Not to Exceed \$1.725 Million to Finance the New Fire Station Land Purchase and Temporary Fire Station.** Chun Saul stated the council previously authorized staff to move forward with preparation of a bond issue in an amount of \$1.525 million. \$200,000 additional funding was needed to prepare a portion of the new property for a long-term temporary fire station until the new fire station was constructed. The terms of the bond ordinance were not to exceed \$1.725 million with an interest rate not to exceed 4% and a maturity date no later than 15 years. The financing team and participants included the council, city representatives, the placement agent (D. A. Davidson & Co.), and bond counsel (Foster Pepper). The project budget and funding sources were identified. Ms. Saul provided a schedule of events and stated bond closing and availability of funds would occur some time between September 24 and October 1. The estimated annual debt service ranged from \$134,504 – \$139,281.

Mayor Dawes asked if the purchase agreement had been signed by the sellers. City Manager Anderson stated the city had not yet received a signed agreement.

July 27, 2020

Mayor Dawes asked what would happen if the seller did not return the agreement. City Manager Anderson and bond counsel indicated the city would go through the request for proposal process, but not issue the bonds if the sale was not completed.

Mayor Dawes asked if the amount being proposed would take care of everything needed for a long-term temporary fire station. City Manager Anderson stated that was the goal. There may be some miscellaneous costs not yet identified, but should certainly cover the vast majority of the costs.

Councilor Spahr moved to suspend the rules requiring two readings of an ordinance. The motion was seconded by Councilor Taylor and carried unanimously.

Councilor Spahr moved that the City Council pass Bond Ordinance No. 1008-B on first and final reading. The motion was seconded by Councilor Taylor.

Based on direction from the City Attorney, City Manager Anderson clarified that the reason for suspending the rules requiring two readings of an ordinance was in order to meet the timeline of the purchase agreement that was expected to close on October 5. Mayor Dawes stated it also allowed the temporary station location site to be moved to the long-term permanent site before the weather comes.

The motion carried unanimously.

#### **5. Administration Reports.**

a. **Finance Report.** Chun Saul provided the second quarter finance report, including a city-wide overview of all funds combined, the General Fund, and Enterprise Funds. Overall, all city funds and departments operated within budget parameters. Ms. Saul reviewed General Fund sales tax collection trends and the impacts of COVID-19. She provided a treasurer's report for cash, deposits, and investments, which totaled \$24,132,810. She noted that only 6.3% or \$1,526,971 of the total belonged to the General Fund; all other funds were restricted for specific activities and services. Finally, Ms. Saul discussed COVID-19 implications to the General Fund, including projected revenue loss and rebalancing the 2020 budget. A budget amendment ordinance was planned to be presented during the council's August 10 meeting.

b. **City Manager Update.** City Manager Anderson reported the pool resurfacing project was completed and there was water in the pool; however, due to COVID-19 restrictions, it did not look like the pool or spray park would be able to open this season. City Manager Anderson thanked Mayor Dawes, the City Clerk, the council, and everyone participating remotely for their cooperation and willingness to work with the protocols for Zoom. Having remote meetings would most likely have to be done for the next several weeks due to the Governor's proclamation.

#### **6. Councilor Reports/Committee Updates.**

a. **Councilor Lund.** Councilor Lund stated the Federal Railroad Administration (FRA) came and looked at the steam engine repair process and indicated prior work had been done incorrectly.

Mayor Dawes stated that since the city owned the engine, he wondered if a letter should be sent to the Chehalis-Centralia Railroad & Museum board that the city hoped that the repairs were done correctly and up to standards to ensure the efficient and safe operation of the engine. The council concurred to send such a letter.

b. **Mayor Dawes.** Mayor Dawes stated the state was in the planning stages for freeway work. Eliminating the West Street overpass and replacing it with pedestrian access only came up again. He stated he attended a meeting several months ago and conveyed that the city was not interested in seeing the overpass removed. He was assured at that time that the state understood that. Mayor Dawes wrote a letter again restating the city's position. He asked for clarification from the council that they were in agreement. The council concurred with keeping the overpass open to vehicular and pedestrian access. Mayor Dawes attended a budget committee meeting and indicated the budget picture was not as bad as originally thought, but the budget committee would continue to monitor the situation and report as necessary to the full council.

July 27, 2020

7. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Property; and RCW 42.30.140(4)(a) and (b) – Collective Bargaining, not to exceed 7:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:29 pm. The executive session began at 6:32 pm. Councilor Pope left the meeting at 7:16 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:30 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

August 10, 2020

The Chehalis city council met in regular session on Monday, August 10, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Tony Ketchum; Jerry Lord; Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney (Zoom); Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; and Judy Schave, HR/Risk Manager. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **COVID-19 Update.** Andy Caldwell, Deputy Director of Lewis County Emergency Management, provided an update on COVID-19 and work being done by Emergency Management.

Mayor Dawes asked if zip code identification could be done and if there was a better way to identify how COVID was being spread. Mr. Caldwell stated community spread was here, while some spikes came from a singular location. The reproductive number was going down. He stated he would carry the message back to health department.

The council discussed a recent golf tournament at Riverside Golf that was stopped by the health department, and a baseball tournament that was cancelled that was to be held in Chehalis. It was noted that it was confusing to have to go back through numerous proclamations from the Governor to try and figure out the current status of things. Mr. Caldwell stated he would share the council's concerns and provide follow-up with regard to the stoppage/cancellation of the tournaments.

Mr. Caldwell noted one thing that everyone wanted was to get kids back to school, but the county needed to be below 60 new positive cases over a rolling 14-day average. The Governor set a number of 75 per 100,000. Anything above that, the Governor wanted to see distance learning. Lewis County's number is 60 since the population is 80,000.

Councilor Lord asked the scientific significance of 75. Mr. Caldwell stated he couldn't answer that question, but he would ask and report back to council.

2. **Citizens Business – Police and Protesters.** Sarah Brown with Amnesty International spoke about recent protests and the police. She provided a report completed by Amnesty International titled USA: The World is Watching: Mass Violations by U.S. Police of Black Lives Matter Protesters' Rights.

Mayor Dawes stated it was a tough situation. There are people peacefully trying to exercise their rights and there are troublemakers causing problems. They inter-mix with the people trying to do it the right way. The difficult thing was they tend to do things that are not correct and somebody has to take corrective action and innocent people get caught in the middle. He stated the council could only address situations in Chehalis, and fortunately, protests in Chehalis had been done the right way.

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

- a. Minutes of the regular city council meeting of July 27, 2020;
- b. July 31, 2020 Claim Vouchers No. 129616 – 129744 and Electronic Funds Transfer Check Nos. 904 -909, 620202 and 620203 in the amount of \$464,829.62 and voided Check No. 129400 in the amount of \$171.72 for the net total transfer of \$464,657.90;
- c. July 31, 2020, Payroll Vouchers No. 41362-41397, Direct Deposit Payroll Vouchers No. 12354-12468, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 303-306 in the amount of \$770,353.37;
- d. Kresky Avenue Resurfacing Project – acceptance of project as complete; and
- e. Assumption of lease from Bass Enterprises (Dutch Bros.) to BB Holdings, WA LLC.

The motion was seconded by Councilor Taylor and carried unanimously.

August 10, 2020

#### **4. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated Lewis County asked the city if they wanted to opt-in with the county to join a consortium to distribute CDBG (Community Development Block Grant) CV-1 (COVID) funds. The city was eligible to receive funds to benefit low- and moderate-income people from funds distributed through the State Department of Commerce from the federal government. Lewis County does not have the administrative capacity to administer the program, so they opted to join with Mason County. Mason County plans to contract with the Community Action Council in order to provide services to Lewis and Mason County residents. City Manager Anderson intended to let Lewis County know that Chehalis would like to opt in. She expected some sort of document to be brought to the council to formalize the arrangement.

Councilor Pope hoped the city's best interests would be represented.

Councilor Lord recalled that the City Manager stated there were about \$45,000 in delinquent utility bills. City Manager Anderson stated receipts were approximately \$45,000 to \$50,000 below last year, and indicated it was probable that a lot of the decrease was related to COVID deferrals related to the Governor's proclamations.

Mayor Dawes stated if they could use some of the money to offset the delinquent accounts would it be similar to the city's reduced rates for low-income seniors. City Manager Anderson stated there was criteria established by the federal government for low- and moderate-income households to participate in this assistance program.

Mayor Dawes asked if the City Manager knew what the cost would be for administering the program and the ability to have staff administer it, or would it be enough to request a certain amount of the funds for an intended use, such as utility payments. City Manager Anderson stated details still needed to be worked out. The city could actively publicize the program to make sure Chehalis residents were aware of its availability. She stated federal funds come with a lot of strings attached, and like Lewis County, the city did not have the administrative capacity to administer the program.

#### **5. Councilor Reports/Committee Updates.**

a. **Councilor Lord.** Councilor Lord stated the Liquor Control Board and L&I have been coming into Chehalis businesses. He didn't think any business had been fined, but he wanted the council to be aware. He reported a drone crashed into his building downtown.

b. **Councilor Taylor.** Council Taylor stated he had also heard about L&I inspectors being downtown asking workers COVID-related questions about how many pages their COVID handbook was, what chemicals were in their cleaners, and if they had been trained. He asked if there were any guidelines that businesses could refer to.

Mayor Dawes thought the information was available on the state website under Safe Start Washington.

City Attorney Hillier explained that whatever type of state license a business had, that business signed off on complying with the COVID rules that were in place and that opened them to inspection. She stated the city could not control what the state was doing with regard to investigations.

Councilor Lord stated he understood that, but it was one thing to educate a business, but it was another thing to start fining businesses when they allow people to riot businesses without recourse.

Councilor Pope stated there was a business downtown with a sign saying no masks or social distancing was required, which was totally against the current rules.

There was discussion about the city's responsibility for policing non-compliant businesses and the wearing of masks.

City Attorney Hillier stated the city was not responsible for policing non-compliant businesses or people not wearing masks. If a business felt harassed by an agent of a state agency, they needed to contact that state agency.

August 10, 2020

City Manager Anderson noted Chief Schaffer had stated that the city's police department would be using education and information in those situations, and that they would not be high priority calls. The city was not the mask police and had emergencies to respond to. She stated that per the Governor's own directives the idea was to provide education and information, not issue fines and citations. If somebody had an issue with a state mandate, they should contact the appropriate state agency. City Manager Anderson reiterated that the Chehalis Police Department responds to issues related to criminal activity, threats, harassment, etc.

Councilor Spahr suggested that people could also contact their state legislators.

c. **Councilor Lund.** Councilor Lund reported a person camping in the parking lot next to Colony House and berry vines sticking out along Jefferson Avenue. He also asked about the status of non-working streetlights that Councilor Spahr brought up several months ago. Councilor Lund stated PUD was starting monthly billing and wondered if that could be looked into for city utility bills. Mayor Dawes stated the person camping was gone, as well as the motor home that was once there.

Councilor Lund stated the steam train group decided to go-through the engine again to do any needed repairs correctly to ensure its safety.

d. **Mayor Dawes.** Mayor Dawes attended a council budget committee meeting. The numbers looked better than they did earlier, but they don't know if that was due to stimulus money and additional unemployment. The committee will meet again in September.

6. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – Performance of a Public Employee; RCW 42.30.110(1)(i) – Litigation/Potential Litigation; and RCW 42.30.140(4)(a) – Collective Bargaining, not to exceed 8:00 pm and there would be no action following conclusion of the executive session. Councilor Taylor stated he had a conflict of interest regarding the litigation/potential litigation topic and would not be part of that portion of the executive session. Mayor Dawes closed the regular meeting at 6:05 pm. The executive session began at 6:06 pm. Councilor Taylor left the meeting at 7:04 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:23 and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

August 24, 2020

The Chehalis city council met in regular session on Monday, August 24, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Tony Ketchum; Jerry Lord; Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Chelbi Brown, Permit Technician; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Childhood Cancer Awareness Month.** Mayor Dawes read a proclamation designating the month of September as Childhood Cancer Awareness Month.

2. **Discover! Children's Museum.** Board President Larry McGee spoke about Discover! Children Museum's decision to not locate in Chehalis. The museum plans to locate in Centralia as part of the United Learning Center. He thanked the city for its support.

3. **Chehalis Basin Partnership (CBP).** Kirsten Harma, Watershed Coordinator, stated the Chehalis River Watershed had water rights over-allocated and not enough water for fish in the summer. In response, the Legislature passed the Watershed Planning Act and designated groups to deal with this issue and other associated issues. For the Chehalis Basin that planning group was the CBP, who released a watershed plan that was approved by the state. One issue not addressed in the plan was exempt wells – rural homes that take their water from a well that do not require a water permit from the Department of Ecology. In 2016, the Hirst Decision limited landowners' ability to get a building permit for a new home where the water source would be a permit-exempt well because counties had to prove there was no impact on stream use before issuing permits. That was resolved in 2018 through the Streamflow Restoration Act, which provided counties to issue permits without risk. The Streamflow Restoration Act provided for a 20-year projection for new permit-exempt well connections; a 20-year consumptive domestic water use estimate from new permit-exempt well connections; impact assessment for streamflow; projects and actions to offset estimated consumptive use and meet Net Ecological Benefit; and Net Ecological Benefit evaluation. The plan must be approved by CBP and adopted by Ecology before Feb 1, 2021 or Ecology must begin formal rulemaking. The CBP's role is to offset new well drilling, replace water with water, and help fish. The plan will be released August 26. Some of the results of the plan include City of Chehalis projects such as water supply diversion relocation, flood hazard reduction master plan and storage, and Coal Creek. She reviewed the schedule for CBP plan review and approval and invited the city to provide input and approve the plan by September through a resolution of support.

Terry Harris, the city's representative on the CBP, stated the benefits of the plan would go more toward counties, but it was important to Chehalis because of the city's Urban Growth Area. If needs for water arise the city needed to be prepared to do some off-set. It was an opportunity to do projects that may be funded. He stated Ecology was actively involved with the process.

4. **Letter from Kyle Wheeler, Lewis County Lollipop Guild.** Mayor Dawes read into the record a letter from Kyle Wheeler representing the Lewis County Lollipop Guild. Mayor Dawes stated staff was working with the Lewis County Lollipop Guild regarding property in the city's Urban Growth Area near the Hamilton sign on Rush Road, which was in the city of Napavine.

*“ . . . My name is Kyle Wheeler and I represent the Lewis County Lollipop Guild, LLC - a group of county citizens working towards a more diversely represented Lewis County. Last month we purchased a parcel behind the controversial Hamilton Sign and began discussions with the city regarding our options for putting up our own billboard that says "Lewis County Welcomes Everyone."*

*Over the course of the last three weeks I have personally experienced a variety of concerning behaviors from both the city planner and the city manager: including disregard for environmental reporting, failure to address legitimate concerns of oversight, and most recently discovered - ignoring the interlocal agreement between the City of Chehalis and Lewis County. I was not even made aware of this agreement until this past week- after 3 weeks of talks - and I would have involved the county in our conversation from the beginning had the city made me aware that they share regulatory authority on our parcel still. I provided ample time after my initial inquiry for research and a correct response and there is no reason this very important detail should have been overlooked by anyone, let alone the remainder of concerns in our communications.*

August 24, 2020

*I am here today to request comment from the Mayor & Council in tonight's meeting on what the City plans to do in regards to this mismanagement by both the Planner and Manager? I am sure our full communication beginning July 30th will be made available for your review.*

*We look forward to you addressing these concerns this evening."*

Mayor Dawes stated he reviewed the emails associated with this issue, noting the placement of signs goes through the Building and Planning Department consistent with land use regulations and the council was not part of that process. Staff was providing requested information and attempting to set up an informational meeting with the proponent, which he postponed until he was able to go through the materials he had requested. Since the process was not complete and could involve potential litigation, Mayor Dawes indicated the council would refer the matter back to staff for resolution.

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

- a. Minutes of the regular city council meeting of August 10, 2020;
- b. August 14, 2020 Claim Vouchers No. 129745 – 129886 and Electronic Funds Transfer Check Nos. 910 -920, in the amount of \$605,524.32 and voided Check Nos. 129606 and 129634 (Invoice #129634) in the amount of \$1,633.96 for the net total transfer of \$603,890.36; and
- c. CARES Act Grant for U.S. Airports.

The motion was seconded by Councilor Lund and carried unanimously.

6. **Permit and Asset Management Software Upgrades.** City Manager Anderson stated the item was a proposal to expand the city's internal permitting operations to provide customers on-line permitting, which had become an increasingly important service that the city could not provide because of COVID. Staff believed the expansion met all the CARES Act requirements. City Manager Anderson also introduced Chelbi Browne, the city's new Permit Technician in the Community Development Department.

Tammy Baraconi stated that because of COVID, online permitting was needed to accommodate the public, noting the city's current software only allowed five users at one time and did not allow for on-line permitting. She provided examples for what on-line permitting would look like from the user's side. Services could include on-line permitting, submitting concerns, signing up for notifications for hearings/notices, and parcel search information. The proposed upgrade would allow users to apply and pay for permits, schedule inspections, and upload large files. Other capabilities could include event planning that could be used by all departments (e.g., recreation program, event registrations, facility rentals, etc.). Ms. Baraconi acknowledged sensitivities of the council when it came to dealing with on-line payments and convenience fees. She stated those would not be addressed today, but rather at a future council meeting. The upgrade could also include GIS conversion to allow users to search for permits. Initial costs would cover implementation and the first year's software contract, which staff believed qualified for the use of CARES funds. Implementation costs were estimated at \$45,455.37, while annual expenses were estimated at \$25,861.37.

Councilor Spahr asked how much the annual costs were for the existing program used by the city. Ms. Baraconi stated those costs were about \$7,600. Councilor Spahr commented that the city was growing and needed this kind of software to address customer needs.

Councilor Lord asked if this would lead to increased permit fees. Ms. Baraconi stated that discussion had not been had, but there were no plans to increase fees. Councilor Lord asked how permit fees were set. Ms. Baraconi stated they were based upon the value of work being done.

Councilor Taylor stated the cost seemed very expensive and thought GIS information was already available through Lewis County's website. Ms. Baraconi stated the county's GIS did not have complete information on Chehalis properties. Councilor Taylor suggested there were other options for developing this type of software program, such as having someone build a program that wouldn't require annual fees.

Councilor Lord asked what the number one benefit of the upgrade would be. Ms. Baraconi stated it provided better customer service and it offered the benefit of the event management software.



August 24, 2020

Councilor Lord asked for an estimate of potential users. Ms. Baraconi stated it was hard to estimate, but Centralia reported that they dropped to almost zero on the number of people that came into file permits and sign up for events. Recreation Manager Lilly Wall estimated it would be in the thousands for parks and recreation programs and events.

Councilor Pope thought the program would improve staff efficiency and time and should be done.

Councilor Taylor agreed everything was moving toward on-line services, but was concerned about the up-front costs and ongoing annual costs. He questioned as to the need for some of the components.

Mayor Dawes asked where one would find a person to build this type of program outside of an industry and how ongoing maintenance would be handled. Councilor Taylor stated he knew several developers. Mayor Dawes was concerned about the ongoing support of developers.

Councilor Lund was in favor of moving to on-line services, but he didn't like the fact that someone could see what other people were doing or turn someone in for not having a permit. He also agreed with some of the points made by Councilor Taylor.

City Manager Anderson stated the matter was brought to the council because of the urgency related to COVID. She also noted that the proposed program would integrate with the city's financial system. The city has a part-time IT person, so it didn't have a lot of resources related to technical capabilities. She stated it was ultimately council's decision.

Mayor Dawes asked why staff didn't look at what the county and the city of Centralia used. Ms. Baraconi stated both agencies used different programs. The one being proposed today was similar, but a different program.

City Manager Anderson stated the city didn't need to proceed with the purchase at the current time; however, if it was not pursued now, CARES funds would not be available for reimbursement. The city could proceed without using the competitive bidding process because it qualified for COVID since it was being done in large-part to be able to meet a demand that had increased due to COVID by limiting the number of people coming into city offices which protected the public and staff.

Mayor Dawes asked if this was one of the council's strategic planning goals. City Manager Anderson stated that one of the goals set by the council was to improve and enhance technology.

Councilor Taylor stated he didn't like using the emergency declaration to not have to go out for competitive bids. He asked if this was the best company and best price the city could get. Ms. Baraconi stated she thought the company was probably in the top five companies. She thought the price was excellent and didn't think they would get a better price somewhere else.

Councilor Spahr asked if other cities that use this software were contacted. Ms. Baraconi stated the city had been using the program since 2013, so this was an expansion of an existing program. She noted she used it when working at the city of Kelso.

Lilly Wall stated the asset management would help with inventory of city facilities, replacement/maintenance schedules, and provide a work order program for all city facilities.

Trent Lougheed stated the program had a good tracking tool for utilities, such as system components. Automatic work orders would be sent to notify staff of various maintenance needs.

Councilor Spahr moved that the City Council authorize the City Manager to enter into agreements with Dude Solutions, AWC GIS Consortium, and Point and Pay to expand the City's online service capabilities and make the associated expenditures, not to exceed \$51,700, which represents a base cost of \$47,000 plus a 10% contingency, consistent with the authority granted in Resolution No. 5-2020, Section 3, signed on March 17, 2020 and confirmed by the City Council on March 23, 2020, which declares an Emergency Relating to the COVID-19 Pandemic. The motion was seconded by Councilor Lund and carried 5 to 2. Councilors Lord and Taylor voted against the motion.

**7. Ordinance No. 1009-B, First Reading – Amending the 2020 Budget.** Chun Saul stated the budget amendment included rebalancing the General Fund; updating revenue projections for other governmental funds and enterprise funds; and additional budget requests and adjustments. She stated the citywide budget amendment revised the current budgeted amount by a combined total decrease in fund balance by \$430,140.

August 24, 2020

Councilor Spahr moved to pass Ordinance No. 1009-B on first reading. The motion was seconded by Councilor Lund and carried unanimously.

**8. Administration Reports.**

a. **City Manager Update.** City Manager Anderson thanked the budget committee for their review of the budget amendment numbers. City Manager Anderson asked Trent Lougheed to provide follow-up on some issues brought up at prior council meetings.

Mr. Lougheed reported overgrown bushes along Jefferson Avenue were trimmed on August 19 and 20. Information on how to report streetlight outages will be included in a future utility billing as an insert. Staff is working on gathering information to go to monthly billing for utilities. The stop sign at Prospect and 16<sup>th</sup> Streets has limited visibility due to a decorative bush. The property owner will be contacted to see if they would like to maintain the bush or have the city proceed with maintenance.

Mayor Dawes asked that the grass strip along National Avenue be mowed.

**9. Councilor Reports/Committee Updates.**

a. **Councilor Taylor.** Council Taylor spoke to the permit and asset management software upgrade and staff's comment that they were not going to discuss the credit card processing fees. He thought it was disingenuous to take that conversation off the table.

City Manager Anderson explained that the idea of the processing fees and whether those fees are passed on to the customer was something staff would bring back to council for consideration consisted with previous direction to staff. The idea was to see if the council wanted to approve the software and then deal with the convenience fee. Mayor Dawes suggested that the issue could be discussed by the budget committee to form a recommendation to the full council for action.

b. **Mayor Dawes.** Mayor Dawes attended an I-5 improvement project meeting, noting the city's desire to maintain the West Street overpass open to both vehicular and pedestrian travel. He also participated in a meeting relating to consolidation of dispatch services, and a flood control update meeting.

10. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 7:45 pm and there would be no action following conclusion of the executive session. Councilor Taylor stated he had a conflict of interest regarding one item under litigation/potential litigation and would not be part of that portion of the executive session. Mayor Dawes closed the regular meeting at 6:52 pm. The executive session began at 6:53 pm. Councilor Taylor left the meeting at 7:10 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:37 and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

September 14, 2020

The Chehalis city council met in regular session on Monday, September 14, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord; Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Councilor Tony Ketchum was absent (excused). Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Chun Saul, Finance Director; and Judy Schave, HR/Risk Manager. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

Due to technical difficulties, the recording system initially captured only the first couple minutes of the meeting. A new recording was set-up and the meeting was restarted at 5:10 pm.

1. **Citizens Business – Lewis County Lollipop Guild.** Mayor Dawes read two letters addressed to the council from Kyle Wheeler with the Lewis County Lollipop Guild.

- Letter dated August 27, 2020

*“As you are aware our representative has been in discussions about our options for development of a parcel that falls within the Chehalis UGA. It has been expressed to the Mayor and Council the concerning behaviors and blatant stonewalling that has happened over the past month by your City Planner while under the eye of your City Manager.*

*When these concerns were brought to council, the mayor avoided reading our full public comment onto the record and then responded that he was going to let the process run its course. When followed up with again, Mayor Dawes then stated he did not find any of these behaviors to be concerning and would not be looking into the matter further. You were all then provided a brief summary of the concerns mentioned again.*

*Our original letter and this one here were addressed to the full council, who are responsible for the oversight of the Planner, Manager and Mayor. We have members living in all of your council districts and two of you are up for reelection this year. Our members would like to request individual responses from each district representative whether you support overlooking these allegations of misconduct or not. We deserve to know our representatives opinions on this serious matter.*

*If response from all council members in not received by then, this letter should be considered a public comment and read, in it's entirety, on the record at the next council meeting scheduled 9/14/20.”*

- Letter dated September 11, 2020

*“As you are all aware, we have had a hard time of clear communication over the last month. Here are some of my concerns during these interactions.*

- *August 8th The City Planner told me, incorrectly, that I could not rezone this parcel at all.*
- *August 12th The City Planner told me, incorrectly, that no permits would ever be issued for this parcel, ever.*
- *August 13th The City Planner told me, incorrectly, that I could in fact rezone this parcel and it is a simple letter that can be submitted at any time.*
- *August 14th, The City Planner failed to properly handle and report a code violation concern.*
- *August 14th The City Planner refused to investigate and failed to report a secondary report regarding that initial code violation being rectified incorrectly.*
- *August 17th The City Planner told me, incorrectly, that our petition to rezone was denied and could be resubmitted in December.*
- *August 17th I was told to go to the county to determine access and then when told there was not enough room for access by the county, was told there WAS sufficient access by the City Planner. Who has authority and what is the correct answer?*
- *August 18th I was also told (incorrectly?) in a certified letter through USPS that our petition to rezone was denied and could be resubmitted in February, not December mentioned in previous communication one day prior.*

September 14, 2020

- *August 18th I was made aware of the interlocal agreement which does this parcel under County jurisdiction in. This should have been discovered as part of the week of information gathering the city took from my initial contact.*
- *September 1st Mayor Pro Tem Taylor used the information discussed in our email chain to park a trailer at his business and further advertise his daughters business that he was recently in the hot seat for doing inappropriately, while Mr. Taylor willfully ignored responding to valid concerns from a constituent and instead took vacation.*

*During all of this I repeatedly asked the City Manager and head of HR who were both on the email chain to step in, provide better oversight and make sure that I am getting clear and correct information. After 6 weeks of stonewalling, I still do not have clear and correct answers from any of you. This is egregious.*

*What are you doing to address these concerns?"*

Mayor Dawes stated reading into the record does not accomplish anything. A meeting was set between city and county staff with Mr. Wheeler, which Mr. Wheeler chose to postpone to get more information. Staff has been responding to Mr. Wheeler. He hoped the meeting between city and county staffs, and Mr. Wheeler was rescheduled so he could ask questions and get answers, noting the council could not answer his questions. Mayor Dawes read a statement from City Attorney Hillier:

*"The purpose of public comment is to allow members of the public to inform the Council of their views. While the Council allows for public comment and carefully listens, it is not an opportunity for dialogue or a question and answer session—particularly on detailed matters requiring formalized feedback based on research.*

*The City has been in full communication with Mr. Wheeler since late July concerning property that he purchased in on or about July 20th. This parcel is subject to local and state zoning and land use regulations, for which the City has continuously and fully informed Mr. Wheeler."*

Mayor Dawes indicated that anything that was sent to the city will be included in the file on this matter.

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

- a. Minutes of the regular city council meeting of August 24, 2020;
- b. August 31, 2020 Claim Vouchers No. 129887 – 129997 and Electronic Funds Transfer Check Nos. 921 -930 and 720201 and 720202 in the amount of \$526,113.13 and voided Check No. 129779 in the amount of \$1,516.53 for the net total transfer of \$524,596.60;
- c. August 31, 2020, Payroll Vouchers No. 41398-41431, Direct Deposit Payroll Vouchers No. 12469-12584, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 307-310 in the amount of \$761,408.22;
- d. Proposed 2020-2022 Teamsters Local #252 (non-uniformed personnel) collective bargaining agreement; and
- e. Lodging Tax Advisory Committee appointment of Trent Henning.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Ordinance No. 1009-B, Second and Final Reading – Amending the 2020 Budget.** City Manager Anderson stated a full report on the amendment was provided at the prior council meeting and there were no changes to the proposed ordinance since first reading.

Councilor Lund moved to pass Ordinance No. 1009-B on second and final reading. The motion was seconded by Councilor Pope and carried unanimously.

4. **Resolution No. 9-2020, First and Final Reading – Establishing a Policy for Retroactive Salary Adjustments for Non-Represented/Exempt Employees and Implementation of Previously Budgeted Cost of Living Allowance (COLA) for Non-Represented Employees.** Judy Schave stated the report involved two items – a 2020 salary adjustment for non-

September 14, 2020

represented/exempt employees and a policy regarding future retroactive payments for non-represented/exempt employees as recommended by the State Auditor. A 2.5% salary adjustment was being recommended for non-represented/exempt employees, which would apply to the October, November, and December pay periods. The adjustment would be less than what the 2% would have been for the entire year for this workgroup and would not include retroactive payments. The second item included the creation of a Retroactive Salary Adjustment Policy recommended as part of the 2018 state audit exit conference that took place on January 30, 2020. The policy would provide authorization to implement future retroactive payments to non-represented/exempt employees. The proposed resolution would amend the city's Employee Rules and Regulations to include the subject policy. Ms. Schave recapped the previously approved and proposed cost of living adjustments for 2020-2022 for all work groups.

Mayor Dawes noted the agenda report indicated the Chief of Police and Deputy Chief of Police would receive retroactive salary adjustments. Judy Schave explained that the city's Employee Rules and Regulations provide at least a ten percent base salary differential between management and union or non-union positions they supervise. Due to the wage increase for the Chehalis Police Officers Guild members in 2020, the salaries of the Chief and Deputy Chief need to be increased to meet that threshold.

Councilor Spahr moved that the City Council adopt Resolution No. 9-2020 on first and final reading and authorize the 2.5% salary increase for non-represented/exempt employees to be implemented as part of the October 2020 payroll process. It is also recommended that the City Council approve the 2% salary increase for the Police Chief and Deputy Police Chief retro back to the January 2020 pay period, to be consistent with the employee rules and regulations and the timing and implementation of the Chehalis Police Officers Guild CBA. The motion was seconded by Councilor Taylor and carried unanimously.

**5. Ordinance No. 1010-B, First Reading – Amending the Comprehensive Plan Relating to Modifications to Chapter 3 – Land Use and Adding Land to the City's Urban Growth Area.** Mayor Dawes stated this agenda item had nothing to do with the matter relating to the Lewis County Lollipop Guild. Any action on this agenda item pertained only to the addition of requested land into the city's UGA and how that land could be utilized.

Tammy Baraconi stated the city received an application from SCJ Alliance, on behalf of Raindrop Properties to bring about 677 acres of land into the city's Urban Growth Area (UGA). The area, known as the Widgeon Hill area, was located in Centralia's UGA. The city worked with Centralia and Lewis County to have the land removed from Centralia's UGA to Chehalis' UGA. To complete that, the city had to update its land use map and create a new land use and zoning classification called a Master Planned Development (MPD) Area that would allow for a mixed-use development, which was defined as neighborhood commercial and residential. Such a development was not intended for large box stores. The developer would enter into an agreement with the city to develop the land in a way that was approved by the city and give the developer time and assurances that they could continue and not have to worry about code changes interfering with their development. Ms. Baraconi provided a summary of the proposed changes to be made to Chapter 3 (Land Use) of the Comprehensive Plan.

Councilor Lord recalled there was discussion earlier in the year about congregate housing and thought it was supposed to be addressed through this process. City Manager Anderson stated she had not forgotten the desire to change some zoning designations. She stated zoning amendments would follow amendments to the Comprehensive Plan.

Ms. Baraconi hoped to have zoning amendments for council's consideration within the next 90 days.

Councilor Spahr moved to pass Ordinance No. 1010-B on first reading to adopt the 2019 Comprehensive Plan updates as proposed. The motion was seconded by Councilor Pope.

Councilor Pope stated he saw no relationship between the subject of the agenda and the questions about congregate housing. Councilor Lord stated that when the congregate housing issue came up, it was his understanding it would be addressed in early fall.

The motion carried unanimously.

**6. Proposal for Use of CARES Funds.** City Manager Anderson stated the state received money from the federal government from the CARES Act and they are allocating those funds to municipalities that were not eligible to receive the funds directly from the federal government. The funds are for eligible COVID response related activities and costs. The proposal was

September 14, 2020

to make available \$125,000 of city-allocated funds to non-profit groups. She noted the money was not designed or allowed to be used for the off-set of lost revenues to the city. City Manager Anderson stated funds would be used for financial assistance to small businesses impacted by the COVID-19 closures and subsequent operating restrictions; funding for childcare for public health and public safety workers responding to COVID-19; continued delivery of food to seniors; and other such activities. She reviewed the proposed requirements and schedule for applying for and receiving funds. Potential selection ideas included:

- Inviting applicants to make a short presentation to council at the October 12, 2020 meeting;
- Scheduling a special workshop prior to the October 12, 2020 meeting for the entire council;
- Creating a committee (or utilizing an existing one) to review proposals and potentially meet with the applicants the week of October 5 in order to make a recommendation to the full council for a decision at the October 12, 2020 meeting

Councilor Pope asked if there would be any cost to the city. City Manager Anderson stated any costs would come in terms of staff time needed to administer the program.

Councilor Pope asked what would happen if the State Auditor did not approve of an expense. Chun Saul stated that in her past experience, the city would have to reimburse any costs deemed ineligible, but she would check with the state. She noted applications would be reviewed carefully to ensure their eligibility under the stated guidelines.

Councilor Pope asked if the funds could be used by the non-profits to cover their expenses. Chun Saul stated it could cover up to 10% of administrative costs.

Councilor Pope asked about non-profits that had received money from other sources. Chun Saul stated that as long as they were not submitting reimbursement for the same cost(s), that would be eligible. City Manager Anderson added that any expenses before entering into a contract with the city of Chehalis would not be eligible. It would have to be a new program or the expansion of an existing program.

Councilor Spahr stated there were programs in the past that provided funding for a number of years, but then the city had to continue funding whatever the program was or pay the money back. City Manager Anderson stated it was her understanding that there was no requirement to continue the funding for any programs.

City Attorney Hillier stated it was always a risk when accepting highly regulated funds from the federal government, but with that came directives on how it could be used. The city would be protecting itself by using an application process and contractual relationship with applicants.

Councilors Lund, Pope, and Taylor volunteered to serve on a committee to review proposals and make a recommendation to the full council.

Councilor Spahr moved that the City Council authorize the City Manager to initiate a Chehalis Community Cares Program that complies with the COVID-19 CARES ACT consistent with the principles set forth in this report and provide direction on the process for reviewing the submitted proposals for potential award by the City Council on October 12, 2020, and that Councilors Lund, Pope, and Taylor serve on the committee to review the applications. The motion was seconded by Councilor Taylor and carried unanimously.

## **7. Administration Reports.**

a. **City Manager Update.** City Manager Anderson encouraged everyone to watch weather and air quality reports. Mayor Dawes stated he received correspondence from an individual asking about air quality information and asked if that could be made available on the city's website. City Manager Anderson stated staff had already taken care of that.

## **8. Councilor Reports/Committee Updates.**

a. **Councilor Lord.** Councilor Lord stated a new mural had been painted on the bakery.

September 14, 2020

9. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 6:45 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:14 pm. The executive session began at 6:14 pm. Councilor Taylor left the meeting at 6:31 pm due to a conflict of interest regarding one item under litigation/potential litigation. Following conclusion of the executive session, the regular meeting was reopened at 6:43 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

September 28, 2020

The Chehalis city council met in regular session on Monday, September 28, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Tony Ketchum, Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Councilor Jerry Lord arrived at 5:11 pm. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamations/Presentations – Chehalis Foundation.** Councilor Pope introduced Jenny Collins, the new Executive Director for the Chehalis Foundation. Ms. Collins stated the Foundation received money from a generous donor to be used for new fingerprint technology for the Police Department.

2. **Citizens Business – Lewis County Lollipop Guild.** Mayor Dawes stated a letter was received from Kyle Wheeler with the Lewis County Lollipop Guild, which would be placed in the file relating to property at 201 Hannah Lane, Chehalis.

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

- a. Minutes of the regular city council meeting of September 14, 2020;
- b. September 15, 2020 Claim Vouchers No. 129998 – 130131 and Electronic Funds Transfer Check Nos. 931 - 949 and 82020 in the amount of \$844,236.47;
- c. Resolution No. 10-2020, first and final reading – declaring city property to be surplus;
- d. Debt management and post-issuance compliance update for fiscal year 2019; and
- e. Amendment No. 2 to professional services agreement with Precision Approach Engineering for the Taxiway Realignment Project.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Ordinance No. 1010-B, Second and Final Reading – Amending the Comprehensive Plan Relating to Modifications to Chapter 3 – Land Use and Adding Land to the City's Urban Growth Area.** City Manager Anderson stated a full report was provided at the last council meeting.

Councilor Spahr moved to pass Ordinance No. 1010-B on second and final reading. The motion was seconded by Councilor Pope and carried unanimously.

5. **Lodging Tax Advisory Committee (LTAC) Recommendations for 2021 Tourism Funds and Reappointment of Committee Members.** Councilor Taylor provided the projected beginning fund balance (\$53,148) and revenues for 2021 (\$246,600) for the Tourism Fund. Minus a reserve for projects/activities that may come up during the year (\$50,000) and the dedicated debt service fund for the Recreation Park bond payment (\$63,396), a total of \$186,352 was estimated for lodging tax requests. Councilor Taylor reviewed the requests for 2021 tourism funds and the LTAC's recommendations.

<b><u>Organization</u></b>	<b><u>Request</u></b>	<b><u>Recommendation</u></b>
1. ARTrails	\$ 5,000	\$ 2,500
2. Centralia-Chehalis Chamber	\$ 50,000	\$ 50,000
3. Chehalis-Centralia Railroad & Museum – Marketing	\$ 35,000	\$ 35,000
4. Chehalis-Centralia Railroad & Museum – Personnel	\$ 15,000	\$ 15,000
5. Chehalis Community Renaissance	\$ 32,900	\$ 24,852
6. City of Chehalis – RV Park Restrooms	\$ 20,000	\$ 0
7. City of Chehalis – Youth Athletic Tournaments	\$ 20,000	\$ 20,000
8. Lewis County Historical Museum	\$ 45,000	\$ 11,000
9. Veterans Memorial Museum	\$ 30,000	\$ 28,000



September 28, 2020

City Manager Anderson stated that at the time the LTAC meeting was held, the bond estimate for the Recreation Park Improvement Project debt service was underreported by about \$8,000, which would reduce the reserve fund from \$50,000 to \$41,833.

Councilor Taylor stated that due to COVID-19 the Lewis County Historical Museum would not be using about \$20,000 of their 2020 tourism funding and asked that it be carried over to 2021. The LTAC was recommending that request to the council and was why the 2021 awarded amount was only \$11,000.

Several concerns and comments were discussed by the council:

- Allowing organizations to carry-over funds from one year to the next. It was noted that tourism funds were reimbursable. If funds were not spent by an organization those funds remained in the city's reserves.
- Was the projected beginning fund balance of \$53,148 accurate? It was suggested that the budget committee meet with staff to review the figures.

Councilor Ketchum moved to table the matter until the actual fund projections could be reviewed to make sure they were accurate. The motion was seconded by Councilor Lund.

Continued concerns and comments:

- What contributions were being applied for and made by Lewis County and Centralia to the chamber?
- Duplication of services between the chamber and the CCRT.

Mayor Dawes asked City Attorney Hillier if it would be a violation of the Open Public Meetings Act (OPMA) if individual council members provided comments/concerns to the City Manager to share with the budget committee. City Attorney Hillier stated it would not if the comments were not taken in a public meeting, or what would be deemed a public meeting, where there was a quorum of council members discussing city business in one place. Individual comments on a topic for consideration by the budget committee would not be a violation of the OPMA.

Councilor Taylor asked if he could contact individual council members to answer any further questions. City Attorney Hillier advised that the council needed to be careful about creating a serial meeting by having continuous phone calls or email chains that go back and forth even if they are not "reply all" but include the same content. That was a very close area of a potential OPMA violation.

Continued concerns and comments:

- Where was the proposed kiosk to be located that the chamber was proposing? It was noted that the kiosk would be located at the chamber.
- Does Lewis County collect any of Chehalis' tourism tax revenues? Chun Saul didn't believe they did.
- Could the city not give out as much money and use the funds for the debt payment for Recreation Park. It was noted that that was already set up to be done.

City Attorney Hillier reiterated concern about potential violations of the OPMA. She advised that the council should use the budget committee to address their comments/concerns; notify the LTAC that they handled the allocation recommendations correctly; and then bring the matter back before the council.

Councilor Spahr asked if the motion to table should have an end date. Mayor Dawes stated the motion should be to hold off on the matter and refer it back to the budget committee for review and response back to the council. Councilor Ketchum stated he was okay with using the Mayor's recommendation to hold off instead of table. Councilor Lund was okay with that change to the motion, as well.

The motion carried unanimously.

September 28, 2020

**6. Policy Regarding Collection of Credit Card Fees Associated with Permit/Event Management Program.** City Manager Anderson stated the council approved new permitting and event management software to provide additional services to the city's recreation and planning customers. At the time of approval, staff indicated they would bring back to council the discussion of whether or not the city should collect a convenience fee or whether it should be absorbed by the city.

Tammy Baraconi stated the city currently used Official Payments for credit card services, which fee was \$5.95 per transaction. Staff would like to switch to Point and Pay. The fees would be 3% for credit cards with a \$2.00 minimum and a flat rate of \$2.00 for e-checks, which was not available with Official Payments. The question before council was whether the fees should be passed onto customers or should the city absorb the fees. She stated staff was recommending that the fees be passed onto the customer as was done with Official Payments.

Councilor Lord asked if there were additional fees the city would be subject to. Ms. Baraconi stated the city would pay \$50.00 per year for the service.

Councilor Lund stated Centralia's fees were higher, so Chehalis' customers would be getting a deal.

Councilor Spahr moved to authorize that the convenience fees associated with Point and Pay online payment services, including credit card convenience fees, be paid by the customers using the service. The motion was seconded by Councilor Lund and carried unanimously.

**7. Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the application process for CARES funds was open for non-profits to apply. Applications will be accepted through 9:00 am on Friday. The committee formed to review the proposals will meet to form a recommendation to the full council at the October 12 council meeting.

**8. Councilor Reports/Committee Updates.**

a. **Councilor Taylor.** Councilor Taylor appreciated the council's comments/concerns on the lodging tax issue.

b. **Mayor Dawes.** Mayor Dawes stated the National Avenue project looked very nice. He looked forward to all city entrances being improved as time and money allowed. Mayor Dawes stated the executive session listed on the agenda was not needed.

There being no further business to come before the council, the meeting was adjourned at 5:59 pm.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

October 12, 2020

The Chehalis city council met in regular session on Monday, October 12, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund; Dr. Isaac Pope; and Bob Spahr. Councilor Chad Taylor arrived at 5:01 pm. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Andrew Hunziker, Parks & Facilities Manager; Trent Loughheed, Public Works Director; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

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

- a. Minutes of the regular city council meeting of September 28, 2020;
- b. September 30, 2020 Claim Vouchers No. 130132 – 130236 and Electronic Funds Transfer Check Nos. 950 – 964, 820201 and 820202 in the amount of \$427,931.48;
- c. September 30, 2020, Payroll Vouchers No. 41432-41464, Direct Deposit Payroll Vouchers No. 12585-12694, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 311-314 in the amount of \$876,507.30;
- d. Reject all bids for the 12<sup>th</sup> & William Rechannelization Project; and
- e. Resolution No. 11-2020, first and final reading – approving an addendum to the Chehalis Basin Watershed Management Plan in response to the 2018 Streamflow Restoration Act (RCW 90.94).

The motion was seconded by Councilor Lord and carried unanimously.

2. **Lodging Tax Advisory Funding Review and Recommendations.** City Manager Anderson stated that at the last meeting, the budget committee was asked to revisit the Lodging Tax Advisory Committee's (LTAC) recommendations to council. The committee met and was presenting recommendations to the entire council. Since the agenda was prepared and distributed, there had been further discussions about what might be the next step in dealing with the issue.

Mayor Dawes stated the budget committee was provided revised figures that the LTAC did not have at the time they met, specifically less projected revenue and unspent money in the current year. The budget committee also wanted to maintain at least a \$50,000 reserve. Based on all of that, the committee wanted to send back recommendations to the LTAC. He noted it was ultimately the council's decision, but the committee wanted to give the LTAC an opportunity to review the recommendations.

After reviewing the projected beginning fund balance, unused money in 2020, estimated revenue, and factoring in a \$50,000 reserve and \$71,563 for dedicated debt service for Recreation Park, the total estimated available revenue was \$185,000. The budget committee's recommendations were to make the following awards: Chehalis-Centralia Railroad & Museum (personnel) - \$10,000; Lewis County Historical Museum - \$35,000; Veterans Memorial Museum - \$25,000; ARTtrails - \$ 2,500; Chehalis-Centralia Railroad & Museum (marketing) - \$30,000; Chehalis Community Renaissance Team - \$32,500; Centralia-Chehalis Chamber - \$35,000; City of Chehalis (youth athletic tournaments) - \$15,000; and City of Chehalis (RV park restrooms) - \$0.

City Manager Anderson clarified that council was originally being asked to approve the budget committee recommendations and have it go back to the LTAC for review and comment; however, over the course of recent discussions since the agenda report was written, the recommendation was to now send the recommendations back to the LTAC and ask them to make another set of recommendations based on the information provided by the budget committee.

There was discussion about how to proceed based on the fact the LTAC did not have accurate figures when they made their recommendations for council consideration.

It was suggested that the assumption could be made that the council would ultimately approve and disperse \$185,000 and then fill in the exact allocations after the council took final action.

Councilor Ketchum moved to pass the information back to the LTAC to provide new recommendations with a final amount of \$185,000 to be dispersed. The motion was seconded by Councilor Spahr.

October 12, 2020

Councilor Lord stated he agreed with the numbers made by the Budget Committee.

It was noted that if things turned around next year this could be revisited and additional funding to some organizations could be made.

City Attorney Hillier advised that the rules of procedure required that having it go back to the LTAC was merely for review and comment, not to redistribute the recommendations.

Mayor Dawes asked if the LTAC's comments could be entertained by the council. City Attorney Hillier stated that was correct.

Councilor Spahr asked for clarification between the motion on the table compared to what the City Attorney just said. City Attorney Hillier stated it should be referred back to LTAC. The council can provide a number, but it would be strictly for review and comment, not for re-dispersal or reconfiguration.

City Manager Anderson asked if the council wanted the LTAC to review and comment or actually reallocate new recommendations to the council. City Attorney Hillier stated that if it was a reallocation then the council would want to reverse that procedure and adopt, and then send it to LTAC.

Councilor Ketchum withdrew his motion.

Mayor Dawes asked what the best way was to handle the situation given the fact that the set of figures the LTAC was given versus the figures the budget committee worked on. City Attorney Hillier stated the council could make a motion to include the figures for comment and review and see what gets returned from LTAC.

Further discussion ensued about the differing figures presented to the LTAC and to the budget committee. There were also questions about the budget committee and what direction they were given – were they to determine the correct figure for how much money was available for dispersal or were they supposed to reallocate the funding amounts? Some council members thought the allocations presented by the budget committee should be approved, while others thought the budget committee recommendations should go back to the LTAC.

City Attorney Hillier stated that for purposes of procedure and to make sure statutory requirements were met, the LTAC had the job of making allocation recommendations to the council. That was not the job of the budget committee. The budget committee had the job of correcting the number of available funding. The correct number needed to go back to LTAC. It didn't mean that it needed to be reallocated, but it was within the purview of LTAC to be the ones to make recommendations to council. Procedurally it needed to be sent back to LTAC for comment and review. Ultimately, the council will take all comments into consideration and make a final decision. City Attorney Hillier also noted the LTAC had 45 days to provide comments before final approval, which was in November.

As chair of the LTAC, Councilor Taylor stated he appreciated the comments and recommendations and would fight for the changes made. He stated he would share the council concerns with the LTAC.

Councilor Spahr moved to submit the recommendations of the budget committee to the LTAC committee for review and comment; approve reuse of \$8,000 of the awarded \$15,000 of 2020 funding for the city designated to youth and athletic tournaments to be utilized for an HVAC system in the Recreation Park concession stand to be used in 2020; and to approve the reappointments of Todd Chaput, Gloria Choi, Trent Henning, Alicia Bull, Rick Burchett, and Chip Duncan to the Lodging Tax Advisory Committee. The motion was seconded by Councilor Pope and carried 6 to 1. Councilor Ketchum voted against the motion.

**3. Chehalis CARES Community Program Funding Review and Recommendations.** City Manager Anderson stated the council appointed Mayor Pro Tem Taylor, Councilor Lund, and Councilor Pope to serve as the Chehalis CARES Community Program Committee. The committee met last Thursday and reviewed the five applications that were received. Applications were submitted by the Centralia-Chehalis Chamber of Commerce – \$75,000; the Chehalis Community Renaissance Team – \$75,000; Lewis County Seniors – \$125,000; the Salvation Army – \$29,209.51; and United Way – \$27,500. City Manager Anderson stated \$125,000 was available to allocate. The money was available on a reimbursement basis to both the applicants and to the city.

October 12, 2020

City Manager Anderson provided a brief overview of each proposal and the committee's recommendations for funding – Chamber – \$37,500; CCRT – \$50,000; Lewis County Seniors – \$37,500; Salvation Army – \$0; United Way – \$0. She stated the two applications that were being recommended for no funding was because they did not meet the strict requirements of the program. Upon council approval, applicants would enter a contract. Awarded agencies must provide reimbursement requests to the city by November 15, 2020 and the city must submit requests to the state by December 15, 2020.

Reimbursement of administrative costs were discussed and whether or not that should be included in the motion. Chun Saul stated sub-recipients were not allowed to request straight indirect costs. Said costs were limited to 10% of actual costs and staff hours spent on the program had to be tracked.

It was noted that part of the suggested motion was to enter into contracts with each organization to set forth program terms and conditions, as well as the responsibilities of each party. Those contracts could include language about the 10% administrative costs.

Councilor Lund moved to approve the funding amounts (to include up to 10% administrative costs), both individually and collectively, of the CARES Program Review Committee for use of Chehalis CARES Community Program funding, which shall be distributed on a reimbursement basis; and that the City Council authorize the City Manager to execute contracts with each organization eligible to receive the program funding to set forth program terms and conditions, as well as the responsibilities of each party. The motion was seconded by Councilor Ketchum and carried unanimously.

City Manager Anderson encouraged landlords and renters to look at available funding for utility assistance from the Lewis, Mason, Thurston Counties Community Action Council. Information on utility payment relief was also available on the Lewis County website.

#### **4. Administration Reports.**

a. **2020 Parks & Facilities Update.** Andrew Hunziker provided a report on 2020 parks and facilities projects, which included renovation of Recreation Park concession bathroom facility; renovation of center area bathroom at Stan Hedwall Park; new concrete at Lintott Alexander Park; new playground chips at Lintott Alexander Park; assisted in the completion of the Sports Complex and Penny Playground; managed and completed the pool resurfacing project; and new landscape installed at National Avenue. He noted one project that staff would like to see completed next year was the remodeling of the bathroom/shower facility at the Stan Hedwall RV Park.

b. **City Manager Update.** City Manager Anderson stated the property purchase for the next Chehalis fire station was completed October 9 and site work for an interim station will begin soon. A Zoom meeting was scheduled for October 14 from 4:00 to 6:00 pm where the Army Corps of Engineers will take comments on the Chehalis River Basin Flood Damage Reduction Project.

#### **5. Councilor Reports/Committee Updates.**

a. **Councilor Pope.** Councilor Pope stated the city entrance at 13<sup>th</sup> Street was really beginning to look beautiful; however there are two houses that look terrible and he asked what was being done to get rid of them. City Manager Anderson stated the dilemma was that individuals have certain property rights. Staff was in regular contact with the property owners to abate the nuisances. She understood there were some discussions about somebody buying the properties for development, which would facilitate tearing them down.

City Attorney Hillier stated that to be able to abate the nuisances would require the city bringing action in Lewis County Superior Court.

b. **Councilor Lund.** Councilor Lund stated a house fire at 6<sup>th</sup> and Washington on Sunday has prompted calls to him from folks that live on the hill. Lines that were painted on the street to restrict vehicle parking for fire truck access have faded. He asked that the lines be repainted and to enforce violators.

c. **Councilor Ketchum.** Councilor Ketchum stated it was great to see Recreation Park used a couple weeks ago.

October 12, 2020

d. **Mayor Dawes.** Mayor Dawes stated he had been in several budget committee meetings. He stated it was time for the City Manager's annual evaluation and the City Clerk would send out evaluation forms. He asked that completed forms be returned to the City Clerk by October 21. The evaluation will be conducted in executive session at the October 26 council meeting. Mayor Dawes stated the city had consistently supported flood reduction and water retention projects and he wanted to send a letter of support for Army Corps of Engineers meeting mentioned earlier by the City Manager. He thought the project addressed flood mitigation, as well as fish concerns and wildlife in the valley. Councilor Lund requested that the letter list the names of all council members.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate and RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 6:50 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:25 pm. The executive session began at 6:25 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:50 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

October 26, 2020

The Chehalis city council met in regular session on Monday, October 26, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney (Zoom); Trent Loughheed, Public Works Director; and Chun Saul, Finance Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – First Responders Appreciation Day.** Mayor Dawes read a proclamation designating October 28, 2020 as First Responders Appreciation Day.

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

- a. Minutes of the regular city council meeting of October 12, 2020;
- b. October 15, 2020 Claim Vouchers No. 130237 – 130349 and Electronic Funds Transfer Check Nos. 965 – 986, 920200, 920201, 1020200, 1020201, 1020202 and 1020204 in the amount of \$1,597,319.13;
- c. Award bid to KBH Construction Co. in the amount of \$134,698.00 for the 12<sup>th</sup> & William Rechannelization Project; and
- d. Professional services agreement with Parametrix, Inc., for on-call electronics control system technical specialist for the Chehalis Regional Water Reclamation Facility (CRWRF) and collections system.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Interlocal Agreement for Emergency Management Services with Lewis County.** City Manager Anderson stated the city had contracted with Lewis County for emergency management services for decades. The existing agreement was 20 years old, so the county endeavored to update the agreement, which was before council. Through the arrangement, the county takes the lead on reporting requirements, pre-planning, and responding in an emergency. Ms. Anderson reviewed the scope of the agreement and stated the fees associated with agreement would not change. The agreement was reviewed by appropriate staff and they saw no issues.

Councilor Spahr moved to approve the Interlocal Agreement for Emergency Management Services and authorize the Mayor to sign the document. The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **Finance Report.** Chun Saul provided the third quarter finance report, including a city-wide overview of all funds combined, the General Fund, and Enterprise Funds. Overall, all city funds and departments operated within budget parameters. Ms. Saul reviewed General Fund sales tax collection trends and the impacts of COVID-19. She reported that utility fund revenues were down due to the Governor's proclamation (ratepayer assistance) relating to COVID-19 that was in effect through the end of the year. She provided a treasurer's report for cash, deposits, and investments, which totaled \$23,880,029. She noted that only \$1,564,738 of the total belonged to the General Fund; all other funds were restricted for specific activities and services.

b. **City Manager Update.** City Manager Anderson provided an update on several items:

- Streetlights – Citizens may call city hall at 360-345-1042 to report streetlights that are out. Any reports of lights out on PUD poles will be forwarded to PUD. Metal poles are owned by the city and wood poles are owned by the PUD.
- Street Striping – Striping in the Terrace Hill area will be completed to ensure sufficient room for emergency vehicle access.
- Water Rights – Staff is working with the Department of Ecology to move the point of withdrawal from the Newaukum River to the Chehalis River to maximize the city's available water rights. The city has a lot of rights on the Newaukum, but there is not enough water to fulfill those water rights. Moving the point of withdrawal will provide a more reliable water supply. Trent Loughheed clarified the city was not transferring any water rights, but was adding a point of withdrawal.

October 26, 2020

- Flood Storage Mitigation Project – This relates to the old wastewater treatment plant. Trent Lougheed stated modeling for the project had been completed. A meeting to discuss the results would be held this week. Once the master plan is finished, staff can start applying for construction dollars. The project will include the removal of the old plant.
- Water Rights – Securing additional water rights needed for future development both at the Port and also in areas recently added to the city’s UGA. Staff is working with the city of Centralia to purchase water rights that will become available from TransAlta. City Manager Anderson asked, that in evaluating opportunities that may come about to purchase additional water rights for future development, would the council like to create a new committee, use an existing committee, such as the Growth Management Committee, or provide updates to the entire council and potentially hold a workshop. The council agreed to use the Council GMA Committee (Mayor Dawes, and Councilors Ketchum and Pope).

**5. Councilor Reports/Committee Updates.**

a. **Councilor Lord.** Councilor Lord reported that information about two recycling events are available on the city website. The events include free tire recycling November 6-7, and a leaf exchange and Styrofoam recycling on November 7 and 21.

b. **Mayor Dawes.** Mayor Dawes stated he used the city billing service, which was a great service. He received an email from a citizen that he shared with staff regarding the quick response to a crosswalk light that was out.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(g) – Review Performance of a Public Employee, not to exceed 6:40 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:37 pm. The executive session began at 5:38 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:17 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_



November 9, 2020

The Chehalis city council met in regular session on Monday, November 9, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Chad Taylor arrived at 5:03 pm. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager (Zoom); Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager (Zoom). Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

Mayor Dawes stated the item relating to 2021 Lodging Tax Advisory Committee funding allocations would be moved to the November 23 meeting agenda.

1. **Chehalis Basin Flood Damage Reduction**. Commissioner Edna Fund stated that tomorrow from 5:30 pm to 7:30 pm was a public meeting on the basin wide flood damage reduction and was an opportunity for residents to get updated on the strategy to shape flood damage reduction that impacts homes, property, and businesses. She noted it was the first of three public meetings and she encouraged people to participate.

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

- a. Minutes of the regular city council meeting of October 26, 2020;
- b. October 30, 2020 Claim Vouchers No. 130350 – 130458 and Electronic Funds Transfer Check Nos. 987 – 1007, 920202 and 920203 in the amount of \$427,420.74;
- c. October 30, 2020, Payroll Vouchers No. 41465-41491, Direct Deposit Payroll Vouchers No. 12695-12799, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 315-318 in the amount of \$758,976.17;
- d. Addendum to manager contract for a cost of living adjustment consistent with terms of original employment agreement; and
- e. Resolution No. 12-2020, first and final reading - letter of support for the Chehalis River Basin Flood Damage Reduction Project draft NEPA Environmental Impact Statement.

The motion was seconded by Councilor Lord and carried unanimously.

3. **Public Hearing – Proposed 2021 Revenue Sources/Property Taxes, and Levies**. Mayor Dawes recessed the regular meeting and opened the public hearing at 5:09 pm.

Chun Saul provided information on proposed 2021 revenue sources and property tax levies. She outlined the basic municipal services provided through the General Fund. The General Fund budget was \$10,137,769, which was balanced using \$444,680 of General Fund Reserve (beginning cash). She noted 57% of General Fund expenditures were dedicated for police and fire. About 87.7% of total General Fund revenue was from taxes. She explained how property tax levy limits were set and disbursed among all taxing districts. The city's emergency medical services (EMS) levy would expire in 2021 and require voter approval for renewal. There were no plans to use any banked capacity in 2021. Ms. Saul outlined the 2021 property tax levy proposed increase amounts and percentages of change from 2020.

Mayor Dawes noted the public could submit comments through the city website, by contacting the City Clerk via phone or email, or by contacting the City Clerk to speak directly to the council via Zoom. Caryn Foley stated no public comments were received regarding the public hearing. There being no public comments, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:21 pm.

4. **Public Hearing – Proposed 2021 Budget**. Mayor Dawes recessed the regular meeting and opened the public hearing at 5:21 pm.

Chun Saul stated the citywide budget was balanced using \$1.26 million beginning cash. With the exception of the general governmental funds, use of beginning fund balance was related to one-time capital expenditures.

November 9, 2020

Mayor Dawes clarified it was a portion of the beginning fund balance being used; not the entire \$1.26 million. He asked members of the press to contact the Finance Director if they had questions.

Ms. Saul provided an overview of the General Fund. She noted about 88% of General Fund revenues were from taxes, primarily from sales tax, property tax, and utility tax. She explained the assumptions used to estimate 2021 revenue projections and how those tax dollars were distributed. A summary of General Fund expenditures was provided. Ms. Saul highlighted items included and not included in the proposed budget.

City Manager Anderson stated the proposed budget was carefully vetted by the council budget committee. The committee was hesitant to make significant reductions in the budget because that would result in a reduction in services. She noted there were some positions that would remain unfilled. While things were tight and General Fund reserves were needed to balance the budget, it was hoped that sales tax revenues would maintain and less reserves would be needed to balance the budget. Revenues and expenditures would continue to be monitored carefully. In planning for 2022 and beyond, positions will be revisited as people retire and potential new revenues will be identified.

Caryn Foley stated no public comments were received regarding the public hearing. Mayor Dawes reiterated that the public could submit comments through the city website, by contacting the City Clerk via phone or email, or by contacting the City Clerk to speak directly to the council via Zoom. There being no public comments, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:48 pm. He stated the second public hearings would be held at the next council meeting.

**5. Ordinance No. 1011-B, First Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2021 and Ordinance No. 1012-B, First Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2021.** Councilor Spahr moved to pass Ordinance No. 1011-B and Ordinance No. 1012-B on first readings. The motion was seconded by Councilor Pope and carried unanimously.

**6. Ordinance No. 1013-B, First Reading – Adopting the Proposed 2021 Budget.** Councilor Spahr moved to pass Ordinance No. 1013-B on first reading. The motion was seconded by Councilor Taylor and carried unanimously.

#### **7. Administration Reports.**

a. **City Manager Update.** Trent Lougheed provided a report on the abnormal amount of streetlights that were out and staff's plan to address the issue. Members of the public should report outages to Chehalis Public Works at 360-748-0238 for lights on metal poles or to Lewis County PUD at 360-562-5612 for lights on wood poles. If there was doubt about who to report outages to, Mr. Lougheed stated citizens could just call Chehalis public works.

Mayor Dawes wondered if there were any grant programs to replace city-owned streetlights with LED lights. Mr. Lougheed stated he would look into the suggestion.

Councilor Lund stated there were employees driving around all night that could report outages to public works. Mr. Lougheed stated the public works department had an employee drive the city and inventoried the lights that were out.

City Manager Anderson stated the council had been meeting via Zoom to comply with the governor's proclamations for open public meetings and staff was expecting new information from the governor's office on the issue that may include more options for meeting in person. In recognition of Veterans Day on Wednesday, City Manager Anderson thanked all veterans for their service and the importance of the day to recognize the service of so many.

#### **8. Councilor Reports/Committee Updates.**

a. **Councilor Lord.** Councilor Lord stated tomorrow was 245<sup>th</sup> birthday of the Marine Corps.

b. **Mayor Dawes.** Mayor Dawes also gave his thanks to members of the Marine Corps and all veterans.

9. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:45 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the

November 9, 2020

regular meeting at 6:02 pm. The executive session began at 6:03 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:43 pm and immediately adjourned.

Notes:

- *Councilor Taylor had a conflict of interest with regard to the sale/lease of real estate topic under executive session and left the meeting at 6:21 pm.*
- *Councilor Pope left the meeting at 6:42 pm.*

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

November 23, 2020

The Chehalis city council met in regular session on Monday, November 23, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Chad Taylor was absent (excused). Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager (Zoom); Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; and Chun Saul, Finance Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

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

a. Minutes of the regular city council meeting of November 9, 2020;

b. November 13, 2020 Claim Vouchers No. 130459 – 130561 and Electronic Funds Transfer Check Nos. 1008 – 1032, 1020205 and 1120200 in the amount of \$685,074.67;

c. Appointments of Debbie Franz and Kristi Kaech to the Historic Preservation Commission for three-year terms expiring December 31, 2023; and

d. Engineering and construction services agreement with Precision Approach Engineering for the Above-Ground Fuel Storage Project not to exceed \$134,000.

The motion was seconded by Councilor Lord and carried unanimously.

2. **Public Hearing – Proposed 2021 Revenue Sources/Property Taxes, and Levies.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:03 pm. Caryn Foley stated no public comments were received regarding the public hearing. There being no public comments, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:04 pm.

3. **Public Hearing – Proposed 2021 Budget.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:04 pm. Caryn Foley stated no public comments were received regarding the public hearing. There being no public comments, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:05 pm.

4. **Ordinance No. 1011-B, Second and Final Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2021 and Ordinance No. 1012-B, Second and Final Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2021.** Councilor Spahr moved to pass Ordinance No. 1011-B and Ordinance No. 1012-B on second and final readings. The motion was seconded by Councilor Pope and carried unanimously.

5. **Ordinance No. 1013-B, Second and Final Reading – Adopting the Proposed 2021 Budget.** Councilor Spahr moved to pass Ordinance No. 1013-B on second and final reading. The motion was seconded by Councilor Lord and carried unanimously.

6. **Review of Lodging Tax Advisory Committee Comments Regarding 2021 Funding Allocation Revisions.** City Manager Anderson summarized the process for this year's lodging tax allocations. The LTAC met and provided comment, which was being presented now for council consideration.

Mayor Dawes stated the council budget committee reviewed the LTAC's comments and recommended approval.

Councilor Lund moved to approve funding allocations for 2021 tourism funds consistent with the comments provided by the LTAC at its November 19, 2020 meeting: ARTrails \$0; Centralia-Chehalis Chamber \$38,550; Chehalis-Centralia Railroad & Museum (Marketing) \$35,000; Chehalis-Centralia Railroad & Museum (Personnel) \$0; Chehalis Community Renaissance \$32,900; City of Chehalis RV Park Restrooms \$0; City of Chehalis Youth Athletic Tournaments \$15,000; Lewis County Historical Museum \$35,000; and Veterans Memorial Museum \$28,550. The motion was seconded by Councilor Pope and carried unanimously.

November 23, 2020

7. **Flood Authority Update.** Commissioner Edna Fund provided an update from the recent Flood Authority meeting. There was a project in the Port of Chehalis for District 1 that was approved to be included into a package of projects that would require approval by the Legislature.

8. **Ordinance No. 1014-B, First Reading – Amending the 2020 Budget.** Chun Saul stated this was the third and final amendment to the 2020 budget, which included the Coronavirus Relief Fund (CARES Act) Grant; budgets for custodial activities; and other revenue and expenditure budget adjustments to reflect more to actual.

Councilor Spahr moved to pass Ordinance No. 1014-B on first reading. The motion was seconded by Councilor Lord and carried unanimously.

9. **Award Bid for Temporary Fire Station Site Preparation Project.** Trent Loughheed stated the purpose of the project was to prepare the site to move the temporary fire station on Arkansas Way to the newly purchased property on State Avenue that will house the new fire station. The project was designed to blend together with the future station. The Small Works Roster process was used to solicit bids and three bids were opened the morning of November 23, with the low bidder being Barcott Construction in the amount of \$223,718.18. The engineer's estimate was \$282,710.10. The work will be funded by the bond the council approved to purchase the site and prepare for temporary use, along with Transportation Benefit District funds for right-of-way improvements. Staff also requested a 15% contingency for unanticipated change orders.

Councilor Ketchum moved to award the Temporary Fire Station Site Preparation Project to Barcott Construction, LLC, in the amount of \$223,718.18; authorize an additional 15% contingency budget of \$33,560; and authorize the City Manager to execute change orders that do not exceed a total project cost of \$257,278.18. The motion was seconded by Councilor Pope and carried unanimously.

10. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the Santa Parade was suspended due to COVID restrictions. She wished everyone a Happy Thanksgiving.

11. **Councilor Reports/Committee Updates.**

a. **Councilor Lund.** Councilor Lund reported that Councilor Taylor was diagnosed with COVID and was currently in the hospital. Councilor Taylor asked Councilor Lund to remind everybody to follow the rules and wear a mask. He stated a story about Councilor Taylor's COVID experience would be in the newspaper.

b. **Mayor Dawes.** Mayor Dawes stated the Lewis County LEOFF Disability Board was looking for a city representative. Councilor Ketchum stated he was interested on serving on the board. A letter will be sent expressing Councilor Ketchum's interest.

12. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 6:10 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:41 pm. The executive session began at 5:41 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:10 pm and immediately adjourned.

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

December 14, 2020

The Chehalis city council met in regular session on Monday, December 14, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Chad Taylor arrived at 5:01 pm. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Tedd Hendershot, Fire Chief; Andrew Hunziker, Parks & Facilities Manager; Trent Loughheed, Public Works Director; Barbara Lovelady, Fire Department Administrative Assistant; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director (Zoom); and Mark Scheibmeir, City Attorney. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Recognition of Barbara Lovelady, Fire Department Administrative Assistant.** Mayor Dawes recognized Barbara Lovelady with a certificate and an inscribed vase with flowers upon her retirement after 40 years of service.

2. **Chehalis Community Renaissance Team (CCRT) Update.** Executive Director Annalee Tobey provided a year-end update on CCRT activities that included completion of a strategic plan, partnerships, building the CCRT board of directors; and making economic recovery and small business support a priority. Ms. Tobey spoke about the CCRT's response to COVID-19 to support businesses impacted by the pandemic, the continued success of Chehalis Coworks, new art in the downtown, and the façade program. 2021 projects will include continued economic recovery support; a branding campaign; the continuation of building partnerships; merchandising Chehalis-themed items; and volunteer recruitment. Ms. Tobey thanked the city for its continued support.

The subject of parking was discussed, specifically complaints that customer parking was limited due to business people parking on the street and no longer having a parking enforcement officer. Ms. Tobey stated they could remind businesses to be mindful of parking and to leave the parking spaces for customers, noting it was an ongoing issue.

3. **Flood Authority Update.** Commissioner Edna Fund provided an update on two Flood Authority projects – the Port of Chehalis project and the Boistfort project. Both projects passed through the Flood Authority and the Office of the Chehalis Basin, and will now head to the Legislature. Commissioner Fund announced this was her last month as a county commissioner, but she would be continuing as the county's delegate on the Flood Authority, as well as the Office of the Chehalis Basin.

Mayor Dawes thanked Commissioner Fund for her service as a county commissioner for eight years.

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

- a. Minutes of the regular city council meeting of November 23, 2020;
  - b. November 30, 2020 Claim Vouchers No. 130562 – 130668 and Electronic Funds Transfer Check Nos. 1033 – 1052, 1020206 and 1020207 in the amount of \$1,209,739.17;
  - c. November 30, 2020, Payroll Vouchers No. 41492-41518, Direct Deposit Payroll Vouchers No. 12800-12904, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 319-322 in the amount of \$763,663.29;
  - d. Acceptance and closeout of the Shaw Aquatics Center Pool Resurfacing Project;
  - e. Resolution No. 13-2020, first and final reading – declaring city property to be surplus;
  - f. Resolution No. 14-2020, first and final reading – initiating the process for expansion of the city's Urban Growth Area;
- and
- g. Consider cancelation of the December 28 City Council meeting.

The motion was seconded by Councilor Lord.

Mayor Dawes wanted to make sure that the pool resurfacing project was completed correctly and that if staff finds anything wrong that they immediately contact the contractor to ensure that any problems fall under the warranty.

December 14, 2020

Andrew Hunziker indicated that staff had been watching the project closely and stated staff will contact the contractor immediately if any issues arise. He stated staff continues to monitor the project daily and was documenting everything.

The motion carried unanimously.

**5. Ordinance No. 1014-B, Second and Final Reading – Amending the 2020 Budget.** City Manager Anderson stated a full report was presented at the last council meeting and there were no changes since first reading of the ordinance.

Councilor Spahr moved to pass Ordinance No. 1014-B on second and final reading. The motion was seconded by Councilor Pope and carried unanimously.

**6. Consideration of Offer to Lease Tract 15 at 1715 NW Louisiana Avenue to Washington State Employees Credit Union.** Mayor Dawes stated this item would be pulled from the agenda and discussed under executive session.

**7. Ordinance No. 1015-B, First Reading – Amending CMC 17.78 Uses/Occupancy.** City Manager Anderson stated the ordinance clarified minimum dwelling requirements and removed the option for congregate housing. It would establish a minimum dwelling requirement of 310 square feet and require that each facility have a kitchen, a bathroom, and a closet, which would prevent the potential proliferation of congregate housing that may or may not be managed well.

There was discussion that at least one building in the downtown could allow for 15+ units, but the proposed ordinance did not address parking issues. The city's "parking and loading" ordinance provided that the downtown was exempted from parking requirements whenever there was a change of use. It was noted that parking was considered by the Hearing Examiner when congregate housing went through the last time even though it didn't have to be considered.

Ms. Baraconi stated the code could be changed, indicating she didn't understand that parking was the driving issue. She stated parking would probably be a more complicated conversation for the downtown and a much longer process to change the code, but it could be changed.

Clarification was requested on what the proposed ordinance would change. It was explained that the ordinance would change the minimum dwelling size to 310 square feet and would require a kitchen and bathroom facility for each unit.

Clarification was requested on how the size of 310 square feet was established. It was explained that the current minimum square footage established in the building code was 190 square feet. Other jurisdictions up and down I-5 were looked at to see what their minimum housing sizes were and 310 square feet seemed to be the average. It was noted the new micro-homes on Bishop Road were 700 square feet.

It was asked if during the permitting process, could the city require the developer to rent a parking space for each apartment. It was explained that it could be recommended as part of a conditional use permit, but again, the current code stated parking was not allowed to be considered with a change in use. Staff asked for clarification if this was something the council wanted looked at for all commercial and residential situations. Some council members indicated they were interested in the historic downtown area only. It was thought that the area in question was designated as the Central Business District and included a little more area than just the two historic blocks.

It was thought that the city had an agreement with the St. Helens Inn that they had to provide parking for their clients. It was believed that parking permits were half-price for the residents, but due to no parking enforcement, folks were probably not purchasing parking permits.

City Manager Anderson believed it was important to eliminate congregate housing, to have a minimum dwelling size, and to have requirements for kitchen, bathroom, and closet facilities. She recommended approval of the proposed ordinance and then to have a separate discussion about parking. She was concerned about unintended consequences, stating there was some reason why the municipal code was set forth many years ago to not include parking considerations in the downtown when there was a change of use.

Tammy Baraconi explained the process for reviewing the parking and loading section of the code. It would have to go to the Planning Commission, opened up for public comment, and discussed with downtown business owners. The council would have the final decision.

December 14, 2020

Councilor Spahr moved to pass Ordinance No. 1015-B on first reading. The motion was seconded by Councilor Pope.

Councilor Taylor moved to amend the main motion to change the minimum dwelling unit size from 310 square feet to 1,000 square feet. The motion was seconded by Councilor Lund. Councilor Taylor noted the change applied to the historic downtown core. There was discussion that micro-homes were about 700 square feet and a lot of the apartments going in were one- and two-bedroom units around 700 to 800 square feet. Councilor Taylor withdrew his motion to amend the main motion. Councilor Lund withdrew his second to the amendment.

Councilor Taylor moved to amend the main motion to change the minimum dwelling unit size from 310 square feet to 700 square feet. The motion was seconded by Councilor Lund. It was noted that for some reason the Planning Commission came up with 310 square feet. It was suggested that council hold off on the amendment to provide staff time to analyze it and come back to the council with the logic of why they came up with 310 and what the ramifications would be at 700. Councilor Taylor withdrew his motion to amend the main motion. Councilor Lund withdrew his second to the amendment.

Tammy Baraconi stated the Planning Commission did discuss the minimum size for each dwelling unit, specifically related to studio apartments.

There was further discussion about the need for consideration of parking in the downtown area. The Hearing Examiner might require offsite parking, but currently, the city can't consider parking an issue.

Councilor Taylor moved to amend the main motion to include that the people that review and approve applications can take parking into consideration for applications within the historic downtown area. The motion was seconded by Councilor Lord.

City Attorney Mark Scheibmeir stated there was no ordinance before the council to amend the parking code. What council was seeking was greater consideration of parking as a conditional use. The council's desire to reflect parking for such uses within a particular area, recognizing that this was identified as a conditional use, could be approached from a couple ways. The parking ordinance could be looked at to allow uses of required parking for specific uses and decide whether that was an area in which to address the issue, or it could go into the provisions for conditional uses and take a look at requirements for conditional uses, which was what this was and make provision within the conditional use specifications for consideration of parking. Maybe council was seeking a concurrent consideration of either an adjustment to the conditional use provisions or an adjustment to the parking provisions such that both were reviewed at the same time so as to consider allowing for a particular use and then separately looking at adjusting the parking provisions by one mechanism or another so that both were dealt with concurrently.

City Manager Anderson recommended that because these were two separate sections of the code, that the council pass the ordinance on first reading, and then concurrent to that, bring a proposal for council's consideration to see if that meets the council's needs. Staff could then reach out to the business community, if needed, to address that. That way it addresses both the concerns expressed about congregate housing and parking related to any change of use.

City Attorney Scheibmeir provided his perspective as a Hearing Examiner, stating he reviewed these matters regularly. The proposed added language would not give a Hearing Examiner good direction. They would need better direction within the conditional use provisions of the city's regulations, or a table of parking requirements. A vague reference to consider parking as an impact wouldn't tell them what they were really to do with that. It could be done, but not within the ordinance before council.

Councilor Taylor withdrew his motion to amend the main motion. Councilor Lord withdrew his second to the amendment.

The motion to pass Ordinance No. 1015-B on first reading as presented in the agenda packet carried 4 to 3. Councilors Lord, Lund, and Pope voted against the motion.

**8. Resolution No. 15-2020, First and Final Reading – Waiving Competitive Bidding Due to the Existence of Special Market Conditions Related to the Purchase of a Mobile Structure and Funding Authorization to Proceed with Purchase.**

City Manager Anderson explained that over the last six months, staff had been in the process of establishing an interim fire station on property recently purchased at Chamber Way and State Avenue for a new permanent fire station. The interim station would be positioned on the property that would allow for the permanent fire station to be constructed without interference. The plan was to purchase a mobile home to serve as administrative and living quarters on a long-term basis, anticipating that it would take five to seven years to design, fund, and construct a new fire station. Alternatives for purchasing a new manufactured home using various bidding processes were explored. The estimated cost for a new pre-manufactured home ranged from \$120,000 to over \$200,000.



December 14, 2020

The bond that was approved by the council for the purchase of the permanent site and some of those improvements was estimated at \$150,000.

City Manager Anderson stated there was now an opportunity to purchase the pre-manufactured structure that was used by the previous owner as their office building. The 1600 square foot facility would provide bedrooms, administrative space, a kitchen, and laundry and could be purchased at a cost-effective price. In the agreement for the purchase of the property, the city was going to rent the facility for six months. The previous owner is now willing to sell the facility to the city for \$39,500. The city's special legal counsel evaluated the situation and determined that it would be appropriate for the city council to declare a special market condition. Council was asked to consider the purchase of the facility and provide the City Manager with the authority to execute a purchase and sale agreement for \$39,500, with the potential for rent credits, and then a certain amount of money for relocation and installation of the facility. Additionally, the council was asked to adopt a resolution declaring that a special market condition existed related to the purchase of the structure. The total anticipated cost was \$63,650, including a contingency.

Councilor Spahr moved to suspend the rules requiring two readings of a resolution. The motion was seconded by Councilor Pope and carried unanimously. Councilor Spahr moved to adopt Resolution No. 15-2020 on first and final reading. The motion was seconded by Councilor Taylor and carried unanimously. Councilor Spahr moved to authorize the City Manager to purchase the existing pre-manufactured structure from the previous property owner in the amount not to exceed \$39,500 plus applicable taxes, fees, and licenses, including City permits; authorize the expenditure of up to \$15,000 for the relocation of the building to serve as the interim station; authorize up to \$6,000 for the cost of using permanent footings in the installation process; authorize an additional contingency of \$3,150, which is 15% of the cost of the relocation, installation and footings; and authorize the City Manager to execute the documents related to the purchase, relocation and installation of the mobile structure, including change orders. The motion was seconded by Councilor Taylor and carried unanimously.

#### **9. Administration Reports.**

a. **City Manager Update.** City Manager Anderson thanked the council, staff, and the community for the work that had been done this year. Even with COVID, the city made significant progress toward many of its goals.

#### **10. Councilor Reports/Committee Updates.**

a. **Councilor Taylor.** Councilor Taylor stated that Twin Transit began construction of a pull-out on Market Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets that will get busses off the road while picking up and dropping off passengers. Two more pull-outs are scheduled to be installed, with one near Safeway.

b. **Councilor Lund.** Councilor Lund wished everyone happy holidays. The steam train group has a contractor to repair the boiler on the engine, which will begin in the first of the year. He stated he spoke with Greg Lund about housing issues. With new industries coming to the community, Greg Lund suggested the council form a committee to discuss and work on public-private partnerships to plan for future growth. He stated he would be willing to serve on such a committee.

The general thoughts of the council were that it was a good idea and perhaps something the council's GMA Committee could undertake.

c. **Councilor Spahr.** Councilor Spahr stated he enjoyed the lively discussions tonight and wished everyone a Merry Christmas and was looking forward to a better new year.

d. **Mayor Dawes.** Mayor Dawes attended the recent mayor's meeting, which was the legislative round table.

11. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate and RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 7:30 pm and there may be action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:45 pm. The executive session began at 6:47 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:30. Mayor Dawes announced that no action would be taken and immediately adjourned the meeting at 7:30 pm.

December 14, 2020

---

Dennis L. Dawes, Mayor

---

Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_