

2021 Meeting Date	Lord	Ketchum	Lund	Pope	Dawes	Spahr	Taylor	Bannan	Harris
Jan 11	P (Zoom)	P (Zoom)	P (Zoom)	P (Zoom)	P	P (Zoom)	P (Zoom)	-	-
Jan 25	A(ex)	P (Zoom)	P (Zoom)	A(ex)	P	P (Zoom)	P (Zoom)	-	-
Feb 8	P(Zoom)	P (Zoom)	P(Zoom)	P(Zoom)	P	P (Zoom)	P	-	-
Feb 22	P	P	P(Zoom)	P	P	P	-	-	-
Mar 1 (Special)	P	P	P(Zoom)	P	P	P	-	-	-
Mar 8	P	P	P(Zoom)	P	P	P	-	P	-
Mar 22	P	P	P(Zoom)	P	P	P	-	P	-
Apr 12	P	P	P(Zoom)	P	P	P	-	P(Zoom)	-
Apr 26	P	P	P(Zoom)	P	P	P	-	P	-
May 10	P	P(ph)	P(Zoom)	P	P	P	-	P	-
May 24	P(Zoom)	P	P(Zoom)	P(Zoom)	P	A (ex)	-	P	-
Jun 14	P	P	P(Zoom)	P(Zoom)	P	P	-	P	-
Jun 28	P	P	P(Zoom)	P	P	P	-	P	-
Jul 12	P	P	P(Zoom)	P	P	P	-	P	-
Jul 26	A(ex)	P	P	P	P	P	-	P(Zoom)	-
Aug 9	P	P	P(Zoom)	P	P	P	-	P	-
Aug 23	P	P	P(Zoom)	P	P	P	-	A(ex)	-
Sept 13	P	P	P(Zoom)	P	P	P	-	R	-
Sept 27	P	P	P(Zoom)	P	P	P	-	-	-
Oct 4 (Special)	P	P	P(Zoom)	P	P	P	-	-	-
Oct 11	P	P	P(Zoom)	P	P	P	-	-	P
Oct 25	P	A(ex)	P(Zoom)	P	P	P	-	-	P
Nov 8	P	P	P(Zoom)	P	P	P	-	-	P
Nov 22	A(ex)	P	P(Zoom)	P(Zoom)	P	P	-	-	P
Dec 13	P	A(ex)	A(ex)	P	P	P	-	-	-
Dec 27 (canceled)	-	-	-	-	-	-	-	-	-

P = Present

P(ph) = Present (telephonically)

A = Absent

A(ex) = Absent (excused)

R = Resigned

S = Special

January 11, 2021

The Chehalis city council met in regular session on Monday, January 11, 2021. 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; Tammy Baraconi, Planning & Building Manager; 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; and Lilly Wall, Recreation Manager (Zoom). Celine Fitzgerald of *The Chronicle* attended the meeting via 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Law Enforcement Appreciation Day.** Mayor Dawes read a proclamation designating January 9 as Law Enforcement Appreciation Day.

2. **Chehalis Basin Partnership (CBP) Update.** Terry Harris stated that in November, the council adopted a resolution in support of the Chehalis River Basin Flood Damage Reduction Project draft NEPA Environmental Impact Statement. Mr. Harris provided a history of the project and the mission of the CBP. In November 2020, the CBP submitted to the Department of Ecology (DOE) a watershed plan addendum in response to the streamflow restoration law, recommending that it be implemented. Along with the submission came a dissent letter from the Quinault Indian Nation, expressing many of the same concerns as the CBP, primarily related to implementation. The city may soon benefit from the Chehalis water supply diversion relocation plan that was widely supported by the CBP and DOE. He thanked Dave Vasilauskas and Trent Lougheed for their efforts on the proposal. He recognized Bob Spahr, Jill Anderson, Merlin MacReynold, Dave Campbell, Kahle Jennings, Lyle Hojem, Chuck Caldwell, the late Bill Schulte, Lee Napier, Bonnie Canaday, Patrick Wiltzius, Jim Hill, Julie Balmelli-Powe, Glenn Conally, Mark Swartout, Brian Thompson, Kim Ashmore, Colleen Suter, Caprice Fisano, Mark Mobbs, and others for their commitment to the CBP. Mr. Harris added that he was meeting with the Chehalis Foundation next week to discuss funding for Christmas decorations. He thanked everyone involved in putting up Christmas decorations throughout the city.

3. **COVID-19 Data.** Cory Stajduhar (Chehalis) addressed the council regarding COVID-19 data and reopening the community. He provided data and noted there were only two Chehalis residents who died from COVID in 2020. He believed the actual crisis related to the ramifications of the lockdowns. He asked the council to pass an ordinance similar to Mossyrock to acknowledge that the city does not believe the data supports an emergency in Chehalis.

After discussion, the council concluded it would be counterproductive to go against state restrictions. It was suggested that cities/organizations work with legislators to reopen the state, and respect and operate within the law.

4. **Flood Mitigation Issues.** Edna Fund with the Office of the Chehalis Basin and Flood Authority stated she asked the City Clerk to forward to the council a copy of an article written by Denny Waller for *The Chronicle* regarding the water retention facility. It talked about there being no other option of the multiple options reviewed by the Army Corps of Engineers that could do what the water retention facility could do. She asked the council to share the article with their constituents. She reminded everyone to visit www.rivers.lewiscountywa.gov to monitor river levels during flood events.

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

- a. Minutes of the regular city council meeting of December 14, 2020;
- b. December 15, 2020 Claim Vouchers No. 130669 – 130799 and Electronic Funds Transfer Check Nos. 1053 – 1072 and 1120201 in the amount of \$406,105.73;
- c. December 31, 2020 Claim Vouchers No. 130800 – 130906 and Electronic Funds Transfer Check Nos. 1073 – 1092, 1120202 and 1120203 in the amount of \$237,091.10 and voided Check No. 130747 in the amount of \$73,001.72 for the net total transfer of \$164,089.38;
- d. December 31, 2020, Payroll Vouchers No. 41519-41548, Direct Deposit Payroll Vouchers No. 12905-13008, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 323-326 in the amount of \$845,696.44;
- e. Accept the Recreation Park Construction Project as complete and release retainage to KBH Construction after all statutory requirements are met;

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- f. Professional service agreement with Loowit Consulting Group, LLC for shoreline master plan update;
- g. Professional service agreement with Local Planning Solutions for annexation planning and UGA expansions;
- h. Request from Bass Enterprises (dba Dutch Brothers Coffee) to assign its lease to Dutch Brothers, LLC; and
- i. Award bid for Above-Ground Fuel Storage Tanks Project to Mascott Equipment Company in the amount of \$449,503.00.

City Manager Anderson requested that item "i" be pulled from the Consent Calendar or clarify the recommendation to add authorization to the City Manager to execute change orders and contract documents related to the project.

The motion was seconded by Councilor Pope.

Mayor Dawes understood the agreement under item "g" was to be shared between the city, the Port of Chehalis, and the developer. He asked if the agreement with the consultant should be approved at this time. City Manager Anderson stated Mayor Dawes was correct, but an agreement had not yet been drafted. Services were also needed at this time for planning and an absence of staff, so there would be some funding required that was not going to be shared.

The motion was carried unanimously.

6. Second Reading of Ordinance No. 1015-B, Amending CMC 17.78 Uses/Occupancy, Prohibiting New Congregate Housing – Suspension of Rules to Schedule Second Reading for January 25, 2021. City Manager Anderson requested council suspend its rules and move the second reading of the ordinance to January 25. Public comment on the SEPA decision ends January 12.

Councilor Spahr moved to suspend Section 12 of Resolution 6-2017 to allow Ordinance No. 1015-B, amending CMC 17.78 Uses/Occupancy to have a second reading at the January 25, 2021 council meeting. The motion was seconded by Councilor Lund and carried unanimously.

7. Award Bid for Above-Ground Fuel Storage Tanks Project to Mascott Equipment Company in the Amount of \$449,503.00. Brandon Rakes provided an overview of the proposed project, stating the current fueling system was nearing the end of its life expectancy. The project would be completed through a WSDOT Community Aviation Revitalization Board loan and airport funds. The project would consist of two phases – purchase of the tank system and then removal of the existing system and installation of the new system.

Councilor Lund asked why the project needed to be done in phases. Brandon Rakes explained that if the city purchased the tanks the installation contractor would not have to mark up the price, which would save money. He also noted there was a 14- to 16-week lead time for the tanks to be delivered.

Councilor Spahr moved to award the bid for the Above-Ground Fuel Storage Tanks Project to Mascott Equipment Company, Inc., in the amount of \$449,503; authorize an additional 5% contingency budget of \$22,475.15; authorize the City Manager to execute change orders that do not exceed a total project cost of \$471,978.15; and authorize the City Manager to sign all related contract documents. The motion was seconded by Councilor Lord and carried unanimously.

8. Ordinance No. 1016-B, First Reading – Updating CMC 17.09 Permit Processing. Tammy Baraconi stated the proposed changes would provide consistency, clarity, and simplification of the permit process for both developers and staff. The proposed changes were reviewed by the Planning Commission, several developers within the community, and the city's Hearing Examiner and no significant changes were requested. A public hearing was held by the Planning Commission on November 10, 2020 and no members of the public were present to comment. The Planning Commission voted unanimously to recommend to the council that the changes be adopted as presented. Ms. Baraconi reviewed some of the noteworthy changes. She stated the council was being asked to approve the first reading of the ordinance with the following changes:

- Eliminate CMC 17.09.100, which was a duplication within the code; and
- Add language giving the city legal authority as per state laws to issue permits and address violations.

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Councilor Spahr asked why the city wouldn't already have legal authority to issue permits and address violations. City Attorney Hillier explained these were provisions that currently existed in CMC 17.09 and needed simply to be put back into the draft ordinance.

Councilor Spahr moved to pass on first reading Ordinance No. 1016-B, amending CMC 17.09 permit processing with the condition that CMC 17.09.100 be removed. The motion was seconded by Councilor Lund.

Councilor Spahr moved to amend the main motion to add back in the language giving the city legal authority and violation provisions that are currently in the city's code. The motion was seconded by Councilor Lund and carried unanimously.

The main motion, as amended, carried unanimously.

9. Administration Reports.

a. **City Manager Update.** Trent Lougheed provided an update on the progress being made at the city-owned site for the permanent fire station. The contractor has mobilized onto the site and survey construction staking was completed. There was a delay due to non-availability of needed rock and materials, and weather. Weather was supposed to clear up on Wednesday, so the contractor will begin work and hoped to finish by mid- to late-February, weather depending.

City Manager Anderson asked for a couple meetings to be set with the council budget committee and the council GMA committee. The budget committee meeting was set for February 2 at 1:30 pm and the GMA committee was set for February 11 at 1:30 pm.

10. Councilor Reports/Committee Updates.

a. **Councilor Spahr.** Councilor Spahr stated Richard DeBolt had been appointed as the new executive director of the Lewis EDC. Councilor Spahr will be meeting with Mr. DeBolt and asked council members to contact him if they had anything to relay to Mr. DeBolt. Mr. DeBolt will also be attending an upcoming council meeting.

b. **Councilor Taylor.** Councilor Taylor stated he would recuse himself from the executive session.

c. **Mayor Dawes.** Mayor Dawes attended a mayors meeting with much of it dedicated to COVID.

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; RCW 42.30.110(1)(i) – Litigation/Potential Litigation; and RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate, not to exceed 7:30 pm and there would be potential action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:25 pm. Councilor Taylor left the meeting at 6:25 pm. The executive session began at 6:26 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:29 pm.

12. **Addendum to Lease with SERJ Car Wash, LLC DbA Glint Car Wash.** City Manager Anderson clarified the request was to extend the lease to 180 days for the inspection period for a total of 360 days from the effective date of the lease.

Councilor Pope moved to approve the addendum to the ground lease with SERJ Car Wash, LLC DbA Glint Car Wash and authorize the City Manager to execute the document. The motion was seconded by Councilor Lund and carried unanimously.

13. **Consideration of Offer to Lease Tract 15 at 1715 NW Louisiana Avenue to Washington State Employees Credit Union.** Councilor Spahr moved to approve acceptance of the Lease for Tract 15 at 1715 NW Louisiana Avenue by the Washington State Employees Credit Union and the non-exclusive lease commission agreement with Cramer Foster of Kidder Mathews and authorize the City Manager to execute the documents. The motion was seconded by Councilor Pope and carried unanimously.

There being no further business to come before the council, the meeting at 7:35 pm.

January 11, 2021

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

January 25, 2021

The Chehalis city council met in regular session on Monday, January 25, 2021. 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, Bob Spahr, and Chad Taylor. Councilors Jerry Lord and Dr. Isaac Pope were 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. Celine Fitzgerald of *The Chronicle* attended the meeting via 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Recognition of Judy Schave, HR/Risk Manager.** Mayor Dawes recognized Judy Schave, HR/Risk Manager, with a certificate, proclamation, and an inscribed vase with flowers upon her retirement after 35 years of service to the City of Chehalis. Mayor Dawes, on behalf of the City Council, and City Manager Anderson expressed their appreciation for Judy's dedication and superior work ethic.

2. **Legislative Update.** Representative Peter Abbarno provided an update on legislative activities and stated that legislative committee hearings could be found at www.leg.wa.gov and he encouraged anyone interested to attend. Representative Abbarno also provided his contact information:

Email: peter.abbarno@leg.wa.gov

Telephone: 360-786-7896

Email notifications: <https://peterabbarno.housepublicans.wa.gov/>.

Representative Abbarno explained that complications with the Zoom sessions may arise and encouraged everyone to sign up for the email notifications.

3. **Port of Chehalis Update.** Randy Mueller, Chief Executive Officer of the Port of Chehalis, provided a quarterly update regarding port activities, which included a review of living wages in Lewis County; the sale of property to McCallum Rock Drilling; the production of barley; and the creation of a logistics and distribution center for Costco. Mr. Mueller stated the distribution center would not be a retail warehouse and planned to have approximately 150 jobs available upon opening. The City Council expressed concerns about the lack of available housing in the area for these potential positions.

4. **Chehalis River Basin Flood Authority Update.** Edna Fund with the Office of the Chehalis Basin and Flood Authority shared that the Flood Authority had drafted a resolution of support regarding a water retention facility to mitigate flooding.

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

a. Minutes of the regular city council meeting of January 11, 2021;

b. 2020 Vouchers and Transfers – January 15, 2021 Claim Vouchers No. 130907 – 130982, 131029 and Electronic Funds Transfer Check Nos. 1093 – 1111 and 1220200, 1220201, and 1220202 in the amount of \$384,473.61; and

c. 2021 Vouchers and Transfers – January 15, 2021 Claim Vouchers No. 130983 – 131028 and Electronic Funds Transfer Check Nos. 1112 – 1117 in the amount of \$671,759.11;

The motion was seconded by Mayor Pro Tem Taylor and carried unanimously.

6. **Ordinance No. 1015-B, Second and Final Reading – Amending CMC 17.78 Uses/Occupancy, Prohibiting New Congregate Housing.** City Manager Anderson explained that the ordinance had been discussed at the December 14, 2020 City Council meeting, noting the ordinance would only apply moving forward and would not be retroactively applied to any existing congregate housing facilities. The ordinance established a minimum dwelling size of 310 square feet with a kitchen, bathroom facilities, and a closet.

Tammy Baraconi stated the ordinance would prohibit the creation of congregate housing facilities.

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Mayor Dawes asked for clarification regarding couples living together and roommate situations. Ms. Baraconi stated the ordinance would not affect roommate or similar situations if someone wished to rent out a room in their home or dormitory situations.

Mayor Dawes asked for clarification on why congregate housing needed to be listed as not accepted. Ms. Baraconi explained that Chehalis Municipal Code 17.78 provided that anything not listed within the code as outright prohibited could still go through a conditional use permit process.

Councilor Spahr moved to pass Ordinance No. 1015-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

7. Second Reading of Ordinance No. 1016-B – Updating CMC 17.09 – Permit Processing – Suspension of Rules to Schedule Second Reading for February 22, 2021. City Manager Anderson noted a typo on the agenda cover sheet regarding the date for the second reading. She clarified that the intent was to have the second reading at the February 22, 2021 meeting, not the February 8, 2021 meeting in order to comply with the SEPA process to receive public comment.

Mayor Pro Tem Taylor moved to suspend Section 12 of Resolution 6-2017 to allow Ordinance No. 1016-B, amending CMC 17.09 Permit Processing to have a second reading at the February 22, 2021 City Council meeting. The motion was seconded by Councilor Lund and carried unanimously.

8. Proposed Work Plan for Downtown Parking. Due to the absence of Councilor Lord, it was decided to table the conversation regarding downtown parking until the February 8, 2021 City Council meeting.

9. Administration Reports.

a. **Finance Report.** Chun Saul presented a financial status report for the period ending December 31, 2020. Ms. Saul stated the report focused on the general fund and enterprise funds. Ms. Saul explained that revenues and expenditures had been more favorable than anticipated for 2020, with revenues being higher and expenses lower than anticipated.

Mayor Dawes explained that the budget had been adjusted at the beginning of the COVID-19 pandemic, which included the cancellation of many projects, staff positions remaining unfilled after vacated, and lowered revenue projections. This was done to ensure a deficit would not be incurred.

Delinquent utility bills have increased by approximately \$97,000 from 2019 to 2020, which Ms. Saul believed to be related to the COVID-19 pandemic. Councilor Spahr inquired about the total amount of past due bills. Ms. Saul stated the average in 2018 and 2019 was around \$80,000 - \$90,000; the total past due for 2020 was approximately \$170,000. Payments have been deferred and are still collectible, but all late payment fees have been waived by the State of Washington and the City may not charge fees until April 30, 2021.

City Manager Anderson stated that all funds other than the general fund are restricted revenue sources that may only be used to fund activities that fall within those restrictions.

b. **City Manager Update.** City Manager Anderson announced that the candidate chosen to replace Judy Schave as the HR/Risk Manager was Glenn Schaffer, who had previously served the city as Police Chief. Randy Kaut will be the interim Police Chief, effective January 25, 2021.

10. Councilor Reports/Committee Updates.

a. **Mayor Pro Tem Taylor.** Mayor Pro Tem Taylor announced that he and his wife had purchased *The Chronicle*, *The Nisqually Valley News*, *The Battleground Reflector*, and Sign Pro. He stated the February 8, 2020 City Council meeting would be his last meeting due to the purchase to eliminate any conflict of interest. He expressed his gratitude to the City Council and City of Chehalis staff while he was a member of the City Council.

Mayor Dawes thanked Mayor Pro Tem Taylor for his time on the City Council and wished him the best of luck.

Mayor Pro Tem Taylor noted he had not participated in any executive sessions for ethical reasons since the purchase became public.

January 25, 2021

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)(i) – Litigation/Potential Litigation, not to exceed 7:15 pm and there would be no action following conclusion of the executive session. Councilor Taylor left the meeting at 6:58 pm. Mayor Dawes closed the regular meeting at 6:58 pm. The executive session began at 6:58 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:15 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

The Chehalis city council met in regular session on Monday, February 8, 2021. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:03 pm with the following council members present via Zoom: Tony Ketchum, Jerry Lord, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Mayor Pro Tem Taylor was present in the council chambers. 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; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief (Zoom); Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Recognition of Mayor Pro Tem Chad Taylor.** Mayor Dawes recognized Mayor Pro Tem Taylor with a plaque upon his resignation from the council. Mayor Dawes stated Mayor Pro Tem Taylor had served on the City Council for 19 years but had decided to resign after the recent purchase of *The Chronicle* newspaper. Mayor Dawes, on behalf of the City Council, thanked Mayor Pro Tem Taylor for his time spent on the Council and thanked Coralee Taylor for her support of Mayor Pro Tem Taylor during his time on the council. Mayor Pro Tem Taylor expressed his appreciation for the support of the council, city staff, and his family.

2. **Introduction of Richard DeBolt as New Lewis Economic Development Council Executive Director.** Richard DeBolt introduced his staff members and explained that the goal of the EDC was to ensure local entities were moving in the same direction with similar goals regarding housing needs, economic growth, and a post-COVID program. Mr. DeBolt expressed interest in meeting with the Mayor to discuss water rights and .09 funds.

3. **Consent Calendar.** Mayor Pro Tem Taylor moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular city council meeting of January 25, 2021;
- b. January 29, 2021 Claim Vouchers No. 131030 – 131113 and Electronic Funds Transfer Check Nos. 1118 – 1135 in the amount of \$210,889.33;
- c. January 29, 2021, Payroll Vouchers No. 41549-41575, Direct Deposit Payroll Vouchers No. 13009-13113, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 327-330 in the amount of \$920,280.82; and
- d. Resolution No. 1-2021, first and final reading – declaring property to be surplus.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Resolution No. 2-2021, First and Final Reading – Continuing Support for a Basin-Wide Solution to Flooding and Aquatic Species Restoration.** Trent Lougheed stated the city had historically supported the effort to prevent flooding and protect aquatic species. In 2016, the City Council passed a resolution in support of a flood retention facility and improvements to the levee at the Chehalis-Centralia Airport.

Councilor Spahr moved to adopt Resolution No. 2-2021 on first and final reading and submit the resolution to the Office of the Chehalis Basin. The motion was seconded by Councilor Pope and carried unanimously.

5. **Council Member Vacancy Process.** City Manager Anderson stated the position vacated by Mayor Pro Tem Taylor was the second at-large position, which was set to expire December 31, 2021. Anyone wishing to apply must, for the last year, have been a resident of and have been registered to vote in the city. City Manager Anderson reviewed the proposed process for seeking applicants. It was proposed that applications be submitted by February 19; that the City Council hold a special meeting on March 1 to conduct interviews of applicants and appoint someone to fill the vacancy; and then have the new council member sworn in at the regular meeting of March 8.

The City Council approved the process and application, and directed staff to proceed with the process for seeking candidates to fill the vacancy. A special meeting was set for Monday, March 1, 2021 at 5:00 p.m. to interview candidates.

6. **Discussion Regarding Available Election Dates for Voter Decision on EMS Levy Renewal in 2021.** City Manager Anderson stated the EMS levy was set to expire at the end of the year. In order to fund fire services at the existing level, a

renewal of the EMS levy was necessary. City Manager Anderson explained that three election dates were available: April 27, 2021; August 3, 2021; and November 2, 2021. The ballot in April could be expensive if no other items were on the ballot.

Chief Hendershot explained that the council could file for both elections to ensure that the levy was placed on both the August 3 and the November 2 ballots. If the EMS levy passed during the August election, it could be pulled from the November ballot.

The Council unanimously agreed to have the levy placed on both the August 3, 2021 and the November 2, 2021 election ballots. The ballot for November 2, 2021 would be removed if the levy passed in August.

7. Discussion of Potential Changes to Parking Exemptions for the Historic Downtown. Mayor Dawes stated the discussion was regarding parking issues in the historic downtown only.

Tammy Baraconi stated the discussion covered CMC 17.84 regarding parking and loading, which did not cover parking enforcement issues. The proposed change would remove the exemption in CMC 17.84.010 for any changes in use or occupancy in the downtown historic district.

City Manager Anderson stated the removal of the exemption could cause issues for those looking to change the use or occupancy of a building in the downtown. Parking was limited in the historic downtown and any consideration of change could cause issues for those wishing to create or move a business into the downtown.

Councilor Lund stated he had initially believed this was an option that could help, but after receiving information about the possible negative impact to local businesses, he no longer believed it was a viable solution to the issue.

Councilor Lord asked for clarification regarding what consideration of parking would entail. Ms. Baraconi explained the alteration to the code would make any new business or change of occupancy to a building to have the same consideration for parking spaces that would be necessary at properties like the airport or the port. Ms. Baraconi would be required to check the parking tables to ensure that enough parking could be provided for each kind of use; anyone wishing to change the occupancy of a building would then need to show off-street parking options.

Mayor Dawes asked if a discussion of parking that could lead to a refusal of an application could be viewed as discriminatory. City Attorney Hillier stated the alteration could cause issues for public interest.

Councilor Spahr expressed his concerns about parking enforcement in the downtown area.

After discussion, it was decided to create a parking sub-committee. Councilors Spahr, Lord, and Lund volunteered to be on the committee.

The City Council agreed to not make any changes to CMC 17.84.010.

8. Election of Mayor Pro Tem. Mayor Dawes asked the council if they would like to consider the election of a Mayor Pro Tem. The council agreed to add the election of a Mayor Pro Tem as the first action item at the February 22, 2021 meeting.

9. Administration Reports.

a. **City Manager Update.** City Manager Anderson informed the council that Recreation Manager Lilly Wall would provide a report regarding the vehicle accident at Penny Playground.

Ms. Wall explained the damage to the playground impacted electrical, portable fencing, permanent fencing, custom fencing, which included the fence penny medallions, concrete, synthetic turf, five pieces of playground equipment, the shade shelter, and a bench. All contractors have been contacted and an estimated cost and timeline should be available by the end of the week.

Councilor Pope asked if the individual that damaged the structures was covered by insurance. City Manager Anderson explained that individual was insured, and the City's insurance company was working to receive compensation for the damaged equipment.

Councilor Taylor stated there was talk on social media that the new park had not been opened because an opening celebration had not yet been held. He clarified that the park had not been opened due to COVID restrictions set by the state.

Councilor Pope asked when Lintott/Alexander Park would be opened. Ms. Wall stated that tree work was being completed and the park should be opened within the next few days. City Manager Anderson thanked the Chehalis Foundation for their donation to pay for the necessary work on the trees at the park.

City Manager Anderson thanked Mayor Pro Tem Taylor for his service and for his willingness to listen and adapt to new information.

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

a. **Mayor Pro Tem Taylor.** Mayor Pro Tem Taylor introduced Mike Bannan (via Zoom) who was interested in becoming a council member. He also introduced his son, Franklin, and his fiancée, Melynn, and congratulated them on their upcoming baby. He thanked his wife for her patience and the support she provided while he was on the council.

b. **Councilor Lund.** Councilor Lund stated he had been informed that the Scout Lodge had a rodent infestation and asked that staff look into it. City Manager Anderson assured Councilor Lund that the rodent infestation would be addressed.

c. **Councilor Pope.** Councilor Pope encouraged anyone contemplating getting a COVID-19 vaccination to do it.

d. **Mayor Dawes.** Mayor Dawes stated that funding sources for water rights issues were being addressed.

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)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 7:35 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:53 pm. Mayor Pro Tem Taylor left the meeting at 6:53 pm. The executive session began at 6:59 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:35 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

The Chehalis city council met in regular session on Monday, February 22, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. 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; Randy Kaut, Interim Police Chief (Zoom); Trent Loughheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director. Celene Fitzgerald of *The Chronicle* attended the meeting via 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

Please note: Due to technical issues, video recording of the meeting was lost. Minutes have been created as action minutes due to this loss.

1. **Selection of New Mayor Pro Tem.** Councilor Ketchum nominated Councilor Lund for the position of Mayor Pro Tem. The motion was seconded by Councilor Pope and carried unanimously.

2. **City Council Committee Assignments.** Mayor Dawes informed the council of the committee positions available due to former Councilor Taylor's resignation. It was agreed that Councilor Lord would take the position on the Lodging Tax Advisory Committee, and Councilor Ketchum would take the position on the Lewis County Transportation Benefit Area Authority (Twin Transit). All council members agreed unanimously to these appointments. All other open positions will be assigned once a new council member is appointed.

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

- a. Minutes of the regular city council meeting of February 8, 2021; and
- b. February 12, 2021 Claim Vouchers No. 131114 – 131222 and Electronic Funds Transfer Check Nos. 1136 – 1155, 120210, and 120211 in the amount of \$777,594.14;

The motion was seconded by Councilor Pope and carried unanimously.

4. **Ordinance No. 1016-B, Second and Final Reading – Amending CMC 17.09 Permit Processing.** Councilor Spahr moved to adopt Ordinance No. 1016-B on second and final reading. The motion was seconded by Councilor Lord and carried unanimously.

5. **Council Member Vacancy Process.** City Manager Anderson informed the council that six applications had been received for the vacant council position; one applicant did not reside within city limits and was excluded from consideration. A special meeting will take place on Monday, March 1, 2021 to interview candidates.

6. **Request from Lewis County to Consider Opposing Acquisition of TransAlta Land by Washington State Department of Fish and Wildlife.** After discussion regarding the potential impacts to development, it was unanimously agreed by the council to send a letter of opposition to the Department of Fish and Wildlife.

7. **Consider Submitting Letter of Opposition to HB 1388 Relating to Motor Vehicle Sales – Zero Emission Vehicles.** After discussion regarding the potential community impacts HB 1388 would cause, the council unanimously agreed to send a letter of opposition to the legislature.

8. **Ordinance No. 1017-B, First Reading – Establishing 2020 Year-End Fund Balance Commitments.** Chun Saul provided an overview of the 2020 year-end fund balance commitments. A motion to approve Ordinance No. 1017-B on first reading was moved and seconded. The motion carried unanimously.

9. **Resolution No. 3-2021, First and Final Reading – Adopting the Public Participation Plan for the Update to the Shoreline Master Plan.** Tammy Baraconi explained that the Public Participation Plan was following the minimum guidelines set forth by the state. Councilor Spahr made a motion to approve Resolution No. 3-2021 on first and final reading. The motion was seconded by Councilor Lord and carried unanimously.

10. Administration Reports.

a. **City Manager Update.** City Manager Anderson informed the City Council and the public that sandbags were available for flood prevention. She also reminded the City Council that a special meeting would take place on Monday, March 1 at 5:00 pm to review candidates for the City Council vacancy.

11. Councilor Reports/Committee Updates.

a. Council members provided brief updates on their respective committees and activities.

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 and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 7:00 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:16 pm. The executive session began at 6:19 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:58 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

The Chehalis city council met in special session on Monday, March 1, 2021. Mayor Dennis Dawes called the meeting to order at 5:03 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund (Zoom), Dr. Isaac Pope, and Bob Spahr. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; and Erin Hillier, City Attorney (Zoom). Members of the news media present included Celene Fitzgerald of *The Chronicle* (Zoom).

1. **Interview Candidates for City Council Member At-Large No. 2 Vacant Position.** Mayor Dawes explained the purpose of the special meeting was to interview five individuals for the vacancy on the council. He thanked the candidates for their willingness to apply for the position. The order of interviews was drawn by random selection. Each candidate was asked the same question by each council member. The candidates were interviewed in the following order:

1. Eric Carlson
2. Kate McDougall
3. Mike Bannan
4. Terry Harris
5. Lindsey Senter

Mayor Dawes stated the appointment would be until the next election was certified. He explained the process for filing for those who were interested in running for office.

2. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(h) – Evaluate Qualifications of a Candidate for Appointment to Elective Office not to exceed 6:30 pm and there would be action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:58 pm. At 6:28 pm, Mayor Dawes announced additional time was needed in executive session not to exceed 6:45 pm. Following conclusion of the executive session, the special meeting was reopened at 6:36 pm.

3. **Appoint Candidate to Fill City Council Member At-Large No. 2 Vacant Position.** Mayor Dawes explained the process for nominating candidates to fill the vacancy. A vote would then be called on each nomination in the order they were nominated and the first candidate to receive four votes would be appointed to the vacant position. Mayor Dawes asked for nominations.

Councilor Lund nominated Mike Bannan.

Councilor Pope nominated Terry Harris.

There being no further nominations, Mayor Dawes closed the nominations.

Mayor Dawes called for a vote on Mike Bannan. Councilors Ketchum, Lord, and Lund voted in favor of Mr. Bannan.

Mayor Dawes called for a vote on Terry Harris. Councilors Pope and Spahr and Mayor Dawes voted in favor of Mr. Harris.

City Attorney Hillier stated a majority of the council was needed to make an appointment. She stated the council could take a revote, end the meeting and set another special meeting date, recess to a later time, or go back into executive session to further discuss.

Mayor Dawes announced the council would return into executive session pursuant to RCW 42.30.110(1)(h) – Evaluate Qualifications of a Candidate for Appointment to Elective Office not to exceed 6:55 pm and there would be action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:45 pm. Following conclusion of the executive session, the special meeting was reopened at 6:55 pm.

Mayor Dawes called for a vote on Mike Bannan. Councilors Ketchum, Lord, Lund, and Mayor Dawes voted in favor of Mr. Bannan.

Mayor Dawes called for a vote on Terry Harris. Councilors Pope and Spahr voted in favor of Mr. Harris.

Mayor Dawes stated that Mr. Bannan would be sworn in during the council's regular meeting of March 8. There being no further business, the meeting was adjourned at 6:59 pm.

Mayor

Attest:

City Clerk

Approved:

Initials:

Chehalis City Council

Meeting Minutes

March 8, 2021

The Chehalis City Council met in regular session on Monday, March 8, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief (Zoom); Trent Lougheed, Public Works Director (Zoom); 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. Swearing-in of New Council Member – Michael Bannan. Mayor Dawes administered the oath of office to Michael Bannan. Mr. Bannan was appointed to serve the remaining term left by Chad Taylor, set to expire at the end of 2021.

2. City Council Committee Assignments. Mayor Dawes reviewed the vacant positions for council committees. Mayor Pro Tem Lund expressed interest in the 9-1-1 Dispatch Committee and the Beautification Committee. Remaining positions consisted of the CARES COVID-19 Community Program, the Centralia-Chehalis Transportation Cooperative, the Lewis County Public Transportation Benefit Area Authority (Twin Transit), and the Southwest Regional Transportation Planning Organization Board, which were assigned to Councilor Bannan.

3. Citizens Business – John Csernotta. John Csernotta of the O'Brien Auto Group (Honda of Grays Harbor) introduced himself to the council and provided an overview of his experience in the automotive industry. Mr. Csernotta explained that he was in attendance regarding the lease agreement that was included in the consent calendar for O'Brien Auto Group.

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

- a. Minutes of the regular City Council meeting of February 22, 2021;
- b. Minutes of the special City Council meeting of March 1, 2021;
- c. February 26, 2021 Claim Vouchers No. 131223 – 131298 and Electronic Funds Transfer Check Nos. 1156 – 1181, 120212, and 120213 in the amount of \$230,464.78 and voided Check No. 131190 in the amount of \$482.20 for the net total of \$229,982.58;
- d. February 26, 2021, Payroll Vouchers No. 41576-41603, Direct Deposit Payroll Vouchers No. 13114-13217, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 331-334 in the amount of \$770,705.24;
- e. 12th and William Rechannelization Project – Change Order No. 1 in the Amount of \$19,538.82; and
- f. Agreement to Lease Tract 9 at 1850 NW Louisiana Avenue to O'Brien Auto Group, an Illinois Corporation.

The motion was seconded by Councilor Pope and carried unanimously.

Councilor Ketchum asked why the 12th and William Rechannelization Project had not checked the depth of the asphalt before the project began. Trent Lougheed informed the Council that no record drawings existed of that area. For larger projects geotechnical borings would have been conducted, but it had seemed excessive for the size of the project. Trent Lougheed noted that the depth of the asphalt was abnormal and would not have been anticipated for this kind of project.

5. Ordinance No. 1017-B, Second and Final Reading – Establishing 2020 Year-End Fund Balance Commitments. City Manager Anderson explained that Chun Saul, Finance Director, had provided an overview of the 2020 year-end balance commitments at the February 22, 2020 meeting. She noted that revisions had been made to the agenda report and the ordinance to correct minor typos found during the first reading. Councilor Ketchum moved to adopt Ordinance No. 1017-B on second and final reading, as amended to correct the amounts for the debt service, dedicated street fund, and the city hall debt service. The motion was seconded by Councilor Pope and carried unanimously.

6. Administration Reports.

a. **City Manager Update.** City Manager Anderson congratulated Councilor Bannan on his appointment and Caryn Foley, City Clerk, on her last meeting before her retirement.

7. Councilor Reports/Committee Updates.

a. **Councilor Pope.** Councilor Pope asked that Erin Hillier, City Attorney, explain the responsibilities of council members during executive sessions for the newly elected council member. Erin Hillier briefly explained the rules of open government and the exemptions provided by executive sessions.

b. **Councilor Ketchum.** Councilor Ketchum stated that he had learned Wells Fargo in downtown planned to close.

c. **Mayor Dawes.** Mayor Dawes attended the Mayors Meeting, participated in the 9-1-1 feasibility committee and stated that the results showed that a regionalization with TCOMM is not going to work.

d. **Mayor Pro Tem Lund.** Mayor Pro Tem Lund asked if a guardrail could be placed on NW Louisiana Avenue near the wastewater treatment facility. He expressed concern for a possible automobile accident due to the sharp corner, which could cause a vehicle to land in the retention pond. Mayor Pro Tem Lund informed the council of a letter he received from Mr. Steve Ryan regarding water runoff on his property.

Mayor Dawes explained that a potential realignment of the intersection on Louisiana Avenue and West Street was planned by the Washington State Department of Transportation within the next two years. Trent Lougheed, Public Works Director, stated that design of the intersection was still underway, but the intent is to add a guardrail during the reconstruction process.

Trent Lougheed stated that he had met with Mr. Steve Ryan regarding the water issue. He stated that the soil was unstable and would need to dry out before a plan could be made. Mr. Lougheed expects to create a plan with Mr. Ryan in the next few months. Mayor Pro Tem Lund asked City Manager Anderson to have staff talk to Mr. Ryan regarding a plan for his property.

8. **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 6:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:38 pm. The executive session began at 5:40 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: _____

Chehalis City Council

Meeting Minutes

March 22, 2021

The Chehalis City Council met in regular session on Monday, March 22, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, Interim City Clerk; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief (Zoom); Trent Lougheed, Public Works Director; 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Recognition of Caryn Foley – City Clerk.** Mayor Dawes recognized Caryn Foley, City Clerk, with a proclamation and an inscribed vase with flowers upon her retirement after 34 years of service to the City of Chehalis. Mayor Dawes, on behalf of the City Council, and City Manager Anderson expressed their appreciation for Caryn's outstanding and dedicated service to the citizens of Chehalis.

2. **Citizens Business – Steven Ryan.** Steven Ryan, a resident of the City of Chehalis at 525 SE Hilltop Drive, addressed the City Council with concerns regarding stormwater issues, budgeting, and the lack of a capital improvement plan.

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

- a. Minutes of the regular City Council meeting of March 8, 2021; and
- b. March 15, 2021 Claim Vouchers No. 131299 – 131405 and Electronic Funds Transfer Check Nos. 1182 – 1210 and 1 in the amount of \$409,123.39; and
- c. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Grant for Airports through the new Airport Coronavirus Response Grant Program (ACRGP); and
- d. Acceptance and Closeout of the High-Level Pump Station Project;

Councilor Spahr asked if the change orders for the high-level pump station project had been brought before the council for approval. City Manager Anderson explained that the amount for the change orders had been approved in the original contract as part of the contingency budget. He further inquired how many trees were removed. Trent Lougheed explained that seven or eight trees had been removed after they were found to be hazardous.

The motion was seconded by Councilor Lord. The motion passed with all in favor except Councilor Lund, who opposed the motion.

4. **Resolution No. 4-2021, First and Final Reading – Adopting the Amended and Restated Interlocal Agreement of the Southwest Washington Regional Transportation Planning Organization.** Trent Lougheed explained that the updated Interlocal Agreement for the Southwest Washington Regional Transportation Planning Organization (SWRTPO) was being presented to the Council for their approval. The goal of the SWRTPO is to ensure that all jurisdictions are in compliance with the Transportation Improvement Plan requirements. The last two projects that the city has received funding for are the Kresky Avenue Reconstruction Project and the Interstate Avenue Resurfacing Project. He briefly reviewed upcoming projects that could possibly receive grant funding.

Councilor Ketchum made a motion to approve Resolution No. 4-2021 on first and final reading. The motion was seconded by Councilor Lord and carried unanimously.

5. **Consideration of Early Work Agreement for Tract 9 at 1850 NW Louisiana Avenue to O'Brien Auto Team, an Illinois Company.** Brandon Rakes informed the Council that the early work agreement was part of the lease agreement for O'Brien Auto Team that was accepted at the March 8, 2021 City Council meeting. The early work agreement would provide O'Brien Auto Team the opportunity to fill and grade the site while they are still under the agreement to lease, but before the ground lease begins.

Councilor Ketchum asked what would happen if O'Brien Auto Team filled the site and then did not proceed with development of the site. Erin Hillier explained that O'Brien Auto Team risked losing any improvements they have made to the property if they did not progress with their lease.

Councilor Spahr moved to approve the acceptance of the early work agreement for Tract 9 at 1850 NW Louisiana Avenue to O'Brien Auto Team and authorized the City Manager to execute the documents. The motion was seconded by Councilor Lord and carried unanimously; Councilor Bannan abstained from the motion.

6. Administration Reports.

a. **City Manager Update.** City Manager Anderson thanked Caryn Foley for her 34 years of service to the City of Chehalis. She also introduced Susan Stayner, the new part-time temporary assistant at City Hall. City Manager Anderson informed the Council that the city may receive additional COVID funding, which would be restricted according to state law.

City Manager Anderson explained that she had responded to Mr. Ryan's concerns in a letter. She explained that many projects funded solely by the city, are vetted and approved through the annual budgeting process. She further explained that the plans are strictly plans; many new opportunities and threats may arise that impede the implementation of those plans. Stormwater, water, wastewater, and other restricted fund fees are strictly used for their designated funds.

7. Councilor Reports/Committee Updates.

a. **Councilor Lund.** Councilor Lund informed the Council that the eagle scout working on the basement at the lodge appreciated the help provided by Andrew Hunziker and the facilities crew. He thanked Mr. Ryan for taking the time to express his concerns and hoped that the issues would be addressed appropriately.

b. **Councilor Spahr.** Councilor Spahr attended an EDC meeting. He informed the Council that the EDC would be changing their name and what they will be involved with in the future.

c. **Councilor Pope.** Councilor Pope thanked Mr. Ryan for his research. He inquired if any planning would be completed for stormwater. City Manager Anderson explained that a master plan for stormwater was on the list of projects that the city would like to accomplish and updates to the Comprehensive Plan will be made later in the year. Councilor Pope suggested a citizen's committee to assist the process and asked Mr. Ryan if he would be willing to participate if such a committee was created. Mr. Ryan indicated that he would.

d. **Mayor Dawes.** Mayor Dawes attended a .09 committee meeting. Mayor Dawes thanked Mr. Ryan for taking the time to speak to the council and expressed his confidence in staff to address the issues. Councilor Spahr asked if the stormwater issue on Mr. Ryan's property had been resolved. Mr. Ryan informed the Council that he was not looking for special treatment regarding this issue and would like to see upgrades made across the city through the Comprehensive Plan.

8. **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, 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 6:15 pm. The executive session began at 6:17 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:45 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, Interim City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

April 12, 2021

The Chehalis City Council met in regular session on Monday, April 12, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilors Michael Bannan and Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, Interim City Clerk; Tedd Hendershot, Fire Chief; Randy Kaut, Interim Police Chief (Zoom); Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Sam Satterfield, City Attorney; 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Administrative Professionals Week.** Mayor Dawes read a proclamation designating April 19-23 as Administrative Professionals Week.

2. **Port of Chehalis Update.** Randy Mueller, CEO of the Port of Chehalis, provided an update on activities at the Port. There is funding for the grain storage project available through state legislature, funds available for a hydrogen refueling station, and Costco has halted the feasibility study, and new businesses are coming into the port. At the next public meeting on April 22, 2021, the port will be amending their comprehensive plan.

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

- a. Minutes of the regular City Council meeting of March 22, 2021; and
- b. March 31, 2021 Claim Vouchers No. 131406 – 131506 and Electronic Funds Transfer Check Nos. 1211 – 1235, 2, 3, and 4 in the amount of \$688,179.84, and Voided Check Number 131231 in the amount of \$178.00, for a Net Total of \$688,001.84; and
- c. March 31, 2021, Payroll Vouchers No. 41604-41632, Direct Deposit Payroll Vouchers No. 13218-13222, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 335-338 in the amount of \$857,798.36; and
- d. Lease of City Property to PAMCO, LLC for Agricultural Land.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Bid Award – NW Pacific Avenue Reconstruction Project.** Trent Lougheed explained that the NW Pacific Avenue Reconstruction Project included replacing the failing stormwater lines, the water lines, sidewalks, asphalt, curbs, and gutters.

Six bids were received and opened on March 10, 2021, with Barcott Construction being the low bidder. After the bid opening, Rognlin's Construction, the second lowest bidder, though their attorney, claimed that the bid should be deemed non-responsive. The City sought legal counsel regarding the responsiveness of the bid, and it was agreed that the Barcott Construction bid did not meet the requirements of RCW 39.30.060 and the bid should be awarded to the lowest responsive bidder, Rognlin's Construction.

The project will be funded by three separate funds: 42% to the transportation benefit district (sidewalks, streetlights, curbs, gutters, and a portion of the street that the utilities are not being reconstructed in), 25% to the stormwater fund, and 33% to the water department. These percentages are estimates and are subject to change.

Councilor Spahr asked if the streetlights would be replaced; Trent Lougheed confirmed that they would be replaced but the decorative lights initially planned had been cost prohibitive, so regular streetlights would be used instead.

Councilor Ketchum expressed that the City was able to use discretion when awarding bids. City Manager Anderson confirmed that the City could use discretion, but that limits existed per state law based upon the project. City Attorney Satterfield explained that for Public Works projects, it was required to pick the lowest responsible bidder, but if the Council would like to reject all bids, they could.

Councilor Spahr made a motion to award the NW Pacific Avenue Reconstruction Project to Rognlin's Construction in the amount of \$1,284,960.00; to authorize a 10% contingency budget of \$138,540.00; and authorize the City Manager to execute all

project documents, including change orders, that do not exceed a total project cost of \$1,523,500.00. The motion was seconded by Councilor Lord and carried unanimously.

5. Bid Award – Snively Avenue Road and Utility Improvement Project. Trent Lougheed explained that the Snively Avenue Road and Utility Improvement project was driven by the failing 1950's era sewer main that serviced the area. The water system in the area also experiences frequent issues due to age and will be replaced at the same time. The project received seven bids and they were opened on March 31, 2021. The low bidder on this project was Rognlin's Construction.

The Snively Avenue Road and Utility Improvement project will also be split between three funds: 18% of the transportation benefit district (curb, gutter, and driveway approach replacements), 28% to the sewer fund, and 54% will be paid by the water fund. These percentages are estimates and are subject to change.

Councilor Spahr made a motion to award the Snively Avenue Road and Utility Improvement project to Rognlin's Construction in the amount of \$465,260.00; to authorize a 10% contingency budget of \$46,540.00; and authorize the City Manager to execute all project documents, including change orders, that do not exceed a total project cost of \$511,800.00. The motion was seconded by Councilor Pope and carried unanimously.

6. Bid Award – Main Street Resurfacing Project. Trent Lougheed informed the council that this project was funded by the Transportation Improvement Board Arterial Preservation Program which provides funding for the resurfacing of arterial streets. The project application was submitted in 2019, designed, and then delayed due to COVID. Seven bids were received and opened on March 18, 2021.

Councilor Ketchum asked when the projects would begin. Trent Lougheed stated that upon Council approval, documents would be sent to the corresponding contractors. These documents are required to be returned within twenty days, then the City has ten days to countersign and submit the documents. He anticipates a notice to proceed would be provided to these contractors in approximately one month. All projects are planned to be completed before the end of summer.

Councilor Spahr made a motion to award the Main Street Resurfacing Project to Barcott Construction in the amount of \$459,271.70; to authorize a 10% contingency budget of \$45,928.30; and authorize the City Manager to execute all project documents, including change orders, that do not exceed a total project cost of \$505,200.00. The motion was seconded by Councilor Lord and carried unanimously.

7. Consultant Supplemental Agreement for Engineering Services with Gibbs and Olson for the Main Street Resurfacing Project. Trent Lougheed explained this was part of the Main Street Resurfacing Project and would include updated ADA compliant ramps and sidewalk replacements. Supplemental agreements are completed after the bids have been opened since they are based upon a percentage of the project cost.

Councilor Spahr made a motion to approve the supplemental agreement for engineering services with Gibbs and Olson for an amount not to exceed \$47,782 for construction engineering services of the Main Street Resurfacing Project and authorize the related expenditures, including the use of TBD funds for the local match. The motion was seconded by Councilor Lord and carried unanimously.

8. Approval to Submit FAA Grant Application for Airfield Pavement Rehabilitation Project. City Manager Anderson explained that this grant would provide 100% funding for the Airfield Pavement Rehabilitation Project. Brandon Rakes explained that this project would focus on both ends of the airport runways and much of the taxiway. This project will focus on repairs to the concrete and pavement instead of replacement.

Councilor Spahr made a motion to approve the application; authorize acceptance of the grant funds upon award; authorize the City Manager to execute all documents necessary to apply for and accept the grant; and designate that these funds be used for the Airfield Pavement Rehabilitation Project.

After discussion, Councilor Spahr amended his motion to approve the application; authorize acceptance of the grant funds up to \$874,000 upon award; authorize the City Manager to execute all documents necessary to apply for and accept the grant; and designate that these funds be used for the Airfield Pavement Rehabilitation Project. The motion was seconded by Councilor Pope and carried unanimously.

9. Resolution No. 5-2021 and Resolution No. 6-2021 First and Final Reading – EMS Levy Renewal. City Manager Anderson explained that staff was following up on direction provided by the Council at the February 8, 2021 City Council Meeting.

Resolution Number 5-2021 is for the primary election in August and Resolution Number 6-2021 is for the general election in November. Two resolutions are being presented since the deadline for the general election is the day of the primary election, so the city would be unable to place the EMS levy on the ballot for November, should it fail in August. If the EMS levy passes in August, staff will be able to withdraw it from the November ballot.

Councilor Spahr made a motion to adopt Resolution Number 5-2021 and Resolution Number 6-2021 on first and final readings; authorize the submission of ballot propositions for the August 3, 2021 primary election and the November 2, 2021 general election to provide Chehalis voters the opportunity to consider renewal of the City's existing Emergency Medical Services (EMS) Levy. The motion was seconded by Councilor Pope and carried unanimously.

10. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson announced that the Chamber of Commerce would be hosting their annual banquet this year.

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

a. **Councilor Spahr.** Councilor Spahr announced that there was a community meeting regarding Westside Park and representatives from the group would approach the City with suggestions.

b. **Councilor Lund.** Councilor Lund stated that the Chehalis-Centralia Railroad and Museum was open for the season. He informed the council that the Easter Train ride had drawn a great crowd. Additional repairs to the steam engine will begin soon. Councilor Lund also expressed a desire to see the water issue on Mr. Ryan's property on Hilltop Road addressed.

c. **Councilor Bannan.** Councilor Bannan expressed frustration with the homelessness issue in the area and looked forward to discussions to help alleviate these issues.

d. **Councilor Pope.** Councilor Pope inquired if strategic planning sessions would be revisited. City Manager Anderson informed the Council that due to COVID restrictions the process had been delayed but the intent was to continue once restrictions are lifted.

e. **Mayor Dawes.** Mayor Dawes and Brandon Rakes participated on KELA's "Lets Talk About It" segment. Topics included the airport, homelessness issues, and a variety of other topics.

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 6:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:06 pm. At 6:30 pm, Mayor Dawes announced additional time was needed in executive session not to exceed 6:45 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:39 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, Interim City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

April 26, 2021

The Chehalis City Council met in regular session on Monday, April 26, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief; Trent Lougheed, Public Works Director; Devlan Pool, Wastewater Superintendent; 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Historic Preservation Month.** Mayor Dawes read a proclamation designating May as Historic Preservation Month in Chehalis. The proclamation was presented to Michele Gallagher of the Historic Preservation Commission.

2. **Proclamation – Police Week.** Mayor Dawes read a proclamation designating May 9– 15, 2021 as Police Week and May 15, 2021 as Peace Officer's Memorial Day.

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

a. Minutes of the regular City Council meeting of April 12, 2021; and

b. April 15, 2021 Claim Vouchers No. 131507 – 131613 and 131616-131620, Electronic Funds Transfer Check Nos. 5 – 8, 1236 – 1262 and Voided Check Numbers 131614 and 131615 in the amount of \$499,343.63; and

Councilor Lund asked that the minutes be revised to reflect his statements regarding the great crowds that the steam train drew for their Easter train rides.

The motion was seconded by Councilor Lord and carried unanimously.

4. **Ordinance Number 1018-B, First Reading – Updating the CMC 17.10 International Building Codes.** Jill Anderson explained that the international building code was required to be adopted by the State of Washington, including the new energy code. An optional portion of the code is sprinkler system requirements; council direction is requested on the matter.

Tammy Baraconi explained that the State reviews the international building code requirements every three years, approximately. It is then adopted at a state level and provided to local jurisdictions with a date in which the new codes must be adopted. She explained that the fire sprinkler requirements were also part of this update, but was an optional requirement. If this code was passed, fire sprinklers would be required for all homes now, including single family residences and duplexes.

LG Nelson helped to explain the credit system for new construction used to ensure the energy code was met. The credit system uses insulation values, window ratings, and other factors to reach the required energy efficiency.

Councilor Spahr noted a typo in the proposed building code.

Councilor Pope clarified that the sprinkler systems are not required by the state for single family residences and duplexes, which Tammy Baraconi confirmed.

Councilor Lund noted that sprinkler systems would not only increase cost of construction, but would potentially increase the cost of rent and insurance.

Mayor Dawes requested a representative of the audience provide a statement for the council. He asked that all members of the audience that agreed with each statement to raise their hand.

Jason Gano of the Olympia Master Builders provided the council with a statement in opposition of the fire sprinkler systems. He explained that the building code requirements for electrical, smoke alarms, and alarm systems have lessened the likelihood of a fatal home fire. He stated that fire sprinkler effectiveness was doubted among the National Fire Protection Agency; and the requirement could add thousands of dollars to the cost of a new home.

Mayor Dawes asked the audience if there were any additional statements; there were none.

Councilor Spahr asked if the new building requirements would be able to be fulfilled by local contractors. Steve Barnett with MDK Construction explained that the cost of building homes increased dramatically with the new requirements, but contractors were working to find ways to fulfill the requirements. Councilor Spahr expressed his frustration with the new requirements.

A motion to pass Ordinance 1018-B on first reading; with an amendment to remove the fire sprinkler requirements for single family residences and duplexes was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

5. **Ordinance Number 1019-B, First Reading – Amending the 2021 Budget.** Chun Saul provided an overview of the first 2021 budget amendment. Key elements included an updated 2021 beginning fund balance; a request to carry over the remaining 2020 budget to 2021 for certain projects that were approved in 2020 but will be completed in 2021; additional appropriations; and additional revenues.

A motion to pass Ordinance 1019-B on first reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

6. **Engineering Services Contract with Jacobs Engineering Group for Clean Air Permit Compliance Testing and Modeling.** Devlan Pool informed the Council that the wastewater treatment plant has been unable to meet some of the requirements set forth by the Southwest Clean Air Agency. In order to meet these requirements, a contract with Jacobs Engineering has been drafted for Council review.

Devlan Pool explained that collaboration with Jacobs Engineering could show that the wastewater treatment plant is meeting the permit limits with some alterations to plant operations.

Councilor Ketchum inquired if this pertained to the air quality around the wastewater treatment plant. Devlan Pool confirmed that it was.

Councilor Spahr asked if the issue could be that the Southwest Clean Air Agency's standards are too high. Devlan Pool confirmed that the reporting standards made it hard to comply with the requirements.

A motion to approve the engineering services contract with Jacobs Engineering Group in the amount of up to \$60,000 and authorize the City Manager to execute the contract was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

7. **Administration Reports.**

a. First Quarter Finance Report. City Manager Anderson asked if there were any questions regarding the first quarter finance report that was included in the agenda packet; there were none. Mayor Dawes stated that tax revenues for 2021 were coming in as expected or better than expected with the exception of the Hotel/Motel tax.

b. **City Manager Update.** City Manager Anderson informed the Council that plans for summer activities at Recreation Park were underway.

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

a. **Councilor Spahr.** Councilor Spahr informed the Council that the Lewis EDC was working on projects and restructuring of the organization continues.

b. **Councilor Pope.** Councilor Pope clarified that minimal tax money was utilized in the renovation of Recreation Park and Penny Playground. Funds raised by the Chehalis Foundation and federal grant money covered much of the expense. Mayor Dawes explained that the grand opening planned for Penny Playground was to honor those that contributed to the fund raising or assisted in the fundraising efforts.

c. **Councilor Ketchum.** Councilor Ketchum informed the Council that a state grant for a hydrogen bus project had been approved at the Port of Chehalis through Twin Transit. Twin Transit will be getting two hydrogen buses. He also expressed a desire to see National Avenue cleaned up.

d. **Mayor Dawes.** Mayor Dawes attended a Firemen's Pension Committee meeting and the Chamber banquet. Leco Supply was honored as business of the year at the banquet.

There being no further business to come before the council, the meeting at 6:27 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
May 10, 2021

The Chehalis City Council met in regular session on Monday, April 26, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilors Tony Ketchum and Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Randy Kaut, Rick Mack, Fire Marshal; Interim Police Chief; 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** Mayor Dawes informed the Council that an additional item for executive session would need to be added to the agenda, per RCW 42.30.110.(1)(c) – sale/lease of real estate. A motion to approve the agenda as amended was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

2. **Proclamation – Public Works Week.** Mayor Dawes read a proclamation designating May 16 – May 22 as Public Works Week in Chehalis.

3. **Citizens Business.** Edna Fund spoke to the Council regarding the passing of Corine Aiken, prominent librarian with the Chehalis library.

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

- a. Minutes of the regular City Council meeting of April 26, 2021; and
- b. April 30, 2021 Claim Vouchers No. 131621 – 131717 and Electronic Funds Transfer Check Nos. 9, 1263 – 1281 in the amount of \$309,238.57; and
- c. April 30, 2021, Payroll Vouchers No. 41633-41659, Direct Deposit Payroll Vouchers No. 13323-13426, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 339-342 in the amount of \$774,857.94; and
- d. Request for Expanded Approval for Application and Acceptance of Federal Aviation Administration Grant for Airport Improvements for the Airfield Pavement Rehabilitation Project; and
- e. Award Bids for rock, gravel, and asphalt.

Councilor Ketchum asked if the amount to be awarded for the FAA grant was known. Brandon Rakes informed the Council that it would be approximately \$977,000.

The motion was seconded by Councilor Lord and carried unanimously.

5. **Ordinance Number 1018-B, Second and Final Reading – Updating the CMC 17.10 International Building Codes.** City Manager Anderson explained that the first reading of this ordinance occurred at the April 26, 2021 meeting and the Council directed staff to remove the fire sprinkler system requirement. She acknowledged that there was currently a portion of the building code in regard to fire flow which required fire sprinkler systems for fire mitigation when fire flow was deemed inadequate. She expressed the intent of staff to revisit this issue and requested that the second reading of the ordinance be postponed.

Mayor Dawes asked which areas within the City had inadequate fire flow. Rick Mack informed the Council that the Prospect area did not have adequate fire flow.

Councilor Lord requested that a workshop be conducted for the council to fully understand the new requirements before passing the ordinance.

Councilor Ketchum asked why fire sprinklers would help if the fire flow was inadequate. Rick Mack explained that residential fire sprinklers are designed to provide occupants time for egress.

Stephanie Warner (citizen) asked if there were any hydrants in the City that had zero fire flow; she explained that a property on Prospect had been deemed to have zero fire flow. Rick Mack assured her that he will look into that hydrant.

Councilor Spahr clarified that the residential fire sprinkler mitigation language was a current practice of the City. Rick Mack confirmed that it was in the current building code and was not a new requirement.

A motion to suspend the City Council policy rule for second readings at subsequent meetings to pass an ordinance and set the date for second reading as June 14, 2021 as made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

An amendment to the motion was made by Councilor Lord to set second reading for the June 28, 2021 Council meeting. The motion was seconded by Councilor Bannan and carried unanimously.

6. **Ordinance Number 1019-B, Second and Final Reading – Amending the 2021 Budget.** City Manager Anderson explained that a full report had been provided at the April 26, 2021 meeting; a report could be provided for this meeting if the Council wished. Mayor Dawes asked if any changes had been made since the first reading, City Manager Anderson explained that a correction to a typographical error was the only change.

A motion to pass Ordinance 1019-B on second and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Lord and carried unanimously.

7. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson asked the Council if they would like to wait until COVID restrictions had been lifted to hold a strategic planning session. The Council agreed that an in-person meeting would provide the best results for a strategic planning session. She also announced that Kiley Franz has been appointed to the position of City Clerk.

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

a. **Councilor Lund.** Councilor Lund informed the Council that he had received many complaints about the transients in Chehalis.

b. **Councilor Lord.** Councilor Lord informed the Council that the first parking committee meeting would take place on Friday, May 14, 2021.

c. **Mayor Dawes.** Mayor Dawes explained that the previous Friday's Mayors meeting had been cancelled.

8. **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 6:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:52 pm. and the executive session began at 5:54 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:29 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
May 24, 2021

The Chehalis City Council met in regular session on Monday, May 24, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, and Tony Ketchum. Councilors Lord and Lund participated via Zoom. Councilor Pope joined the meeting telephonically at 5:05 p.m. Councilor Spahr was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Andrew Hunziker, Property and Facilities Manager; Randy Kaut, Interim Police Chief; 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 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** City Manager Anderson informed the Council that the executive session listed on the agenda would not be necessary. A motion to approve the agenda as amended was made by Councilor Ketchum. The motion was seconded by Councilor Bannan and carried unanimously.

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

- a. Minutes of the regular City Council meeting of May 10, 2021; and
- b. May 14, 2021 Claim Vouchers No. 131718 – 131828 and Electronic Funds Transfer Check Nos. 1282 – 1315 and 10 in the amount of \$352,647.65; and
- c. Set June 14, 2021 at 5:00 P.M. to conduct a public hearing on the City's 2022-2027 six-year transportation improvement program.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Budget Allocation of Funds for Westside Park and Lintott/Alexander Park.** City Manager Anderson explained that the Friends of Westside Park, an informal group of individuals that have taken an interest in improving Westside Park, were working with the City to make a multi-year plan to improve Westside Park. The Chehalis Foundation has also begun fund raising efforts for improvements and ongoing maintenance to Lintott/Alexander Park.

City Manager Anderson explained that funds could be allocated as a one-time expenditure to the City accounts for both parks to show support of the improvement efforts made by the respective community groups. A further request was made to allow the use of Lintott/Alexander Park free of charge by the Chehalis Foundation for their fundraising event. Mayor Dawes informed the Council that the budget committee had reviewed this request and recommended it for approval by the Council.

Councilor Pope suggested that the City approve a matching of funds up to \$20,000 instead of an allocation of \$20,000.

A motion to approve an allocation of \$20,000 for Lintott/Alexander Park in the City's 2021 budget; and approve the use of Lintott/Alexander Park by the Chehalis Foundation for a one-time special event designed to raise money for the Foundation's dedicated maintenance fund for Lintott/Alexander Park; and approve an allocation of \$20,000 for Westside Park in the City's 2021 budget was made by Councilor Ketchum. The motion was seconded by Councilor Lund and carried unanimously.

4. **Resolution No. 4-2021, First Reading – Establishing a Schedule of Fees and Charges.** City Manager Anderson explained that the current fee schedule had been adopted in 2015. The fee schedule presented has been reformatted for easier reading and revised to reflect the current business environment.

Interim Chief Kaut explained that the fees for concealed weapons licenses are set by the state, not the police department. Parking permits and parking violation charges are suggested to be increased for the first time in many years. Mayor Dawes expressed his belief that it had been at least 30 years since parking fees had been increased.

Lilly Wall explained that three fees for parks and facilities were recommended to increase. The first charge is for sewage disposal at the RV park, the overnight charge for RV camping, and the annual yard waste disposal fee.

Brandon Rakes explained that airport fuel rates were percentage based, and minor changes were being made for tie down fees and car rental fees.

Trent Lougheed explained that increases were proposed for civil permit fees and right-of-way fees. Plan review and inspection fees for utilities were also proposed. Fees are suggested in order to help cover some of the associated employee costs. Mayor Dawes asked if these fees were comparable to neighboring cities; Trent Lougheed explained that fees were lower than many surrounding entities.

Tammy Baraconi explained that the proposed fees were compared to Lewis County, Centralia, and Shelton; proposed fees are less than Lewis County and Shelton, and on par with Centralia. Projects with a cost less than \$100,000 will see a reduction in fees. Residential projects over \$1,000,000 will cost 0.85% of the overall project cost, and commercial projects over \$1,000,000 will cost 1.12% of the overall project cost. An increase to help cover more of the costs associated with the hearings examiner process were also discussed.

Councilor Lord asked if the exact cost to the city for each of the planning and building fees was known. Tammy Baraconi explained that it was difficult to quantify the amount of time spent on each project and permit. Mayor Dawes asked if the revenue generated by the building and planning fees covered the staff time or other associated costs. Tammy Baraconi informed the Council that the fees would not completely cover the associated costs; the proposed fees are comparable to over local jurisdictions.

Councilor Bannan expressed his belief that it was a bad time to raise fees, due to rising building costs and the financial stress of the pandemic. Tammy Baraconi informed the Council that the community development department has been extremely busy lately and is lacking staff to review and issue permits. Councilor Bannan asked if these fees would help cover the cost of an additional employee. Tammy Baraconi explained that it was the intent to hire additional staffing.

Mayor Dawes reminded the Council that staff was reviewing fees at the direction of the Council. The budget committee had suggested the review of fees to help generate revenue in lieu of raising taxes. City Manager Anderson briefly explained what a cost study for the fee schedule would involve.

A motion to adopt Resolution No. 4-2021 on first of two required readings consistent with City Council policy was made by Councilor Ketchum. The motion was seconded by Councilor Lord and carried four to two, Councilors Bannan and Lord disapproved.

5. Administration Reports.

a. **City Manager Update.** City Manager Anderson asked to confirm that Monday, June 7, 2021 at 5:00 P.M. would work for the Council to hold a special City Council meeting to include a workshop regarding the International Building Code. The Council confirmed it would. She also showed the Council one of the spikes for the old trolley tracks on Pacific Avenue; the spike will be donated to the Lewis County Historical Museum.

6. Councilor Reports/Committee Updates.

a. **Councilor Lund.** Councilor Lund informed the Council that the trolley used to run between the sawmill, where it would acquire fuel, and the steam plant on Coal Creek Road, to deliver said fuel.

b. **Councilor Pope.** Councilor Pope expressed his fondness for Chehalis while traveling.

c. **Councilor Bannan.** Councilor Bannan expressed his excitement for the opening of Penny Playground. He had seen many children and families enjoying the facility. He asked if a flashing crosswalk sign could be placed at the crosswalks closer to the playground. Mayor Dawes expressed his frustration over the three acts of vandalism on the newly opened playground, but praised staff for their efforts to open the park during the pandemic.

d. **Councilor Ketchum.** Councilor Ketchum asked if the city could avoid a hotel or motel becoming a COVID-19 quarantine facility without prior knowledge, similar to what happened in Centralia. Erin Hillier will look into what can be done by the city to avoid such a situation. City Manager Anderson explained that the situation in Centralia had been an agreement between the state and the property owner. Councilor Lund supported the idea of Erin Hillier looking into what could be done to prevent this kind of situation from happening in Chehalis.

e. **Mayor Dawes.** Mayor Dawes thanked Lilly Wall and Andrew Hunziker for the walk-through of Penny Playground before the opening. He also reported that the Chamber of Commerce hosted their first Business After Hours since the beginning of the pandemic.

There being no further business, the meeting was adjourned at 6:05 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
June 7, 2021

The Chehalis City Council met in special session on Monday, June 7, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Tony Ketchum, Jerry Lord, and Bob Spahr. Councilor Lund participated via Zoom. Councilor Pope was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Erin Hillier, City Attorney; Rick Mack, Fire Marshal; Brandon Rakes, Airport Operations Coordinator. Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Lord. The motion was seconded by Councilor Spahr and carried unanimously.

2. **International Building Code – Discussion of Proposed Ordinance No. 1018-B, Implementing the 2018 International Building Code.** Jason Gano of the Olympia Master Builders provided a presentation regarding the issue of fire flow and sprinkler systems in single family dwellings. He spoke regarding the cost associated with fire sprinklers, fire responses, and the operation of sprinkler systems.

Councilor Lund asked if the tank systems that are required to be installed with the sprinkler systems contained an electric pump system. Mr. Gano confirmed that they did. Councilor Lund stated that in most house fires, electricity fails, potentially rendering the pump system inoperable.

Councilors Ketchum and Spahr asked how many fire sprinklers had been required in the ten years that the requirement had been in place. Rick Mack informed the Council that approximately ten had been necessary between the urban growth area and city limits.

Tammy Baraconi provided a presentation regarding the international building code requirements. She explained that within the code adopted by the state, there are only three portions which do not have to be adopted: the national electrical code, the international property maintenance code, and the international existing building code. While the national electrical code does not have to be adopted, it is utilized by the Department of Labor and Industries, so adoption of this code ensures compliance with L&I standards.

Tammy Baraconi explained that the requirements for the Washington State Energy code increased significantly, requiring new structures to be much more energy efficient. She explained that the city needed to update from the 1997 Building Code to the International Existing Building Code, which provides more flexibility to remodeled homes. Councilor Spahr asked if that was part of the recommendation for Ordinance 1018-B; Tammy Baraconi confirmed that it was.

Councilor Ketchum asked what the international property maintenance code covered. Tammy Baraconi explained that it set minimum standards for rubbish, rodents, structural issues, and other such issues. Councilor Lord inquired if the city had any other ordinances or rules against things of this nature. Erin Hillier confirmed that the Chehalis Municipal Code does have various codes against nuisance issues. Councilor Lord asked if this code would be used to require landlords to declare their properties; Tammy Baraconi explained it was in no way intended in any code requirements to require landlords to declare their properties.

Councilor Lord asked if citizens were going to be fined for replacing things in their houses like faucets. Tammy Baraconi explained that small things like faucets did not apply to permitting and fines, things like carport additions would. She further explained that it was not the intent of the community development department to fine citizens unnecessarily, if a carport was built without a permit, she would work with the individual to ensure compliance before any fines would be applied.

Councilor Spahr asked if automatic aid agreements with Lewis County Fire District #6 and Riverside Fire Authority could be utilized as fire suppression measures. Chief Hendershot explained that Lewis County Fire District #6 does not bring a water tender truck to a fire unless they have additional volunteers on staff, fire engines will be the first responding units.

Councilor Lund asked if the comprehensive plan stated that no permits be approved without the city being able to provide adequate services. Tammy Baraconi explained that there were some goals and policies within the comprehensive plan that required adequate service be provided. Councilor Lund expressed concerns about a moratorium being placed upon the city by the

state since the city did not have adequate fire flow in some locations. Mayor Dawes stated that the requirement of a sprinkler system in a home provided mitigation to the issue of fire flow.

3. **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 6:50 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:46 pm. and the executive session began at 5:58 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:50 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

June 14, 2021

The Chehalis City Council met in regular session on Monday, June 14, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Michael Bannan, Tony Ketchum, Jerry Lord, and Bob Spahr. Councilors Daryl Lund and Dr. Isaac Pope participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Randy Kaut, Interim Police Chief; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Sam Satterfield, City Attorney; Chun Saul, Finance Director; and Susan Stayner, City Manager's Administrative Assistant. Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried unanimously.

2. **Public Hearing – 2022-2027 Six-Year Transportation Improvement Program.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:02 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.

Trent Lougheed provided an overview of proposed projects for the six-year TIP. Councilor Ketchum asked about the parking stops on Chehalis Avenue, expressing concerns about vehicles sticking out in the roadway. Trent Lougheed confirmed that may be an issue, but the parking stops were being placed to protect citizens walking on the sidewalks since there have been a few near misses.

Councilor Lord asked about the possible closure of a portion of Boistfort Street to create a pedestrian plaza. Trent Lougheed confirmed that the decision would come to council before the project progressed. City Manager Anderson explained that the pedestrian plaza had been proposed by the Chehalis Community Renaissance Team and was not a staff driven project; any decision of this kind would include a robust public information process. Councilor Lund expressed frustration with the closure, pointing out that parking spots would be eliminated when parking was already difficult to find downtown area.

Councilor Lund asked why landscaping was included in the project cost. Trent Lougheed explained that landscaping was included to comply with the Chehalis Municipal Code. Mayor Dawes asked if these funds had stipulations that would require such things as art installations or green space. Trent Lougheed said there were no such requirements to his knowledge.

Mayor Dawes asked if any plan was in place to add flashing crosswalk signs by Penny Playground; Trent Lougheed informed the Council that one sign was being purchased for the crosswalk by Westside Park and would look into purchasing another for Penny Playground.

Mayor Dawes closed the public hearing and reopened the regular meeting at 5:28 pm.

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

- a. Minutes of the regular City Council meeting of May 24, 2021; and
- b. Minutes of the special City Council meeting of June 7, 2021; and
- c. May 28, 2021 Claim Vouchers No. 131829 – 131907 and Electronic Funds Transfer Check Nos. 1316 – 1344, 11, and 12 in the amount of \$1,137,552.83; and
- d. May 28, 2021, Payroll Vouchers No. 41660-41687, Direct Deposit Payroll Vouchers No. 13427-13538, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 343-346 in the amount of \$767,297.96; and
- e. Amendment to the 2020-2022 Wastewater On-Call SCADA Services Agreement with Parametrix, Inc.

The motion was seconded by Councilor Ketchum and carried unanimously.

4. Resolution No. 4-2021, Second and Final Reading- Establishing a Schedule of Fees and Charges. Mayor Dawes asked if any changes had been made to the schedule of fees since the first reading. Kiley Franz explained that two duplicate pages had been removed from the document.

Councilor Lord pointed out that the resolution stated fees were reflective of actual costs and that was not the case with the planning and building department fees.

A motion to adopt Resolution No. 4-2021 on second and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried four to two. Councilors Bannan and Lord opposed the motion.

5. Award of Airfield Pavement Rehabilitation Bid to C.R. Contracting, LLC. Brandon Rakes explained that approval of this bid was a continuation of the grant approved by the FAA for approximately \$944,000.00 which will cover the cost of this project. A 2.5% contingency budget is requested, though he believed it is unlikely it will be utilized.

A motion to award the Airfield Pavement Rehabilitation Project to C.R. Contracting, LLC in the amount of \$744,377.81; authorize \$10,000 in preliminary planning with Precision Approach Engineering; authorize \$82,000 for design services with Precision Approach Engineering; Authorize \$108,000 for services during construction with Precision Approach Engineering; authorize a 2.5% contingency budget of \$23,609.45; and authorize the City Manager to execute all project-related documents, including change orders, for and not to exceed a total project cost of \$967,987.26 was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

6. Award of Above-Ground Fuel Site Work Bid to Quigg Bros., Inc. Brandon Rakes explained that this project has been in the works for some time, and the fuel tanks were ordered previously. This portion of the project will focus on the footings for the tanks, stormwater infrastructure, electrical work, and the decommissioning of the existing system.

Brandon Rakes explained that this system will double the fuel storage capacity at the airport. Councilor Spahr asked where the money for this project was from. Brandon Rakes informed the Council that the majority of the available funds at the airport were from commercial property leases, fuel sales, and hangar rentals. Councilor Lund asked how much of the loan payment would be funded by fuel sales. Brandon Rakes explained that he had not separated the revenue sources in this instance, but total revenues far exceeded the incurred debt.

A motion to award the bid to Quigg Bros., Inc. for \$641,277.60; authorize an additional 5% contingency budget of \$32,063.88; and authorize the City Manager to execute all documents and change orders that do not exceed a total purchase price of \$673,341.48 was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried unanimously.

7. Ordinance No. 1020-B, Amending CMC 10.08 to Address Impound/Immobilization of Unlawfully Parked Vehicles and to Incorporate City Fee Schedule for Penalties. Sam Satterfield explained that this ordinance was being revised to address the revised fee schedule and clarifying when a vehicle can be towed.

Councilor Lund asked if there would be an issue with a horse and buggy being park on a sidewalk. Sam Satterfield explained that animals were covered in a different ordinance and would not be affected by this revision. Mayor Dawes asked if the effective date of this ordinance could be the date of the second passage. Sam Satterfield explained that there was typically a five day minimum effective date on ordinances, but he will look into the feasibility.

A motion to pass Ordinance No. 1020-B on first reading was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and passed unanimously.

8. Administration Reports.

a. City Manager Update. City Manager Anderson announced the retirement of Betty Brooks, Payroll Accountant. Michelle White, previously Accounting Tech II, will be replacing Betty. Michelle's position of Accounting Tech II will be filled by Joe Cushman, who had been working as an intern in the finance department. City Manager Anderson explained that the goal was to open the pool on July 1st.

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

a. **Councilor Ketchum.** Councilor Ketchum informed the Council that the host of Diners, Drive-ins, and Dives had been in the area and some local restaurants may be featured in an episode.

b. **Mayor Dawes.** Mayor Dawes attended a ribbon cutting at the electronic bus station in Centralia. He also received an invitation for the Blue Star Memorial at the Veterans Memorial Museum.

3. **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 7:00 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:59 pm. and the executive session began at 6:04 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:48 pm. Mayor Dawes announced that no decision would be made at this time. There being no further business, the meeting was adjourned at 6:48 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
June 28, 2021

The Chehalis City Council met in regular session on Monday, June 28, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief; Rick Mack, Fire Marshal; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Amelia Schwartz, City Planner. Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

2. **Citizens Business.**

- a. Hurshell Smith expressed his frustration with the recent increase in parking permit fees and the lack of maintenance for City owned parking lots.
- b. John Csernotta informed the Council that the dealership project was progressing well. An architect, general contractor, fill contractor, and fill supplier have been selected for the project and permits have been submitted to the City for approval.

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

- a. Minutes of the regular City Council meeting of June 14, 2021; and
- b. June 15, 2021 Claim Vouchers No. 131908 – 132012 and Electronic Funds Transfer Check Nos. 1345 – 1378, and 13 in the amount of \$301,595.04; and
- c. Interlocal agreement for the Washington State Department of Children, Youth, and Families (Green Hill School); and
- d. Resolution No. 5-2021, first and final reading, declaring property to be surplus.

City Manager Anderson explained that a typo had been corrected in the surplus property agenda report, the reference to a 1997 fire truck had been corrected to 1977. Councilor Ketchum asked if the agreement with Green Hill School covered the cost for the Fire and Police Departments to respond to the facility. Chiefs Kaut and Hendershot confirmed that the funds received likely did not cover the cost. The motion was seconded by Councilor Pope and carried unanimously.

4. **Ordinance No. 1020-B, Second and Final Reading, Amending CMC 10.08 to Address Impound/Immobilization of Unlawfully Parked Vehicles and to Incorporate City Fee Schedule for Penalties.** City Manager Anderson informed the Council that there had been no changes since the first reading on June 14, 2021.

Mayor Dawes referred to Chapter 6, paragraph 2 regarding permitted City parking lots; he asked if the language in the ordinance should include 'as posted'. Erin Hillier confirmed that the reference could be clarified.

A motion to amend Ordinance No. 1020-B, section six, subsection two to state "If a vehicle is found, pursuant to this chapter, parked in a permit lot without a valid City-issued permit during the restricted hours, the same shall constitute and infraction resulting in a fee penalty in the amount set forth in the current City Fee Schedule. Nothing in this section will prohibit a vehicle from being cited for multiple violations" was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

Councilor Spahr asked for clarification regarding the hours that the parking lots were restricted. Mayor Dawes confirmed that the restricted hours were 8:00 A.M. to 5:00 P.M. Monday through Friday. Councilor Spahr asked what good a rented parking

spot would be for renters living downtown if they only utilized the spot in the evenings. Mayor Dawes explained that the intent was to ensure parking for those living and working downtown during the busiest times of the day.

A motion to pass Ordinance No. 1020-B as amended on second and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

5. Ordinance No. 1018-B, Second and Final Reading, Implementing the 2018 International Building Code. City Manager Anderson explained that a special meeting to review the 2018 international building code had been held on June 7, 2021.

Tammy Baraconi informed the Council that the following optional sections were included in the proposed ordinance: the international property maintenance code, and the international existing building code; portions of the international wildlife and urban interface code are proposed to be adopted; and all mandatory sections are proposed to be adopted as well. Ms. Baraconi briefly reviewed these sections. Fire sprinklers are not required unless there is insufficient fire flow available.

Councilor Lord asked if there would be any duplication of nuisance codes with the adoption of the international property maintenance code. Ms. Baraconi stated that the code provided a clearer path forward.

Councilor Ketchum asked if the estimated ten houses built with the fire sprinkler requirement in the past ten years would have been able to be built without that requirement. Rick Mack stated that they would have not been able to provide sufficient fire flow, so the house would not have been able to be built. Councilor Lund asked why houses were being built without sufficient city services to provide that fire flow. Ms. Baraconi informed Councilor Lund that the houses were able to be built because of the mitigation provided by the fire sprinklers.

Councilor Lund asked why water tender services could not be utilized as mitigation. Councilor Spahr clarified that the code did not require fire sprinklers, it required fire flow; mitigation could be in the form of fire sprinklers, water tenders, or other such methods.

A motion to approve the Building Code as presented, adopting only what is required in WAC 51-54 and maintaining the status quo for the City and UGA on fire sprinklers; adopting only the portions of the International Wildland Interface Code as required by the State; and adopting the optional text of the International Existing Building Code and the International Property Maintenance Code was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried four to two. Councilors Lord and Lund disapproved.

A motion to amend the motion to exclude the international property maintenance code was made by Councilor Lord. The motion was seconded by Councilor Spahr. The motion failed to pass with only Councilors Lord and Lund approving the motion.

6. Resolution No. 6-2021, First and Final Reading, Adopting the 2022-2027 Six-Year Transportation Improvement Program. City Manager Anderson explained that the six-year transportation improvement program was presented in a public hearing at the last City Council meeting on June 14, 2021; there were no public comments received.

A motion to adopt Resolution No. 6-2021 on first and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

7. Administration Reports.

a. **City Manager Update.** Tammy Baraconi introduced Amelia Schwartz as the new planner. City Manager Anderson informed the Council that the pool will open on July 1, 2021 and Music in the Park will take place this summer. On August 6, 2021, a community celebration for Recreation Park and Penny Playground is planned to acknowledge the individuals that assisted with the project.

8. Councilor Reports/Committee Updates.

- a. **Councilor Ketchum.** Councilor Ketchum thanked the individuals that cleaned up trash under the railway bridge near Chamber Way.
- b. **Councilor Spahr.** Councilor Spahr informed the Council that he took part in an EDC meeting; the City has been invited to participate with the EDC and the County for infrastructure planning on July 21, 2021.

- c. **Mayor Dawes.** Mayor Dawes attended the funeral service for Mike Roewe, a business after hours, and a ribbon cutting for Chehalis West for their new memory care unit.

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 7:00 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:10 pm. and the executive session began at 6:15 pm. Councilor Bannan recused himself at 6:36 pm before the discussion regarding sale/lease of real estate. Following conclusion of the executive session at 6:51 pm, the regular meeting was reopened.

10. Amendment to the Agenda. A motion to amend the agenda to include the consideration of agreement to lease Tract 8 at 1800 NW Louisiana Avenue to KEM Northwest, a Washington LLC was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

11. Consideration of Agreement to Lease Tract 8 at 1800 NW Louisiana Avenue to KEM Northwest, a Washington LLC. Brandon Rakes informed the Council that an offer to lease Tract 8 to KEM for an auto dealership. The effective date would be 90 days after the execution of the agreement to lease. The earnest money that the City would receive for this site is \$74,339.50, this will be credited towards the payment of rent.

Mayor Dawes acknowledged that Councilor Bannan had recused himself from any discussion regarding this agreement.

A motion to approve acceptance of the lease for Tract 8 at 1800 NW Louisiana Avenue by KEM Northwest, LLC and authorize the City Manager to execute the documents was made by Councilor Ketchum. City Manager Anderson asked that the motion be amended to include both the agreement for ground lease and the ground lease. The motion was amended by Councilor Ketchum to approve the agreement for ground lease and the ground lease for Tract 8 at 1800 NW Louisiana Avenue by KEM Northwest, LLC in proposed form and to direct the City Manager to execute the documents. The amended motion was seconded by Councilor Spahr and carried unanimously. Councilor Bannan abstained as he had recused himself from the meeting at 6:36 pm.

There being no further business, the meeting was adjourned at 6:59 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

July 12, 2021

The Chehalis City Council met in regular session on Monday, July 12, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Ketchum. The motion was seconded by Councilor Bannan and carried unanimously.

2. **Port of Chehalis Update.** Randy Mueller, CEO, provided an update on the activities at the Port of Chehalis. A project to help ease the flooding of roads in the port district has been approved. A memorandum of understanding with Twin Transit is being drafted for a hydrogen vehicle refueling station. Randy Mueller informed the Council that he would be leaving his position as CEO of the Port at the end of November. Mayor Dawes inquired about a Japanese firm that produced wood pellets that had previously expressed interest in the port. Mr. Mueller informed the Council that many interested businesses had ceased communications with the onset of COVID-19, that firm being one of them.

3. Citizens Business.

- a. Mayor Dawes informed the Council that Leah Vanesse had requested to move to the July 26th meeting.
- b. Jenny Collins, Chehalis Foundation Director, explained that a fundraiser would be held at Lintott-Alexander Park on July 30th from 5:00 pm to 8:00 pm. There will be refreshments and a silent auction. Councilor Pope explained that Lintott-Alexander Park was the pilot program for the Chehalis Foundation; he praised the Chehalis Foundation's effort to support the City and the School Districts.

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

- c. Minutes of the regular City Council meeting of June 28, 2021; and
- d. June 30, 2021 Claim Vouchers No. 132013 – 132124 and Electronic Funds Transfer Check Nos. 1379 – 1409, and 15 in the amount of \$313,798.68; and
- e. June 30, 2021, Payroll Vouchers No. 41688-41724, Direct Deposit Payroll Vouchers No. 13539-13668, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 347-350 in the amount of \$869,479.97; and
- f. Resolution No. 10-2021, First Reading – Setting a public hearing on Monday, August 3rd at 5:00 pm regarding petition to vacate portions of right-of-way on SE Adams, 12th Street, and the undeveloped alley between 11th and 12th Streets.

The motion was seconded by Councilor Pope and carried unanimously.

5. **Consideration of Early Work Agreement for Tract 8 at 1800 NW Louisiana Avenue to KEM Northwest, LLC, a Washington Limited Liability Company.** Brandon Rakes explained that the Council had recently approved the lease of Tract 8 to KEM Northwest. The early work agreement was proposed in hopes of being able to fill both Tract 8 and Tract 9 at the same time.

A motion to approve the acceptance of the Early Work Agreement for Tract 8 at 1800 NW Louisiana Avenue by KEM Northwest and authorize the City Manager to execute the documents was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously. Councilor Bannan abstained from the motion.

6. Administration Reports.

a. **City Manager Update.** City Manager Anderson informed the Council that Laura Fisher had been hired for the Permit Technician position in the Community Development office. There will be Party in Park at Lintott-Alexander Park and Music in the

Park at Recreation Park, both of which will take place on July 30th. A celebration for the completion of work at the sports complex and Penny Playground will take place on August 6th at 5:30 pm.

7. Councilor Reports/Committee Updates.

- a. **Mayor Dawes.** Mayor Dawes went to an open house for Betty Brook's retirement, he attended a growth management committee meeting, and he met with Jill Anderson and Lilly Wall regarding the grand opening of Penny Playground and the sports complex. Mayor Dawes asked if there was an effort by the Police Department to inform the citizens of the new state laws that limit police response. Interim Chief Kaut explained that the police would still be responding, but their actions may be limited upon arrival.

8. 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 6:15 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:31 pm. and the executive session began at 5:35 pm. Following conclusion of the executive session at 6:08 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

July 26, 2021

The Chehalis City Council met in regular session on Monday, July 26, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Bannan participated via Zoom; Councilor Jerry Lord was absent, excused. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, HR/Risk Manager; Dave Vasilauskas, Water Superintendent; and Celest Wilder, Engineering Technician II. Members of the news media included: Eric Rosane from *The Chronicle*.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

2. Citizens Business.

- a. Leah Vanesse expressed concerns regarding the current length of time fireworks were allowed in city limits. Councilors Pope and Bannan agreed with Ms. Vanesse that one day of fireworks would be appropriate; Councilor Ketchum disagreed. Mayor Dawes informed Ms. Vanesse that a year's notice to citizens regarding any change to fireworks regulations was required; the Council would like to revisit this subject at a later date.

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 12, 2021; and
- b. July 15, 2021 Claim Vouchers No. 132125 – 132232 and Electronic Funds Transfer Check Nos. 1410 – 1435, and 16 – 17 in the amount of \$365,900.22; and voided check number 132086 in the amount of \$89.34; for a net total of \$365,810.88; and
- c. Resolution No. 11-2021, first reading – correcting duplicate resolution numbers; and
- d. Coronavirus response and relief supplemental appropriations act (CRRSA) grant for airports through the new airport coronavirus response grant program (ACRGP) – acceptance of grant funds.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Northwest Pacific Avenue Reconstruction Project – Construction Budget Amendment.** City Manager Anderson informed the Council that this project was prompted by a failing stormwater line and an aging water line; many utilities will be replaced during this project. The original construction budget was \$1,523,500; the contingency budget for this project was a little over \$138,000. An increase in the contingency budget is needed due to unsuitable soft clay found during the demolition process. Geotechnical work was performed in 2018, but the readings did not show the soft clay material. The change order required for this correction is \$204,310, which exceeds the original contingency. A request for additional authority to cover this change order and others that may arise is requested in the amount of \$290,371.14.

Councilor Spahr asked how much the two driveways cancelled in the current project would cost in a future project. Bob Balmelli of RB Engineering, engineer for the project, explained that the two driveways would not be replaced by the City. Councilor Spahr asked why the geotechnical survey missed the soft clay material. Bob Balmelli explained that the locations in which the borings for the geotechnical work did not show the soft clay materials.

Mayor Dawes asked staff to look into the feasibility of recovering funds due to incorrect geotechnical work. Councilor Pope asked if the geotechnical firm bid for the project, Bob Balmelli informed them that Trent Lougheed, Public Works Director, likely hired them from the MRSC roster; Councilor Pope expressed a desire to remove the company from the list in the future. City Manager Anderson will consult with the city attorney on the matter.

A motion to increase the total construction budget for the NW Pacific Avenue Reconstruction to \$1,675,331.14, to include a revised contingency budget of \$290,371.14; and authorize the City Manager to approve change orders that do not exceed the

revised construction budget, including Change Order 2, was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried five to one. Councilor Pope disapproved.

5. Northwest Pacific Avenue Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services. City Manager Anderson informed the Council that the city had contracted with RB Engineering for the Northwest Pacific Avenue Reconstruction Project in 2018. Due to the retirement and continued vacancy of the Street/Stormwater Superintendent, additional services are necessary, for example: contractor meetings, meeting minutes, providing pay estimates, reviewing certified payroll, preparing and issuing change orders, and reviewing special inspection and testing reports.

A motion to approve the additional engineering services agreement with RB Engineering for the amount of \$27,650 for construction engineering services for the Northwest Pacific Avenue Reconstruction Project was made by Councilor Pope. The motion was seconded by Councilor Spahr and carried unanimously.

6. Snively Avenue Roadway Utility and Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services. City Manager Anderson explained that this project was to replace utilities on Snively Avenue between 16th Street and BNSF railway. Additional engineering services are needed that exceed the previous budget authority granted by the Council in May of 2020. An allocation for additional engineering and testing services is needed.

A motion to authorize the City Manager to amend the contract with RB Engineering for services related to the Snively Avenue Roadway Utility and Reconstruction Project and authorize additional work in the amount of \$10,250 to bring the total contract amount to \$93,060 was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

7. Administration Reports.

- a. **City Manager Update.** City Manager Anderson thanked the community for their patience and flexibility through the duration of the construction projects. She reminded the Council that Music in the Park would take place on July 30th, a celebration for the opening of Penny Playground will take place on August 6th at 5:30 P.M., and a fundraiser for Lintott/Alexander Park will take place on July 30th. Strategic planning will take place on Tuesday, November 9, 2021.
- b. **Second Quarter Finance Report.** Chun Saul provided a second quarter financial report. The City's general fund revenue has collected 56.7% of the 2021 budget; the revenues exceed the six-month target amount by approximately \$704,000. Many fees, such as those for recreation programs, are below the targeted amount. Expenditures for the general fund are at 48.4% of the budgeted amount. Utility revenues are slightly below 50%, overall expenditures are at 38.8% of the overall budgeted amount for 2021. The airport fund revenues are at 45.2% of the target budget, which is mostly related to grant revenue. Over all city funds, total revenue is at 56.7% of the estimated 2021 budget, and a little less than 41% for expenditures.

The City of Chehalis has been allocated \$2,136,599, which the city will receive in two equal installments. Restrictions apply to these funds: mitigation for the COVID-19 public health crisis, premium pay to essential workers, provision of governmental services to the extent of revenue laws, and investment in infrastructure. Potential uses for these funds will be brought before the Budget Committee and the Council for review.

Councilor Lund asked if City Manager Anderson had received any useful information with the Lewis County EDC regarding these funds. City Manager Anderson stated that it was a very productive meeting and believes that working with other governmental agencies to provide necessary resources will be very helpful.

8. Councilor Reports/Committee Updates.

- a. **Councilor Pope.** Councilor Pope asked if the house at NW West Street and Rhode Island was safe and if it met the requirements through the Development Review Committee. Celest Wilder, Engineering Technician II, who previously worked for the Community Development department, explained that the building plans were reviewed and the foundation was approved. Beyond the foundation and framing, she was not involved in the inspection process.
- b. **Mayor Dawes.** Mayor Dawes attended a budget committee meeting and will be attending another one on August 10, 2021 to review the ARPA funds. He attended a business after hours for the Visiting Nurses had a good turn out and there was a large group for the golf tournament the following day. He also attended the APRA fund meeting regarding the infrastructure initiative; which hopes to enable cities and the county to work together on major

infrastructure projects. Mayor Dawes noted that the EMS levy was on the ballot for the August primary election and thanked the local IAFF for the signs they provided supporting the EMS levy.

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)(c) – Sale/Lease of Real Estate and RCW 42.30.140(4)(b) – Collective Bargaining, not to exceed 6:45 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:13 pm. and the executive session began at 6:17 pm. At 6:45 pm, the executive session was extended until 7:00 pm. Following conclusion of the executive session at 7:00 pm, the regular meeting was reopened.

10. **Second Addendum to the Lease with SERJ Car Wash, LLC Dba Glint Car Wash.** Brandon Rakes informed the Council that the original agreement with SERJ Car Wash stated that they must begin construction by a certain date, which has expired. An extension until September 30, 2021 is being sought by SERJ Car Wash. This extension would cause no fiscal impact to the City of Chehalis.

A motion to approve the addendum to the ground lease with SERJ Car Wash, LLC Dba Glint Car Wash and authorize the City Manager to execute the documents was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

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

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

August 9, 2021

The Chehalis City Council met in regular session on Monday, August 9, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Randy Kaut, Interim Police Chief; Brian Kelly, City Attorney; Trent Lougheed, Public Works Director (Zoom); Devlan Pool, Wastewater Superintendent; and Chun Saul, Finance Director.

1. **Approval of Agenda.** Mayor Dawes informed the Council that an executive session would not be necessary; the executive session was removed from the agenda. A motion to approve the agenda as amended was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

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 26, 2021; and
- b. July 30, 2021 Claim Vouchers No. 132238 – 132328 and Electronic Funds Transfer Check Nos. 1436 – 1476, 18, and 19 in the amount of \$418,120.80; and voided check numbers 132086 and 132218 in the amount of \$973.99; and a net total of \$417,146.81; and
- c. July 30, 2021, Payroll Vouchers No. 41725-41757, Direct Deposit Payroll Vouchers No. 13669-13804, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 351-355 in the amount of \$915,089.14; and
- d. Resolution No. 12-2021, First and Final Reading – Rescinding November 2, 2021 general election ballot for the EMS levy; and
- e. Continuation of professional services agreement with Pacific Testing and Inspection, Inc. for building permit services and special inspections.

City Manager Anderson informed the Council that minor revisions to Resolution No. 12-2021 had been made after attorney review. Mayor Dawes explained that the EMS levy had been successfully passed in the primary election, so it was no longer necessary to bring to voters in November. The motion was seconded by Councilor Pope and carried unanimously.

3. **Riverside Force Main Replacement Project – Construction Budget Adjustment to Accept the Project as Complete.** Devlan Pool provided an overview of the force main replacement project and explained that additional budget authority of \$10,211.15 was needed to complete the project. The original force main replacement project was approved by Council in June 2019 with C&R Tractor and Landscaping. Change order #2 was a negotiated settlement between C&R Tractor and Gibbs and Olson, the engineering firm representing the City, for the costs to complete the pipeline.

Mayor Dawes inquired if there were any liabilities that agencies providing utility locate services had when providing information that proves to be incorrect. Mike Marshal of Gibbs and Olson explained that companies that provide utility locate services rarely take pre-engineering requests seriously, but no liability existed.

Mayor Dawes expressed frustration with the low bid process and the amount of change orders received recently. Councilor Lund expressed frustration with the utility locate services provided and the change orders received.

A motion to approve an increase to the construction project budget of \$10,211.15; authorize the City Manager to approve change order #2 for \$70,211.15 for the close out of construction of the Riverside Force Main Replacement Project; and accept the Riverside Force Main Replacement Project as complete; and authorize release of the project retainage after all statutory requirements have been met was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried six to one. Councilor Lund disapproved the motion.

4. **Temporary Fire Station Update – Request for Additional Budget Authority for Site Preparation Work and Required Additional Components of the Temporary Apparatus Bay.** City Manager Anderson informed the Council that the

permanent fire station site had been purchased, and an interim fire station would be placed on site until the new station can be built. In order to avoid a possible flood, the project was advanced quicker, which resulted in many unforeseen circumstances and construction issues.

City Manager Anderson explained that many of the requested alterations to the project would have been included in a project budget for the Council to review, had the original project not been rushed to avoid flood season. Many of these changes will provide better facilities on the site, such as a concrete slab and footings for the temporary apparatus bay, storm water work, and ADA compliance for the mobile home structure.

City Manager Anderson provided a brief history of the emergency fire station, the purchase of the land for a permanent fire station, the concern of a major flood, and the initiation of construction on the site for an interim station. She explained that additional work was needed for the following reasons: hydrocarbons in the soils, unsuitable materials in the dirt that required removal and fill to be placed before work could commence, excessive water saturation, electrical components, insulation of the temporary apparatus bay, and concrete footings and a concrete slab for the temporary apparatus bay. Additional contingency is requested for the moving of the mobile home structure which will serve as a housing facility for the firefighters and administrative offices.

Most of the additional expenses requested occurred after March 3, 2021, which qualifies them for the American Rescue Plan Act (ARPA) funds; funds have also been set aside in the public facilities fund for the fire station project.

Councilor Pope requested that City Manager Anderson have the budget committee review these kinds of requests before being brought to the Council for approval. Councilor Pope added that he believed the costs would have been required no matter how the plans had been prepared.

Mayor Dawes expressed frustration with the testing for hydrocarbons on the property, the lack of electrical planned, and the plan to use asphalt instead of concrete for the temporary apparatus bay.

Councilor Spahr expressed frustration with the geotechnical work, specifically the phase one and phase two environmental studies. He stated that in the process of gathering information, bad information was provided to the engineers and the contractors. Trent Loughheed briefly explained where the borings had been taken.

A motion to approve an increased budget for the Temporary (Interim) Fire Station Project of \$335,180.92 to fund the necessary increase in Scope of Work for the Site Improvements and Apparatus Bay; and increase the signing authority of the City Manager to pay expenses associated with the revised project budget; and authorize the use of American Rescue Plan Act (ARPA) funds to pay for the costs associated with the preparation of an interim fire station was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried six to one. Councilor Lund disapproved the motion.

5. Lodging Tax Advisory Committee – Reviewing Committee Size and Terms. City Manager Anderson explained that this item was presented at the request of the budget committee. The budget committee requested that rotating terms or the reduction of the size of the Lodging Tax Advisory Committee be considered. LTAC member Todd Chaput resigned from the committee since he had taken a position outside of the hospitality industry, which created a vacancy on the committee.

Councilor Lord explained that the committee can either be reduced in size, or a new member can be appointed. Mayor Dawes also explained that possible rotating terms would ensure that members that either collect or receive lodging tax funding have a chance to serve on the committee, if desired. Mayor Dawes also explained that any changes to the committee would take place in 2022, since the committee had already been approved for 2021.

Councilor Lord asked if the City could represent a collecting agency because of the RV park. Former council member and former LTAC chair, Terry Harris informed the Council that it could be done, but it was frowned upon. He expressed concerns regarding rotating terms since the process and applicable rules can be confusing for new members.

The Council requested that staff reach out to the new managers of the Best Western and Holiday Inn to see if one would like to serve on the lodging tax advisory committee for 2021.

6. Administration Reports.

a. **City Manager Update.** City Manager Anderson informed the Council that Randy Kaut will be the City's new Police Chief. A swearing in ceremony will take place on Tuesday, August 24th at 1:30 pm. in the City Council Chambers. She thanked everyone that attended the ceremony for Penny Playground and Recreation Park.

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

- a. **Councilor Ketchum.** Councilor Ketchum informed the Council that ChehalisFest was well attended at the Lewis County Historical Museum.
- b. **Councilor Pope.** Councilor Pope expressed his appreciation for the Chehalis Foundation and their fundraiser "Party at the Park", which raised funds to help maintain Alexander-Lintott Park.
- c. **Mayor Dawes.** Mayor Dawes assisted with the pancake breakfast held by the Lewis County Historical Museum for ChehalisFest, attended the Chehalis Foundation fundraiser, Music in the Park, and the grand opening of Penny Playground and Recreation Park. He also participated in a tour of the upgraded armory in Centralia.

There being no further business, the meeting was adjourned at 6:18 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes
August 23, 2021

The Chehalis City Council met in regular session on Monday, August 23, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Tony Ketchum, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom; Councilor Michael Bannan was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager, Kiley Franz, City Clerk; Randy Kaut, Police Chief; Trent Lougheed, Public Works Director (via Zoom); Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director.

Please Note: Due to a technical issue, the first twenty minutes of the meeting were not recorded. Minutes for the Public Hearing and a portion of the Chehalis Community Renaissance Team Update have been provided in action minute format.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Pope. The motion was seconded by Councilor Spahr and carried unanimously.

2. **Public Hearing – Petition to Vacate Portions of Right-of-Way on SE Adams, 12th Street, and the Undeveloped Alley Between 11th and 12th Streets.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:03 pm.

Tammy Baraconi provided an overview of the of the street vacation request. Members of the public were given an opportunity to speak either in favor or against the street vacation. Ms. Baraconi informed the Council that one written comment was received from a member of the public with concerns about drainage on their property; Ms. Baraconi informed the citizen that this process was just for a street vacation and the proposed development was not yet under review.

Mayor Dawes closed the public hearing and reopened the regular meeting at 5:14 pm.

3. **Chehalis Community Renaissance Team Update – Annalee Tobey, Executive Director.** Annalee Tobey provided the Council an update of activities for the Chehalis Community Renaissance Team. A mural at the airport was completed, a mural at Parking Lot C will be started soon, more utility boxes have been painted, and a self-directed art tour is being designed.

Mayor Dawes asked how many people were in the Coworks at any given time. Annalee Tobey estimated three to five individuals would be utilizing the space at the same time.

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

- a. Minutes of the regular City Council meeting of August 9, 2021; and
- b. August 13, 2021 Claim Vouchers No. 132330 – 132446, Replacement Check No. 132329, and Electronic Funds Transfer Check Nos. 1477 – 1506, and 20, 21, and 22 in the amount of \$1,679,900.24

The motion was seconded by Councilor Lord and carried unanimously.

5. **COVID-19 Contracted Payment Plan Application Policy for Utility Payments.** City Manager Anderson informed the Council that the City had been in compliance with Governor Inslee's moratorium on late fees and deferred utility bill payments. This moratorium is set to expire on September 30, 2021 and the City has created a payment plan policy to assist citizens who may have gotten behind on their utility bills due to the pandemic. A notice will be sent to utility customers that the moratorium is set to expire and provide information on when those charges will be due. Citizens will need to have a payment plan in place prior to January 2022 to prevent water shut offs.

City Manager Anderson provided the Council and members of the public with a flyer that has been sent out with utility bills to customers with information regarding assistance programs for those affected by the pandemic. This information is also available on the city's website at www.ci.chehalis.wa.us.

City Manager Anderson informed the Council that Councilor Lord had provided clarification in the draft policy that the statement regarding collection of fees when a house is being sold should be through the escrow process, not through the title company.

Mayor Dawes expressed concern for landlords who may wind up being responsible for uncollected utility bills after the moratorium is lifted. He stated that with the moratorium on evictions, the landlords could be negatively impacted financially. He asked if some of the funding received from the state could be used to assist landlords that may be held liable for their tenants' lack of payment. City Manager Anderson stated that a program could be created to help landlords. Councilor Spahr expressed his support of the creation of a plan to assist landlords.

A motion to approve the "Covid-19 Contracted Payment Plan Application Policy" for utility payments with the understanding that staff will make some minor revisions that will not change the intent of the policy was made by Councilor Spahr. The motion was seconded by Councilor Lord and unanimously.

6. Ordinance No. 1021-B, First Reading – A Petition to Vacate Portions of Right-of-Way on SE Adams, 12th Street, and the Undeveloped Alley Between 11th and 12th Streets. Tammy Baraconi explained that the petition was to vacate a portion of right-of-way on SE Adams, 12th Street, and the undeveloped alley between 11th and 12th Streets. The purpose of these petitions is to come back to apply for permits for a multi-family dwelling. The only public comment received was from Ms. Music regarding drainage concerns.

Staff is requesting that Council adopt Ordinance No. 1021-B with the following conditions:

1. A utility easement shall be prepared by the applicant, approved by the City Engineer, and in effect prior to the purchase of a portion of 12th Street.
2. A utility easement shall be prepared by the applicant, approved by the City Engineer, and in effect prior to the purchase of a portion of Adams Avenue.
3. An access easement of twenty feet for the benefit of parcel #005859000000 shall be prepared by the applicant, approved by the City Engineer, and in effect prior to the purchase of the Adams Avenue.
4. Authorize the City Manager to negotiate the number of square feet with easements and the number of square feet without easements.
5. The property owner must pay the City the fair market value of the property.
6. To complete the property transfer, the applicant, at their expense shall have deeds drawn for the right of way vacation areas, approved by the City Engineer, and recorded.
7. The applicant, at their own expense shall have a boundary line adjustment created that 'connects' the vacated right of way to the appropriate parcels, have it reviewed and approved by City staff, and recorded before civil permits or building permits are issued.

Mayor Dawes asked members of the public that missed the public hearing to voice their concerns. A neighbor of the property in question expressed concerns regarding the boundary lines. Mayor Dawes suggested that since the ordinance was only up for first reading, a meeting with Tammy Baraconi could clarify any questions that they have regarding the matter. They agreed to set up a meeting with Tammy Baraconi, who will bring any concerns that require Council consideration to the next City Council meeting on September 13, 2021.

Councilor Ketchum expressed concerns about drainage for neighboring properties and asked that an adequate drainage plan be created to ensure the City did not negatively impact neighboring houses. Councilor Spahr and Mayor Dawes expressed concerns about citizen access to their properties. Ms. Baraconi stated that access had been a concern while reviewing the request and no restrictions had been found.

A motion to pass Ordinance No. 1021-B on first reading with the seven recommended conditions from staff as stated in the agenda summary was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

7. Administration Reports.

- a. **City Manager Update.** City Manager Anderson invited members of the public to attend the swearing in ceremony for Randy Kaut, who will become the City's next Chief of Police, which will take place on Tuesday, August 24th at 1:30 pm in the Council Chambers.

8. Councilor Reports/Committee Updates.

- a. **Councilor Lund.** Councilor Lund thanked City staff for how the chip seal process was completed. He stated that he had received many comments praising staff on the process. Lines to prevent parking in fire lane areas had also been repainted and was appreciated by those in the neighborhood. He inquired about the water runoff issue with Mr. Ryan; City Manager Anderson explained that a minor project to divert the water would be completed in fall. Trent Loughheed informed the Council that stormwater hubs had been added to assist in water diversion when the chip sealing was completed.
- b. **Mayor Dawes.** Mayor Dawes stated that he had attended the Music in the Park events, which were well attended. He also attended the opening ceremonies at the county fair.

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 7:00 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:03 pm. and the executive session began at 6:05 pm. Following conclusion of the executive session at 7:00 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
September 13, 2021

The Chehalis City Council met in regular session on Monday, September 13, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Dave Vasilaskus, Water Superintendent; and Celest Wilder, Engineering Technician II. Eric Rosane from *The Chronicle* was also in attendance.

1. **Approval of Agenda.** Mayor Dawes informed the Council that an executive session would not be necessary; the executive session was removed from the agenda. A motion to approve the agenda as amended was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

2. **Lewis County EDC Update – Todd Chaput.** Todd Chaput explained that the Lewis County EDC planned to leverage ARPA funds to create a database with upcoming projects for the county, local cities, the state, and some private entities. This could help to coordinate efforts on projects, which could reduce costs and redundancy. Mayor Dawes asked if they were looking at just approved projects or planned projects as well. Todd Chaput informed the Council that they were looking for all projects, even those that are not yet feasible; he hoped that including all projects may create an opportunity to collaborate with other entities to complete more projects. They are working to research and lobby for capital improvement projects in Lewis County.

3. **Lewis County Housing Summit Information.** Centralia City Councilor Kelly Smith Johnston invited the Council to the Policy Summit to discuss housing issues in Lewis County. They hope to create a cross-jurisdictional plan to increase housing in Lewis County. They will focus on the whole housing pipeline, which covers emergency shelters, transitional housing, social housing, affordable rental housing, affordable home ownership, market rental housing, and market home ownership.

Councilor Lord expressed his interest in the project.

4. **Citizens Business.**

- a. Jeff Barcott of Barcott Construction explained that he had completed some Public Works projects for the City of Chehalis and was currently working on more. He expressed frustration with the bid process for the 12th and Williams Avenue project, missing documents in the Northwest Pacific Avenue project bid paperwork, and the delays with the Fire Station Project.
- b. Jo Kuhner informed the Council that she would be interested in helping to keep the City-owned parking lot by the San Juan apartments clean and safe. She expressed her desire to clean-up the area by pulling weeds; she currently maintains the alley by the apartment building.

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 23, 2021; and
- b. August 31, 2021 Claim Vouchers No. 132447 – 132522 and Electronic Funds Transfer Check Nos. 1507 – 1538 in the amount of \$694,483.00; and
- c. August 31, 2021, Payroll Vouchers No. 41758-41788, Direct Deposit Payroll Vouchers No. 13805-13937, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 356-359 in the amount of \$847,120.83; and
- d. Resolution No. 13-2021, First and Final Reading – Declaring Property to be Surplus; and
- e. Short Plat to Divide Airport Property – Tract 7a (Lewis County Parcel Number 005605827001).

The motion was seconded by Councilor Ketchum and carried unanimously.

6. Ordinance No 1021-B, Second and Final Reading – A Petition to Vacate Portions of Right-of-Way on SE Adams, 12th Street, and the Undeveloped Alley Between 11th and 12th Streets. Tammy Baraconi explained that the petition to vacate portions of the right-of-way on SE Adams, 12th Street, and the undeveloped alley between 11th and 12th Streets had not changed since the first reading. The City was proposing to retain easements to access utilities in the alley.

Councilor Lord asked if new easements were being created. Ms. Baraconi explained that there were new ones for the utility purposes. Councilor Ketchum asked if the concerned neighbor had been in contact with Ms. Baraconi regarding the petition to vacate; Ms. Baraconi stated that she had been and her questions had been answered.

Erin Hillier noted that for best practices for vacating right-of-ways, the legal description and the final price per square foot that the City is to be compensated for the space. This Ordinance does not contain the exact square footage and a range of prices. It was decided to postpone the second reading of Ordinance No. 1021-B until the September 27, 2021 City Council meeting.

7. Regional Water Supply Agreement between the City of Chehalis and the City of Centralia. City Manager Anderson informed the Council that the members of the Growth Management Committee had been in review of a possible purchase of water rights agreements from the City of Centralia, which had been obtained from TransAlta.

Tom McDonald of Cascadia Law explained that demand for water rights has always been high. The proposed agreement would be for three million gallons of water a day for the City of Chehalis. The original agreement had been for the City of Chehalis to purchase water wholesale from the City of Centralia, but the agreement has been revised for the City of Chehalis to own the water rights instead.

The price for the water rights would be \$1,500/acre foot of water for consumptive water; this price could go up to \$1,800/acre foot of water depending on the Department of Ecology. Mr. McDonald explained that the agreement ensured that neither city's rate payers would be subsidizing the cost for the other city's rate payers. The permit for the water rights would not be issued until approximately August 2022.

Councilor Lord asked how much it will cost the City of Chehalis for infrastructure in relation to the water rights agreement. City Manager Anderson explained that a working group, with the assistance of some consultants and attorneys, would return to the Council with the costs at a later date. City Manager Anderson explained that policy decisions regarding rates and costs would be brought before the Council as well.

Councilor Spahr asked if these water rights would be subjected to the Department of Ecology's 'use it or lose it' policy. Mr. McDonald explained that since this will be a water right permit, they allow a development schedule, which has been requested to cover the next fifty years. Water rights will not be up for forfeiture until the end of the requested fifty years.

Councilor Spahr asked if the water rights would cost the \$4.5 million or the \$5.4 million listed in the agenda report. City Manager Anderson explained that the costs had not yet been finalized, so the cost would be between \$4.5 million and \$5.4 million; Mr. McDonald explained that the lower cost was anticipated. Councilor Spahr asked if the City would be required to purchase the water rights even if they were unable to utilize the water, Mr. McDonald confirmed that they would. Councilor Spahr clarified that if the City was unable to utilize the water rights, they could later sell them.

A motion to approve the Regional Water Supply Agreement between the City of Centralia and the City of Chehalis and authorize the City Manager to sign the agreement was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

8. Ordinance Number 1022-B, First Reading – Amending the 2021 Budget. Chun Saul provided the City Council with an overview of the second budget amendment. This amendment will increase the total revenue budget by \$2,623,867; the total expenditure budget will increase by \$720,848; and the total transfers in and out by \$297,181, for a net zero; with a total net increase in ending fund balance of \$1,903,019.

Ms. Saul provided budget overviews for the general fund expenditures and revenues with a net increase of \$832,301. Councilor Ketchum asked why the revenue projections would be modified mid-year if there could potentially be a major decrease in sales tax. Ms. Saul explained that projections were created to reflect what has been received through August. Mayor Dawes expressed concern regarding a possible sales tax revenue decrease associated with decreased auto sales.

Ms. Saul provided budget overviews for the Transportation Benefit District fund, the federal grant control fund, the public facilities reserve fund, utility funds, and the airport fund.

The estimated 2021 ending fund balance across all funds is \$24,554,668.

A motion to pass Ordinance No. 1022-B on first reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and unanimously.

9. **Appointment of New Lodging Tax Advisory Committee Members.** City Manager Anderson explained that the Lodging Tax Advisory Committee (LTAC) meets annually to review applications for lodging tax funds. Two members of the LTAC have resigned from their positions in the hospitality industry. Jacob Blue of the Holiday Inn Express has applied. Since representatives of other local hotels were unable to attend this year, staff is recommending the appointment of Lilly Wall, Recreation Manager of the City of Chehalis be appointed to the open position. The City does meet the requirements of a collecting agency due to the RV park.

A motion to appoint Jacob Blue and Lilly Wall to the City's Lodging Tax Advisory Committee was made by Councilor Spahr. The motion was seconded by Councilor Pope and unanimously.

10. **Process for Filling the Vacant City Council Seat (At-Large Position No. 2).** City Manager Anderson explained that Councilor Bannan had resigned on September 7, 2021 after moving outside of the city limits. The open At-Large Position #2 will expire at the first council meeting after the certification of the election results in November. Michael Bannan was running unopposed in the coming election; if elected, he may decline the position and another appointment to the Council will be necessary. If a write-in candidate were to win the election, a second appointment will not be necessary.

A motion to approve the process and application, and direct staff to proceed with the process for seeking candidates to fill the At-Large No. 2 position to complete the term, which ends at the first City Council meeting that follows the certification of the November 2, 2021 election results by the Lewis County Auditor's Office was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

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

- a. **Councilor Spahr.** Councilor Spahr mentioned an abandoned motorhome on Interstate Avenue.
- b. **Mayor Dawes.** Mayor Dawes will take part in the legislative roundtable, which will take place on Friday, October 1, 2021.

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 and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 8:00 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 7:20 pm. and the executive session began at 7:26 pm. Following conclusion of the executive session at 8:00 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
September 27, 2021

The Chehalis City Council met in regular session on Monday, September 27, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Randy Kaut, Police Chief; Trent Lougheed, Public Works Director (Zoom); Brandon Rakes, Airport Operations Coordinator; Sam Satterfield, City Attorney (Zoom); Chun Saul, Finance Director; and Glenn Shaffer, HR/Risk Manager.

1. **Approval of Agenda.** A motion to approve the agenda as amended was made by Councilor Pope. The motion was seconded by Councilor Spahr and carried unanimously.

2. **Energy Innovation Coalition and Center – Richard DeBolt and Kelly Smith-Johnston.** Richard DeBolt, Executive Director of the Economic Alliance of Lewis County, explained that the energy innovation coalition and center project had been started approximately seven months ago when a grant was received to build a hydrogen station in the port of Chehalis with Twin Transit. Kelly Smith-Johnston explained that many energy-related projects existed or were planned within Lewis County. The center will provide resources to local entities and outside agencies; the coalition will be a network of local private and public agencies. Ms. Smith-Johnston asked that the City of Chehalis consider being a member of the energy innovation coalition. Richard DeBolt provided a brief overview of the hydrogen fueling station project; Lewis County will be one of only thirty-six hydrogen valleys in the world, only two of which are in the United States.

Councilor Ketchum expressed his support of the program and praised Joe Clark of Twin Transit for the initiation of the project. He expressed his belief that the project could be a major asset to Lewis County.

Councilor Spahr expressed his concern over the lack of available water sources for this project. Richard DeBolt explained that the water did not have to come from primary sources, he provided the example of distilled wastewater treatment plant water. Councilor Pope inquired about the safety measures put in place for hydrogen vehicles. Richard DeBolt explained that hydrogen vehicles now came equipped with a venting system to prevent combustion. Kelly Smith-Johnston added that jobs would be created on the maintenance side of the project as well.

Councilor Ketchum volunteered to represent the Council on the energy innovation coalition.

Councilor Lund added that buses in Germany have run on hydrogen fuel for approximately twenty years.

3. **Citizens Business.**

- a. Terry Harris explained that the holiday decorations had aged. He expressed his appreciation for the Chehalis Foundation, the Chehalis Community Renaissance Team, and his family for their assistance in repairing the snowflakes, which included the replacement of the garland.

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

- a. Minutes of the regular City Council meeting of September 13, 2021; and
- b. September 15, 2021 Replacement Checks No. 13523 & 132526, Claim Vouchers No. 132524 – 132618 and Electronic Funds Transfer Check Nos. 1539 – 1566 in the amount of \$831,567.03;

The motion was seconded by Councilor Lord and carried unanimously.

5. **Ordinance Number 1022-B, Second and Final Reading – Amending the 2021 Budget.** City Manager Anderson informed the Council that no changes had been made since the first reading at the September 13, 2021 meeting.

A motion to pass Ordinance No. 1022-B on second and final reading was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

6. Ordinance No 1021-B, Second and Final Reading – A Petition to Vacate Portions of Right-of-Way on SE Adams, 12th Street, and the Undeveloped Alley Between 11th and 12th Streets. Tammy Baraconi explained that the original request from the applicant was the vacation of SE Adams Avenue between 12th Street and Prospect Street, which would include an access easement on Adams Avenue; and a right-of-way vacation on 12th Street from the northeast side of Adams Avenue and the northeast side of Washington Avenue, which will also have an easement for sewer access; and a portion of the undeveloped alleyway between 11th and 12th Streets, which will not have any easements.

Mayor Dawes asked if there would be any hinderance to future developments with this vacation. Ms. Baraconi confirmed that the only access issue had been addressed with an access easement for LaDawn Music. Councilor Spahr asked if lots 19, 20, and 21 were owned by the applicant; Ms. Baraconi confirmed they were.

Ms. Baraconi reviewed the specifics of the proposal, including the differences between staff recommendations and the proposal of the applicant. Councilor Lord asked if the amount charged by the City was determined by an RCW or by the City. Ms. Baraconi informed the Council that the price followed Chehalis Municipal Code. Councilor Lord expressed concern with the requirement for a boundary line adjustment.

Aaron Fuller of Fuller Designs, civil engineer for the project, voiced concerns regarding the size of the access easement for LaDawn Music's property, and the lack of negotiation for the property. Ms. Baraconi explained that if the access easement remained larger, the developer would be required to develop the alleyway to street standards. City Manager Anderson explained that as a public entity, the ability to negotiate was limited.

A motion to direct staff to make the following changes to Ordinance No. 1021-B: Adams Avenue to 15x120 feet, 12th Street 15,263 square feet of area with easement, and no changes to the alleyway was made by Councilor Ketchum. The motion was seconded by Councilor Lord and carried unanimously. The second reading of Ordinance No. 1021-B was continued until the October 11, 2021 City Council meeting.

7. Lodging Tax Advisory Committee Recommendations for 2022 Tourism Funds and Request to Seek Applicants. City Manager Anderson informed the Council that the Lodging Tax Advisory Committee met on Tuesday, September 21, 2021 to review lodging tax funding requests. A reserve of \$50,000 was requested, as was the payment of the Recreation Park debt service payment in the amount of \$71,350. The remaining \$186,640 was distributed evenly to requesting organizations, with the exception of the City.

Councilor Lord explained that over the last decade, many positions on the Lodging Tax Advisory Committee had been held by the same individuals. To ensure that any qualified individual interested in participating on the committee had the opportunity, Councilor Lord requested that the application for appointment be opened.

A motion to approve the funding amounts, both individually and collectively, of the Lodging Tax Advisory Committee for the use of lodging tax funds for 2022; approve the allocation of 20% of available funds, rounded to \$37,340, to the City of Chehalis, to be utilized at the discretion of the City in 2022; approve the annual debt service payment for Recreation Park Improvement Project in the amount of \$71,350; approve the annual appropriation of 25% of available revenues to the City of Chehalis beginning in 2023, to be utilized at the discretion of the City; and provide direction regarding the preferred process for selecting LTAC members, specifically whether or not to open the process to invite qualified individuals to apply for appointment to the 2022 Lodging Tax Advisory Committee was made by Councilor Lord. The motion was seconded by Councilor Pope and carried unanimously.

Mayor Dawes clarified that 'to be utilized at the discretion of the City' was in regard to the applicable lodging tax fund projects.

8. Administration Reports.

- a. **City Manager Update.** City Manager Anderson informed the Council of the annual Lewis County Economic Alliance banquet on Friday, October 8, 2021.

9. Councilor Reports/Committee Updates.

- a. **Councilor Lund.** Councilor Lund asked that staff double check requirements and policies regarding construction projects to ensure compliance.

- b. **Mayor Dawes.** Mayor Dawes attended a Business After Hours event on September 16th and met with the pastor at the Grace Church regarding volunteer opportunities.
- c. **Councilor Pope.** Councilor Pope informed the Council that there was a ribbon cutting event at Pope's Kids Place for a physical therapy facility, named in honor of Chase Conzatti.

10. **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 7:45 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:41 pm. and the executive session began at 6:45 pm. Following conclusion of the executive session at 7:40 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
October 4, 2021

The Chehalis city council met in special session on Monday, October 4, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; and Erin Hillier, City Attorney; and Chun Saul, Finance Director.

1. **Interview Candidates for City Council Member At-Large No. 2 Vacant Position.** Mayor Dawes explained the purpose of the special meeting was to interview three individuals for the vacancy on the council. He thanked the candidates for their willingness to apply for the position. The order of interviews was drawn by random selection. Each candidate was asked the same question by each council member. The candidates were interviewed in the following order:

1. Terry Harris
2. Katherine (Kate) McDougall
3. Tessa Hollis

Mayor Dawes explained that he would vote for whichever candidate received three votes from the Council to ensure there was not a tie.

2. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(h) – Evaluate Qualifications of a Candidate for Appointment to Elective Office not to exceed 6:15 pm and there would be action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:43 pm. Following conclusion of the executive session, the special meeting was reopened at 6:08 pm.

3. **Appoint Candidate to Fill City Council Member At-Large No. 2 Vacant Position.** Mayor Dawes explained the process for nominating candidates to fill the vacancy. A vote would then be called on each nomination in the order they were nominated and the first candidate to receive four votes would be appointed to the vacant position. Mayor Dawes asked for nominations.

Councilor Lund nominated Terry Harris; Councilor Pope seconded the nomination.

Councilor Lord nominated Katherine (Kate) McDougall; Councilor Ketchum seconded the nomination.

There being no further nominations, Mayor Dawes closed the nominations.

Mayor Dawes called for a vote on Terry Harris. Councilors Lund, Pope, and Spahr voted in favor of Mr. Harris. There being three votes for Mr. Harris, Mayor Dawes cast his vote in favor of Mr. Harris.

Mayor Dawes stated that Mr. Harris would be sworn in during the council's regular meeting of October 11. Mayor Dawes thanked all candidates for their time and interest in the position.

There being no further business, the meeting was adjourned at 6:12 pm.

Dennis L. Dawes, Mayor

Attest:

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes
October 11, 2021

The Chehalis City Council met in regular session on Monday, October 11, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Trent Loughheed, Public Works Director; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director. Emily Fitzgerald from *The Chronicle* was also in attendance.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

2. **Swearing in of New Council Member – Terry Harris.** Mayor Dawes administered the oath of office to Terry Harris. Mr. Harris was appointed to serve the remaining term left by Michael Bannan, set to expire after elections are verified in November.

3. **Proclamation – Police Week Observed.** Mayor Dawes explained that this proclamation was typically read in May, but was postponed due to COVID restrictions. Mayor Dawes read a proclamation designating October 13– 15, 2021 as Police Week. Chief Kaut expressed his appreciation for the support of the City Council.

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

- f. Minutes of the regular City Council meeting of September 27, 2021; and
- g. Minutes of the special City Council meeting of October 4, 2021; and
- h. September 30, 2021, Payroll Vouchers No. 41789-41823, Direct Deposit Payroll Vouchers No. 13938-14059, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 360-363 in the amount of \$880,074.67; and
- i. September 30, 2021 Claim Vouchers No. 132620 – 132713 and Electronic Funds Transfer Check Nos. 1567 – 1598, and Replacement Check No. 132619 in the amount of \$332,106.51; and
- j. Debt management and post-issuance compliance update for fiscal year 2020.

The motion was seconded by Councilor Lord and carried unanimously.

6. **Ordinance No 1021-B, Second and Final Reading – A Petition to Vacate Portions of Right-of-Way on SE Adams, 12th Street, and the Undeveloped Alley Between 11th and 12th Streets.** City Manager Anderson explained that at the September 27, 2021 City Council Meeting, the Council provided direction to staff regarding the area to be vacated and the amount of area to have an easement attached to it; the price of the vacation was to be discussed.

Tammy Baraconi explained that the assessed value of the property was based upon the assessed valuation of properties recently sold in the area; assessed value for the portions with an easement were based off of recent easements from the City of Centralia. Tammy Baraconi further explained that a fifty percent valuation would be appropriate unless the City has owned the property for more than 25 years, then it would be anywhere from full price down to fifty percent.

Councilor Lord clarified that this portion of land was dedicated as a right-of-way but was not improved upon by the City; he asked why the full assessed value was being suggested. Tammy Baraconi explained that the City had owned the property for more than 25 years and was legally a dedicated right-of-way.

Mayor Dawes explained that he reviewed the last two right-of-way vacations approved by the City Council and both vacations were charged the full appraised value. Councilor Ketchum expressed hesitation to altering the historic practice of charging the full assessed value. Councilor Lund expressed his desire to have had a second or third appraisal completed.

A motion was made by Councilor Spahr to pass on second and final reading, Ordinance No. 1021-B, a petition to vacate portions of right-of-way on SE Adams, 12th Street, and the undeveloped alley between 11th and 12th Streets with the following conditions:

1. A utility and access easement for the entire area of vacation shall be prepared by the applicant, approved by the City Engineer and City Attorney, and recorded at the expense of the applicant prior to the purchase of a portion of 12th Street; and
2. An access easement of fifteen feet for the benefit of parcel #005859000000 shall be prepared by the applicant, approved by the City Engineer and City Attorney, and recorded at the expense of the applicant prior to the purchase of the Adams Avenue; and
3. The applicant, at their own expense shall have a boundary line adjustment created that 'connects' the vacated right-of-way to the appropriate parcels, have it reviewed and approved by City staff, and recorded before civil permits or building permits are issued; and
4. The property owner must pay the City the amount determined by the Council; which was maintained at \$4.28 per square foot for those without an easement, and \$0.42 per square foot for those with an easement.

The motion was seconded by Councilor Pope and carried five to one; Councilor Lord disapproved the motion.

7. Acceptance and Closeout of the 12th and Williams Rechannelization Project. Trent Lougheed explained that the project altered the triangular intersection by Recreation Park and Penny Playground. The project corrected this intersection and created additional parking spaces for the park. Councilor Ketchum expressed his appreciation for the increased safety at the revised intersection.

A motion to accept the 12th and Williams Avenue Rechannelization Project as complete and release the retainage to KBH Construction after all statutory requirements have been met was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

8. Administration Reports.

- a. **City Manager Update.** Trent Lougheed explained that the water main was being switched to the new water main on Pacific Avenue, many of the surface features and improvements have been completed, and one underground fuel tank had been located that required removal. Preparations for asphalt should begin soon. City Manager Anderson added that Trick-or-Treat Transit would be running this year in downtown Chehalis and Centralia.

9. Councilor Reports/Committee Updates.

- a. **Councilor Spahr.** Councilor Spahr informed the Council that he had attended the EDC banquet.
- b. **Councilor Harris.** Councilor Harris informed the Council that he had also attended the EDC banquet, he congratulated Debbie Campbell, and expressed his excitement for the donation by the Bezos Corporation to the Discover! Children's Museum project.
- c. **Mayor Dawes.** Mayor Dawes informed the Council that the Budget Committee had been meeting with staff to review the 2022 budget. He inquired about permit fees for the small yard signs; City Manager Anderson will look into this charge.

10. **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, not to exceed 6:05 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 7:20 pm. and the executive session began at 5:41 pm. Following conclusion of the executive session at 5:53 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes
October 25, 2021

The Chehalis City Council met in regular session on Monday, October 25, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Terry Harris, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Councilor Tony Ketchum was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Andrew Hunziker, Facilities Manager; Randy Kaut, Police Chief; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager.

1. **Approval of Agenda.** City Manager Anderson informed the Council that the executive session for sale and lease of real estate was not needed; it was removed from the agenda. A motion to approve the agenda as amended was made by Councilor Pope. The motion was seconded by Councilor Spahr and carried unanimously.

2. **First Responders Appreciation Day Proclamation.** Mayor Dawes read a proclamation designating October 28th as First Responders' Day in the City of Chehalis and thanked first responders for their service.

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

- a. Minutes of the regular City Council meeting of October 11, 2021; and
- b. October 15, 2021 vouchers and transfers - accounts payable in the amount of \$452,560.69;

The motion was seconded by Councilor Lord and carried unanimously.

4. **Incentive Program for Lateral Police Officer Applicants.** Chief Kaut explained that it has become difficult to recruit quality, experienced officers. In response, many agencies have created a signing bonus incentive to entice lateral officers. He further explained that the cost of sending an entry level officer to academy is slightly under \$26,000; which includes wages, benefits, and the cost of the academy.

The proposed program would provide a \$20,000 signing bonus to be paid out over a two-year period. \$8,000 would be paid at the time of hire, \$6,000 upon completion of probation, and \$6,000 at the end of the two-year period. A three-year agreement would be required, which would ensure that the City would be paid back if the applicant left City of Chehalis employment.

Discussion between Council members ensued regarding the amount of the signing bonus; Mayor Dawes supported \$15,000, Councilor Harris supported \$20,000, and Councilor Lund supported \$25,000. Councilor Lund asked why the reserve program was no longer in place. Chief Kaut explained that the stringent training requirements placed upon volunteers made it not financially viable.

Councilor Spahr made a motion to approve the lateral police officer monetary incentive program where the amount of \$20,000 is paid over two years to lateral police officer applicants who successfully complete three years of service with the City. The motion was seconded by Councilor Lord and carried unanimously.

5. **Memorandum of Understanding with the Lewis County Economic Development Council (EDC) for Infrastructure Project Funding, Coordination, and Advocacy Assistance.** Todd Chaput of the Lewis County Economic Development Council explained that while the project had originally been discussed for use with ARPA funds, the restrictions placed upon those funds has led to discussions of alternative funding. The focus of the project is to bring multiple entities together when completing a project to work cohesively to improve the area.

Councilor Lord asked if other jurisdictions had implemented a similar program. Todd Chaput explained that the infrastructure project was unique and encouraged coordination between entities. Councilor Pope asked when something tangible would be seen from this project. Todd Chaput explained that it would be unlikely they would have something for this legislative session, but would expect to see something proposed at the next.

A motion to approve the MOU and authorize the City Manager to sign the MOU with the EDC (Economic Alliance) was made by Councilor Spahr. The motion was seconded by Councilor Harris and carried four to one; Councilor Lord disapproved.

6. Administration Reports.

- a. **3rd Quarter Financial Status Report.** Chun Saul provided a third quarter financial report. The City's general fund revenue has collected 75.2% of the 2021 budget. 60% of property taxes have been collected, which is expected at this time of year since the second half of taxes are due in November. Sales and use taxes have collected 79% of the 2021 estimated revenue; utility taxes have collected 81.9%; and other tax collections are roughly 75%. Total tax collections through September is \$7,079,733.

Most departments spent below the 75% targeted amount. The facilities and parks departments are over the 75% target due to seasonal staff and projects completed in the summer months. Overall, the City has expended 62.8% of the 2021 budgeted amount.

- b. **Parks and Facilities Project Updates.** Andrew Hunziker provided an overview of parks and facilities projects within the City; projects include: renovation of the Stan Hedwall Park RV bathroom and shower facility, concrete parking stops at Lintott Alexander Park, tree trimming at Lintott Alexander Park, final preparations for the opening of Penny Playground, repairs to Penny Playground after a vehicle accident, new landscape at Lintott Alexander Park, new asset essentials work order system, cleaning and replacing parking stops, drainage at the Scout Lodge, cleanup of a giant cottonwood at Lintott Alexander Park; and other landscaping and maintenance projects throughout the city. Andrew Hunziker thanked the Streets Department for their assistance.

Mayor Dawes suggested signs at Stan Hedwall Park encouraging visitors to visit local shops and attractions.

Andrew Hunziker also informed the Council that prior to the repairs to the pool, it was losing approximately 25,000 to 30,000 gallons of water per day. After the resurfacing project was completed, only about 3,000 gallons a day are being lost. Heating and chlorine costs have been reduced with these repairs.

- c. **City Manager Update.** City Manager Anderson informed the Council that Marilyn Snider, the strategic planning facilitator, will be unable to attend in person but would be able to conduct the session remotely. The Council unanimously agreed to postpone the strategic planning session until able to participate in person. Positions are available on the Planning Commission and Historic Preservation Committee; applications have been posted on the City's website (www.ci.chehalis.wa.us). City Manager Anderson provided the telephone numbers to report street light outages: City of Chehalis (metal poles) 360-748-0238 and Lewis County PUD (wooden poles) 360-748-9261.

7. Councilor Reports/Committee Updates.

- a. **Councilor Harris.** Councilor Harris informed the Council that the Chehalis Basin Partnership heard from the Office of the Chehalis Basin, they are involved with a plan for the Skookumchuck dam. They are analyzing everything from dam removal to fish passages; they have indicated that it will not have an effect on water rights issues with TransAlta, but Councilor Harris expressed apprehension.
- b. **Mayor Dawes.** Mayor Dawes informed the Council that budget meetings had concluded.

8. **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 7:00 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:30 pm. and the executive session began at 6:34 pm. Following conclusion of the executive session at 7:00 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

November 8, 2021

The Chehalis City Council met in regular session on Monday, November 8, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Terry Harris, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager (Zoom); Lance Bunker, Street/Storm Water Superintendent; Kiley Franz, City Clerk; Melody Guenther, Court Administrator (Zoom); Erin Hillier, City Attorney; Andrew Hunziker, Facilities Manager; Trent Loughheed, Public Works Director (Zoom); Dale McBeth, Court Judge; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director; Glenn Schaffer, Human Resources/Risk Manager (Zoom); Dave Vasilauskas, Water Superintendent; and Lilly Wall, Recreation Manager.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

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 25, 2021; and
- b. October 29, 2021 Claim Vouchers No. 132815 – 132901 and Electronic Funds Transfer Check Nos. 1627 – 1655 in the amount of \$300,713.51; and
- c. October 29, 2021, Payroll Vouchers No. 41789-41849, Direct Deposit Payroll Vouchers No. 14060-14167, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 364-367 in the amount of \$789,544.85; and
- d. Amendment to professional services agreement with Precision Approach Engineering for the Airfield Pavement Rehabilitation Project; and
- e. Resolution No. 14-2021, first and final reading – Incentive program for lateral police officer applicants.

The motion was seconded by Councilor Lord and carried unanimously.

3. **Public Hearing – Proposed 2022 Revenue Sources – Property Taxes and Levies.** City Manager Anderson explained that the budget documents were disseminated to the Council and made available to the public online on Tuesday, November 2nd.

Chun Saul provided a presentation regarding the proposed 2022 revenue sources. Ms. Saul explained that the general fund is the primary operating fund for the City and provides funds for all basic municipal services. Funding for the general fund comes from taxes, fees for services, state shared revenues, and other such revenues. The estimated revenue for the general fund for 2022 is \$11,909,220. Of this estimated revenue, tax revenue makes up approximately 82%; reserve fund monies will be used to balance the budget. Mayor Dawes clarified that typically the revenue estimates for the prior year have been low and more revenues are received, and those funds were the ones being used to balance the budget. Of the available revenues, 52% of the budget is allocated to police and fire services, 12.1% is allocated to parks and facilities maintenance, 2.8% is allocated to municipal court, 8.2% is allocated to building and planning, 3.7% is allocated to recreation, 8.8% is allocated to administrative functions (city council, city manager, city clerk, human resources, and finance departments), and 12.4% is allocated to the non-departmental fund.

Ms. Saul explained that every year, the city must set levy amounts to support the cost of the general government. Ms. Saul briefly reviewed the current tax amounts levied by the City. The continuation of the EMS levy was approved by voters in August 2021 and would be collected at \$0.50 per \$1,000 of assessed value. The total proposed regular tax levy amount for 2022 is \$1.81154 per \$1,000 of assessed value.

4. **Public Hearing – Proposed 2022 Budget.** City Manager Anderson explained that the city-wide budget is made up of 27 funds, the utilization of 26 of which are restricted by law or policy; the general fund is used to provide general municipal services. The total city-wide budget is \$41,615,222. Five new capital expenditure funds have been created, these funds are for wastewater, water, storm and surface water, the airport, and park improvement; these funds will help with long-term planning by creating dedicated reserve funds.

The total budget for 2022 has increased by \$11,153,737 or 36.6%. This increase is due to an intra-fund transfer to the new five new capital funds. Without these transfers, the budget for 2022 has decreased by \$255,266 or 0.84% of the amended 2021 budget. Of all city-wide expenditures, the general fund makes up approximately 32%, special revenue funds (such as the transportation benefit district, lodging tax, federal grant control funds) make up 11%, utility funds make up 48%, the airport fund makes up 7%, and the remaining 2% is made up of the firemen's pension fund, debt service fund, and capital projects funds.

Of the 8.2% sales tax rate: 6.5% is allocated to the state; 0.01% is the state fee; 0.64% is allocated to Lewis County, transit, mental health, and juvenile detention; 0.85% is allocated to the City of Chehalis general fund, and 0.2% is allocated to the City of Chehalis transportation benefit district.

Ms. Saul explained that the proposed budget planned to fill five positions in the city that were left vacant during 2020 and 2021. These positions include two firefighters, one police officer, one part time parking enforcement officer, and one part time administrative assistant for the recreation department. Two new positions have been added to the budget, one for a property maintenance worker, and one for a financial analyst. ARPA funds will be used to fund one police officer position, two firefighter positions, and the purchase of police body cameras and the associated software.

City Manager Anderson provided a brief overview of budget concerns: additional positions are a necessity, increasing costs in services and supplies, ongoing facility maintenance and repairs, revenues may not continue to grow, and uncertainty about the end of COVID-19 stimulus money and payment deferrals. The City Council budget committee recommends that the 2022 City Council budget committee continue to meet quarterly.

5. **Ordinance No. 1023-B and Ordinance No. 1024-B, First Reading – Adoption of Property Tax Levies.** A motion to pass Ordinance No. 1023-B and Ordinance No. 1024-B on first reading was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

6. **Ordinance No. 1025-B, First Reading – Adopting the 2022 Proposed Budget.** A motion to pass Ordinance No. 1025-B on first reading was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

7. **Administration Reports.**

- a. **City Manager Update.** City Manager Anderson introduced the new Street/Stormwater Superintendent, Lance Bunker. City Manager Anderson also informed the public that there are still vacancies on the planning commission and the historic preservation commission.

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

- a. **Mayor Dawes.** Mayor Dawes informed the Council that he attended the memorial service for Gary Stamper. He also attended the Mayor's meeting, a walk-through of a potential parking lot site with Lilly Wall and Andrew Hunziker, and will be meeting with local legislatures on November 30th.

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)(iii) – Litigation or Legal Risk and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 7:07 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:07 pm. and the executive session began at 6:10 pm. At 6:10 pm, Mayor Dawes extended the executive session to 7:30 pm. Following conclusion of the executive session at 7:30 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes
November 22, 2021

The Chehalis City Council met in regular session on Monday, November 22, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Terry Harris, Tony Ketchum, and Bob Spahr. Councilors Daryl Lund and Dr. Isaac Pope participated via Zoom. Councilor Jerry Lord was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Melody Guenther, Court Administrator; Erin Hillier, City Attorney; Andrew Hunziker, Facilities Manager; Randy Kaut, Police Chief; Trent Loughheed, Public Works Director (Zoom); Josh McDrummond, Permit Technician; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Amelia Schwartz, City Planner; Dave Vasilauskas, Water Superintendent; and Lilly Wall, Recreation Manager.

1. **Approval of Agenda.** A motion to approve the agenda as presented was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried unanimously.

2. **Recognition of Bill Hillier, City Attorney.** Mayor Dawes expressed his gratitude to Bill Hillier for his time spent as the City Attorney.

3. **Citizens' Business.** Aaron Fuller of Fuller Designs informed the Council that he would like to discuss housing in Chehalis. He expressed frustration with the DRC process, delays due to inaccurate information, the lack of direction, and the length of time it has taken for permit processing. Mayor Dawes noted that many projects have been started and completed in the City this year; a substantial amount of building has affected the limited staffing in the planning and building department. Councilor Lund expressed frustration with the delays and his desire to find a solution to the issue.

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 8, 2021; and
- b. November 15, 2021 vouchers and transfers - accounts payable in the amount of \$1,974,287.40; and
- c. Confirmation and Reappointment of Dale McBeth as Municipal Court Judge; and
- d. Extension for Indigent Defense Services Contract; and
- e. Resolution No. 15-2021, First and Final Reading – Appointing City Attorney and Assistant City Attorneys;

The motion was seconded by Councilor Ketchum and carried unanimously.

5. **Public Hearing – Proposed 2022 Revenue Sources – Property Taxes and Levies – Second Hearing.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:29 pm. City Manager Anderson explained that a public hearing on this matter had been held on November 8, 2021 and no changes had been made since then. There being no public comment, the Mayor reopened the regular meeting at 5:31 pm.

6. **Public Hearing – Proposed 2022 Budget – Second Hearing.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:31 pm. City Manager Anderson explained that a public hearing on this matter had been held on November 8, 2021 and no changes had been made since then. City Manager Anderson added that the budget is available on the city's website at www.ci.chehalis.wa.us. There being no public comment, the Mayor reopened the regular meeting at 5:32 pm.

7. **Public Hearing – Proposed Chehalis Basin Comprehensive Flood Hazard Management Plan.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:32 pm. City Manager Anderson explained that Christina Wollman of Perit, which has been working with many organizations across Lewis County to create a comprehensive flood hazard management plan.

Christina explained that she had been working with Lewis County for approximately two years to create this plan. This plan addresses flood risk to people and property throughout Lewis County and identifies mitigation action to reduce that risk. The last plan was created in 2009 after the major flood event of 2007; many things have changed since then and a new plan is necessary. A grant was received for this study, so it was created with no expense to the county.

The plan included many entities, stakeholders, and consultants. Flood patterns from the 1950's to present were reviewed for frequency and severity. Flood plains were analyzed for 10-year floods, 50-year floods, and 100-year floods; flood exposure and vulnerability of buildings in Chehalis were part of this analysis. Goals, policies, and mitigation actions were identified by this plan.

Councilor Ketchum asked if the plan was required; Christina explained that the plan was not regulatory. Mayor Dawes asked if this plan included the other flood agencies or authorities; Christina stated that it was. Councilor Harris explained that the Chehalis Basin Partnership was not contacted regarding this study; he expressed his appreciation for the facts being presented in a black and white fashion and not being opinion based. There being no public comment, the Mayor reopened the regular meeting at 5:52 pm.

8. Ordinance No. 1023-B and Ordinance No. 1024-B, Second and Final Reading – Adoption of Property Tax Levies. No changes have been made to the ordinances since the first reading. A motion to pass Ordinance No. 1023-B and Ordinance No. 1024-B on second and final reading was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried four to one; Councilor Lund disapproved.

9. Ordinance No. 1025-B, Second and Final Reading – Adopting the 2022 Proposed Budget. No changes have been made to the ordinance since the first reading. A motion to pass Ordinance No. 1025-B on second and final reading was made by Councilor Spahr. The motion was seconded by Councilor Harris and carried four to one; Councilor Lund disapproved.

10. Resolution No. 16-2021, First and Final Reading – Adopting the Chehalis Basin Comprehensive Flood Hazard Management Plan. No additional information from what was presented during the public hearing was provided. A motion to pass Resolution No. 16-2021 on first and final reading was made by Councilor Harris. The motion was seconded by Councilor Ketchum and carried unanimously.

11. Resolution No. 17-2021, First and Final Reading – Adoption of Revised Public Defense Standards. City Manager Anderson explained that Melody Guenther, Court Administrator, would be providing information regarding items number 18 and 19 on the agenda (new public defense standards and the grant agreement for improved public defense services respectively). Melody Guenther explained that the Washington State Bar Association was responsible for setting public defense standards that must be followed by courts throughout the state. She explained that the intent of the new standards were to provide oversight to defense services, to provide the chance for no undue influence or conflicts of interest with judicial or political influence.

The new standards require that neither the judge nor court staff create the contract with public defense attorneys; in order to fund the required position, the Chehalis Municipal Court applied for and was awarded a grant for the improvement of public defense services. The grant funding awarded was \$29,000 to be paid out in two separate payments in 2022 and 2023. This funding can be used to establish the coordinator position, the administrative position, to continue paying the increased compensation for the indigent defense services contract, for interpreter services, or training costs.

Councilor Spahr asked whether the position for administrator would be an employee position or a contracted position. Ms. Guenther stated they were unsure at the moment. Councilor Ketchum expressed his frustration with the new state requirement.

A motion to pass Resolution No. 17-2021 on first and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

12. Consideration of Grant Agreement for Improvement of Public Defense Services. A motion to accept the 2022-2023 RCW 10.101.080 Public Defense Improvement Grant and authorize the city manager to execute the grant agreement was made by Councilor Ketchum. The motion was seconded by Councilor Harris and carried unanimously.

13. Administration Reports.

- a. **City Manager Update.** City Manager Anderson acknowledged that the city is under enormous growth pressure and requested dates for a Growth Management Committee meeting. City Manager Anderson encouraged the Council and members of the public to sign up for Lewis County Alerts, which provides notifications of hazards, such as flooding, across the county. She thanked Councilor Harris and his family for their work on the gingerbread house. She encouraged everyone to attend the reception for Mayor Dawes' last meeting on Monday, December 13th beginning at 4:00 pm. and she thanked Mayor Dawes for his support and years of service to the City.

14. Councilor Reports/Committee Updates.

- a. **Councilor Harris.** Councilor Harris thanked his family for their assistance with the gingerbread house.
- b. **Mayor Dawes.** Mayor Dawes informed the Council that he had attended the Business After Hours event and the ribbon cutting for Lewis County Coffee. Mayor Dawes informed the Council that once the election was certified, the at-large position number 2, currently filled by Councilor Harris, would likely once again become vacant due to Michael Bannan's ineligibility for the position due to his resident address. Since the application process had been completed twice within 2021, Mayor Dawes asked the Council if they would like to complete the process again. He expressed his belief that Councilor Harris would remain a strong choice for the position.

15. **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 or Legal Risk and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 7:30 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:24 pm. and the executive session began at 6:29 pm. Following conclusion of the executive session at 7:06 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

Chehalis City Council
Meeting Minutes
December 13, 2021

The Chehalis City Council met in regular session on Monday, December 13, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilors Ketchum and Lund were absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Trent Loughheed, Public Works Director; Dale McBeth, Municipal Court Judge; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager.

1. **Approval of Agenda.** A motion to approve the agenda as presented was made by Councilor Pope. The motion was seconded by Councilor Spahr and carried unanimously.

2. **Recognition of Mayor Dawes.** Councilor Spahr clarified that the Mayor was retiring from the City Council. Councilor Pope expressed his pleasure working with and his respect for Mayor Dawes. Councilor Pope presented Mayor Dawes with a plaque of appreciation for his time spent on the City Council. Councilor Spahr presented Mayor Dawes with a plaque of appreciation for his time spent as Mayor. Councilor Spahr presented flowers to Mayor Dawes' wife, Kathy, and thanked her for the support she provided during his time on the Council.

Annalee Tobey, Executive Director for the Chehalis Community Renaissance Team, thanked the Mayor for his years of service, his support, and his dedication to the community. She expressed her appreciation for Mayor Dawes' support of the CCRT and the community. Mayor Dawes acknowledged the work of the Council, the staff, and the community in the success of the CCRT.

Peter Laman of the Lewis County Historical Society thanked Mayor Dawes for his honesty, his logical approach, and his support of the Lewis County Historical Museum.

Pam Beaber of Congresswoman Jaime Herrera-Beutler's office read a statement submitted to the Congressional Record by Jaime Herrera-Beutler for Mayor Dawes. The statement acknowledged Mayor Dawes' service to the community through his police work, his time spent on the school board, his time as a referee, and his time spent on the City Council.

Mayor Dawes informed the Council that he had been asked how much time he had spent on community service boards and the like. For his time on the school board, over 24 years, he estimated 577 regular meetings and approximately 700 other meetings; for his 13 years spent on the airport board, he estimated 306 regular meetings and around 200 special meetings; for his time spent on the Chehalis City Council, there have been 436 regular or special meetings, 425 of which he attended; and for council related meetings, he had documented 1,040 since 2010.

3. **Swearing in of Dale McBeth as Municipal Court Judge.** Dale McBeth was sworn into the position of Municipal Court Judge by Mayor Dawes.

4. **Chehalis Community Renaissance Team.** Annalee Tobey explained that in 2021, the Chehalis Community Renaissance Team focused support for small businesses, creating and enhancing partnerships, the rebranding of the CCRT, and improvement of the downtown area. The digital marketing grant, which began at the onset of the pandemic, has been well received. Grants for façade improvement continue; design projects continue to add color throughout the city; and the new service club sign has been installed. The Chehalis Coworks has seen a growth in memberships due to the increased number of people working from home in need of highspeed internet.

Councilor Spahr inquired about the membership at the Chehalis Coworks. Annalee Tobey explained that memberships were available for a daily rate, a weekly rate, and a monthly rate. Many members choose to utilize the daily rate since their need is lower.

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

- a. Minutes of the regular City Council meeting of November 22, 2021; and
- b. November 30, 2021 Claim Vouchers in the amount of \$1,259,031.52; and
- c. November 30, 2021, Payroll Vouchers in the amount of \$811,071.54; and

- d. Cancellation of the December 27, 2021 City Council meeting; and
- e. Project Close-out and Acceptance for the Emergency Temporary Fire Station Site Preparation Project; and
- f. Confirm Mayor's appointment of Gladis Mendez, Melissa Cox, and Jessica Armistead to the Planning Commission.

The motion was seconded by Councilor Lord and carried unanimously. Councilor Spahr asked for clarification regarding the consideration of cancellation of the December 27, 2021 meeting; he asked if moving to accept the consent calendar constituted a cancellation of the meeting. City Manager Anderson confirmed that it did.

6. **Vacant Position on the City Council.** City Manager Anderson explained that the election results had been certified; the position filled by Terry Harris had become vacant again upon certification of the election. She explained that the Council needed to decide if they would like to appoint someone to the position or open it to applications again.

Discussion regarding the process ensued. Councilor Pope expressed his belief that Terry Harris was a qualified candidate to fill the open position. Councilor-Elect Kate McDougall expressed her support for Terry Harris.

Councilor Spahr made a motion to appoint Terry Harris to the vacant position on the Council. Councilor Pope seconded the motion. The motion failed to pass; a unanimous vote of all four council members present was required. Councilor Lord disapproved the motion.

Applications will be accepted for the vacant position.

7. **Temporary (Interim) Fire Station – Request for Additional Budget Authority for Project Completion.** City Manager Anderson informed the Council that this request had been discussed in depth with the budget committee prior to being presented to the full council.

City Manager Anderson explained that progress was being made at the fire station site; construction on the temporary bays has begun, geotechnical work, underground infrastructure, and paving has been completed. Movement of the mobile home and other site improvements were still needed. The estimated remaining expenses totaled \$422,03; previous budget authority remaining is \$93,025; additional budget authority in the amount of \$329,010 is needed. Costs in this request include: realtor fees, lease/rent of the mobile structure, leasehold tax, relocation and installation of the mobile structure, the apparatus bay construction, and site preparation work. Approximately one third of the requested allocation is for the relocation and installation of the mobile structure.

City Manager Anderson further explained that revenues had remained strong throughout 2021, and general fund expenses had remained lower than projected. Approval of this request would not reduce the general fund balance below 10%. Mayor Dawes expressed his desire to see the project completed. Councilor Spahr clarified that the temporary apparatus bay would provide long-term temporary shelter for the apparatus and the mobile structure would provide living quarters for the firefighters; structures would not be abandoned upon completion of the permanent fire station and could be utilized elsewhere by the city.

Councilor Spahr made a motion to approve the additional appropriation of \$329,010 to complete the temporary fire station; including costs associated with realtor fees; leases and taxes; site plan engineering and construction; the mobile home and apparatus building; and the relocation of the mobile structure, and to authorize the City Manager to sign project related documents, including pay authorizations and contract amendments for services provided to complete the project not exceeding the authorized project budget. The motion was seconded by Councilor Lord and carried unanimously.

8. **Bid Award – Relocation of Premanufactured Mobile Structure (for Temporary Fire Station) Project.** City Manager Anderson asked if additional information was desired regarding the moving of the mobile structure; the council stated it was not.

Councilor Spahr made a motion to award the relocation of the premanufactured mobile structure project in the amount of \$69,345.80 and authorize an additional 25% contingency budget in the amount of \$17,336.45, authorize the expenditure of \$7,000 for the installation of a fire sprinkler system in the mobile structure, and authorize the City Manager to execute the contract documents and change orders that do not exceed the total project budget of \$93,682.25 for the relocation and installation of the mobile structure. The motion was seconded by Councilor Lord and unanimously.

9. **Ordinance Number 1026-B, First and Final Reading – Amending the 2021 Budget.** Chun Saul provided an overview of the final budget amendment for 2021. She explained that general fund revenues were increased by \$128,225 decreased expenditures by \$523,815, and increased transfers out by \$445,530; for a new ending balance of \$2,038,970.

Many budgeted positions were not filled in 2021, strategic planning was cancelled for the year, and personnel changes led to reduced expenditures in the general fund. Revenues for the Transportation Benefit District Fund were increased due to higher sales tax revenues received, and the revenues for the lodging tax and REET funds were also higher than anticipated. She explained a \$2,000 typo had been located and corrected for the final ordinance.

Mayor Dawes explained that the ending fund balance of approximately \$24 million was largely attributed to enterprise funds, which have restricted uses by law.

A motion waiving the City Council's requirement of two readings of an ordinance for final passage was made by Councilor Pope. The motion was seconded by Councilor Lord and carried unanimously.

A motion to pass Ordinance No. 1026-B on first and final reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and unanimously.

10. **Administration Reports.**

- a. **City Manager Update.** City Manager Anderson thanked Cassie Frazier for her assistance setting up the reception for the Mayor. She announced that the election results had been certified by the county and Council Position At-Large No. 1 had been won by Kate McDougall. She thanked Mayor Dawes for his wise counsel, availability, integrity, and his time on the City Council.

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

- a. **Councilor Pope.** Councilor Pope reiterated his thanks to Mayor Dawes for his service to the community. Councilor Pope informed the Council that he had received two letters regarding the construction of properties on 21st Street and hoped that a solution could be found. City Manager Anderson informed the Council that the project in question was still in review and would need to be reviewed by the Hearings Examiner.
- b. **Councilor Spahr.** Councilor Spahr congratulated Mayor Dawes on his retirement from the Council.
- c. **Mayor Dawes.** Mayor Dawes informed the Council that he had attended the legislative round table, conducted planning commission interviews, attended the Santa parade, a business after hours event, and will be attending the growth management meeting on December 16th. Two transportation improvement grants have been awarded to the City for the overlay of National Avenue and the Main Street project. Mayor Dawes thanked members of the school board, the airport board, City Council, and those that served on those boards. He thanked his wife, Kathy, and wished everyone well.

There being no further business, the meeting was adjourned at 6:27 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____