

Chehalis City Council

Meeting Minutes
January 10, 2022

The Chehalis City Council met in regular session on Monday, January 10, 2022. City Clerk Kiley Franz called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Kate McDougall, Dr. Isaac Pope, and Bob Spahr. Councilor Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Street Superintendent; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Tedd Hendershot, Fire Chief; Andrew Hunziker, Facilities Manager; Randy Kaut, Police Chief; Dale McBeth, Municipal Court Judge; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, HR/Risk Manager; and Lilly Wall, Recreation Manager.

1. **Approval of Agenda.** Kiley Franz explained that the following revisions were necessary:

- Item 7: Lewis County Commissioner Lindsey Pollock would not be presenting; her presentation had been moved to January 24, 2022
- Item 12: On-Call Agreement with Gibbs and Olson for Engineering Review Services – Section J3: Revise 10% to 12% to be consistent with the schedule of fees attached to the contract in Exhibit A
- Item 14: Parking Lot B Lease Agreement with JoAnn Kuehner was removed from the agenda
- Item 15: Correction to Resolution No. 1-2022, not 1-2021
- Item 16: Addition of Resolution No. 2-2022, Declaring an Emergency Relating to the January 2022 Flooding in the City of Chehalis
- Item 18: Remove Executive Session for Litigation/Potential Litigation and Sale/Lease of Real Estate

A motion to approve the agenda as amended was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

2. **Swearing in of Re-elected and Newly Elected Council Members.** Kate McDougall and Bob Spahr were sworn into their positions on the City Council, Council Position At-Large No. 1 and Council Position At-Large No. 3 respectively, by Municipal Court Judge Dale McBeth.

3. **Selection of Mayor and Mayor Pro Tem.** City Clerk Kiley Franz called for nominations for mayor. Councilor Lord nominated Councilor Spahr; the nomination was seconded by Councilor Pope. Councilor Lund nominated Councilor Ketchum; the nomination was seconded by Councilor McDougall.

There being no further nominations, Ms. Franz declared the nominations closed and asked for a show of hands for those in favor of Councilor Spahr for mayor. Councilor Spahr received three votes; the nomination failed to pass. Ms. Franz asked for a show of hands for those in favor of Councilor Ketchum for Mayor. Councilor Ketchum received three votes; the nomination failed to pass.

City Attorney, Sam Satterfield, explained that per state statute, a mayor must be selected at this meeting. He encouraged discussion among Councilors regarding the two nominees. Councilors briefly discussed nominations.

City Clerk Kiley Franz called for nominations for mayor. Councilor Lord nominated Councilor Spahr; the nomination was seconded by Councilor Pope. Councilor Lund nominated Councilor Ketchum; the nomination was seconded by Councilor McDougall.

There being no further nominations, Ms. Franz declared the nominations closed and asked for a show of hands for those in favor of Councilor Spahr for mayor. Councilor Spahr received three votes; the nomination failed to pass. Ms. Franz asked for a show of hands for those in favor of Councilor Ketchum for Mayor. Councilor Ketchum received three votes; the nomination failed to pass.

Councilor Spahr expressed his gratitude for the nomination but did not want to stall the process. City Clerk Kiley Franz called for nominations for mayor. Councilor Lund nominated Councilor Ketchum; the nomination was seconded by Councilor McDougall.

There being no further nominations, Ms. Franz declared the nominations closed and asked for a show of hands for those in favor of Councilor Ketchum for mayor. Councilor Ketchum received the majority vote from Councilors Lund, McDougall, Spahr, and himself.

Mayor Ketchum called for nominations for the position of Mayor Pro-tem.

Councilor Lord nominated Councilor Spahr; the nomination was seconded by Councilor McDougall. Mayor Ketchum nominated Councilor Lund; the nomination was seconded by Councilor Lund. Mayor Ketchum made a motion to close the nominations; the motion was seconded by Councilor Pope and carried unanimously.

There being no further nominations, Mayor Ketchum declared the nominations closed and asked for a show of hands for those in favor of Councilor Spahr for mayor pro tem. Councilor Spahr received the majority vote from Councilors Pope, McDougall, Lord, and himself.

4. Preliminary Review of Council Committee and Board Appointments. Mayor Ketchum asked that members of the Council review the list of Council boards and committees to be discussed at the meeting on January 24, 2022.

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 13, 2021; and
- b. 2021 Vouchers and Transfers – December 15, 2021 Claim Vouchers No. 133175-1333300 and Electronic Funds Transfer Check Nos. 1709 -1744 and 32 in the amount of \$576,382.38; and
- c. 2021 Vouchers and Transfers – December 30, 2021 Claim Vouchers No. 133301-133390; and Electronic Funds Transfer Check No. 1745-1773 and 33-34 in the amount of \$339,299.36; and
- d. Vouchers and Transfers – December 30, 2021, Payroll Vouchers No. 41876-41904; Direct Deposit Payroll Vouchers No. 14270-14373; and Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 372-376 in the amount of \$863,521.79; and
- e. On-Call Agreement with Gibbs and Olson for engineering review services (as amended)

The motion was seconded by Councilor Lord and carried unanimously.

6. Vacant City Council Seat. City Manager Anderson explained that no applications had been received by the deadline of Thursday, January 6, 2022. One application was received via email on Saturday, January 8, 2022 from former Councilor Terry Harris. City Manager Anderson explained that the deadline for appointment was February 21, 2022, then the process was turned over to the Lewis County Commissioners.

Councilor Lund expressed his desire to open the process to applications again; Councilor McDougall agreed. A motion to open the process for applications was made by Councilor Lord. Councilor Lund seconded the motion and it carried unanimously.

Mayor Ketchum requested a special meeting on Monday, February 7, 2022 for applicant interviews. Applications will be accepted until 5:00 pm on Wednesday, February 2, 2022.

7. Resolution No. 1-2022, First and Final reading – Update to Chehalis Personnel Policies Manual. City Manager Anderson informed the Council that the current rules and regulations had been adopted in 1999, with a few revisions in subsequent years. A complete review of the document was completed and Glenn Schaffer, HR/Risk Manager, explained that the document was planned to be reviewed annually.

Mr. Schaffer informed the Council that some of the changes covered reasonable accommodation of disabilities and religious beliefs, anti-discrimination, harassment, retaliation, workplace violence, immigration law, sick leave laws, domestic violence sick leave laws, paid family medical leave laws, vehicle use policies, workplace safety policies, and whistleblower retaliation. He asked for any questions; there were none.

A motion to adopt Resolution No. 1-2022 on first and final reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously. Mayor Ketchum confirmed with City Attorney Sam Satterfield that this resolution did not require two readings; Mr. Satterfield confirmed that it did not.

8. Administration Reports.

a. **City Manager Update.** City Manager Anderson explained that snow melt and significant rainfall contributed to flooding throughout the City of Chehalis.

a. **Resolution No. 2-2022, First and Final Reading – Declaring an Emergency Relating to the January 2022 Flooding in the City of Chehalis.** City Manager Anderson explained that the resolution would help qualify the county for FEMA assistance as well as Chehalis residence impacted by the flood. Ms. Anderson provided a presentation documenting some of the flooding throughout the city. Ms. Anderson explained that there was a termination date with this emergency declaration of March 31, 2022.

Councilor Lord asked about mobile homes that were parked at the new fire station site. Ms. Anderson explained that in an effort to assist local businesses, emergency authorization had been given to Imperial Homes to relocate their inventory temporarily on the site to avoid flood damage. Imperial Homes had lost most of their inventory in the 2007 flood. The mobile homes would be moved soon.

For their work during the flooding, City Manager Anderson thanked the Chief Hendershot and the entire fire department, Chief Kaut and the entire police department, Trent Lougheed and the entire public works department, Lance Bunker and the entire streets department, and Devlan Pool and the entire wastewater treatment plant staff.

Councilor McDougall informed the Council and members of the public that United Way was providing assistance to those affected by the flooding. She noted that interested parties could sign up online.

A motion to adopt Resolution No. 2-2022 on first and final reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

11. Councilor Reports/Committee Updates.

a. **Councilor Pope.** Councilor Pope explained that he had been asked to resign from the Chehalis Foundation Board in September due to an article in the Chronicle. A special meeting was later held by the Chehalis Foundation in which Councilor Pope felt Jay Vanderstoep had indicated Councilor Pope's guilt on unproven allegations. He explained that the bylaws of the Chehalis Foundation were not followed; there were not enough members present to vote him off of the board. Another meeting took place on September 17th, at which they stated that the settlement of the case with Greenhill School implied that Councilor Pope was guilty and they believed that major donors would not contribute to the Chehalis Foundation if Councilor Pope was on the board. Councilor Pope reached out to known major donors, both of which were unaware of the actions of the Chehalis Foundation Board.

Councilor Pope informed the Council that the only remaining member of the Chehalis Foundation to represent the City of Chehalis was City Manager Anderson, who is not a voting member. He informed the Council that the Chehalis Foundation had begun as a brainchild of the Council to assist with projects throughout the city without raising taxes. Councilor Pope expressed his belief that the Chehalis Foundation had been taken over by those wishing to make it an educational foundation instead of a community-based entity. Councilor Pope expressed frustration that the bylaws did not have a stipulation requiring a board seat to be occupied by a City Council member.

Councilor Pope explained that due to health issues, he did not want to engage in a legal battle with the Chehalis Foundation regarding this issue but informed the Council that he had never before felt the level of disrespect showed to him by the Chehalis Foundation Board, in particular Jay Vanderstoep, Chuck Emrich, and Allen Unzelman. He expressed his belief that if a Council member was not on the Chehalis Foundation Board, it would likely become strictly a school district foundation. He encouraged Council members to approach the Chehalis Foundation Board to become a board member.

- b. **Councilor Lund.** Councilor Lund thanked Kiley Franz, Chief Hendershot, and the public works crew that cleared his street so that an ambulance could make it to his residence. He informed the Council that he was feeling much better.
- c. **Councilor McDougall.** Councilor McDougall expressed her excitement and thanked the Council for their support during her first meeting.
- d. **Mayor Ketchum.** Mayor Ketchum informed the Council that all of his meeting were postponed due to the holidays.

There being no further business, the meeting was adjourned at 5:56 pm.

Anthony Ketchum, Sr., Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF

Chehalis City Council

Meeting Minutes
January 24, 2022

The Chehalis City Council met in regular session on Monday, January 24, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Kate McDougall, Dr. Isaac Pope, and Bob Spahr. Councilor Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Street Superintendent; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Andrew Hunziker, Facilities Manager; Randy Kaut, Police Chief; and Chun Saul, Finance Director.

1. **Approval of Agenda.** Mayor Ketchum informed the Council that Lewis County Commissioner Lindsey Pollock was unable to attend and there would be no executive session. A motion to approve the agenda as amended was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

2. **Chehalis River Basin Flood Authority Update – Edna Fund.** Edna Fund introduced Scott Boettcher, who provided an overview of the recent flood event. He explained that excessive rainfall and snow melt lead to flooding. The pump at the airport worked well during the flood; the area inside the levy stayed dry. Mr. Boettcher explained that the flood information website that was created by the flood authority received major traffic during the flood event and provided much needed information to the community. Edna Fund informed the Council that Lewis County Alert subscriptions had doubled; she encouraged everyone to sign up for the alert system, which provides critical information during disaster situations. Edna Fund explained that two water related bills were up for review at the state level, one of which is in regard to flooding and the other in regard to fish.

3. **Economic Alliance Update – Richard DeBolt, Executive Director.** Richard DeBolt informed the Council that 2021 had been a busy, yet successful year. Several companies were recruited to the area and the hydrogen fuel project is coming along well. Mr. DeBolt explained that they had hired staff member Dolly Tardiff to assist businesses and entrepreneurs. Mr. DeBolt explained that a map had been created to show upcoming projects throughout the county, which encouraged local entities to work together on projects that may take place in the same area, such as: a road replacement where a new sewer line was necessary. Cooperation during these projects can save entities approximately 30%, eliminating wasted time and materials. Mr. DeBolt explained that the 2022 goals were to secure a hydrogen company and help with the wastewater system.

4. **Citizens Business.**

- a. Lewis County Gospel Mission Representative Tricia Ziese: Tricia Ziese, Executive Director for the Lewis County Gospel Mission, introduced herself and explained that she wanted to foster a relationship with the City of Chehalis. Ms. Ziese explained that the mission provided food, clothing, and hygiene services to the homeless community. She explained that she is working to ensure that the homelessness situation does not become like that of Seattle. Ms. Ziese explained that providing housing to the homeless was not the true issue, many psychological issues and substance dependencies create barriers preventing them from being productive members of society. She informed the Council that the mission hoped to provide services to ensure the homeless population felt worthy of the change necessary in their lives. Councilor McDougall and Mayor Ketchum expressed their appreciation for the work of the mission.
- b. Hilarey Jantzen: Hilarey Jantzen explained that she lived in the St. Helens apartments and was frustrated with the parking downtown. She explained that the spots were only reserved from 8:00 am to 5:00 pm, which created issues with those spots being taken after she returns from work.

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 10, 2022; and
- b. 2021 Vouchers and Transfers – January 14, 2022 Claim Vouchers No. 133391-133464 and Electronic Funds Transfer Check Nos. 1774 -1803 and 35 – 37 in the amount of \$436,527.89; and
- c. 2022 Vouchers and Transfers – January 14, 2022 Claim Vouchers No. 133465-133494; and Electronic Funds Transfer Check No. 1804-1808 in the amount of \$664,693.93; and

Councilor Pope expressed his belief that the minutes of the January 10, 2022 meeting minutes did not accurately reflect his comments and asked that they be revised before approval. Councilor Spahr amended his motion to exclude the meeting minutes from approval. The amended motion was seconded by Councilor Lord and carried unanimously.

6. Review of Council Committee and Board Appointments. Mayor Ketchum asked Councilor McDougall if there were any committees that she would like to join; Councilor McDougall expressed interest in the budget committee. Mayor Ketchum asked if she would be interested in the voucher committee as well; Councilor McDougall stated that she would. Mayor Ketchum explained that the .09 committee was typically handled by the mayor but asked Councilor Spahr if he would be able to participate on that committee; Councilor Spahr stated that he would. City Manager Anderson explained that the previous Public Works Director had been appointed to the Chehalis River Basin Flood Authority, but they would like Council representation. Mayor Ketchum stated that he would like to be part of that committee.

7. Parking Lot B Lease Agreement with JoAnn Kuehner, Sole Trustee of the Kuehner Trust. Andrew Hunziker provided an overview of the parking lot agreement. He explained that the parking lot was currently a free parking lot, which has experienced issues with abandoned cars, drug use, cars being lived in, and theft. Mr. Hunziker explained the boundaries of the lot and the terms of the lease. Annual rent of the lot would be provided to the City in the amount of \$1,658.98, which includes \$338.98 in leasehold excise tax. This lease agreement provides parking only for residents of the San Juan Apartments.

Erin Hillier explained that the language in the legal description for the parking lot about an easement was accurate for the parcel, but had no effect on the portion that was being leased.

An amendment was made to the agreement under section 2, subsection 1a, removing the second and third paragraph of the legal description and inserting the following language: Subject to easements, covenants, conditions, and restrictions of record. A motion approve the amended lease agreement between the City of Chehalis and JoAnn Kuehner, sole trustee of the Kuehner Trust, and authorize the city manager to execute said agreement was made by Councilor Lord. The motion was seconded by Councilor Pope and carried unanimously.

8. Chehalis Flood Storage Master Plan Status Update and Request for Policy Direction. City Manager Anderson informed the Council that in prior years, a grant had been received from the Chehalis Basin Flood Authority to assist in increased flood storage capacity. Research into the project has been conducted by Skillings Connolly; Patrick Skillings and Anthony Garerro provided an overview of the research to the Council.

Patrick Skillings provided an in-depth explanation of the two flood storage options. One of which would assist in a reduction of the yearly flooding, and the other would assist in reducing damage during major flood events. They explained that the project attempted to create a natural flood plain terrace. The Council expressed concern that the project would affect those downstream; City Manager Anderson explained that if the project was found to negatively impact those downstream, the project would not be implemented.

The Council unanimously agreed that the project should be taken to the next phase.

9. Administration Reports.

- a. **City Manager Update.** City Manager Anderson informed the public that any damages that occurred during the flood could be reported to Lewis County Emergency Management at (360) 740-2600. She informed the Council that the Chamber banquet had been moved from February to March.

10. Councilor Reports/Committee Updates.

- a. **Councilor Lund.** Councilor Lund informed the Council that the Steam Train had several wash outs along the tracks and will be unable to operate until repairs are made.
- b. **Mayor Ketchum.** Mayor Ketchum informed the Council that he had participated in two meetings the prior week. One meeting was for the energy coalition and one regarding the 2022 flood event.

There being no further business, the meeting was adjourned at 7:01 pm.

Anthony Ketchum, Sr., Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF

Chehalis City Council
Meeting Minutes
February 7, 2022

The Chehalis city council met in special session on Monday, February 7, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Lance Bunker, Street/Stormwater Superintendent; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; and Erin Hillier, City Attorney.

1. **Interview Candidates for City Council Member At-Large No. 2 Vacant Position.** Mayor Ketchum 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 candidates were informed that they would be interviewed in alphabetical order and asked to step out until their interview. Each candidate was asked the same question by each council member. The candidates were interviewed in the following order:

1. Aaron Fuller
2. Terry Harris
3. Kelly Wilson

2. **Executive Session.** Mayor Ketchum 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 Ketchum closed the regular meeting at 5:45 pm. Following conclusion of the executive session, the special meeting was reopened at 6:06 pm.

3. **Appoint Candidate to Fill City Council Member At-Large No. 2 Vacant Position.** Mayor Ketchum asked for nominations.

Councilor Lord nominated Kelly Wilson; Councilor McDougall seconded the nomination.

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

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

Mayor Ketchum called for a vote on Kelly Wilson. Mayor Ketchum and Councilors Lord, Lund, and McDougall voted in favor of Mr. Wilson. There being four votes for Mr. Wilson, the nomination carried.

Mayor Ketchum welcomed Mr. Wilson and stated that he would be sworn in during the council's regular meeting on Monday, February 14, 2022.

There being no further business, the meeting was adjourned at 6:07 pm.

Anthony Ketchum, Sr., Mayor

Attest:

Kiley Franz, City Clerk

Approved:
Initials: KF

Chehalis City Council

Meeting Minutes

February 14, 2022

The Chehalis City Council met in regular session on Monday, February 14, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, 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; Lance Bunker, Street/Stormwater Superintendent; Laura Fisher, Permit Technician; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Dale McBeth, Municipal Court Judge; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager, and Amelia Schwartz, City Planner.

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

2. **Swearing in of Newly Appointed Council Member Kelly Wilson.** Kelly Wilson sworn into their positions on the City Council, Council Position At-Large No. 2 by Municipal Court Judge Dale McBeth.

3. **Review of Committee Assignments.** Mayor Ketchum asked that members of the Council review the list of Council boards and committees to be discussed at the meeting on February 28, 2022. Mayor Ketchum assigned himself to the Fire Consolidation subcommittee.

4. **Acknowledgement of Dave Vasilauskas, Water Superintendent.** City Manager Anderson explained that Dave Vasilauskas had retired after 33 years of dedicated service to the City of Chehalis.

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 10, 2022; and
- b. Minutes of the regular City Council meeting of January 24, 2022; and
- c. Minutes of the special City Council meeting of February 7, 2022; and
- d. Vouchers and Transfers – January 31, 2022 Claim Vouchers No. 133495-133584 and Electronic Funds Transfer Check Nos. 1809 -1835 and 38 – 40 in the amount of \$457,384.78; and
- e. Vouchers and Transfers – January 31, 2022, Payroll Vouchers No. 41905-91927; Direct Deposit Payroll Vouchers No. 14374-14483; and Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 377-381 in the amount of \$905,175.16; and
- f. Confirm Mayor's appointment of Derek Dodd to the Planning Commission and appoint Jo Kuehner to the Historic Preservation Commission.

The motion was seconded by Councilor Lord and carried unanimously.

6. **Consideration of the First Amendment to EVgo Charging Service Agreement.** Brandon Rakes explained that the original contract with EVgo was established in 2018 and was completed as part of a grant. He informed the Council that EVgo wished to add four additional charging stations and improve the existing stations. The amendment requests \$75.00/space in monthly rent, for a total of \$600.00/month. The amendment will also extend the agreement for five years and remove the exclusivity agreement.

Councilor Spahr asked if the rent was market value; Brandon Rakes confirmed that it was.

A motion to approve the first amendment to the charging services agreement with EVgo and authorize the City Manager to execute the documents was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

7. SW Chehalis Avenue Reconstruction Project: Amendment to Engineering Services Agreement with Gibbs and Olson. City Manager Anderson informed the Council that design work for SW Chehalis Avenue from 3rd Street to 9th Street is in process. She explained that utility potholing would be beneficial in this stage of design to potentially save money later. Utility potholing is a process in which utility locations are pinpointed.

Mayor Ketchum asked if this process was one the City had done before. City Manager Anderson explained that it was not, but other projects had conducted similar tests on issues with soil.

A motion to approve the amendment to the services agreement with Gibbs and Olson for the SW Chehalis Avenue Reconstruction Project in the amount of \$25,000 for utility potholing; and authorize the City Manager to execute the contract was made by Councilor Spahr. The motion was seconded by Councilor McDougall and carried unanimously.

Mayor Ketchum asked if the speed bumps would be replaced with the reconstruction of the street. City Manager Anderson informed him that due to safety issues for first responders, it was not planned. Mayor Ketchum expressed his belief that the speed bumps were vital for the safety of the street as many people speed down the street.

8. Administration Reports.

a. City Manager Update.

- a. **Preliminary 2021 Fourth Quarter Financial Status Report.** Chun Saul provided an in-depth overview of the preliminary fourth quarter financial status report for 2021. Ms. Saul explained that the revenues for the general fund were stronger than expected and exceeded projections; expenditures in the general fund were approximately 4.8% less than what was budgeted.

Mayor Ketchum cautioned that just because sales tax revenues were up, did not mean that the City would have more money in the future. He explained that due to inflation, the rise in sales tax revenues would then be used up by the increase in a rise in the cost of goods and services.

9. Councilor Reports/Committee Updates.

- a. **Councilor Spahr.** Councilor Spahr informed the Council that he had attended a budget committee meeting and the gala for Pope's Kid's Place.
- b. **Mayor Ketchum.** Mayor Ketchum informed the Council that he had attended the Mayors' meeting, the Twin Transit Board meeting, the LEOFF Board meeting, and the CCRT meeting.

10. **Executive Session.** Mayor Ketchum 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 6:30 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 5:43 pm. and the executive session began at 5:45 pm. Following conclusion of the executive session at 6:22 pm, the regular meeting was reopened and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF

Chehalis City Council

Meeting Minutes

February 28, 2022

The Chehalis City Council met in regular session on Monday, February 28, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr and Kelly Wilson. Councilor Daryl Lund had an excused absence. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Street/Stormwater Superintendent; Amelia Schwartz, City Planner; Kiley Franz, City Clerk; Cassie Frazier, Interim City Clerk; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Melody Gunther, Court Administrator; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager; Devlan Pool, Wastewater Superintendent and Lilly Wall, Parks and Recreation Manager. News media present via Zoom was Dan Warn, The Chronicle.

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

2. **Disaster Assistance Grants- Barbara Nitis.** Barbara Nitis from the Small Business Administration Disaster Assistance branch spoke about the winter flooding that occurred in January and grant assistance that is offered. The SBA offers flood assistance to homeowners, businesses, small businesses, and non-profit organizations suffering adverse financial impacts of the flooding. The deadline to apply for grant assistance for physical damage is April 18th. To apply, go online to disasterloanassistance.sba.gov. Those in need of assistance may also go to the SBA Disaster Loan Outreach Center located in the Lewis County Courthouse. The center is available until March 3rd for one-on-one help, after March 3rd, assistance will be available at the Grays Harbor location. For assistance after the local center closes, the phone number is 1-800-659-2955 and for the Economic Disaster Loan, the deadline is November 15th, 2022.

3. **Citizens Business- Edna Fund: Chehalis River Basin Flood Authority.** Edna Fund informed the City Council of a meeting occurring on the 9th of March regarding the Chehalis River Basin Flood Authority. The meeting will be conducted via a virtual forum regarding the Skookumchuck Dam. The group is looking at whether to keep it, make alterations, or take it down. Scientific studies continue to be conducted and the group encourages community input and outreach. The monthly meeting will take place on Thursday, March 3rd at 9:00am.

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 14, 2022; and
- b. Vouchers and Transfers – February 15, 2022, Claim Vouchers No. 133585 - 133685 and Electronic Funds Transfer Checks No. 1836 - 1861 and 41 Voucher Checks in the amount of \$228,706.36, and Voided Check No. 133459 for the net total of \$228,661.36; and
- c. Parametrix, Inc. for the 2020-2022 Wastewater on-call SCADA Services- Amendment 2; and
- d. Residency exemption and appointment of Casey Forsman to the Historic Preservation Commission; and
- e. Confirm re-appointment of Joe Mano to the Civil Service Commission; and
- f. Amendment to agreement with Gibbs and Olson to designate the firm as the City's interim City engineer;

The motion was seconded by Councilor Lord and carried unanimously.

5. **Review of City Council Committee and Board Assignments.** Mayor Ketchum stated that he had asked the Council to review the list of committee and board assignments; he asked the Council members if they would like to participate on any particular board or committee. Councilor McDougall filled the vacant position on the 911 Dispatch Committee. Mayor Ketchum offered to step down from the Lewis County Historical Museum Board as he had served on the Board for many years. Councilor McDougall volunteered for the position. Councilor Wilson filled the vacant position on the Centralia-Chehalis Transportation Cooperative and will be the alternate for the Lewis County Public Transportation Benefit Area Authority (Twin Transit). Councilor Lord asked to leave the Lewis County Solid Waste Advisory Committee and the Lewis County Solid Waste Disposal District Executive Committee. These committee openings were filled by Councilor Spahr. Councilor Lord filled the vacant Council Growth

Management Committee and will be the alternate to Mayor Ketchum for the Lewis County Transportation Strategy Council. Mayor Ketchum designated himself to the SWW Regional Transportation Planning Organization Board.

6. **Music in the Park Request.** Lilly Wall presented a request from Eli Sports Network requesting additional funding in the amount of \$5,000 for the current contract of \$15,000. The additional \$5,000 brings the total to \$20,000 for the City's portion. Ms. Wall stated that the overall event would cost approximately \$41,000; Eli Sports Network would cover the additional \$21,000 through sponsorship. These events have progressed from cover bands to national artists and brought in an estimated 5000 attendees over three events last year.

Councilor Spahr and Mayor Ketchum expressed their support of the Music in the Park events.

A motion to approve the request from Eli Sports Network for an additional \$5,000 to support Music in the park was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

7. **Accepting TIB Arterial Preservation Grant for Pavement Repairs on Main Street.** Lance Bunker informed the City Council that the City has been awarded the TIB Arterial Preservation Grant for Pavement Repairs on Main Street. Lance Bunker requested that the City Council authorize the City Manager to accept the grant funding in the amount of \$586,170 for grind and inlay of Main Street from I-5 to the BNSF railroad tracks, including the City's requirement of 10% match, or \$65,130. Mayor Ketchum asked for clarification if this was a continuation of the previous work on Main Street. Lance Bunker confirmed that it was.

A motion to authorize the City Manager to accept funding offered by TIB for improvements to Main Street in the amount of \$586,170 and authorize the use of funds from the TBD account to cover the \$65,130 local match was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

8. **Engineering Services Agreement with Gibbs and Olson in an Amount Not to Exceed \$76,236 for Design and Bidding the Main Street Resurfacing Project.** Lance Bunker explained that this was to cover the acceptance of the TIB grant and coincide with the previous agreement with Gibbs and Olson. Councilor Spahr stated you can't have one without the other.

A motion to approve the engineering services agreement with Gibbs and Olson in the amount of \$63,530 for design and bidding of the Main Street Resurfacing Project with a 20% cost contingency of \$12,706 for it not to exceed a total of \$76,236; and authorize the City Manager to sign the contract and related documents, including change orders was made by Councilor Spahr. City Manager Jill Anderson wanted to note that an updated copy of the agreement was dispersed to the Council prior to the meeting, the first copy distributed to the City Council was for phase I of the project. The motion was seconded by Councilor Pope and carried unanimously.

9. **Accepting TIB Arterial Preservation Grant for Pavement Repairs on National Avenue.** Lance Bunker explained that this grant would cover grind and inlay on National Avenue from Chamber Way to Kresky Avenue. This grant covers 90% of the project of \$495,504 with a local match of 10% from the TBD fund of \$55,056. Gibbs and Olson would provide the design and bid call on this project as well. In response to a question about funding by Mayor Ketchum, Jill Anderson clarified that the \$15,030 or 20% contingency was added to the Gibbs and Olson consulting agreement, not the TIB grant acceptance for National Avenue.

A motion to authorize the City Manager to accept funding offered by the TIB for improvements to National Avenue in the amount of \$495,504 and also authorize the use of funds from the TBD account to cover the \$55,056 local match was made by Councilor Spahr. Councilor Pope asked to clarify where this project would end. He voiced concern about the heavy dirt moving equipment utilizing the section of road that this project would be upgrading. Jill Anderson and Lance Bunker stated that they could schedule the project around this issue. The motion was seconded by Councilor Lord and carried unanimously.

10. **Engineering Services Agreement with Gibbs and Olson in an Amount Not to Exceed \$90,180 for Design and Bidding the National Avenue Resurfacing Project.** Lance Bunker stated that Gibbs and Olson were selected to complete the design phase and bidding requirements for the National Avenue project. Mayor Ketchum stated that you can't do one without the other.

A motion to approve the engineering services agreement with Gibbs and Olson in the amount of \$75,150 for design and bidding of the National Avenue Resurfacing Project with a 20% cost contingency of \$15,030 for it not to exceed a total of \$90,180; and authorize the City Manager to sign the contract and related documents, including change orders was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

11. **Ordinance No. 1027-B, First Reading- Establish 2021 Year-End Fund Balance Commitments.** Chun Saul presented the finalized Year-End fund balances dispersed into five fund balance categories: non-spendable, restricted, committed, assigned, or unassigned Ms. Saul asked that the City Council authorize a total of \$3,130,150 of the City's governmental funds' cash and investments (fund balances) as of 12/31/2021, including \$959,500 from the General Fund, to be committed for the amounts and specific purposes and uses as provided, and authorize the City Manager to designate other fund balances as assigned in order to carry out the intent of the City Council.

A motion to pass Ordinance No. 1027-B was made by Councilor Spahr. The motion was seconded by Councilor McDougall and carried unanimously.

12. **Convert the Part-time Judicial Assistant for Sentence Monitoring Position to Full-time.** City Manager Jill Anderson informed the City Council that due to staffing changes and additional requirements set forth by new Washington State laws for municipal courts, additional staffing was necessary. Ms. Anderson explained that it was suggested that the Council approve altering the position from three-quarter time to full time to provide the necessary assistance in this transitional time. Existing salary savings will help bridge any budget impact during this change, the amount being about \$19,000 over 12 months.

A motion to approve the conversion of the Judicial Assistant for Sentence Monitoring from a part-time position to a full-time position and to also authorize the budget adjustments needed to fund the full-time position for the remainder of the fiscal year, which ends on December 31, 2022, was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

13. **Increase Part-time Temporary Records Specialist Position to Full-time Permanent Position.** City Manager Jill Anderson informed the City Council that the increase of public records requests has nearly doubled in the last year. The requests are required to be fulfilled within a specific time period. The majority of the public record requests from last year were for the Planning and Building department where this part-time position was created to assist in these requests. Partnered with the City Clerk leaving for another job, the help for the Building and Planning department is crucial at this time. With the consistently large number of requests, the City does not see the need for this position going away any time soon. If the changes become effective in March, the 2022 budget impact would be approximately \$57,510. Subtracting the current \$25,000 budgeted for the position, an additional approximate \$32,510 would be necessary to fund this position.

A motion to approve the position of Records Specialist to full-time status was made by Councilor Spahr. The motion was seconded by Councilor Wilson and carried unanimously.

14. **Administration Reports.**

a. **City Manager Update.**

a. City Manager Anderson let City Council know that City Clerk Kiley Franz's last day will be March 4th and there will be a small going away party from 1:00pm-3:00pm. Cassie Frazier, Administrative Assistant to the City Manager will be filling in and training to be the interim City Clerk in the meantime. Ms. Anderson informed the City Council that the Newaukum River is expected to reach moderate flood level. The City has replenished the sand at the 13th Street and Market Street location. The City does have some sandbags on hand but recommend that citizens bring their own. The City encourages residents to sign up for Lewis County Alerts to stay up to date on current conditions. Lilly Wall, Parks and Recreation Manager, has been working with many of our sports groups to assist in a clean-up of the ball parks at Stan Hedwall Park.

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

a. **Councilor McDougall.** Councilor McDougall went to a ribbon cutting for the Rotary Club, celebrating 100 years at the Historic Museum. Councilor McDougall also wanted to thank our first responders and their efforts in the community are very much appreciated.

b. **Mayor Ketchum.** Mayor Ketchum informed the Council that he had attended the Mayors' meeting, the Twin Transit Board meeting and the SWW Regional Transportation planning organization meeting. Mayor Ketchum also attended a Lewis County Historical Museum Meeting where an individual came in with a proposal for a "Railfan Park" concept.

Mayor Ketchum also attended a food contest from the students at Orin Smith Elementary School that he was a judge at.

10. **Executive Session.** Mayor Ketchum announced the City 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 7:00 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 6:06 pm. and the executive session began at 6:13 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 7:00pm. Mayor Ketchum announced that the executive session would need to be extended, not to exceed 7:15 pm. Mayor Ketchum closed the regular meeting at 7:00pm and reopened executive session. Following conclusion of the executive session at 7:09pm, the regular meeting was reopened and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: CF

Chehalis City Council

Meeting Minutes

March 14, 2022

The Chehalis City Council met in regular session on Monday, March 14, 2022. Mayor Tony Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr, and Kelly Wilson. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Interim Public Works Director; Cassie Frazier, Interim City Clerk; Randy Kaut, Police Chief; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Melody Guenther, Court Administrator; Madisen Lester, Incoming Court Administrator; Susan Stayner, City Manager Administrative Assistant; and Erin Hillier, City Attorney. News media present included Daniel Warn, Reporter; and Jared Wenzelburger, Photographer, both representing The Chronicle.

1. **Approval of Agenda.** Jill Anderson, City Manager, made note that the motion for the Second and final reading, Ordinance No. 1027- B- Establishing 2021 year-end fund balance commitments was worded incorrectly and should say second reading, not first. With that acknowledged by the Council, a motion to approve the agenda was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

2. **Special Acknowledgments.** A moment of silence in remembrance of former Chehalis City Manager David M. Campbell was held.

3. **Recognition of Retiring Court Administrator, Melody Guenther.** Mayor Ketchum presented Melody Guenther with a Proclamation in honor of her upcoming retirement and thanking Melody for her over 30 years of service to the City of Chehalis. Mrs. Guenther thanked the Council and City for the opportunity to work with them. Jill Anderson presented an engraved vase with flowers on behalf of the City Council while also thanking Melody for her service to the City of Chehalis and the pleasure of working with her.

4. **Proclamation, Declaring March as Red Cross Month.** Mayor Ketchum presented a Proclamation declaring March as Red Cross Month.

5. **Chehalis Community Renaissance Team Update.** Annalee Tobey spoke about the rebranding project they have been working on beginning in November of last year. Ms. Tobey presented the results of the branding initiative with an introduction video created by David James, board member of Chehalis Community Renaissance Team and owner of Book n' Brush. Ms. Tobey announced that the Chehalis Community Renaissance Team will be moving forward as Experience Chehalis.

6. **Citizen Business.** Aaron Fuller of Fuller Design addressed the council about concerns he is experiencing with regards to the speed to which permits and building plans are being processed or approved through the Building and Planning Department. Mr. Fuller asked for time frames and accountability. Councilor Lund contributed by stating that pushing these projects out is costing the contractors financially. Dan Hawes from Sunquest Construction addressed the topic as well, highlighting the need for the City to work with the private sector to assist in getting these projects completed. Jill Anderson addressed the Council about these topics, stating that the City will look into the projects of both the gentlemen that presented and see what delays may be holding up their projects. Ms. Anderson also reiterated that there have been quite a few staff changes in the Public Works department that have held up a multitude of projects and with the help of Gibbs and Olson Engineering (working as the City's Contract Engineer), staff is working to get projects that are behind schedule back on track.

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

- a. Minutes of the regular City Council meeting of February 28, 2022; and
- b. 2022 Vouchers and Transfers – February 28, 2022 Claim Vouchers No. 133686-133780 and Electronic Funds Transfer Check Nos. 1862 -1887 and 42-43 in the amount of \$178,999.52; and
- c. 2022 Vouchers and Transfers – February 28, 2022, Payroll Vouchers No. 41928-41950; Direct Deposit Payroll Vouchers No. 14484-14597; and Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 382-385 in the amount of \$877,649.87; and
- d. Proposed easement with Lewis County PUD providing power for McFiler's new location at 558 N. Market Blvd.

The motion was seconded by Councilor Pope. Councilor Spahr asked for clarification, asking why McFiler's needed a new easement when they currently have one. Lance Bunker, Interim Public Works Director, stated that they would need to connect from lines located at Washington Ave, run line across the parking lot and connect to the building. This would be the most efficient way for McFiler's to obtain the increased power they would need for their new location. Motion carried unanimously.

8. Second and Final Reading, Ordinance No. 1027-B- Establishing 2021 Year End Fund Balance Commitments.

City Manager Anderson explained that this Ordinance had its first reading, and a motion was made for the second and final reading at the February 28th meeting. Ms. Anderson clarified that the title and subject matter were correct, the incorrect information was in the motion section stating, "first reading" instead of "second and final".

A motion was made by Councilor Spahr and seconded by Councilor Lord to pass the Ordinance on second and final reading. Mayor Ketchum asked City Attorney Erin Hillier to read the title of the Ordinance for the record. Motion was carried unanimously.

9. Consideration of Site Access Agreement for Parcel Numbers 021612001002 and 005605083005 to National Frozen Food Corporation for Two Monitoring Wells. City Manager Anderson informed the Council that Brandon Rakes, Airport Operations Coordinator and Erin Hillier, City Attorney would be presenting this matter. Mr. Rakes explained that National Frozen Foods has been working with the Department of Ecology to perform a background groundwater study in the area adjacent to its fields. The Department of Ecology is requiring National Frozen Foods to install and monitor groundwater wells upgradient of agricultural land it irrigates near the Chehalis River. Right now, the City is proposing a price of \$75.00 per month, per test well site plus applicable taxes for 36 months with a potential for extension.

Councilor Spahr voiced concern about charging National Frozen Foods when this is a mandate. Mayor Ketchum suggested a dollar per year lease. Erin Hillier stated the City's need to make sure they don't fall into the gifting of public land and had researched comparable rentals throughout the City. Ms. Hillier also informed the Council that National Frozen Foods had previously asked for a lesser charge of \$65.00 per well, per site and that is something the Council could consider. Mr. Rakes wanted to reiterate that the discussions to maintain fair market value was to prevent legal recourse. Councilor Lund asked if the City could go as low as \$35.00 per well, per site. Councilor Pope stated that he believed National Frozen Foods had spent time thinking about this and felt comfortable with the \$65.00 charge and that is what we should accept.

Councilor Pope made motion to accept the Access Agreement with National Frozen Foods for \$65.00 per well. Councilor Lord seconded the motion. Ms. Anderson asked to include applicable taxes with the \$65.00 per well otherwise the City is responsible for paying the leasehold tax and should not incur that charge. Councilor Spahr asked if the subject needed to be tabled or could the Council continue with the motion. Ms. Hillier clarified that the Council could approve the change to \$65.00 with applicable taxes and the City would need to amend the contract to reflect that. Motion was carried unanimously.

10. Consideration of Offer to Lease 8 Parking Spaces to Tesla, Inc. Brandon Rakes presented the plan to lease 8 parking spaces to Tesla, Inc. The site location would be between Walmart and Home Depot on NW Arkansas Way. Councilor Spahr asked to clarify that they are only renting the spaces and not the access driveway to Home Depot; Mr. Rakes confirmed that to be true. Councilor Lord asked about the 10% increase of rent over 10 years. Mr. Rakes explained this was to keep the City property at fair market value over the course of time and could be revisited at and reassessed down the road.

A motion was made by Councilor Spahr to accept the lease for 8 parking spaces located at 700 NW Arkansas Way by Tesla, Inc. and authorize the City Manager to execute the documents. Motion was seconded by Councilor Pope and was carried unanimously.

8. Administration Reports.

- a. **City Manager Update.** City Manager Jill Anderson acknowledged how great it was to see everyone's face again now that the mask mandate had been lifted. Ms. Anderson recognized Melody Guenther's service and support she has offered throughout her career with the City and introduced the new City Court Administrator, Madisen Lester. Ms. Anderson mentioned the webinar meeting from the previous week that discussed the Skookumchuck Dam and the concerns everyone shares regarding the possible demolition of the dam.

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

- a. **Councilor Lord.** Councilor Lord asked Jill Anderson how the hiring process was going for the Parking Enforcement Officer. Ms. Anderson explained that the City has a candidate and if all goes well with the background check, the position will be filled by April. Councilor Lord also asked if Ms. Anderson was attending the United Way meeting occurring Wednesday, March 16, 2022, and to tell everyone a little bit about it. Ms. Anderson confirmed that herself, Chief Kaut and Mayor Ketchum were to attend and communicated that the meeting was regarding homelessness in the community, how it impacts business owners and residents, how the organizations providing provisions to the homeless effect the City and going over what laws and regulations also influence how the City can or cannot proceed in their handling of the homeless.
- b. **Councilor Spahr.** Councilor Spahr shared about attending an .09 committee meeting and the benefits of the committee funds that are out there that could help the community.
- c. **Mayor Ketchum.** Mayor Ketchum informed the Council that he attended the Twin Transit Board Meeting. Mayor Ketchum also attended the Mayors Meeting and met with a member of Senator Cantwell's office along with Jill Anderson. Mayor Ketchum stated that Ms. Anderson presented issues the City is facing to the group and did a good job with the presentation. Mayor Ketchum similarly attended the Westside Park and the Chehalis Community Renaissance Team meetings. Mayor Ketchum touched base about also attending the Skookumchuck dam webinar and how tearing it down will affect the people who have water rights connected to the dam and many other issues doing so would cause. Lastly, Mayor Ketchum attended the funeral service for David Campbell. Mayor Ketchum asked the other 3 members of the Council who worked with David to share their experience working with him. Councilor Spahr, Councilor Pope and Councilor Lund all shared kind words with respect to their tenure with David Campbell and Mayor Ketchum wrapped up the meeting with thoughtful words and condolences to the Campbell family.

12. **Executive Session.** Mayor Ketchum announced the City 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 7:00 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 6:14 pm. and the executive session began at 6:20 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 6:50pm and then immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes
March 28, 2022

The Chehalis City Council met in regular session on Monday, March 28, 2022. Mayor Tony Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, and Kelly Wilson. Councilors Daryl Lund and Bob Spahr, participated via Zoom. Staff present included: Jill Anderson, City Manager; Lance Bunker, Interim Public Works Director; Cassie Frazier, Interim City Clerk; Randy Kaut, Police Chief; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Devlan Pool, Wastewater Manager; and Erin Hillier, City Attorney. News media present included Daniel Warn, Reporter; The Chronicle and Nic Scott via Zoom, KELA.

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

2. **Proclamation, Declaring April Child Abuse Prevention Month.** Mayor Ketchum presented a Proclamation declaring April as Child Abuse Prevention Month. Shelly Willis was present to accept the Proclamation and addressed the Council. Mrs. Willis was appreciative of the Council shining a light on the need for awareness regarding Child Abuse and with the help of the non-profit she works with, Family Education and Support Services, we can get the word out and hopefully end the cycle of child abuse in our community.

3. **Proclamation, Declaring April 11-15th National Student Employment Week.** Mayor Ketchum presented a Proclamation declaring April 11-15th as National Student Employment Week.

4. **Citizen Business.** Ernest Taylor came forward to address the homeless in the City. He shared concern about something he had heard regarding the City seeking advice from Seattle on how to handle homelessness. Mayor Ketchum clarified that the City was not seeking advice, it was a meeting to see how we can work together to find ways of dealing with the issue at hand. Councilor McDougall explained that her goal with setting up the meeting was to see what Seattle has done in the past to address homelessness and focus on the paths that may have worked and learn from the ones that did not. Mr. Taylor acknowledged that it was a relief to hear that and welcomes further dialog in the future. Mayor Ketchum stated that it is beneficial to see the past failures of another city, to see what, where, and how we can improve in those areas soon. Councilor McDougall also recognized that Mayor Harrell is new to the position, and she was interested in seeing how he has been tackling this issue; seeing what has worked and what has not.

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

- a. Minutes of the regular City Council meeting of March 14, 2022; and
- b. 2022 Vouchers and Transfers – March 15, 2022 Claim Vouchers No. 133781-133894 and Electronic Funds Transfer Check Nos. 1888 -1916 and 44 the amount of \$403,740.20; and
- c. Resolution No. 3-2022, Declaring Property to be Surplus.

Councilor Lord seconded the motion. Mayor Ketchum asked Erin Hillier to read the resolution aloud. Motion was carried unanimously.

6. **Awarding Contract for Engineering and Construction Services for the Above-Ground Fuel Storage Project.** Brandon Rakes, Airport Operations Coordinator addressed the Council along with the projects engineer, Geoff Vaughn, to explain the need for a new contract. Mr. Rakes explained that during the first phase of the project in November 2020, that contract only covered the initial engineering design for the project. This contract would cover engineering services during the final phase of the construction. Councilor Spahr asked why this wasn't covered on the first contract. Mr. Rakes passed the question over to Mr. Vaughn who stated that normally in an AIP or FAA project, they don't issue the grants until they have all the numbers. Also, the majority of the services would need to be performed prior to giving an official total to see what the overall cost would end up being. They start with the design scope of work first and then document the services used during construction as the design is being implemented. Councilor Spahr asked how far along the project is currently. Mr. Vaughn stated that he believed it to be about 70% completed.

A motion was made by Councilor Wilson and seconded by Councilor Lord. Motion was carried unanimously.

7. **Chehalis Basin Partnership Funding Request.** City Manager Anderson informed the Council that the City had been approached by members of the Chehalis Basin Partnership (CBP) to help fund the ongoing operations this organization offers. The CBP focuses not only on flooding, but also droughts and how to improve on both issues. Kristen Harma was available to answer any questions regarding the request of \$10,000 from the City of Chehalis. Councilor McDougall asked if the organization was asking for the same amount from other cities and will this be an annual funding request or just for this year. Ms. Harma explained that the Chehalis Tribe provides office space at no charge and Grays Harbor County contributes through administrative support (such as the financial reporting) at no charge. Mayor Ketchum asked if any other city has made a monetary contribution. Ms. Harma stated that Centralia and Aberdeen are the two cities connected to the organization and neither have donated to the CBP to date. The CBP is also seeking permanent funding from the Department of Ecology.

A motion was made by Councilor Wilson and seconded by Councilor Pope. Motion was carried unanimously.

8. **Administration Reports.**

- a. **City Manager Update.** City Manager Jill Anderson wanted to let the Council know that Experience Chehalis was hosting a cleanup day on April 23rd in honor of Earth Day. Ms. Anderson stated she would keep the City Council up to date on information as more details become available.

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

- a. **Councilor McDougall.** Councilor McDougall mentioned a forum gathering March 31st from 5:00pm-7:00pm at the SWW Fairgrounds regarding a proposed night-by-night shelter facility and invited the community to come to give their input. Ms. McDougall also shared that she set up and met with Mayor Harrell to discuss ideas on how to move forward in handling the homeless and looks forward to connecting with other cities on this matter.
- b. **Councilor Pope.** Councilor Pope talked about attending the Park Committee meeting regarding parking by the Shaw Aquatic Center's pool. Councilor Pope explained that there is more information that needs to be worked out, but once it is, they will be presenting it to the Council.
- c. **Mayor Ketchum.** Mayor Ketchum informed the Council that he attended a bus tour with the Chehalis Basin Flood, but it was not what he was expecting. The members on the bus informed the Mayor that they were in fact the group that is against the dam. The members asked the Mayor to speak to the group during lunch, nonetheless the Mayor respectfully declined. Mayor Ketchum also acknowledged going to the United Way meeting with Councilor Lord and Jill Anderson on the 16th, discussing homelessness in the community and getting input from the community business owners affected by it. The Mayor also attended the Flood Authority Meeting and the Historic Commission meeting. During the Historic Commission meeting, they discussed including the Westside Park into the historic district to allow it to be eligible for grant funding in the future. Lastly, Mayor Ketchum attended the Westside Park meeting and helped with clean-up of the ball fields at Stan Hedwall Park that were affected by the January and late February flooding.

12. **Executive Session.** Mayor Ketchum announced the City Council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation or Legal Risk, RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, and 42.30.110(1)(b)- Selection of Site or Acquisition of Real Estate not to exceed 6:30 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 5:33 pm. and the executive session began at 5:39 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 6:18pm and then immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: _____

Chehalis City Council

Meeting Minutes

April 11, 2022

The Chehalis City Council met in regular session on Monday, April 11, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr and Kelly Wilson. Councilor Daryl Lund was present via Zoom. Staff present included: Jill Anderson, City Manager; Lance Bunker, Interim Public Works Director; Cassie Frazier, Interim City Clerk, Erin Hillier, City Attorney via Zoom; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager, Jud Riddle, Interim Water Manager. Dan Warn, Reporter and Jared Wenzelburger, Photographer, both from The Chronicle.

1. **Approval of Agenda.** Mayor Ketchum noted that there was an addition to the agenda under New Business line-item number 10, Water System Infrastructure. Also, under Executive Session there will be no Litigation or Potential Litigation. With these notations, a motion to approve the agenda as presented was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

2. **Proclamation, Administrative Professionals Week- April 25-29, 2022.** Mayor Ketchum presented a proclamation in honor of the numerous administrative professionals within our office as well as our community, nation, and the world.

3. **Port of Chehalis Update.** Lindsey Senter spoke on behalf of the Port of Chehalis. Ms. Senter presented the various upcoming projects going on within the Port.

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

- a. Minutes of the regular City Council meeting of March 28, 2022; and
- b. Vouchers and Transfers – March 31, 2022, Claim Vouchers No. 133585 - 133685 and Electronic Funds Transfer Checks No. 1836 - 1861 and 41 Voucher Checks in the amount of \$228,706.36, and Voided Check No. 133459 for the net total of \$228,661.36; and
- c. Vouchers and Transfers- March 31, 2022, Payroll Vouchers No. 41951-41974, Direct Deposit Payroll Vouchers No. 14598-14715, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 386-389 in the amount of \$926,604.73 ; and

The motion was seconded by Councilor Spahr and carried unanimously.

5. **Ordinance Number 1028-B, First Reading- Amending the 2022 Budget.** Chun Saul, Finance Director, presented an overview of the 1st Budget Amendment of 2022. This ordinance is to update the 2022 beginning fund balances from estimates to actual 2021 ending balances, to carry over the capital budget balance to 2022, and to update new revenues and additional appropriations requested.

A motion to approve Ordinance number 1028-B, First Reading- Amending the 2022 Budget was made by Councilor Spahr and seconded by Councilor Lord. Mayor Ketchum asked City Attorney Erin Hillier to read the full ordinance for the record. The motion carried unanimously.

6. **Water System Infrastructure- Potential Partnership for Construction of a Connecting Water Main Line to Facilitate Economic Growth.** City Manager Jill Anderson addressed the Council on this item, stating that this topic was broached over the last few weeks, noting the City Council Growth Management Committee also showed concern for this issue. Staff came to Ms. Anderson a couple of weeks ago about the infrastructure in the Urban Growth Area and the limitations it has on future growth. Three separate projects are showing interest in the area, but the system can only take on one. The main ask is if the City of Chehalis is interested in partnering with Lewis County to make this connection happen. Ms. Anderson did want to note that the County has not made a decision on this matter at this juncture and the City is the first legislative body to consider it. Todd Chaput of the Economic Alliance of Lewis County stated that at the March 31st meeting with the City staff, they discussed various ways to accommodate growth in the area and have considered bringing in Napavine. The goal is to partner together with the County, Port and Cities to complete the loop and provide for continued growth, not only for industrial but also residential in the area. The hope

is, with the \$250,000 commitment from the City and the partnering with the County, the area can move forward with the continued growth. Mr. Chaput did mention another meeting scheduled for April 15, 2022, to further discuss this topic at hand.

Mayor Ketchum asked to clarify that the area of discussion was indicated in orange on the map provided. Mr. Chaput clarified that this was the area in question and noted that it is about 2000 feet and would complete the loop already established in the area and relieve stress on other areas, such as Market Street. If this isn't completed, it could hinder further growth.

Councilor Spahr asked Ms. Anderson what it was they were approving at tonight's meeting. Councilor Spahr asked if the Council were agreeing to a concept and then the details of the partnership would be worked out at a later date. Ms. Anderson agreed that this was correct. Councilor Spahr asked if it was in the City's codes, if a developer wants to come and develop a property, who is responsible for moving or attaching the water and sewer line to the development. Ms. Anderson stated that it typically is the developer, however in this case for the developments that are being proposed, it is quite a distance away from this loop, therefore a nexus would be difficult to establish for the projects currently being discussed with the City. This would be an improvement to current customers, as well as future developments down the line.

A motion was made to approve the request by Councilor Spahr. The motion was seconded by Councilor McDougall and carried unanimously. Mayor Ketchum thanked the Economic Alliance and the Port of Chehalis for opening up the lines of communication with the County.

7. Administration Reports.

a. City Manager Update.

- a. Ms. Anderson addressed the Council by starting out acknowledging the current insurance dilemma being experienced by the Steam Train and Chehalis Centralia Railroad and Museum. Ms. Anderson wanted to let the Council know that she has been in contact with new president as well as their new risk manager. The Museum is close to obtaining insurance for the premises and has offered verbal confirmation that the steam train and caboose have never been without insurance. The City is currently waiting for those documents to be provided.
- b. Ms. Anderson also noted that she participated in a strategic planning session for the 911 committee with Police Chief Randy Kaut and various stakeholders throughout the County. There was a general consensus that a new governance structure was necessary.
- c. Staff have also been working on submitting applications, due April 15th, for appropriations requests for Senator Cantwell and Senator Murray. The City has also had some help from outside services consultant who will helping the City down the road on Capital Improvement Projects and the planning that goes with them.
- d. Lastly, there are still plans to have the April 23rd Earth Day Clean-up sponsored by Experience Chehalis.

9. Councilor Reports/Committee Updates.

- a. **Councilor Lund.** Councilor Lund asked Ms. Anderson to explain what she meant by our assets at the railroad being covered by insurance, stating that he was under the impression that the lease with the railroad stated that they were required to have a million-dollar liability insurance policy and the railroad hasn't had this for the last 30 days. Ms. Anderson stated that is what the City is looking into, the lease agreement has a "Hold Harmless" agreement with the City but there is not a requirement for insurance in the agreement. There is not currently insurance on the premises and is the issue at this moment. The railroad has a separate insurance policy for the engine and caboose, but Councilor Lund is correct, we do not have that coverage in hand. Councilor Wilson asked if that was property coverage or liability and if it was while they are operating or when they are parked. Ms. Anderson indicated that it was her understanding that the railroad does not have operating insurance, but the engine and caboose are covered by liability insurance. There is a separate insurance for the property that they still need to obtain. Councilor Lund disagreed, stating that he doesn't believe there is liability insurance on the engines and that a million-dollar policy isn't enough coverage for the City. Councilor Lund asked that his fellow Council members consider that since the railroad breached their contract by not having insurance, they consider increasing the requested coverage amount to five or ten million dollars and to require it on everything we lease to them. Ms. Anderson agreed with Councilor Lund and mentioned the agreement extension in 2017 and how they discussed the amounts required being low at that time and a funding opportunity from the state caused a "time is of the essence" situation, however it was acknowledged that the insurance amounts were quite low and should be updated moving forward.

- b. **Councilor McDougall.** Councilor McDougall said she is excited to be a part of the Lewis County Public Health and Social Services group with her history in healthcare. This group is not directly City related.
- c. **Mayor Ketchum.** Mayor Ketchum informed the Council that he had attended the Transit Board meeting. The Mayor also attended the Night by Night Shelter meeting and was surprised by the positive outcome from it and the positive attitudes everyone had. Mayor Ketchum also attended the Mayors' meeting with the County, the Friends of West Side Park meeting and the City's GMA (Growth Management Committee) where they discussed some of the issues brought forth earlier in the meeting. Lastly, Mayor Ketchum attended the Experience Chehalis monthly meeting.

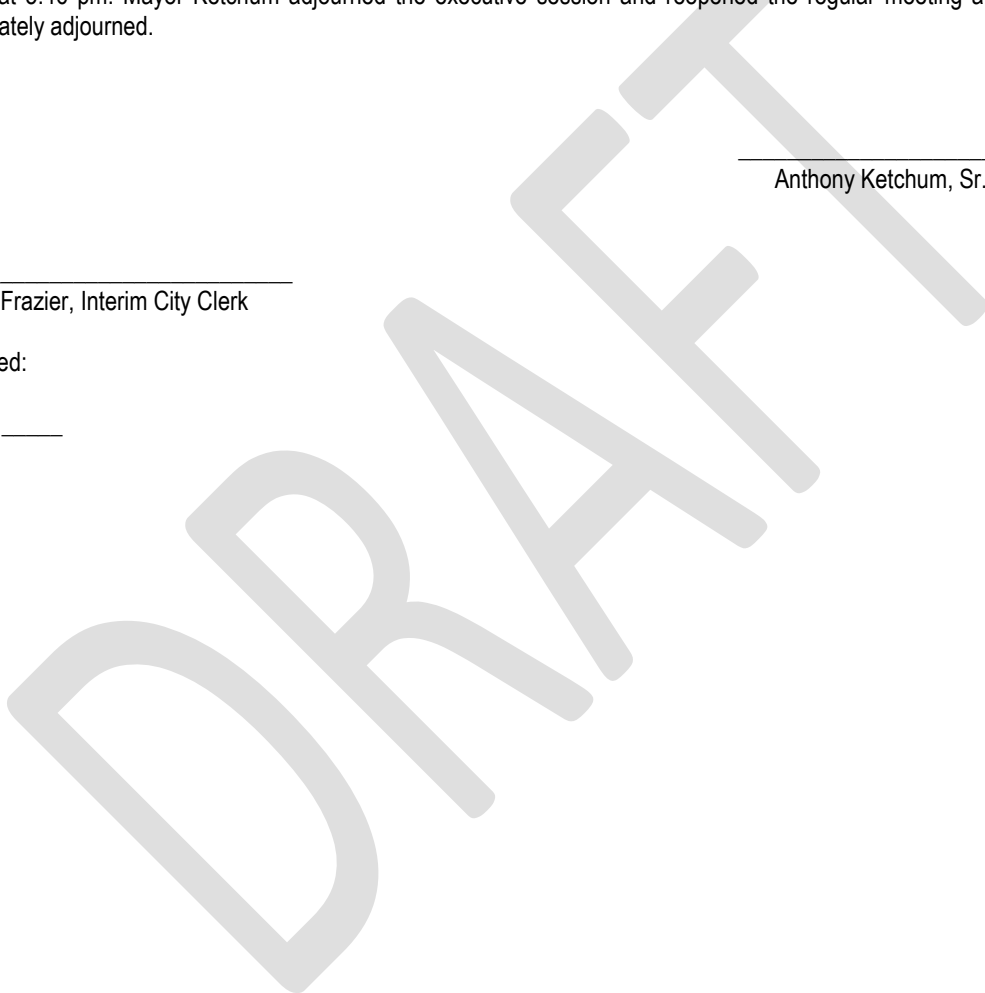
10. **Executive Session.** Mayor Ketchum announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:03 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 5:43 pm. and the executive session began at 5:46 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 6:03 pm and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: _____



Chehalis City Council

Meeting Minutes

April 25, 2022

The Chehalis City Council met in regular session on Monday, April 25, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr and Kelly Wilson. Councilor Daryl Lund was present via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager, Lance Bunker, Interim Public Works Director; Tedd Hendershot, Fire Chief, Cassie Frazier, Interim City Clerk, Sam Satterfield, City Attorney; Randy Kaut, Police Chief, Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager, Jud Riddle, Interim Water Manager, Glenn Schaffer, Human Resources, Lilly Wall, Park and Recreation Manager, Celest Wilder, Public Works Engineer and Madisen Lester, Court Administrator viz Zoom. Dan Warn, Reporter and Jared Wenzelburger, Photographer, both from The Chronicle.

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

2. **Moment of Silence in Remembrance of Chehalis Airport Employee, William Villanueva.** Mayor Ketchum shared the sudden and tragic loss of a recent addition to the Airport staff. William's life was cut short during a vehicular accident that occurred on April 15, 2022. Mayor Ketchum shared the City and Councils condolences to his wife and three daughters and asked that we take a moment of silence to honor and remember him.

3. **Proclamation, Police Week May 9-15, 2022.** Mayor Ketchum presented a proclamation in honor of the Chehalis Police and the important and vital role they play in our community. Chief Kaut was present to accept the proclamation on behalf of the Police Department and thanked the Council for their recognition.

4. **Citizen Business.** Elizabeth Smith requested to speak to the Council regarding Civil Planning and the process. Mrs. Smith and her husband Floyd Smith shared their frustrations needing a landscape engineer for the storage facility they are building on Hamilton Road. Mrs. Smith stated that due to their being BPA powerlines on half their property, the only safe location to do landscaping would be in the ditch to prevent trucks from running over them. Mr. Floyd mentioned that "Kmart" had no requirement for landscaping and they are a much bigger project than what they are building. That location also has double the traffic and did not have a requirement for a TIA (Traffic Impact Assessment) while they were required. Mrs. Smith mentioned a BLA (Boundary Line Adjustment) and being required to have this also. Mrs. Smith spoke about emails she has with City Staff, City Manager Jill Anderson, Lewis County Assessor Dianne Dorey, Tammy Baraconi, Building and Planning Manager and Ken Frazier, Surveyor. Mr. Smith inferred that the City had 9 employees while the surrounding local cities had much less, averaging around 4 employees per city and stating that these cities were able to get projects approved and processed in a reasonable amount of time unlike the City of Chehalis. Mrs. Smith's stated that Darigold did not have to submit a SEPA and stated that they didn't want to hire a landscape designer because they couldn't afford one. Mr. Smith's concern is that this will be pushed out so far beyond the building season and the rising costs of supplies will make it impossible to complete. Mr. Smith questioned who was reviewing the projects Gibbs and Olson Engineering firm has with the City.

Mayor Ketchum thanked the Smith's for their candor and stated that the City needs to work to try to resolve the issues being brought up at each meeting. City Manager Jill Anderson addressed the Council by stating an understanding of the frustrations the Smiths are having. Ms. Anderson addressed the "Kmart" topic by saying it was a project done on an existing lot with an existing building. There is a continued concern about the backlog in both Civil and Planning. Ms. Anderson wanted to clarify the number of staff the City currently has in each department. The Planning department has only 4 staff and the City is contracting outside help to try to catchup and work through the backlog. There are also 3 phases in the planning department: land use, civil review, and lastly building. The department had major staffing issues in the land use section beginning over a year ago with staff changes and covid restrictions. Now the department is facing backlog issues in the civil section. The City has contracted with Gibbs and Olson to help catch the department up from that backlog. Ms. Anderson also addresses the comparison between Chehalis and Centralia's staffing, stating Centralia does have 4 staff, the same as Chehalis, however they have a robust engineering department, a Public Works Director, a full-time city engineer, and 3-4 engineering technicians. This department is who is responsible for doing the civil reviews. This is the reason for hiring Gibbs and Olson to review civil plans. The City has hired an outside firm, SCJ, to review all of Gibbs and Olson's projects with the City. Ms. Anderson suggested with the growth occurring in the City, the Council and Staff may need to reassess adding positions to the City to facilitate the increasing workload. Mayor Ketchum suggested we may need to have another open discussion with Gibbs and Olson to work out any issue that may be hindering the process.

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

- a. Minutes of the regular City Council meeting of April 11, 2022; and
- b. Vouchers and Transfers – April 15, 2022, Claim Vouchers No. 133996 - 134104 and Electronic Funds Transfer Checks No. 1955 - 1991 and 50-53 Voucher Checks in the amount of \$536,387.94; and
- c. Bids for Rock, Gravel, Asphalt ; and
- d. Interim Fire Station Project: Acceptance and Closeout of the Site Preparation Component of the Project Completed by Barcott Construction; and
- e. Resolution No. 4-2022, Authorizing the Application for State and Federal Grant Assistance for Recreation Park Parking Lot Construction.

The motion was seconded by Councilor Lord. Councilor Pope asked if the residents on 13th street located near the prospective parking lot been notified of the project. Ms. Anderson asked Lilly Wall, Parks and Recreation Manager to address the question. Ms. Wall stated that she had spoken with a few residents but has yet to make an official announcement. Mayor Ketchum asked City Attorney Sam Satterfield to read the Resolution for the record. The motion carried unanimously.

5. **Ordinance Number 1028-B, Second and Final Reading- Amending the 2022 Budget.** Mayor Ketchum asked if there were any updates or corrections. Ms. Anderson stated there were not.

A motion to approve Ordinance number 1028-B, Second and Final Reading- Amending the 2022 Budget was made by Councilor Spahr and seconded by Councilor McDougall. Mayor Ketchum asked City Attorney Sam Satterfield to read the ordinance for the record. The motion carried unanimously.

6. **Water Rights Purchase from Marwood Farms, LLC.** City Manager Jill Anderson addressed the City Council on this topic with the assistance of Water Rights Attorney Tom McDonald of Cascadia Law Group. Ms. Anderson said the demand for water has become more prevalent in recent years and the need to purchase water to fulfill the needs of the community is ever present. The opportunity to purchase 160 acre feet of consumptive water from Marwood Farms on the Chehalis River during irrigation season, the peak season of water consumption, has been broached to the City.

Mr. McDonald covered the previous concerns the City Council had with the draft contract agreement that was presented by the Marwood Farms attorneys and believes the agreement leans in favor of what the City Council was wanting. The goal is to buy this water right at \$2,800.00 an acre foot of consumptive water that is approved for change. There will only be closure on this when the Department of Ecology (DOE) has fully approved the change. There is also a \$25,000.00 escrow fee that will be deposited 15 days after the agreement is signed, but it would not be closing on the full price until DOE has reported its findings and gives their approval. If DOE only approves 100 acre feet, the City would then only be paying \$280,000.00. The first part would be filed with the Keeis County Conservancy Board, and they will process it. Once that gets approved, it will go to the DOE where they have up to 2 months to look at it and decide if they want to modify it, approve it, or deny it. Mr. McDonald stated that he and the City feel confident in this water rights agreement and believes it will be approved by the end of the year, beginning of next at the latest. The change will be changing the purpose of use, changing it from irrigation to municipal purposes and to change the point of diversion from two diversion points to the current water right on the Chehalis River. The place of use will also change from the farm to the service area of the City. There are 2 limitations on these water rights, the first being an irrigation right for seasonal use only. The other water right is senior to the in-stream flow, causing regulation on the flow when it drops below a certain point. Mr. McDonald wanted to note that there are timeframes in this agreement of when a decision would need to be made. In this agreement, the City has agreed that within 30 days of signing the agreement there would be an application submitted, and within 2 years a decision will be made.

Ms. Anderson wanted to clarify that the intent is to use the Water Capital Fund for this purchase and that the funds are there to cover it. Ms. Anderson also shared that the City is currently experiencing some infrastructure limitations on the raw waterline that filters the water to the City's plant, therefore the City would need to fix these areas before using this water right. Mayor Ketchum asked, if the City doesn't use the water within a certain timeframe, could Marwood Farms take back the water rights like has previously happened on the Chehalis. Mr. McDonald addressed the question by saying that if the City gets close to that deadline, it would befit the City to go in and request an extension to the development schedule to ensure the rights stay in place. Mr.

McDonald feels confident in the schedule put in place for this agreement that there is a long enough time period to ensure proper development. Councilor Spahr asked if the water rights they lost previously were secondary and this one was a primary. Mr. McDonald agreed that it was primary rights. Councilor Spahr asked if it would be more difficult for them to take away the rights like they had before, stating concern like the Mayor has over this happening prior. Mr. McDonald stated that it wouldn't make a difference if it was secondary or primary, it is more up to the City to be diligent in making sure there is a development schedule to show there is progress from the City to use the water.

A motion was made to approve the request by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

7. Modification of Lodging Tax Funding for Chehalis Centralia Railroad and Museum. Ms. Anderson addressed the City Council saying the City had received a request from the Chehalis Centralia Railroad and Museum regarding the use of the LTAC funding they had been awarded for the current year. The request is for a revision to the use of the funds. Ms. Anderson wanted to remind the City Council that last year the decision had been made by the Council to leave the Committee seats vacant and that there is not a current Lodging Tax Advisory Committee in place. The original request for use was for advertising and promotion. With the railroad not in operation at the moment, they are asking for it to be opened up to be used for operational costs as well until they are fully operational again.

Mayor Ketchum asked if this should be brought in front of the committee to decide upon like they have needed to do in the past. Ms. Anderson clarified by stating it is her understanding that since there is not a current committee and they are not deciding on the amount, just the reallocation of the funding for a different purpose, this is a decision the Council could make in lieu of reassembling the committee. Counselor Lund asked for advice from the City Attorney on the matter. Mr. Satterfield agreed that the committee would be the ones making the decision, but the Council could make the decision since there is not a current committee. Unless there is a major change for the funding, then the committee would have to be reinstated to make the decision from that point on. Ms. Anderson stated that there is no change in the dollar amount, solely the use of the funding. Councilor McDougall asked how the process would begin for the committee moving forward if that is the decision that is made. Mr. Satterfield stated that the City Council would need to direct the staff that this is the decision they have made, and the staff would then proceed to make the arrangements to fill the committee spots. Mayor Ketchum stated that the City needs the committee to be reassembled and put back in place, so they are prepared for the next round of applications later this year. Mayor Ketchum asked if the Council wanted to hear from Railroad Director Mary Kay Nelson. Councilor Lord stated that the Council could hear from Ms. Nelson to discuss the urgency for the funding and if it can be delayed until June, the Council could make their decision based on that. Councilor Wilson asked Ms. Nelson how long the designated funding would last for the railroad and how it would benefit them currently.

Ms. Nelson thanked the Council for inviting her to speak and also thanked them for the funding. Ms. Nelson stated that the railroad has approximately \$6,000.00 in bills each month whether they run or not and this pays for their general operating expenses. With that figure, \$30,000.00 would last the railroad 5 months. Ms. Nelson noted that the railroad is not in dire straits, they have funds saved. However, in looking at some of the rental costs they incur, utilizing LTAC funding for these expenses while not operational would offset the strain to their savings. The railroad is also applying for SBA loans and FEMA funding to cover flood damage from earlier in the year that has also attributed to the shut down of operation as well as insurance issues.

Mayor Ketchum asked if the Railroad and Museum are stable enough to hold out till the end of June to allow time for the City to reassemble the committee to make the decision and bring a request back to the Council. Ms. Nelson said yes, they would be able to sustain.

Councilor Pope made motion to refer it back to the committee. Once the Committee is appointed, they will convene to discuss the topic, come to a decision, and present the recommendation to the Council by the June 27, 2022 meeting. Councilor Spahr seconded the motion and carried unanimously.

8. Ordinance 1029-B First Reading- Revision to Infraction Penalties. Ms. Anderson informed the City Council that this ordinance is something that has been needing to be done for some time. The City is in need of changing fees in response to the States changes and their requirement of a certain amount be added onto it. The updates would remain appropriate for the infraction committed. Changing some of the fees to a higher amount would not be beneficial to minor infractions committed. Ms. Anderson turned the floor over to Chief Randy Kaut to discuss further the changes that had been discussed in the budget committee meeting previously.

Chief Kaut reiterated that the State has asked the City to increase the fees for infractions by 105%. This would make some offenses unreasonable. Chief Kaut pointed out that some fees had been removed due to first, second and third offense stages with increasing amounts for each offense. Chief explained that system doesn't work due to the officers not having access to which offense the person has committed and therefore there was no need for the second and third stage fees. Also, to note, there was an addition to parking infractions. Two parking infractions were added due to being missed at the previous budget meeting and would not be affected by the 105% penalties directive but still needed to be approved and could be done on this agenda item.

Mr. Satterfield agreed that this increase puts the City in a difficult situation with the increase, but the numbers all lined up. Mayor Ketchum asked if the 105% was a revenue stream for the State. Chief Kaut stated that there are programs the money is supposed to be delegated to but was unsure of the specifics.

A motion was made to approve the first reading of Ordinance 1029-B by Councilor Spahr. The motion was seconded by Councilor Wilson. Mayor Ketchum asked Mr. Satterfield to read the Ordinance for the record. Councilor Spahr noted that the chart given with the current fees and the prospective fees where they were reduced, the infractions were not common and would not affect the budget that much. The motion carried unanimously.

9. Administration Reports.

a. City Manager Update.

- a. Ms. Anderson spoke about the community cleanup that occurred on April 23, 2022. Ms. Anderson stated that about 50 people came out and assisted in trash pickup downtown and throughout the City. The Mayor, Lilly Wall, and Ms. Anderson herself were all out and about with the community cleaning up.
- b. Ms. Anderson also wanted to continue the discussion from earlier about building issues and give an update on the progress of other projects brought up at past meetings by Aaron Fuller. Mr. Fuller has approximately 10 projects in play at the moment. There were 36 Civil Permits processed last year. These permits are detailed and take time to review due to their nature and the types of land being used for them. The City has hired outside help to catchup on the review of any backlogged permits. There was an absence from the City Engineer due to a medical occurrence and this caused another backlog. The City brought Gibbs and Olson on board on an on-call basis to assist in the backlog at the end of 2021. Gibbs and Olson then were named the City Engineer after the current City Engineer left after the beginning of the year. The number of projects that became backlogged had become significant. There have been roughly 10 months that were delayed, and Ms. Anderson apologized if The Smith's projects were amongst them and acknowledged that is very frustrating. Ms. Anderson stated that the City has heard the Council and the developers and that is where Gibbs and Olson have come in to assist with it. With the amount of backlog, Gibbs and Olson has distributed the workload to several engineers in their firm to help catch the City up and get projects moving in the right direction. There are only 4 outstanding projects still in review and 2 of those should be completed this week. The remainder are needing a response back from the applicants to proceed. Progress is being made; however, 8 more projects have been submitted this year. This matter is being taken seriously and the City is taking action to handle the issues that have been mentioned. Ms. Anderson mentioned that the Council may need to revisit adding staff in the future to assist with the continue of growth happening consistently in the City. Ms. Anderson noted that the Smith's should be getting a comment letter in about a week. Gibbs and Olson reviewing their own City projects was addressed with Ms. Anderson stating that they are not, the City has hired an outside firm to review Gibbs and Olson's projects.

Councilor Spahr asked about the landscape architect for commercial projects and where that comes into play. Ms. Anderson explained that it is a part of the SEPA requirements and was added a few years ago. Also saying there are very few enhancement requirements in the City's code. With this requirement, it benefits with stormwater management and is to enhance the esthetic and quality of the project and makes the project more attractive for the community.

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

- a. **Councilor Lund.** Councilor Lund spoke about his concerns for the Landscape Architect saying that it drives up the prices on rent for apartments and houses in the area and there is no need for it. Councilor Lund was also told that there was electrical engineering that was required and said it wasn't necessary. All of these things raise the cost so people can't afford to live here.
- b. **Councilor Spahr.** Councilor Spahr attended the City Budget Committee meeting and the results of that were presented tonight. Councilor Spahr stated he tried to go to a hydrogen fuel meeting to see what was up and coming for the future but couldn't find a parking spot, so he left.
- c. **Mayor Ketchum.** Mayor Ketchum attended the LEOFF Board meeting along with another Twin Transit Board Meeting. Mayor Ketchum was also present at the Firemen's Pension Board meeting held at City Hall. Mayor Ketchum addressed the cleanup Ms. Anderson had mentioned early involving the Experience Chehalis crew and the difficulty standing up the next day from all the hard work they put in. There was also an impromptu meeting held with Councilor McDougall, Councilor Wilson, Lewis County, Chief Kaut, Lewis County Gospel Mission and a gentleman who had worked with Night-by-Night shelters in the past. The group learned a lot about what to do and what not to do and found it very helpful.

11. **Executive Session.** Mayor Ketchum 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 (Chapter Controlling- Application), not to exceed 7:01 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 6:01 pm. and the executive session began at 6:02 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 7:01 pm and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved: _____

Initials: _____

Chehalis City Council
Meeting Minutes
May 23, 2022

Council Present: Mayor Ketchum, Councilmember Lord, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lund (via Zoom).

Council Absent: Councilmember Wilson

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager, Lance Bunker, Public Works Director; Kassi Mackie, City Clerk; Cassie Frazier, Interim City Clerk; Erin Hillier, City Attorney; Randy Kaut, Police Chief

Public Present: Dan Warn of the Chronicle; Trevor Westland; Joe Enbody; Cassie Fuller, Fuller Designs

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Mayor Ketchum led the flag salute.

3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS

4. **Lewis County Stream Team**

Edna Fund and Kenna Fosnacht presented on the Lewis County Stream Team and encouraged participation from Council and the public.

CITIZENS BUSINESS

Cassie Fuller of Fuller Designs provided responses to comments made at the May 9, 2022, City Council meeting regarding the City's development processes and provided additional public comments, also related to the City's development processes.

CONSENT CALENDAR

5. Minutes of the regular City Council meeting of May 9, 2022
6. Vouchers and Transfers – Accounts Payable in the Amount of \$356,219.15 Dated May 13, 2022
7. Set June 13, 2022, at 5:00 p.m. to Conduct a Public Hearing on the City's 2023-2028 Six-Year Transportation Improvement Program
8. Agreement with Economic Alliance of Lewis County to Provide Economic Development Services

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

OLD BUSINESS

NEW BUSINESS

9. **Council Member Vacancy Process**

The City Council expressed concurrence on the proposed process for selection of a new member which includes inviting applications until June 14th, and interviewing candidates at a special meeting on June 20th.

10. **Resolution No. 05-2022- Expanding the Urban Growth Area in 2022**

Building and Planning Manager Tammy Baraconi presented.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Resolution No. 05-2022 Expanding the Urban Growth Area in 2022. The motion carried unanimously.

11. **Appointment of New Lodging Tax Advisory Committee Members**

Councilmember Lord provided a brief overview of the process and recommendation.

A motion was made by Councilmember Lord, seconded by Councilmember Pope to approve the appointment of Jacob Blue and Lilly Wall for the vacant hotel seats as well as Charles Duncan and Annalee Tobey to the City's Lodging Tax Advisory Committee. The motion carried unanimously.

12. **Judicial Assistance for Sentence Monitoring and Court Clerk Positions**

Court Administrator Madisen Lester provided a brief overview and recommendation.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve renaming the current Judicial Assistance for Sentence Monitoring position to Court Clerk I and increasing the salary range from 15 to 16 and to also approve renaming the current Court Clerk position to Court Clerk II and increasing the salary range from 16 to 17. The motion carried unanimously.

13. **COVID-19 Landlord Utility Assistance Program Using ARPA/SLFRF Funds**

City Manager Anderson provided a brief overview of the proposed program and recommendation.

A motion was made by Councilmember McDougall, seconded by Councilmember Lord to approve the COVID-19 Landlord Utility Assistance Program using ARPA/SLFRF funds suggested and authorize providing assistance to qualifying landlords up to the full amount due. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS14. **City Manager Update.**


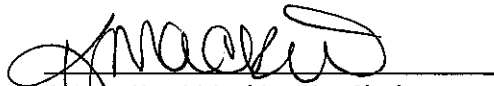
None.

15. **Councilor Reports/Committee Updates.**

None.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 5:50 p.m.


Anthony Ketchum, Sr., Mayor
Attest: Kassi Mackie, City Clerk



Chehalis City Council
Meeting Minutes
May 9, 2022

Council Present: Mayor Ketchum, Councilmember Lord, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lund (via Zoom).

Council Absent: Councilmember Wilson

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager, Lance Bunker, Public Works Director; Kassi Mackie, City Clerk; Cassie Frazier, Interim City Clerk; Erin Hillier, City Attorney; Matt McKnight, Deputy Police Chief; Chun Saul, Finance Manager, Jud Riddle, Interim Water Manager; Celest Wilder, Public Works Engineer

Public Present: Dan Warn of the Chronicle, Floyd and Elizabeth Smith, Kevin and Melody Hicks, Carol Ruiz

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Mayor Ketchum led the flag salute.

3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS

4. **Proclamation: Public Works Week May 16-22, 2022**

Mayor Ketchum presented the proclamation declaring May 16-22nd Public Works Week to Lance Bunker, Public Works Director.

5. **Centralia Chehalis Chamber of Commerce Report**

Centralia Chehalis Chamber of Commerce Director Cynthia Mudge provided updates to the Council including the upcoming Rob Fuller Scholarship Fund luncheon.

6. **Timberland Library- Updates and Presentation**

Timberland Library Executive Director Cheryl Heywood provided updates to the Council including new library openings, VOX Books for children, Press Reader, E-book download opportunities, new open hours, and expanded access opportunities to visit the library.

CITIZENS BUSINESS

Mr. Floyd Smith provided public comment regarding the irregularities in the City's project oversight and requirements. Mayor Ketchum and City Manager Anderson provided explanation and ensured that City Staff is working to maintain adherence to the Chehalis Code and consistency.

Kevin and Melody Hicks provided public comment on the requirements to conduct a Traffic Impact Analysis for a property they are developing. City Manager Anderson will be working with Kevin and Melody Hicks on the requirements outlined in the Chehalis Municipal Code.

CONSENT CALENDAR

7. Minutes of the regular City Council meeting of April 25, 2022
8. Vouchers and Transfers – Accounts Payable in the Amount of \$426994.81 Dated April 29, 2022
9. Vouchers and Transfers-Payroll in the Amount of \$819,435.97 Dated April 29, 2022
10. Confirm Re-Appointment of Peter Hammer to the Historic Preservation Commission
11. Financial Analyst Position Addition to the 2022 Salary Schedule
12. Bids for Rock and Gravel
13. SW Snively Avenue Road and Utility Improvement Project-Acceptance of Project as Complete

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

OLD BUSINESS

14. **Ordinance Number 1029-B, Second and Final Reading- Revision to Infraction Penalties**
A motion was made by Councilmember Spahr, seconded by Councilmember Pope to adopt Ordinance No. 1029-B. The motion carried unanimously.

NEW BUSINESS

15. **Finance Report- 2022 Quarter 1**
Chun Saul, Finance Director provided the Council with a financial update for Quarter 1.
16. **Chehalis Ave Bid**
Councilmember Spahr inquired about the need to increase the size of the waterline from 8 inch to a larger size during the project. Public Works Director Bunker and Interim Water Supervisor Riddle explained that the project is not in an area of town that will be developed further, therefore a larger water line is not necessary.

Councilmember Lord inquired about the potential contamination leeching at the site. Interim Water Supervisor Riddle responded that this location is quite a bit removed from the Thorbecks location. Carol Ruiz of Gibbs and Olson was present virtually to provide comment on this project and noted that there was not a hazard assessment done, but that the boring testing hadn't shown any concerns.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to award the Chehalis Avenue Reconstruction Project to Midway Underground, LLC in the amount of \$2,240,067.55 and authorize a 20% contingency budget of \$448,013.51 and authorize the

City Manager to execute all project related documents including change orders not to exceed a total project cost of \$2,688.100.00

ADMINISTRATION AND CITY COUNCIL REPORTS

17. **City Manager Update.**

City Manager Anderson provided introductions for both Lance Bunker, Public Works Director and Kassi Mackie, City Clerk to the Council.

18. **Councilor Reports/Committee Updates.**

None.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:17 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

Chehalis City Council
Meeting Minutes
May 23, 2022

Council Present: Mayor Ketchum, Councilmember Lord, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lund (via Zoom).

Council Absent: Councilmember Wilson

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager, Lance Bunker, Public Works Director; Kassi Mackie, City Clerk; Cassie Frazier, Interim City Clerk; Erin Hillier, City Attorney; Randy Kaut, Police Chief

Public Present: Dan Warn of the Chronicle; Trevor Westland; Joe Enbody; Cassie Fuller, Fuller Designs

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Mayor Ketchum led the flag salute.

3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS

4. **Lewis County Stream Team**

Edna Fund and Kenna Fosnacht presented on the Lewis County Stream Team and encouraged participation from Council and the public.

CITIZENS BUSINESS

Cassie Fuller of Fuller Designs provided responses to comments made at the May 9, 2022, City Council meeting regarding the City's development processes and provided additional public comments, also related to the City's development processes.

CONSENT CALENDAR

5. Minutes of the regular City Council meeting of May 9, 2022
6. Vouchers and Transfers – Accounts Payable in the Amount of \$356,219.15 Dated May 13, 2022
7. Set June 13, 2022, at 5:00 p.m. to Conduct a Public Hearing on the City's 2023-2028 Six-Year Transportation Improvement Program
8. Agreement with Economic Alliance of Lewis County to Provide Economic Development Services

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

OLD BUSINESS

NEW BUSINESS

9. **Council Member Vacancy Process**

The City Council expressed concurrence on the proposed process for selection of a new member which includes inviting applications until June 14th, and interviewing candidates at a special meeting on June 20th.

10. **Resolution No. 05-2022- Expanding the Urban Growth Area in 2022**

Building and Planning Manager Tammy Baraconi presented.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Resolution No. 05-2022 Expanding the Urban Growth Area in 2022. The motion carried unanimously.

11. **Appointment of New Lodging Tax Advisory Committee Members**

Councilmember Lord provided a brief overview of the process and recommendation.

A motion was made by Councilmember Lord, seconded by Councilmember Pope to approve the appointment of Jacob Blue and Lilly Wall for the vacant hotel seats as well as Charles Duncan and Annalee Tobey to the City's Lodging Tax Advisory Committee. The motion carried unanimously.

12. **Judicial Assistance for Sentence Monitoring and Court Clerk Positions**

Court Administrator Madisen Lester provided a brief overview and recommendation.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve renaming the current Judicial Assistance for Sentence Monitoring position to Court Clerk I and increasing the salary range from 15 to 16 and to also approve renaming the current Court Clerk position to Court Clerk II and increasing the salary range from 16 to 17. The motion carried unanimously.

13. **COVID-19 Landlord Utility Assistance Program Using ARPA/SLFRF Funds**

City Manager Anderson provided a brief overview of the proposed program and recommendation.

A motion was made by Councilmember McDougall, seconded by Councilmember Lord to approve the COVID-19 Landlord Utility Assistance Program using ARPA/SLFRF funds suggested and authorize providing assistance to qualifying landlords up to the full amount due. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

14. **City Manager Update.**

None.

15. **Councilor Reports/Committee Updates.**

None.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 5:50 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

Chehalis City Council
Meeting Minutes
June 27, 2022

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr, Councilmember Lund (via Zoom) Councilmember Carns

Council Absent:

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager; Lance Bunker, Public Works Director; Kassi Mackie, City Clerk; Jud Riddle, Interim Water Supervisor; Brian Kelly, Acting City Attorney; Tedd Hendershot, Interim Fire Chief; Cassie Frazier, Administrative Assistant; Chun Saul, Finance Director

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilmember Lord led the flag salute.
3. **Approval of Agenda**
A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve the agenda with removal of item no. 5, Experience Chehalis Update. The motion carried unanimously.

SPECIAL BUSINESS

4. **Swearing in of Newly Appointed Kevin Carns for At-Large Position No. 2**
Municipal Court Judge McBeth performed the Oath of Office to Councilmember Carns.

PRESENTATIONS

5. **Experience Chehalis Update**
This item was removed from the agenda.
6. **Informational Presentation on Cryptocurrency**
Justin Podhola provided council information regarding cryptocurrency and the requirements for managing a mining business, including water and power usage and suggested actions to encourage business growth while prohibiting mining operations that are illegal or unsafe.

CONSENT CALENDAR

7. Minutes of the regular City Council meeting of June 13, 2022
8. Minutes of the special City Council meeting of June 20, 2022
9. Vouchers and Transfers – Accounts Payable in the Amount of \$1,206,077.71 Dated June 15, 2022

10. Resolution No. 07-2022 Surplus Property
11. Acceptance of Washington State Department of Ecology Spill Response Equipment Grant
12. Lodging Tax Advisory Committee Recommendations for Redistribution of 2022 Funding for the Chehalis Centralia Railroad and Museum

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Leah Vanasse provided public comment regarding fireworks.

Mary Kay Nelson provided an update on the Chehalis Centralia Railroad and Museum.

UNFINISHED BUSINESS

13. **Resolution No. 06-2022, Adoption of the 2023-2028 Six-Year Transportation Improvement Program**

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall to approve Resolution No. 06-2022. The motion carried unanimously.

14. **Ordinance No. 1031-B: Moratorium on the Establishment of Cryptocurrency Mining or Farming**

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Ordinance No. 1031-B at second and final reading. The motion carried unanimously.

NEW BUSINESS

15. **Chehalis Avenue Project: Addendum to Gibbs & Olson Agreement**

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve the addendum with Gibbs & Olson. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

16. **City Manager Update**

City Manager Anderson provided a verbal report including a special thank you to the James W. Lintott Elementary School, Orin C. Smith Elementary and Shaw Learning Campus for the donation of artwork for City Hall.

17. **Councilor Reports/Committee Updates**

EXECUTIVE SESSION18. **Sale/Lease of Real Estate**

Mayor Ketchum adjourned the regular meeting and convened the executive session at 6:04 p.m.


Mayor Ketchum adjourned the executive session and reconvened the regular meeting at 6:23 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:23 p.m.



Anthony Ketchum, Sr., Mayor


Attest: Kassi Mackie, City Clerk



Chehalis City Council
Meeting Minutes
June 13, 2022

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lund (via Zoom)

Council Absent: Councilmember Lord

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager; Lance Bunker, Public Works Director; Kassi Mackie, City Clerk; Jud Riddle, Interim Water Supervisor; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Chun Saul, Finance Director; Celest Wilder, Engineering Technician; Tedd Hendershot, Interim Fire Chief; Brandon Rakes, Airport Operations Coordinator

Public Present: Members of the Chehalis Rotary; Lindsay Pollock

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Councilmember McDougall led the flag salute.

3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS

4. **Proclamation: Recognition of Rotary**

Mayor Ketchum presented the proclamation to members of the Chehalis Rotary.

CONSENT CALENDAR

5. Minutes of the regular City Council meeting of May 23, 2022.
6. Vouchers and Transfers – Accounts Payable in the Amount of \$166,286.85 Dated May 31, 2022.
7. Vouchers and Transfers- Payroll in the Amount of \$826,623.31 Dated May 31, 2022.
8. Appointment of Scott Forsman to the Planning Commission.
9. Approval of Lewis/Grays Harbor County Ambulance Service Consortium.

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

PUBLIC HEARING

10. Public Hearing for 2023-2028 Six-Year Transportation Improvement Program

Public Works Director Lance Bunker provided a brief presentation covering the 2023-2028 TIP.

Mayor Ketchum opened the public hearing at 5:23 p.m.

There being no one wishing to speak, Mayor Ketchum closed the public hearing at 5:24 p.m.

CITIZENS BUSINESS

Mr. Bob Heymann was present to provide public comment on Jackson Park 3. Mr. Heymann believes there would be support for the project if some of the concerns could be resolved.

Renell Norquest provided public comment on Jackson Park 3 and traffic concerns on 21st Street.

Paul Olson provided public comment on Jackson Park 3 and traffic concerns on 21st Street. Mr. Olson would like to see sidewalks put in prior to the development proceeding.

OLD BUSINESS

NEW BUSINESS

11. Ordinance No. 1030-B: Traffic Impact Analysis

Celest Wilder, Engineering Technician provided clarity regarding the proposal to revise the criteria used to determine when a Traffic Impact Analysis would be required by the City with Public Works Director Lance Bunker.

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall to approve Ordinance No. 1030-B. The motion carried unanimously.

12. Ordinance No. 1031-B: Moratorium on the Establishment of Cryptocurrency Mining or Farming

Building and Planning Manager Tammy Baraconi presented.

Councilmember Pope voiced concerns, which Manager Baraconi addressed. Councilmember Pope also requested more information on liability for the City with Cryptocurrency.

Councilmember Spahr requested more information prior to the final vote on this Ordinance.

Councilmember McDougall requested more information on assessment of penalties.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve Ordinance No. 1031-B at first reading. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

13. City Manager Update

- City Manager Jill Anderson encouraged the public to submit applications for the vacant council seat by 5:00 p.m. on Tuesday, June 14.
- Movies in the park June 16th, July 7th, July 21st, and August 11th
- Music in the parks July 22nd, July 29th, and August 5th

14. Councilor Reports/Committee Updates

- Councilmember Spahr provided a verbal update.
- Councilmember McDougall provided a verbal report on Experience Chehalis.
- Mayor Ketchum provided a verbal report on meetings and events over the last few weeks.

EXECUTIVE SESSION

Mayor Ketchum adjourned the regular meeting and convened the executive session at 6:13.

15. Litigation/Potential Litigation

16. Real Estate Transaction

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:15 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

Chehalis City Council
Special Meeting Minutes
June 20, 2022

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lund (virtual attendance), Councilmember Lord
Council Absent: None

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Cassie Frazier, Administrative Assistant

Public Present: David Plotz (virtual attendance), Kevin Carns, Paul Dugaw

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.

SPECIAL BUSINESS

2. **Interview Candidates for City Council Member At-Large No. 2 Vacant Position**
Candidates were interviewed in the following order:
 - David Plotz
 - Kevin Carns
 - Paul Dugaw

EXECUTIVE SESSION

3. **Evaluate Qualifications of a Candidate to Appoint for Elective Office**

Mayor Ketchum adjourned the regular meeting and convened the executive session at 5:38 p.m.

Mayor Ketchum adjourned the executive session and reconvened the regular session at 5:53 p.m.

NEW BUSINESS

4. **Selection of a Candidate to Fill Vacant Position- City Council Member At-Large Position No. 2**

A motion was made by Councilmember Lund, seconded by Councilmember Lord to nominate Kevin Carns At-Large Position No. 2. The motion carried unanimously.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 5:55 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

Chehalis City Council
Regular Meeting Minutes
July 25, 2022
5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr, Councilmember Carns (virtual attendance), Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Jud Riddle, Interim Water Supervisor; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Cassie Frazier, Administrative Assistant; Chun Saul, Finance Director; Brandon Rakes, Airport Operations Coordinator

Public Present: None

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Councilmember Spahr led the flag salute.

3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall to approve the agenda as presented.

CONSENT CALENDAR

4. Minutes of the Regular City Council Meeting of July 11, 2022

5. Vouchers and Transfers – Accounts Payable in the Amount of \$793,017.25 Dated July 15, 2022

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

UNFINISHED BUSINESS

NEW BUSINESS

6. **2022 Quarter 2 Financial Report**

Finance Director Chun Saul presented.

No action was required on this item.

7. **Contract Change Order No. 1 to Above Ground Fuel Storage Project**

Airport Operations Coordinator Brandon Rakes provided a brief overview of the purpose of Change Order No. 1.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Change Order No. 1 in the amount of \$130,204.40 with Quigg Bros., Inc. and to approve the City Manager to execute the documents required to effect all changes required. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

8. **City Manager Update**

City Manager Anderson provided a verbal report regarding the Chehalis River Basin Flood Authority and the collaboration with the City of Chehalis on a long-term plan for the area. Manager Anderson also participated in a meeting regarding the upcoming ChehalisFest.

9. **Councilor Reports/Committee Updates**

Mayor Ketchum provided a verbal report.

Councilmember McDougall provided a verbal report.

EXECUTIVE SESSION

10. **Sale/Lease of Real Estate**
Collective Bargaining

Mayor Ketchum adjourned the regular meeting and convened the executive session at 5:41 p.m.

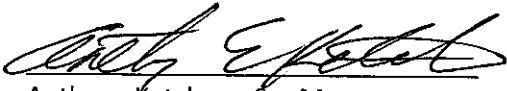
Mayor Ketchum reconvened the regular meeting at 7:00 p.m. to announce an additional 15 minutes was required in executive session. Mayor Ketchum then adjourned the regular meeting at 7:00 p.m. and reconvened executive session until 7:15 p.m.

Mayor Ketchum reconvened the regular meeting at 7:15 p.m. to announce an additional 15 minutes was required in executive session. Mayor Ketchum adjourned the regular meeting at 7:15 p.m. and reconvened the executive session until 7:30 p.m.


Mayor Ketchum adjourned the executive session and reconvened the regular meeting at 7:30 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:31 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
Special Meeting Minutes
July 25, 2022
4:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lord, Councilmember Carns (virtual attendance), Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager; Kassi Mackie, City Clerk; Devlan Pool, Wastewater Supervisor; Erin Hillier, City Attorney; Josh McDrummond, Code Enforcement Officer

Public Present: None

WORKSHOP


1. **Discussion of Subdivision Code Updates:**

Building and Planning Manager Tammy Baraconi presented on proposed changes to the subdivision code.

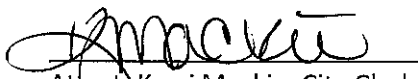
Council provided suggested additional revisions to incorporate into the forthcoming ordinance amending the Chehalis Municipal Code regarding subdivisions. No final action was taken.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 4:52 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
 Regular Meeting Minutes
 August 8, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr, Councilmember Carns, Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Jud Riddle, Streets and Stormwater Supervisor; Erin Hillier, City Attorney; Celest Wilder, Engineering Tech; Randy Kaut, Police Chief; Cassie Frazier, Administrative Assistant; Madisen Lester, Court Administrator; Chun Saul, Finance Director; Brandon Rakes, Airport Operations Coordinator

Public Present: None

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Councilmember McDougall led the flag salute.

3. **Approval of Agenda**

The agenda was amended to remove the executive session.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve the agenda as amended.

PRESENTATIONS

4. Annalee Tobey was present to provide an update on Experience Chehalis.

CONSENT CALENDAR

5. Minutes of the Special City Council Meeting of July 25th, 2022
6. Minutes of the Regular City Council Meeting of July 25th, 2022
7. Vouchers and Transfers – Accounts Payable in the Amount of \$298,471.55 Dated July 29, 2022
8. Vouchers and Transfers- Payroll in the amount of \$844,180.69 Dated July 29, 2022.
9. Consolidation of Utility Franchise Agreements with Lewis County
10. Department of Ecology Grant for Flood Notification Equipment

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Bob Heyman was present to discuss the 21st Street project and neighborhood concerns about the development processes. Mayor Ketchum directed staff to call a neighborhood meeting to discuss the concerns about development and the impact it may have in the area.

Edna Fund was present to encourage the public to attend "Neon Lights and Country Nights" and Beatles Tribute Band will be performing.

UNFINISHED BUSINESS**NEW BUSINESS****11. 2021 Transportation Benefit District Annual Report**

Streets Superintendent Jud Riddle presented.

A motion was made by Councilmember Pope, seconded by Councilmember Spahr to adopt the 2021 Transportation Benefit District Annual Report. The motion carried unanimously.

12. Addendum #3 to Lease with SERJ Car Wash, LLC

Airport Operations Coordinator Brandon Rakes provided a brief overview of the purpose of Addendum #3.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Addendum #3. The motion carried unanimously.

13. Resolution No. 09-2022: Interlocal Agreement with Lewis County Sewer District #4

Celest Wilder, Engineering Technician provided a brief overview of the need for Resolution No. 09-2022.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Resolution No. 09-2022. The motion carried unanimously.

14. First and Final Reading of Ordinance No. 1033-B: Amending Chapter 7.04 of the Chehalis Municipal Code

Court Administrator Madisen Lester presented on the requirement to adopt Ordinance No. 1033-B.

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall to approve Ordinance No. 1033-B on first and final reading. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS**15. City Manager Update**

City Manager Anderson provided a verbal report including commendation to Annalee Tobey and the Board that oversee Experience Chehalis and reminding the Council and public of the

upcoming special and regular city council meetings in August. City Manager Anderson also reminded the Council and public of the upcoming Movie in the Park.

16. **Councilor Reports/Committee Updates**

Mayor Ketchum provided a verbal report.

Councilmember Lund provided a verbal report.

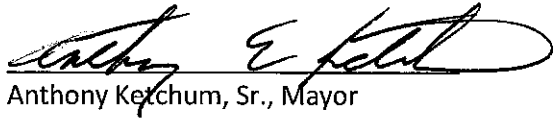
Councilmember Spahr provided a verbal report.

Councilmember McDougall provided a verbal report.

Councilmember Carns provided a verbal report.

ADJOURNMENT

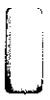
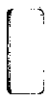
Mayor Ketchum adjourned the meeting at 5:59 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
 Special Meeting Minutes
 August 11, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr (virtual attendance), Councilmember Carns, Councilmember Lund (virtual attendance)

Council Absent: None

Staff Present: Jill Anderson, City Manager (virtual attendance); Kassi Mackie, City Clerk; Lance Bunker, Public Works Director; Randy Kaut, Police Chief; Tedd Hendershot, Fire Chief

Public Present: None

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**

EXECUTIVE SESSION

3. **Pursuant to RCW:**
 - 42.30.140 (4)(b)- Collective Bargaining

Mayor Ketchum adjourned the special meeting at 5:00 p.m. and convened the executive session until 6:00 p.m.

Mayor Ketchum adjourned the executive session at 6:00 p.m. and reconvened the special meeting to announce that an additional 30 minutes in executive session was warranted. Mayor Ketchum adjourned the special meeting and reconvened the executive session at 6:01 p.m. until 6:30 p.m.

Mayor Ketchum adjourned the executive session at 6:30 p.m. and reconvened the special meeting to announce that an additional 20 minutes in executive session was warranted. Mayor Ketchum adjourned the special meeting and reconvened the executive session at 6:30 p.m. until 6:50 p.m.


Mayor Ketchum adjourned the executive session at 6:50 p.m. and reconvened the special meeting to announce that an additional 20 minutes in executive session was warranted. Mayor Ketchum adjourned the special meeting and reconvened the executive session at 6:50 p.m. until 7:10 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:10 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
Special Meeting Minutes
August 15, 2022
5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr (virtual attendance), Councilmember Lund (virtual attendance)

Council Absent: Councilmember Carns

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Tammy Baraconi, Building and Planning Manager; Jud Riddle, Street Superintendent; Lance Bunker, Public Works Director; Lilly Wall, Recreation Director; Devlan Pool, Wastewater Superintendent; Andrew Hunziker, Parks Director; Randy Kaut, Police Chief.

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**

WORKSHOP

3. **Comprehensive Plan Updates**
4. **Rezone Requests**
5. **Capital Improvement Plan**
Building and Planning Manager Tammy Baraconi presented.

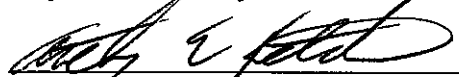
Bob Heymann provided public comment regarding development near his residence and requested further information on the upcoming meeting with the public. City Manager Anderson provided Council with an update and the meeting was set for September 21 at 6:00 p.m.

Aaron Fuller provided public comment, specifically to commend staff and Council on the proposed updates regarding rezoning and development.

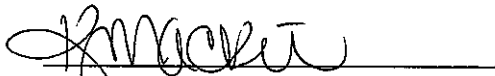
No final action was taken.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 5:39 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
 Regular Meeting Minutes
 August 22, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr (virtual attendance), Councilmember Carns, Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Cassie Frazier, Administrative Assistant; Erin Hillier, City Attorney; Lance Bunker, Public Works Director; Randy Kaut, Police Chief; Brandon Rakes, Airport Operations Coordinator; Tedd Hendershot, Fire Chief

Public Present: Joe Clark, Twin Transit; Tom McDonald, Cascadia Law Group

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilmember Carns led the flag salute.
3. **Approval of Agenda**

A motion was made by Councilmember Pope, seconded by Councilmember Lord, to approve the agenda as amended.

PRESENTATIONS

4. Joe Clark was present to provide an update on Twin Transit including upcoming developments, hydrogen-fueled vehicles, and route expansions.

CONSENT CALENDAR

5. Minutes of the Regular City Council Meeting of August 8th, 2022
6. Minutes of the Special City Council Meeting of August 11th, 2022
7. Minutes of the Special City Council Meeting of August 15th, 2022
8. Vouchers and Transfers – Accounts Payable in the Amount of \$847,110.31 Dated August 15, 2022
9. Acceptance as Complete: West Main Street Grind and Overlay

Mayor Ketchum provided comment on the West Main Street Grind and Overlay.

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

None

UNFINISHED BUSINESS**NEW BUSINESS****10. Fireworks- Discussion on Potential Changes to the Rules on the Sale and Discharge of Fireworks**

City Manager Anderson presented a brief overview of the current regulations regarding fireworks at the state level, at comparable surrounding communities, and within Chehalis. Council engaged in discussion regarding changes to the fireworks code sections. Ultimately it was decided to leave the current city regulations as-is.

ADMINISTRATION AND CITY COUNCIL REPORTS**11. City Manager Update**

City Manager Anderson provided a verbal report including citizen's concerns about development impacting 21st Street. Staff will hold public comment on September 21st at 6 p.m. at Lewis County Fire District. City Manager Anderson also provided a summary of the seminar on substance abuse.

Tom McDonald of Cascadia Law provided council with an update on the Marwood Water Rights purchase.

12. Councilor Reports/Committee Updates

Mayor Ketchum provided a verbal report.

Councilmember Pope provided commendations to Public Works staff for road repair.

Councilmember McDougall provided a verbal report.

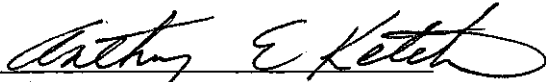
ADMINISTRATION AND CITY COUNCIL REPORTS**13. Pursuant to RCW:**

- 42.30.110(1)(c)- Sale/Lease of Real Estate
- 42.30.110(1)(i)-Litigation/Potential Litigation

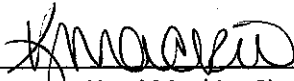
Mayor Ketchum adjourned the regular session at 5:56 p.m. and convened the executive session until 6:45 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:45 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk

Chehalis City Council
 Regular Meeting Minutes
 September 12, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr, Councilmember Carns, Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager (virtual attendance); Kassi Mackie, City Clerk; Cassie Frazier, Administrative Assistant; Glenn Schaffer, Human Resources Manager; Erin Hillier, City Attorney; Lance Bunker, Public Works Director; Matt McKnight, Police Chief; Brandon Rakes, Airport Operations Coordinator; Tedd Hendershot, Fire Chief

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilmember Lord led the flag salute.
3. **Approval of Agenda**
Mayor Ketchum suggested moving item #6 to the item #4 position.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve the agenda as amended.

PRESENTATIONS

4. **Centralia/Chehalis Railroad Update**
Mary Kay Nelson provided an update on the Chehalis/Centralia Railroad, including the Highway 6 Crossing, upgrades to railroad facilities and equipment, and upcoming winter activities.
5. **National Preparedness Month Proclamation**
The Proclamation for National Preparedness was presented to Tedd Hendershot, Fire Chief and Matt McKnight, Deputy Police Chief.
6. **Recognition of Tiesto, K-9 Officer**
The Council recognized K-9 Officer Tiesto and his handler, Warren Ayers with a plaque and gift.

CONSENT CALENDAR

7. **Minutes of the Regular City Council Meeting of August 22nd, 2022**
8. **Vouchers and Transfers – Payroll in the Amount of \$858,950.26 Dated August 31, 2022**
9. **Vouchers and Transfers- Accounts Payable in the Amount of \$439,199.28 dated August 31, 2022**

10. **Resolution No. 10-2022, Interlocal with Lewis County for VPN and Emergency Services Database Access to Interim Chehalis Fire Station #48**
11. **Resolution No. 11-2022, Interlocal with Lewis County to Provide Fire Investigation Services**
12. **Resolution No. 12-2022, Interlocal with Centralia/Chehalis Cooperative Regional Pupil Transportation for Emergency Vehicle Maintenance**
13. **Resolution No. 13-2022, Surplus Property**

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Edna Fund was present to update the City Council on the Chehalis Basin Flood Authority.

Tyler Davis introduced himself to the Council and Community as a new engineer to the area.

UNFINISHED BUSINESS

NEW BUSINESS

14. **Ordinance No. 1032-B, First Reading of Subdivision Code Updates**

Councilmember Lord and Councilmember Spahr will provide Building and Planning Manager Tammy Baraconi with suggested edits prior to this ordinance returning for final reading.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve Ordinance No. 1032-B on first reading. The motion carried unanimously.

15. **Ordinance No. 1034-B, First Reading of the Second Budget Amendment for FY2022**

Chun Saul, Finance Director summarized the second budget amendments for FY 2022.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve Ordinance No. 1034-B at first reading. The motion carried unanimously.

16. **Direction Requested Regarding Proposal to Prepare a Code Amendment to Allow Electrical Fencing Around Motor Vehicle Retailers**

Council engaged in discussion and directed staff to return to Council with suggestions to consider that will provide businesses within Chehalis options for protecting personal and professional property.

ADMINISTRATION AND CITY COUNCIL REPORTS17. **City Manager Update**

City Manager Anderson provided a reminder to the Council and public regarding the meeting on the 21st of September to discuss the 21st Street development. City Manager Anderson also provided commendations to Parks and Recreation staff.

18. **Councilor Reports/Committee Updates**

Councilor Lord provided a verbal report.

Councilor McDougall provided a verbal report.

Councilor Carns provided a verbal report.

Mayor Ketchum provided a verbal report.

ADMINISTRATION AND CITY COUNCIL REPORTS19. **Pursuant to RCW:**

42.30.140(4)(b)- Collective Bargaining

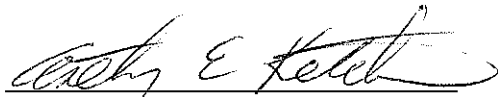
Mayor Ketchum adjourned the regular session at 6:10 p.m. and convened the executive session until 6:50 p.m.

Mayor Ketchum adjourned the executive session at 6:50 p.m. to announce that twenty more minutes were required. The regular meeting was adjourned, and the executive session reconvened at 6:50 p.m.

Mayor Ketchum adjourned the executive session at 7:10 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:10 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassie Mackie, City Clerk



Chehalis City Council
 Regular Meeting Minutes
 September 26, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr, Councilmember Carns (virtual attendance), Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Cassie Frazier, Administrative Assistant; Erin Hillier, City Attorney; Lance Bunker, Public Works Director; Randy Kaut, Police Chief; Tammy Baraconi, Building and Planning Manager; Brandon Rakes, Airport Operations Coordinator; Andrew Hunzinger, Property/Facilities Manager.

Public Present:

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Councilmember Pope led the flag salute.

3. **Approval of Agenda**

City Manager Anderson reminded the Council and public of the changes to the agenda. Mayor Ketchum requested that Ordinance No. 1032-B and 1034-B be moved to Unfinished Business and clarified that the Executive Session is only for Litigation/Potential Litigation and not Sale/Lease of Real Estate.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the agenda as amended.

CONSENT CALENDAR

4. **Minutes of the Regular City Council Meeting of September 12, 2022**

5. **Vouchers and Transfers- Accounts Payable in the Amount of \$499,187 dated September 15, 2022**

6. **Recreation Park Improvement Project- Fencing and Drainage at the Sports Complex**

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Robert Gearies provided public comment on the vagrancy in Chehalis and his support for a solution and provided an RCW regarding public nuisance and asked why they weren't being enforced.

UNFINISHED BUSINESS**7. Ordinance No. 1032-B, Final Reading of Subdivision Code Updates**

Building and Planning Manager Tammy Baraconi provided a brief overview of the changes. Councilor Lord and Mayor Ketchum provided comment. City Attorney Hillier provided clarification.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Ordinance No. 1032-B on second and final reading.

An amendment was made by Councilmember Spahr, seconded by Councilmember McDougall to omit Page 23 of the draft changes, Section C-Restrictions, "The ownership interest in each community tract shall be stated in the deed to each lot." And to omit the whereas clause that stated: "whereas after the required published notice, the City of Chehalis City Council held a hearing on the proposed changes to Chapter 17.12 on December 28, 2021; and". The amendment carried unanimously.

The main motion carried unanimously.

8. Ordinance No. 1034-B, Final Reading of the Second Budget Amendment for FY2022

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Ordinance No. 1034-B at second and final reading. The motion carried unanimously.

NEW BUSINESS**9. Resolution No. 14-2022, Lodging Tax Advisory Committee Recommendations for 2023 Tourism Funds**

Mayor Ketchum suggested that beginning in 2024 allocation to the Parks Department be increased by 5% every year to fund parks improvements. Council decided to request that the LTAC Committee consider this option at the next meeting.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to suspend the rules requiring two readings for resolutions with budget implications. The motion carried unanimously.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to approve Resolution No. 14-2022. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS**10. City Manager Update**

City Manager Jill Anderson and Building and Planning Manager Tammy Baraconi presented a summary of the comments received at the community meeting that took place on September 21, 2022. City Manager Jill Anderson also notified Council that the Chehalis Firefighters should be moving into their long-term interim fire station in the upcoming weeks. Budget season is in

full swing and National Avenue Project was complete earlier this summer, and the striping should be complete in the middle of October.

11. **Councilor Reports/Committee Updates**

Councilmember Lund requested information regarding a UGA.

Councilmember Carns provided a verbal report.

Councilmember Spahr provided a verbal report.

Councilmember McDougall provided a verbal report.

Mayor Ketchum provided a verbal report.

ADMINISTRATION AND CITY COUNCIL REPORTS

12. **Pursuant to RCW:**


- a. 42.30.110(1)(i) – Litigation/Potential Litigation

Mayor Ketchum adjourned the regular session at 6:10 p.m. and convened the executive session for 30 minutes at 6:40 p.m.

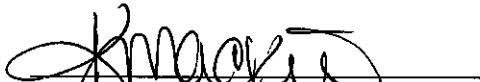
Mayor Ketchum adjourned the executive session at 6:40 p.m.

ADJOURNMENT

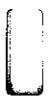
Mayor Ketchum adjourned the meeting 6:40 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
 Regular Meeting Minutes
 October 10, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope (virtual attendance), Councilmember Lord, Councilmember Spahr, Councilmember Carns (virtual attendance), Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Erin Hillier, City Attorney; Glenn Schaffer, Human Resources Manager; Lance Bunker, Public Works Director; Tammy Baraconi, Building and Planning Manager; Brandon Rakes, Airport Operations Coordinator; Tedd Hendershot, Interim Fire Chief.

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilmember Spahr led the flag salute.
3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve the agenda as amended.

PROCLAMATIONS/PRESENTATIONS

4. Mayor Ketchum presented the proclamation to Fire Chief Tedd Hendershot.

CONSENT CALENDAR

5. **Minutes of the Regular City Council Meeting of September 26, 2022**
6. **Vouchers and Transfers- Accounts Payable in the Amount of \$1,331,097.53 dated September 30, 2022**
7. **Vouchers and Transfers- Payable in the Amount of \$931,048.18 dated September 31, 2022**
8. **Debt Management and Post-Issuance Compliance Update FY2021**
9. **Consider Award: Prindle Pumpstation-Purchase of a Spare Pump**
10. **Consider Award: Riverside Pumpstation-Purchase of a Spare Pump**

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Bob Heymann was present to follow up on the meeting held September 21st, and Mayor Ketchum noted that staff would contact Mr. Heymann with more information.

NEW BUSINESS

11. **Consider Approval of Latecomer's Agreement Extension for Arnold Haberstroh**

City Attorney Erin Hillier provided information to Council on this agenda item. Councilor Lord would like to hear from the public on this item. Building and Planning Manager Tammy Baraconi proposed tabling the item until November to give staff time to reach out to the property owners. Ultimately it was decided by a majority of the Council to proceed with approval of extension of the agreement.

A motion was made by Councilmember Lund, seconded by Councilmember Pope to extend the agreement to 20 years. The motion carried with Councilmembers McDougall, Carns, Lund, Pope, Spahr and Mayor Ketchum in favor and Councilmember Lord against.

12. **Short Plat Approval for Airport Property SP-22-004**

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to authorize the City Manager to approve the short plat SP-22-004. The motion carried with Councilmembers McDougall, Carns, Lord, Pope, Spahr and Mayor Ketchum in favor and Councilmember Lund against.

ADMINISTRATION AND CITY COUNCIL REPORTS

13. **City Manager Update**

City Manager Jill Anderson

14. **Councilor Reports/Committee Updates**

Councilmember McDougall provided a verbal report.

Mayor Ketchum provided a verbal report.

ADMINISTRATION AND CITY COUNCIL REPORTS

15. **Pursuant to RCW:**

- a) 42.30.140(4)(a) - Collective Bargaining
- b) 42.30.110(1)(i) - Litigation/Potential Litigation
- c) 42.30.110(1)(c) - Sale/Lease of Real Estate

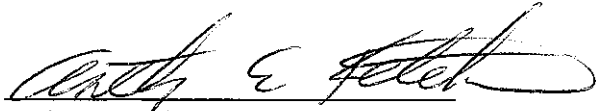
Mayor Ketchum adjourned the regular session at 5:30 p.m. and convened the executive session for 95 minutes or 7:05 p.m.

Mayor Ketchum adjourned the executive session at 7:05 p.m. and convened the regular session to announce that the Council would adjourn back into executive session for 20 minutes or 7:25 p.m.

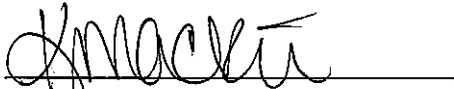
Mayor Ketchum adjourned the executive session at 7:25 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting 7:25 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
Regular Meeting Minutes
October 24, 2022
5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Lord, Councilmember Spahr, Councilmember Carns, Councilmember Pope (virtual attendance), Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Erin Hillier, City Attorney; Chun Saul, Finance Director; Lance Bunker, Public Works Director; Josh Drummond, Building Inspector/Code Compliance; Tammy Baraconi, Building and Planning Manager; Adam Miller, Firefighter; Pat Glover, Firefighter; Cassie Frazier, Administrative Assistant

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilmember McDougall led the flag salute.
3. **Approval of Agenda**
Mayor Ketchum noted two changes to the agenda, the removal of item #10. This will allow for second reading of Ordinances 1035-1057 to be scheduled for the November 14th meeting.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve the agenda as amended. Motion carried unanimously.

PROCLAMATIONS/PRESENTATIONS

4. Mayor Ketchum presented the proclamation honoring first responders to Lance Bunker, Public Works Director, Matt McKnight, Deputy Police Chief, and Firefighters Glover and Miller.

CONSENT CALENDAR

5. **Minutes of the Regular City Council Meeting of October 10, 2022**
6. **Vouchers and Transfers- Accounts Payable in the Amount of \$461,059.56 dated October 15, 2022**
7. **Resolution 15-2022, Surplus Property**
8. **Appointment of Kathy Smith to Historic Preservation Commission**

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS**NEW BUSINESS**

9. **Consider Amendment to LeMay Franchise Agreement**
Councilmember Lord and Mayor Ketchum expressed concerns about the increases proposed. Council was in favor of finding a local CPI to use to calculate the costs. LeMay will return at the November 14th meeting.
10. **Ordinance No. 1035-B, Comprehensive Plan Chapter Updates (Building and Planning Manager)**
A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1035-B on first reading. Motion carried unanimously.
11. **Ordinance No. 1036-B, General Update to Land Use Map-Land Use (Building and Planning Manager)**
Building and Planning Manager Tammy Baraconi provided a brief overview of the proposed ordinances.
A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1036-B on first reading. Motion carried unanimously.
12. **Ordinance No. 1047-B, General Update to Land Use Map-Zoning (Building and Planning Manager)**
A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1047-B on first reading. Motion carried unanimously.
13. **Ordinance No. 1037-B, RZ-21-001 Hosanna Lane Parcel No. 017875055031 (Building and Planning Manager)**
Tammy Baraconi corrected the name from Hosanna Lane to Hannah Lane.
A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to deny Ordinance No. 1037-B on first reading. Motion carried unanimously.
14. **Ordinance No. 1048-B, RZ-21-001 Hosanna Lane Parcel No. 017875055031 Rezone (Building and Planning Manager)**
Tammy Baraconi corrected the name from Hosanna Lane to Hannah Lane.
A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to deny Ordinance No. 1048-B on first reading. Motion carried unanimously.
15. **Ordinance No. 1038-B, RZ-22-003 233 S. Market Blvd Parcel Nos. 004236001000 and 004236002000 Rezone (Building and Planning Manager)**

Building and Planning Manager Tammy Baraconi noted that the updated map has not been received from Lewis County yet, but that it would be updated as soon as it is received.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1038-B along with any additional parcel(s) as reflected by the current County assessment on first reading. Motion carried unanimously.

16. Ordinance No. 1049-B, RZ-22-003 233 S. Market Blvd Parcel Nos. 004236001000 and 004236002000 Rezone (Building and Planning Manager)

Building and Planning Manager Tammy Baraconi noted that the updated map has not been received from Lewis County yet, but that it would be updated as soon as it is received.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1049-B along with any additional parcel(s) as reflected by the current County assessment on first reading. Motion carried unanimously.

17. Ordinance No. 1039-B, RZ-22-004 0 SE Washington and 0 SE 12th St Parcel Nos. 005490001000, 005490000000, 005492002000, and 005604192001 Rezone (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1039-B on first reading with an amendment to Section 1 in the changing "Single Family" to "Mixed Residential" and adding the 005604192001 to the Ordinance. Motion carried unanimously.

18. Ordinance No. 1050-B, RZ-22-004 0 SE Washington and 0 SE 12th St Parcel Nos. 005490001000, 005490000000, 005492002000, and 005604192001 Rezone (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1050-B on first reading with an amendment to Section 1 in the ordinance changing "Single Family" changed to "Mixed Residential" and adding the 005604192001 to the Ordinance. Motion carried unanimously.

19. Ordinance No. 1040-B, RZ-22-010 2118 Jackson Hwy Parcel No's. 005605069022 and 005605069024 Requesting CG to MRC (Building and Planning Manager)

Chris Aldrich with RB Engineering requested that Parcel 005605069024 be included in this rezone request as well.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1040-B on first reading with the following amendment to Section 1. "Single Family Low Density" to "Mixed Residential/Commercial". Motion carried unanimously.

The motion was amended to include Parcel No. 005605069024. The amendment carried unanimously.

20. Ordinance No. 1051-B, RZ-22-010 2118 Jackson Hwy Parcel No's. 005605069022 and 005605069024 requesting from CG to MRC (Building and Planning Manager)

Chris Aldrich with RB Engineering requested that Parcel 005605069024 be included in this rezone request as well.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1051-B on first reading with the following amendment to Section 1. "Single Family Low Density" to "Mixed Residential/Commercial. Motion carried unanimously.

The motion was amended to include Parcel No. 005605069024. The amendment carried unanimously.

21. Ordinance No. 1041-B, RZ-22-005 0 SW 21st St Parcel No. 005604183244 Rezone (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1041-B on first reading.

22. Ordinance No. 1052-B, RZ-22-005 0 SW 21st St Parcel No. 005604183244 Requesting R-1 to R-4 (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1052-B on first reading.

23. Ordinance No. 1042-B, RZ-22-008 2215 Jackson Hwy Parcel No. 010785001000 Requesting CG to R-1 Single Family Low Density. (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1042-B on first reading with amendments to Section 1 for accuracy and for staff to reach out to the homeowner to discuss a change to Mixed Commercial Residential. Motion carried unanimously.

24. Ordinance No. 1053-B, RZ-22-008 2215 Jackson Hwy Parcel No. 010785001000 Requesting CG to R-1 Single Family Low Density. (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1053-B on first reading with amendments to Section 1 for accuracy and for staff to reach out to the homeowner to discuss a change to Mixed Commercial Residential. Motion carried unanimously.

25. Ordinance No. 1043-B, RZ-22-002 2643 Jackson Hwy Parcel Nos. 017737001000 and 017736001000 Rezone (Building and Planning Manager)

City Attorney Erin Hillier mentioned the need to double-check the ordinances for CG instead of GC. The City's Zoning Map refers to General Commercial as CG, not GC, so CG and GC are used interchangeably in discussions.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1043-B on first reading. Motion carried unanimously.

26. Ordinance No. 1054-B, RZ-22-002 2643 Jackson Hwy Parcel Nos. 017737001000 and 017736001000 Requesting CG to R-1 (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1054-B on first reading. Motion carried unanimously.

27. Ordinance No. 1044-B, RZ-22-007 2951 Jackson Hwy Parcel Nos. 017808001006, 017808001044, 017855001001, and 017855001002 requesting RUGA to R-4 (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1044-B on first reading with the amendment from "Single Family Low Residential (R1) TO Mixed Residential" to "RUGA to R4 High Density Residential" and Section 1 should be amended to include the parcel numbers and the Title should be updated to reflect the correct information. Motion carried unanimously.

28. Ordinance No. 1055-B, RZ-22-007 2951 Jackson Hwy Parcel Nos. 017808001006, 017808001044, 017855001001, and 017855001002 Requesting RUGA to R-4 (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1055-B on first reading. Motion carried unanimously.

29. Ordinance No. 1045-B, RZ-22-009 2988 Jackson Hwy Parcel No. 017856001000 requesting R-1 to MRC (Mixed Residential Commercial) (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1045-B on first reading. Motion carried unanimously.

30. Ordinance No. 1056-B, RZ-22-009 2988 Jackson Hwy Parcel No. 017856001000 Requesting R-1 to MRC (Mixed Residential Commercial) (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1056-B on first reading. Motion carried unanimously.

31. Ordinance No. 1046-B, RZ-22-006 0 Bishop Rd Parcel No. 017857003006 requesting CG to R-1 (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1046-B on first reading. Motion carried unanimously.

32. Ordinance No. 1057-B, RZ-22-006 0 Bishop Rd Parcel No. 017857003006 Requesting CG to R-1 Single Family Residential (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve Ordinance No. 1057-B on first reading. Motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS33. **City Manager Update**

City Manager Jill Anderson reminded the public of the numbers to call to report streetlight outages.

City Finance Director Chun Saul presented on the 3rd Quarter Financials for 2022.

34. **Councilor Reports/Committee Updates**

Councilmember Spahr provided a verbal report.

Councilmember McDougall provided a verbal report.

Mayor Ketchum provided a verbal report.

ADMINISTRATION AND CITY COUNCIL REPORTS35. **Pursuant to RCW:**

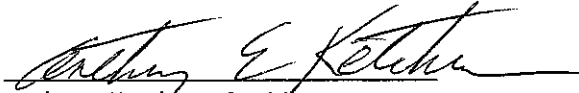
- a) 42.30.110(1)(i) -Litigation/Potential Litigation
- b) 42.30.110(1)(c) – Sale/Lease of Real Estate


Mayor Ketchum adjourned the regular session at 6:55 p.m. and convened the executive session for 40 minutes or 7:40 p.m.

Mayor Ketchum adjourned the executive session at 7:40 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting 7:41 p.m.



Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

Chehalis City Council
 Regular Meeting Minutes
 November 14, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Spahr, Councilmember Carns (virtual attendance), Councilmember Pope, Councilmember Lund (virtual attendance)

Council Absent: Councilmember Lord

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Brian Kelly City Attorney; Chun Saul, Finance Director; Brandon Rakes, Airport Operations Coordinator; Lance Bunker, Public Works Director; Tammy Baraconi, Building and Planning Manager; Lilly Wall, Parks and Recreation Director; Glenn Schaffer, Human Resources Manager; Andrew Hunziker, Facilities Director; Madisen Lester, Court Administrator; Cassie Frazier, Administrative Assistant

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:02 p.m.
2. **Pledge of Allegiance**
Councilmember Pope led the flag salute.
3. **Approval of Agenda**
Mayor Ketchum noted the removal of two executive session items from the agenda. Collective Bargaining and Potential Litigation were not needed as executive session items.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the agenda as amended. Motion carried unanimously.

CONSENT CALENDAR

4. **Minutes of the Regular City Council Meeting of October 24, 2022** (City Clerk)
5. **Vouchers and Transfers- Accounts Payable in the Amount of \$1,105,426.87 dated October 31, 2022** (Finance Director)
6. **Vouchers and Transfers- Payroll in the Amount of \$818,485.28** (Finance Director)
7. **Grant Agreement with Lewis County for .09 Funds for the Bishop Road Water Loop Project** (Streets Superintendent)

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

PUBLIC HEARINGS

8. **2023 Preliminary City Revenue Sources- Property Tax and Levies** (Finance Director)
Finance Director Chun Saul presented.

Mayor Ketchum opened the public hearing at 5:18 p.m. There being no one wishing to speak, Mayor Ketchum closed the public hearing at 5:19 p.m.

9. **2023 Preliminary Budget** (Finance Director)
Finance Director Chun Saul presented.

Mayor Ketchum opened the public hearing at 5:42 p.m. There being no one wishing to speak, Mayor Ketchum closed the public hearing at 5:43 p.m.

UNFINISHED BUSINESS

10. **Second Reading of Ordinance No. 1035-B, Comprehensive Plan Chapter Updates** (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall, to adopt Ordinance No. 1035-B on second reading. Motion carried unanimously.

11. **Second Reading of Ordinance No. 1036-B, Update to Future Land Use Map and Ordinance No. 1047-B, Update to Zoning Map** (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to adopt Ordinance No. 1036-B and 1047-B as amended on second reading. Motion carried unanimously.

12. **Second Reading of Ordinance No. 1038-B, Updating the Zoning Map and Ordinance No. 1049-B, Updating the Future Land Use Map and Rezoning Parcel #004236001000 and 004236002000 from CG, General Commercial to Mixed Residential Commercial** (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1038-B and 1049-B as amended on second reading. Motion carried unanimously.

13. **Second Reading of Ordinance No. 1039-B, Updating the Land Use Map and Ordinance No. 1050-B, Updating the Zoning Map and Rezoning Parcel #005490001000, 005490000000, 005492002000, and 005604192001 from R-1 Single Family to Mixed Residential Commercial** (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1039-B and 1050-B as amended on second reading. Motion carried unanimously.

14. **Second Reading of Ordinance No. 1040-B, Updating the Zoning Map and Ordinance No. 1051-B, Updating the Future Land Use Map and Rezoning a Portion of Parcel #005605069022 from CG, General commercial to Mixed Residential Commercial** (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1040-B and 1051-B as amended on second reading. Motion carried unanimously.

15. Second Reading of Ordinance 1041-B, Updating the Zoning Map and Ordinance No. 1052-B, Updating the Future Land Use Map and Rezoning Parcel #005604183244 from R-1, Single Family Residential to R-4, Multi-Family High Density Residential (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1041-B and 1052-B as amended on second reading. Motion carried unanimously.

16. Second Reading of Ordinance No. 1042-B, Updating the Zoning Map and Ordinance No. 1053-B, Updating the Future Land Use Map and Rezoning Parcel #010785001000 from General Commercial to R-1, Single-Family Residential (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1042-B and 1053-B as amended on second reading. Motion carried unanimously.

17. Second Reading of Ordinance No. 1043-B, Updating the Zoning Map and Ordinance No. 1054-B, Updating the Future Land Use Map and Rezoning Parcels #017737001000 and 017736001000 from CG, General Commercial to R-1, Single Family (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1043-B and 1054-B as amended on second reading. Motion carried unanimously.

18. Second Reading Ordinance No. 1044-B, Updating the Zoning Map and Ordinance No. 1055-B, Updating the Future Land Use Map and Rezoning Parcels #017808001006, 017808001044, 017855001001 and 017855001002 (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1044-B and 1055-B as amended on second reading. Motion carried unanimously.

19. Second Reading of Ordinance No. 1045-B, Updating the Zoning Map and Ordinance No. 1056-B, Updating the Future Land Use Map and Rezoning Parcel #017856001000 from R-1, Single-Family Residential to MRC, Mixed Residential Commercial (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1045-B and 1056-B as amended on second reading. Motion carried unanimously.

20. Second Reading of Ordinance No. 1046-B, Updating the Zoning Map and Ordinance No. 1057-B, Updating the future Land Use Map and Rezoning Parcel #017857003006 from CG, General Commercial to R-1, Single Family Residential (Building and Planning Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1046-B and 1057-B as amended on second reading. Motion carried unanimously.

NEW BUSINESS

21. **Proposed 2023-2025 IAFF Local 2510 Collective Bargaining Agreement** (Human Resource Manager)

A motion was made by Councilmember Spahr, seconded by Councilmember McDougall, approve the 2023-2025 IAFF Local 2510 Collective Bargaining Agreement. Motion carried unanimously.

22. **First Reading of Ordinance No. 1058-B Setting the Property Tax Levy Amount and Ordinance No. 1059-B, Changes from 2022 Property Tax Levy** (Finance Director)

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve Ordinance No. 1058-B and 1059-B on first reading. Motion carried unanimously.

23. **First Reading of Ordinance No. 1060-B Adopting the 2023 Proposed Budget** (Finance Director)

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve Ordinance No. 1058-B and 1059-B on first reading. Motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

24. **City Manager Update**

City Manager Jill Anderson mentioned Ed Stanton's retirement from the Civil Service Commission and noted that this seat will be posted in the upcoming week.

25. **Councilor Reports/Committee Updates**

Councilmember Carns reported work on a draft ordinance to address homelessness.

Councilmember McDougall provided information on the upcoming tree lighting event.

EXECUTIVE SESSION

26. **Pursuant to RCW:**


- a) 42.30.110(1)(g) – Review Performance of a Public Employee
b) 42.30.110(1)(c) – Sale/Lease of Real Estate

Mayor Ketchum adjourned the regular session at 6:20 p.m. and convened the executive session for 60 minutes or 7:25 p.m.


Mayor Ketchum adjourned the executive session at 7:25 p.m.

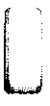
ADJOURNMENT

Mayor Ketchum adjourned the meeting 7:26 p.m.



Anthony Ketchum, Sr., Mayor


Attest: Kassi Mackie, City Clerk



Chehalis City Council
 Regular Meeting Minutes
 November 28, 2022
 5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Spahr, Councilmember Carns, Councilmember Pope, Councilmember Lund (virtual attendance), Councilmember Lord

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Erin Hillier, City Attorney (virtual attendance); Cassie Frazier, Administrative Assistant; Chun Saul, Finance Director; Brandon Rakes, Airport Operations Coordinator; Lance Bunker, Public Works Director; Celest Wilder, Engineer Tech; Lilly Wall, Parks and Recreation Director; Andrew Hunziker, Facilities Manager

Public Present: Lindsey Pollock, Michael Holst, Tim Filer

1. **Call to Order:**
 Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**
 Councilmember Spahr led the flag salute.

3. **Approval of Agenda**
 The Executive Session was removed from the agenda.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the agenda as amended. Motion carried unanimously.

CONSENT CALENDAR

4. **Minutes of the Regular City Council Meeting of November 14, 2022** (City Clerk)

5. **Vouchers and Transfers- Accounts Payable in the Amount of \$459,990.38 dated November 15, 2022** (Finance Director)

6. **Acceptance of Shaw Aquatics Center Slide Restoration Project as Complete** (Recreation Manager/Parks and Facilities Manager)

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

PUBLIC HEARINGS

7. **2023 Preliminary City Revenue Sources- Property Tax and Levies** (Finance Director)

Mayor Ketchum opened the public hearing at 5:02 p.m.

Michael Holst provided written comment which was read by Mayor Ketchum. Mayor Ketchum and City Manager Anderson provided clarification on the utilization of this tax revenue by the city.

Mayor Ketchum closed the public hearing at 5:12 p.m.

8. 2023 Preliminary Budget (Finance Director)

Mayor Ketchum opened the public hearing at 5:12 p.m. There being no one wishing to speak, Mayor Ketchum closed the public hearing at 5:13 p.m.

CITIZENS BUSINESS

Tim Filer provided public comment regarding the noise ordinance in Chehalis and lack of direction. Mr. Filer is hoping the Council will consider reviewing the noise ordinance to provide more clear regulations.

UNFINISHED BUSINESS

9. Second Reading of Ordinance No. 1058-B, Setting the Property Tax Levy Amount and Ordinance No. 1059-B, Changes from 2022 Property Tax Levy (Finance Director)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1058-B and 1059-B on second reading.

The motion carried by the following vote:

*Councilmember Spahr-Aye
Councilmember Lord-Aye
Councilmember Carns-Nay
Councilmember Lund-Aye*

*Councilmember Pope-Aye
Councilmember McDougall-Aye
Mayor Ketchum-Aye*

10. Second Reading of Ordinance 1060-B, Adopting the 2023 Proposed Budget (Finance Director)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1060-B on second reading. Motion carried unanimously.

11. Consider Amendment and Extension of Agreement with LeMay Enterprises, Inc. for Collection and Disposal of Solid Waste (Public Works Director)

Ed Morlan and Thomas Rupert were present on behalf of LeMay Enterprises, Inc. Thomas Rupert provided clarification on the cap of inflation should hyper-inflation occur.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the first amendment and extension with LeMay Enterprises, Inc. and add a 10% annual cap on the CPI.

The motion carried by the following vote:

*Councilmember Spahr-Aye
Councilmember Lord-Aye
Councilmember Carns-Nay
Councilmember Lund-Aye*

*Councilmember Pope-Aye
Councilmember McDougall-Nay
Mayor Ketchum-Aye*

NEW BUSINESS

12. **First Reading of Ordinance 1061-B, Amending the FY2022 Budget #3** (City Manager, Finance Director)

Finance Director Chun Saul presented.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, approve Ordinance 1061-B on first reading. Motion carried unanimously.

13. **Consider Approval of Recreation Park Fencing and Drainage Project-Change Order Request** (Recreation Manager/Parks and Facilities Manager)

A motion was made by Councilmember Pope, seconded by Councilmember Spahr, to authorize the City Manager to manage and execute an additional change order to the existing contract with KBH Construction for work at Recreation Park not to exceed \$16,000, including sales tax and a 10% contingency, increasing the total contract to \$64,848.05. Motion carried unanimously.

14. **Consider Approval of Newaukum River Water Right Appeal- Settlement with Department of Ecology** (City Manager)

Tom MacDonald presented.

A motion was made by Councilmember Pope, seconded by Councilmember Lord, to approve the Stipulation and Motion for Agree to Order of Dismissal, including the Superseding Order on Water Right Change Application No. CS2-SWC1185(LEWI-20-01) and authorize the City Manager to execute all related documents. Motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

15. **City Manager Update**

16. **Marwood Water Rights Acquisition Update**

Tom MacDonald provided an update on the Marwood and Trans Alta Water Rights Acquisition and the current stage of the process to approval for municipal use.

City Manager Anderson reminded the Council and public of the upcoming events in Chehalis.

17. **Councilor Reports/Committee Updates**


Councilmember Pope requested that the Council take time to read the MRSC Handout on current events.

Councilmember McDougall provided information on the upcoming tree lighting, caroling, ornament making and other holiday festivities in downtown Chehalis.


Mayor Ketchum attended Flood Committee Meeting and Transportation Committee Meetings in the previous weeks.

ADJOURNMENT

Mayor Ketchum adjourned the meeting 6:07 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk

Chehalis City Council
Regular Meeting Minutes
December 12, 2022
5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Spahr, Councilmember Carns, Councilmember Pope, Councilmember Lund (virtual attendance), Councilmember Lord

Council Absent:

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Erin Hillier, City Attorney, Cassie Frazier, Administrative Assistant; Chun Saul, Finance Director; Brandon Rakes, Airport Operations Coordinator; Lilly Wall, Parks and Recreation Manager; Lance Bunker, Public Works Director; Jud Riddle, Streets Superintendent; Andrew Hunziker, Facilities Manager

Public Present: Randi Bieker, Emily Keller, Dian Stedhem-Jewell

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**
Councilmember McDougall led the flag salute.

3. **Approval of Agenda**

Resolution 17-2022, Adoption of Updated Procurement Policies and Procedures was moved to New Business.

Acceptance and Closeout of the Emergency Fire Station Site Preparation Project at 710 NW Arkansas Way was removed from the agenda.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the agenda as amended. Motion carried unanimously.

CONSENT CALENDAR

1. **Minutes of the Regular City Council Meeting of November 28, 2022** (City Clerk)
2. **Vouchers and Transfers- Accounts Payable in the Amount of \$1,099,540.14 dated November 30, 2022** (Finance Director)
3. **Vouchers and Transfers- Payroll in the Amount of \$793,865.81 dated November 30, 2022** (Finance Director)
4. **Resolution No. 16-2022, Surplus Property** (City Clerk)
5. **Resolution No. 18-2022, Federal Grant Management Guidelines Policy** (Finance Director)



6. Addendum to Manager Contract for a Cost-of-Living Adjustment Consistent with Terms of Original Employment Agreement (Human Resources Manager)
7. Acceptance of Above Ground Fuel Storage Project as Complete (Airport Operations Coordinator)
8. Amendment Extending the Contract with Gibbs and Olson to Provide Development and Interim City Engineer Services Through December 31, 2023 (Building and Planning Manager)
9. Appointment of Dennis Dawes to Civil Service Commission to Fill a Vacancy with a Term Expiring December 31, 2025 (City Manager)
10. Consider Cancellation of December 26th Council Meeting (City Clerk)

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Emily Keller of Chehalis provided public comment regarding nursing at Providence Hospital.

Diane Stedham-Jewell of Chehalis provided public comment regarding nursing and safe staffing at Providence Hospital.

Randi Bieker of Chehalis provided public comment regarding overcrowding at Providence Hospital and requested that a resolution in support of Providence staff for the legislature.

Councilor Lund expressed support for the nursing staff at Providence Hospital.

Councilor Pope expressed support for the nursing staff at Providence Hospital.

Mayor Ketchum read a letter submitted by Marian McCusker regarding staffing concerns at Providence Hospital.

Mayor Ketchum read a letter submitted by Kyle Wheeler regarding the YMCA petition and the City of Chehalis regarding Mr. Wheeler's own property petition.

UNFINISHED BUSINESS

11. Second Reading of Ordinance No. 1061-B, Amending the FY2022 Budget #3 (Finance Director)

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to adopt Ordinance No. 1061-B on second reading. The motion carried unanimously.

NEW BUSINESS

12. Resolution No. 17-2022, Adoption of Updated Procurement Policies and Procedures (Finance Director/City Clerk)



A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve Resolution No. 17-2022 on first reading. Motion carried unanimously.

13. **TransAlta Water Rights Purchase: Addendum to the Centralia Purchase and Sale Agreement with TransAlta Adding the City of Chehalis** (City Manager/Public Works Director)

Tom McDonald presented.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve the addendum to the purchase and sale agreement, approve the Water Mitigation Assignment and Interest of Easement, and authorize the City Manager to execute the agreement and related documents. Motion carried unanimously.

14. **Amendment to Regional Water Supply Agreement Between the City of Chehalis and the City of Centralia** (City Manager/Public Works Director)

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

15. **Consider Approval of Proposed Westside Park Improvements** (Facilities Manager)

Council was in favor of sending this item back to the Parks and Recreation Committee, followed by the Budget Committee to find a source of funding other than ARPA Funds.

Failed for lack of motion.

16. **Resolution No. 20-2022, Interlocal Agreement for Use of the Centralia Regional Decant Facility** (Facilities Manager)

A motion was made by Councilmember Spahr seconded by Councilmember Lord, to approve Resolution No. 20-2022 authorizing participation in the Centralia Regional Decant Facility Interlocal Agreement and authorize the City Manager to execute the related agreements subject to review by the City Attorney if there are no changes to the stated financial arrangements. Motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

17. **City Manager Update**

City Manager Anderson welcomed Sally Saxton, Financial Analyst to the City staff and thanked Ed Stanton for 40 years of service on the Civil Service Commission and Erin Hillier for her years of service as the Assistant City Attorney and City Attorney. City Manager Anderson also discussed the upcoming agenda item renaming the Riffe Lake Overlook after Gary Stamper. City Manager Anderson also thanked Council for the support throughout this year.

18. **Councilor Reports/Committee Updates**



Councilor Lund provided an update on the Steam Train and requested that the Council write a letter in support of sending the engine for repair.

Councilor Spahr commented on the phone call received by some of the Councilors regarding road maintenance at Chehalis Avenue.

Councilor McDougall provided a verbal report on the tree lighting.

Councilor Carns provided a verbal report on involvement with Experience Chehalis and working on establishing regulations regarding shopping carts.

Mayor Ketchum attended meetings on flooding and Experience Chehalis.

EXECUTIVE SESSION

Pursuant to RCW:

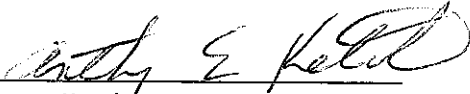
- a) 42.30.110(1)(c)- Sale/Lease of Real Estate
- b) 42.30.140(4)(b)- Collective Bargaining

Mayor Ketchum adjourned the regular meeting at 7:08 p.m. and convened the executive session for 30 minutes or until 7:40 p.m.

Mayor Ketchum adjourned the executive session at 7:38 p.m. and reconvened the regular meeting at 7:38 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting 7:40 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk



Chehalis City Council
 Special Meeting Minutes
 December 21, 2022
 4:30 p.m.

Council Present: Councilmember McDougall, Councilmember Spahr (virtual attendance), Councilmember Carns, Councilmember Pope (virtual attendance), Councilmember Lund (virtual attendance), Councilmember Lord

Council Absent: Mayor Ketchum

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Erin Hillier, City Attorney (virtual attendance), Chun Saul, Finance Director; Lance Bunker, Public Works Director; Jud Riddle, Streets Superintendent

Public Present: Owen Sexton

1. **Call to Order:**
Councilor Lord called the meeting to order at 4:30 p.m.
2. **Pledge of Allegiance**
Councilmember Carns led the flag salute.
3. **Approval of Agenda**
A motion was made by Councilmember Carns, seconded by Councilmember Pope, to approve the agenda as amended. Motion carried unanimously.

SPECIAL BUSINESS

11. **Resolution No. 21-2022, Declaring an Emergency Relating to the Repair and Replacement of the 13th Street Water Main Line under I-5 at 13th Street** (City Manager, Street Superintendent)
Streets Superintendent Jud Riddle presented.


A motion was made by Councilmember Lund, seconded by Councilmember Pope, to waive the Council's rule requiring two readings of a resolution concerning finances and approve Resolution No. 21-2022 on first reading. Motion carried unanimously.

ADJOURNMENT

Councilor Lord adjourned the meeting 4:45 p.m.



 Councilor Lord



 Attest: Kassi Mackie, City Clerk

