

May 8, 2017

The Chehalis city council met in regular session on Monday, May 8, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Chad Taylor. Councilor Bob Spahr was absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; David Fleckenstein, Airport Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; Don Schmitt, Street Superintendent; and Dave Vasilauskas, Water Superintendent. Members of the news media present included Susan DeLaire of Business to Business.

1. **Proclamation – Police Week.** Mayor Dawes read and presented a proclamation designating May 14-20 as Police Week to Police Chief Glenn Schaffer.

2. **Twin Transit Update.** Rob LaFontaine, General Manager of Twin Transit, updated the council on several projects:

- The Centralia Regional Transit Center is progressing despite funding challenges; however, the Transit Board provided direction to take initial steps to demolish the existing building on the site.
- Property at 2364 Jackson Highway is being purchased as an anchor point that will enhance the Transit's fixed route service.
- The Transit should be receiving an electric bus this month, which will take some time to prepare for service.
- The Transit Board is discussing the boundary of the Lewis Public Transportation Benefit Area (LPTBA) as a result of Lewis Mountain Highway Transit announcing their intent to end bus service in probably 2019 due to funding challenges. The Transit Board and the Board of County Commissioners are in discussions with outlying communities to see about their interest in joining the LPTBA. An expansion of the LPTBA would require an annexation through a ballot measure. Mr. LaFontaine noted the discussions would not immediately impact the cities of Centralia or Chehalis since both cities are already in the LPTBA boundary.

Mayor Dawes noted there could be a direct issue with the two cities because they are paying the freight through sales tax. If that sales tax was extended to different areas it would be interesting to know if enough would be collected to justify the increased costs and would the two cities see a reduction in service? He noted Chehalis pays more, but our service is less. He thought the service should be commensurate with the amount going in or at least 50/50.

Mr. LaFontaine stated the Transit is seeking proposals from consultants to provide revenue forecasts for what they could likely expect depending on various scenarios. He added that he would never put forth a recommendation to the Transit Board to reduce the level of service in the existing LPTBA in order to "subsidize" service into newly annexed areas. If the boundary were to expand, the composition of the Transit Board would have to change to reflect the changes in boundary.

3. **Public Hearing Regarding an Application to Rezone Property at 0 SW Armstrong Court.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:14 pm.

Trent Lougheed stated the request was to rezone 0 SW Armstrong Court (tax parcel #017535003000) from CG Commercial General to R-2 Medium Density Residential. Mr. Lougheed explained that the parcel is part of an original land donation, and only has access off of residential streets, so it makes sense that it be zoned commercial so it can be accessed through residential streets without causing an adverse impact on existing development.

Councilor Pope recalled that the property where the parcel would be accessed was at one time considered wetlands, and the water was redirected from that area to another area. Once that was cut off, the water started backing up. He thought the city had done some work in that area not too long ago.

Mr. Lougheed stated that any future development on the site would be required to have a storm water design and report indicating there were no adverse impacts to neighboring properties.

Mayor Dawes asked where access would be.

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Mr. Lougheed stated that 17th Street was the most reasonable access point.

Mayor Dawes asked if there was a right-of-way existing there now.

Mr. Lougheed stated it abutted the property, so they would be required to dedicate right-of-way, or some type of interior roads. He noted staff has received no comments to-date.

Councilor Harris thought the school district development had to address drainage work on their site. He wondered if there had been any communication with the school district.

Mr. Lougheed stated the school district, in their storm water design, had some pass-through drainage they had to deal with, and their work might have actually cleared up part of the problem. He reiterated that whatever hasn't been corrected would be required to be corrected with any future development.

Mayor Dawes stated the city was going to require the school district to divert drainage toward Interstate Avenue, but he stated there is still drainage coming down 19th Street.

Don Schmitt stated the city has received complaints about dirty water and staff met with the school district on site to investigate it. Part of the problem was that they physically couldn't get to some areas to create storm water retention facilities. He stated Mayor Dawes was correct, drainage will be diverted to Interstate Avenue.

Councilor Pope stated he had a similar situation at his former clinic on Market Street. When a large facility was constructed, his building started getting water underneath it. He didn't want to see that happen in this situation.

There being no public comment, the public hearing was closed and the regular meeting was reopened at 5:24 pm.

4. Citizens Business. Jay Downey (1202 Broadway Street, Longview, WA 98532) addressed the council regarding zoning of tattoo shops in the downtown. Mr. Downey would like to locate a tattoo business in the 400 block of Market Boulevard, but current zoning won't allow it. He stated the Community Development Department told him to come before the council to request a change. Mayor Dawes asked Mr. Downey to schedule an appointment with Trent Lougheed to discuss his request.

Councilor Lund asked who told Mr. Downey to talk to the council. Mr. Downey stated the lady at the city zoning office. Councilor Lund stated that should not have happened. Staff should have walked Mr. Downey through the process of how a rezoning request is addressed.

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

- a. Minutes of the regular meeting of April 24, 2017;
- b. April 28, 2017 Claim Vouchers No. 118963-119084 in the amount of \$175,037.68; and April 28, 2017, Payroll Vouchers No. 39492-39539, Direct Deposit Payroll Vouchers No. 8193-8291, and Electronic Federal Tax Payment No. 171 in the amount of \$780,313.37.
- c. High Level Reservoir Project change orders; and
- d. Set May 22, 2017 at 5:00 p.m. to conduct a public hearing on the city's 2018-2023 Six-Year Transportation Improvement Program.

The motion was seconded by Councilor Harris and carried unanimously.

City Manager Anderson stated she heard Councilor Lund's concern about customer service and it would be addressed.

6. Ordinance No. 969-B, Second and Final Reading – Adding Section “B” to Chapter 17.86.090 of the Chehalis Municipal Code Relating to Off Premises Signs. City Manager Anderson stated the ordinance would allow, in certain

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circumstances, the city manager to approve requests after they've gone through the DRC process and meet the standards set forth for signs. This action will reduce the step of going through the hearings examiner.

Councilor Ketchum moved to pass Ordinance No. 969-B on second and final reading to add Section B to Chapter 17.86.090 of the Chehalis Municipal Code to authorize the City Manager to approve the placement of signs on city-owned property or right away when it is deemed to be in the best interest of the public or for public safety. The motion was seconded by Councilor Lund and carried unanimously.

7. Ordinance No. 970-B, First Reading – Rezoning Property at 0 SW Armstrong Court. Councilor Harris moved to pass Ordinance No. 970-B on first reading to approve the rezone of tax parcel #017535003000 ("0" SW Armstrong Court) from CG Commercial General to R-2 Medium Density Residential. The motion was seconded by Councilor Lund and carried unanimously.

8. Capital Facilities Plan Update. City Manager Anderson stated a working group was put together by former city manager Merlin MacReynold to look at the city's capital facilities and some issues that the city might be looking at having to deal with in the coming years. The presentation will provide a brief overview of some of the findings of the group and some preliminary recommendations that the administration will discuss further as the 2018 budget is developed. A couple items will be more specific because of the nature and extent to which they will require an investment or planning of alternatives.

Mr. Fleckenstein stated the mission statement of the working group is, "Identify infrastructure related issues pertaining to City buildings. Inform the City Council and make recommendations regarding ongoing infrastructure projects, required deferred maintenance, and projects for consideration." Mr. Fleckenstein reviewed the following:

Ongoing Infrastructure Projects

- Analysis of the condition of the fire station and development of a work plan.
- Community Development building roofing (\$12,500) **Completed**
- Parks and Facilities maintenance shop roofing (\$10,500) **Completed**
- Downtown bathroom facility (CCRT providing \$25,000); contract awarded for \$28,362.56 with added 10% for contingencies; completed by mid- to late-May

Required Deferred Maintenance

- Stan Hedwall Park / RV Park building restorations (multi-year project starting 2018)
- Restoration of the Library fountain in 2018 (estimated \$2,500 - \$3,000)
- Repairs to the City Hall parking lot wall (pressure wash/paint summer 2017 with minor repairs possible)

City Manager Anderson noted an additional project that will come before the council is to connect the sewer system at Stan Hedwall Park to eliminate manual pumping and transport of raw sewage. Councilor Ketchum thought that project had previously been completed. Ms. Anderson stated her understanding was that the sewer line goes passed the freeway, but doesn't connect into the sewer system at the park, and it was delayed because the city didn't actually own the property.

Councilor Pope asked if the city was responsible for restoration of the fountain. Mr. Fleckenstein stated the library building/property is city infrastructure. Councilor Pope stated he would like to talk with Mr. Fleckenstein further.

Projects for Consideration

- Stan Hedwall Park sewer system (look to execute in 2nd half of 2017 – pending RB Engineering design)
- Public Works building roof replacement (w/in Public Works combined budget); leaking: replacement prior to winter 2018 – estimated at \$45,000
- Concrete flooring poured in two maintenance shops - \$20,000 (unfunded); currently does not meet DOE regulations – estimate CY 2020 for construction but will look for opportune funding
- Backup generator wiring for City Hall (wired for basement only); seeking estimate to reestablish phone lines and internet service to the basement for emergency use.

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Additional Observations

- Shaw Aquatics Center requires a budget and funding to replace equipment. Currently needs a new vacuum (\$5,000) and possibly a new pool heater in the near future (\$30,000). Equipment schedule prepared to capture future requirements. It was noted that the pool heater was not upgraded during construction of the Aquatics Center.
- Safety/function of the overall facilities
- City Hall parking options

Fiscal Impacts

- Current maintenance expenditures for 2017: \$23,000
- Budgeted: \$40,000 (2017 budget)
- Shortfall: Estimated \$23,000
- Projected maintenance requirement 2018: Unknown
- Budget: TBD during the upcoming budget process
- Shortfall: Unknown
- Recommendations:
 - Continue to prioritize work (health and safety first)
 - Utilize budget amendments as required
 - Reevaluate maintenance needs through the budget process

City Manager Anderson stated the two roof repairs will require a budget amendment, but they could not continue to let them leak. Overall, the situation is not that bad and the projects are relatively manageable, with one huge exception being the fire station.

Councilor Lund was happy to see the report and added that preventive maintenance pays off in the long run.

Councilor Ketchum moved that the City Council authorize the City Manager to approve the mission statement and recommendations derived from the Capital Facilities Working Group. The motion was seconded by Councilor Taylor. Councilor Lund didn't believe the motion was proper because it was not the council's duty to tell the city manager how to run the city. He asked that the motion be stricken. The council agreed and Councilor Ketchum withdrew his motion and Councilor Taylor withdrew his second to the motion.

9. City Representative to the Chehalis River Basin Flood Authority. City Manager Anderson stated that Julie Balmelli-Powe resigned her position as the city's representative on the Flood Authority. She asked that the council accept the resignation and discuss how the council would like to fill the position.

Councilor Ketchum stated the council has never formally accepted a resignation. The council agreed. Mayor Dawes stated he sent a letter to Ms. Balmelli-Powe thanking her for her time and efforts, and for representing the city well. Following discussion about the options for filling the vacancy, Councilor Lund moved to appoint Councilor Harris as the city's representative. The motion was seconded by Councilor Taylor. Councilor Harris asked that someone from the public first be sought. If the position could not be filled that way, he would then step in as the city's representative.

Councilor Pope moved to appoint Trent Lougheed as the city's interim representative on the Flood Authority, and in the meantime find someone from the public to represent the city. The motion was seconded by Councilor Harris. It was noted that a motion was already on the table. Councilor Lund withdrew his motion and Councilor Taylor withdrew his second to the motion. The motion carried unanimously.

Councilor Pope recalled that Dr. John Henricksen was the city's alternate representative on the Flood Authority. He suggested that Dr. Henricksen be contacted to see if he was still interested in serving in that capacity.

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10. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the city is still looking for individuals to serve on the Civil Service Commission and the Planning Commission. Interested individuals should contact City Clerk Caryn Foley for additional information. She noted that for the Civil Service Commission, there is not a huge time commitment. The Planning Commission time commitment varies depending on what projects come before them.

Ms. Anderson also recognized Public Service Recognition Week. She thanked the council for their work, as well as every member of the city staff. She said Chehalis has a great staff and they do a lot of hard work every day.

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

a. **Councilor Ketchum.** Councilor Ketchum asked if the city was set up to take credit card payments for utility bills. Rick Sahlin stated that credit card payments are through a third party. Councilor Ketchum stated he was told by public works staff that they couldn't take a credit card payments over the phone. He was told he had to come into the office.

Councilor Lund stated that needed to be addressed. Staff should have told Councilor Ketchum how he could make a credit card payment. He wanted to see better customer service.

As mentioned at the previous council meeting, Mayor Dawes also wanted staff to look into the ability to email bills to customers. Rick Sahlin stated customers can call and request a bill, but the utility billing software is not set up to send emails.

b. **Councilor Lund.** Councilor Lund attended the Southwest Washington Fair Commission meeting last week.

c. **Councilor Harris.** Councilor Harris attended the Chehalis Basin Partnership meeting where a couple presentations were given. One was the aquatic species restoration plan from the Washington Department of Fish and Wildlife (WDFW) and both the Quinault and Chehalis Tribes. It appears to be some form of development body that can designate different jobs that are done as far as aquatics species restoration. He needs to do more research to determine what their impact and credibility is, who they answer to, how they were created, how they're funded, etc. He questioned how a state agency could be a voting member of a body. The second presentation was provided by Mark Hayes, the senior research scientist from WDFW. He spoke about the red-legged frog and how it breeds in ponds and it migrates out of the ponds about four to eight miles to breed. It seemed that if these are found there could be restrictions on development.

d. **Mayor Dawes.** Mayor Dawes attended the mayors meeting last week where WSDOT spoke about Transportation Improvement Board grants for changing over street lights to LED. He has asked the city manager to explore it.

12. **Executive Session.** At 6:14 p.m., Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(g) – Review Performance of a Public Employee not to exceed 45 minutes and there would be no decisions following conclusion of the executive session. Mayor Dawes closed the regular meeting and the council convened into executive session at 6:18 p.m. The regular meeting was reopened at 7:05 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Dennis L. Dawes, Mayor

Attest:

Caryn Foley, City Clerk

Approved:

Initials: cf