

**CHEHALIS CITY COUNCIL AGENDA**  
 CITY HALL  
 350 N MARKET BLVD | CHEHALIS, WA 98532

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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**Regular Meeting of Monday, August 14, 2017**  
**5:00 p.m.**

1. <u>Call to Order.</u> (Mayor) 2. <u>Pledge of Allegiance.</u> (Mayor)
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<b>PROCLAMATIONS/PRESENTATIONS</b>		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		
3. <u>Recognition of Chehalis Water Department.</u> (Mayor)		

<b>CITIZENS BUSINESS</b>		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
4. <u>Minutes of the Regular Meeting of July 24, 2017.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	4

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
6. <u>Resolution No. 5-2017, First and Final Reading – Authorizing Application for Financial Assistance with the Community Economic Revitalization Board for Airport Property Economic Revitalization Implementation Strategy.</u> (City Manager, Acting Airport Director)	SUSPEND RULES / ADOPT	6
7. <u>Establishing an Order of Procedure for City Council Meetings.</u> (City Manager, City Attorney, City Clerk)	DIRECT STAFF	9

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
8. <u>Administration Reports.</u>		
b. City Manager update. (City Manager)	INFORMATION ONLY	---
9. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

<b>EXECUTIVE SESSION</b>		
10. Pursuant to RCW:		
a. 42.30.110(1)(c) – Sale/Lease of Real Estate		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, AUGUST 28, 2017.**

July 24, 2017

The Chehalis city council met in regular session on Monday, July 24 in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Chad Taylor was absent (excused). Staff present included: Jill Anderson, City Manager; David Fleckenstein, Airport Director; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Judy Pectol, Finance Manager; Brandon Rakes, Airport Administrative Assistant; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief, Judy Schave, Human Resources/Risk Manager; Don Schmitt, Street Superintendent; and Patrick Wiltzius, Wastewater Superintendent.

Mayor Dawes stated item 13 (Resolution No. 5-2017, First and Final Reading – Establishing an Order of Procedure for City Council Meetings) and item 14 (Parking Lot Leases and Parking Fines) would be pulled from the agenda and would be presented at future meetings.

**1. Recognition of David Fleckenstein, Airport Director.** Mayor Dawes and City Manager Anderson presented an award to David Fleckenstein, outgoing Airport Director. David is leaving the city to become the Director of Aviation for the Washington State Department of Transportation. Mayor Dawes stated this is a tremendous opportunity for David. City Manager Anderson stated David would be leaving a huge hole to fill, but certainly wished him well.

Mr. Fleckenstein thanked everyone for the opportunity to work for the city. He stated that working for WSDOT will allow him to still serve in a capacity that benefits the Airport and this community and he looked forward to continuing that relationship.

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

- a. Minutes of the regular meeting of July 10, 2017;
- b. July 14, 2017 Claim Vouchers No. 119662-119819 and Electronic Funds Transfer No. 62017 and 72017 in the amount of \$688,662.83;
- c. Amendment No. 1 in the amount of \$20,000 to the Engineering Services Agreement with Gibbs & Olson for the Coal Creek Sewer Extension Project;
- d. Reject bids for chip spreader; and
- e. Reject bids for Airport Tract 5A Fill and Grade Project.

City Manager Anderson explained why the bids for the chip spreader and the Tract 5A project were being rejected. When bids are prepared, specifications are prepared based on information available at the time, and can vary and create additional costs. The bids for the fill and grade project came in higher than anticipated due to high specifications and there is a lot of work out there right now, so bids are coming in really high. With regard to the chip spreader, the bids were high and through the process it was realized that we could potentially get the same quality of product with a different type of engine. Both bids will be rebid.

The motion was seconded by Councilor Pope and carried unanimously.

**3. Ordinance No. 975-B, Second and Final Reading – Modifying Chehalis Municipal Code 7.04 Relating to Vapor Product Crimes and Cybercrime, and Parking.** City Manager Anderson stated no changes were made to the ordinance since first reading. Councilor Ketchum moved to pass Ordinance No. 975-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

**4. Ordinance No. 976-B, Second and Final Reading – Adopting the 2015 International Building Code Council Codes.** City Manager Anderson noted there were no changes to the ordinance since first reading. Councilor Harris moved to pass Ordinance No. 976-B on second and final reading. The motion was seconded by Councilor Lund.

July 24, 2017

Councilor Spahr asked that if the council finds something it doesn't like after the codes are adopted, can the council amend what was adopted. Mr. Lougheed stated that was correct, as long as it didn't interfere with public health and safety. The motion carried unanimously.

**5. Ordinance No. 977-B, Second and Final Reading – Amending Chehalis Municipal Code Chapter 17.78 Allowing Micro-Breweries and Micro-Wineries in Commercial General and in Central Business District Zones.** Councilor Lund moved to pass Ordinance No. 977-B on second and final reading. The motion was seconded by Councilor Harris. Mr. Lougheed noted there were no changes to the ordinance since first reading. The motion carried unanimously.

**6. Ordinance No. 978-B, Second and Final Reading – Amending Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Relating to Adjacent Lot Setbacks.** City Manager Anderson stated the ordinance had no changes since last reading. Mr. Lougheed added the ordinance would make setbacks consistent for everyone. Councilor Ketchum moved to pass Ordinance No. 978-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

## **7. Administration Reports.**

a. **Finance Report.** Judy Pectol stated the city is doing fine. The general fund looks on track compared to what was budgeted. A few revenues are coming in under budget estimates, but other items are coming in better than expected so, overall, things are fine. Ms. Pectol noted that marijuana enforcement revenue is at \$12,230, which is more than the \$7,500 that MRSC suggested we budget. There are still some general fund expenditures making it look higher than it will at year-end, like insurance that is charged early in the year. There are also expenses that haven't been paid, like the \$50,000 to the Main Street Program and the estimated \$37,000 that will be paid to Fire District 6 for the property taxes collected in 2017 for the property annexed south of town in 2016. The city will not pay the actual property tax receipts this year, but will pay estimates because Lewis County has determined that the amount of work required to determine exactly how much property tax we received for the annexed areas is enough work that they are only going to do it once. They will wait until 2017 is over to calculate exactly how much the city owes the district.

Mayor Dawes asked where marijuana enforcement is budgeted. Ms. Pectol stated it's not a specific line item and is the equivalent of sales tax revenue. Mayor Dawes noted the city does not receive a portion of all the other revenues collected by the state for marijuana.

Ms. Pectol confirmed that Lewis County paid off the airport's GO Bond and that will be reflected next month. The county also paid \$11,841, which was the balance of the airport fund after they paid principal and interest on the bond. No future monies will be received from the county for the airport.

Councilor Ketchum asked where the money came from to pay for the bond. Ms. Pectol explained that when the county was part owner of the airport and they controlled things, part of it was leftover money from when they obtained the GO Bond, they didn't spend all of it, and then revenues from the airport went into the fund while it was operated by the county. The first two years the city solely owned the airport, the city sent to the county money to pay the principal and interest payments. The county retained the last payment of \$1.5 million to pay that off when the city took over operating the airport.

Mayor Dawes clarified that was done when the Airport Board existed and was jointly owned by the county and the city. That is what got the county into the thinking that they wanted out of the airport business and part of the agreement to have them release their interest was that they were going to keep that amount of money within their budget so the bond could be paid off.

Mr. Fleckenstein stated the airport has been paying the principal and interest on the bond. The money the city is getting in interest was the money being retained by the county to pay off the bond.

Councilor Ketchum also questioned the county providing an estimate for property taxes for the newly annexed areas. By not calculating the exact property taxes and paying the city on time, they can collect the interest off the money they are not paying the city. He asked if the city should be getting the interest, as well. Judy Pectol stated the county is paying it to the city as it is received. The city has a contract with the Fire District that for 2017 the city will pay the district 100% of the property tax the city received on the annexed properties. At this time, the city does not know how much of the total received in property taxes

July 24, 2017

is for the annexed areas. The city wants to pay the district the exact amount owed, but we will not know that number until after December 31 when 2017 is closed out. City Manager Anderson clarified that the city didn't want the district to have to wait until the end of the close of the year, so we're making estimated payments to the district.

b. **City Manager Update.** City Manager Anderson received good news today from WSDOT about the Chamber Way project. Their operating budget was approved by the Legislature and they do not expect any delays to the project. There will be an open house for the community at the Holiday Inn from 4:00 to 6:00 on July 26.

Chief Schaffer reminded the council about the memorial service for Reign, the K9 officer, tomorrow at 11:00 am in the commons of W.F. West High School.

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

a. Councilor Spahr attended the last EDC meeting.

b. Councilor Lund attended the Fair Commission meeting last week. He stated he's had several positive comments from Rotarians about City Manager Anderson and all the projects the city has going on.

c. Mayor Dawes attended a flood update on July 12 presented by J. Vander Stoep; the ribbon cutting for the first Friday night Farmers Market. He stated the Market is working with downtown business to get Market attendees to visit downtown businesses. He also attended the Business After Hours held at the Visiting Nurses golf fundraiser.

9. **Executive Session.** At 5:28 pm, Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate; RCW 42.30.110(1)(i) – Litigation/Potential Litigation; and RCW 42.30.140(4)(a) – Collective Bargaining not to exceed 60 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 5:33 pm. The regular meeting was reopened at 6:22 pm, and there being no further business to come before the council, the meeting was immediately adjourned.

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Dennis L. Dawes, Mayor

Attest:

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Caryn Foley, City Clerk

Approved:

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

**CITY OF CHEHALIS CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Judy Pectol, Finance Manager  
Michelle White, Accounting Tech II

**MEETING OF:** August 14, 2017

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated July 31, 2017.

**DISCUSSION**

The July 31, 2017 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 119820-119961 in the amount of \$270,858.06 dated July 31, 2017, which includes the transfer of:

- \$43,456.41 from the General Fund
- \$56,832.76 from the Arterial Street Fund
- \$13,364.42 from the Tourism Fund
- \$53,056.38 from the Wastewater Fund
- \$36,305.10 from the Water Fund
- \$42.57 from the Storm & Surface Water Utility Fund
- \$66,772.27 from the Airport Fund
- \$1,028.15 from the Firemen's Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the July 31, 2017 Claim Vouchers No. 119820-119961 in the amount of \$270,858.06.

**SUGGESTED MOTION**

I move that the City Council approve the July 31, 2017 Claim Vouchers No. 119820-119961 in the amount of \$270,858.06.

**CITY OF CHEHALIS CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Judy Pectol, Finance Manager  
Betty Brooks, Payroll Accountant

**MEETING OF:** August 14, 2017

**SUBJECT:** Payroll Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated July 31, 2017.

**DISCUSSION**

The administration requests City Council approval for Payroll Vouchers No. 39686-39773, Direct Deposit Payroll Vouchers No. 8497-8602, and Electronic Federal Tax Payment No. 174 dated July 31, 2017 in the amount of \$821,254.05, which include the transfer of:

- \$576,387.05 from the General Fund
- \$7,235.07 from the Arterial Street Fund
- \$85,516.83 from the Wastewater Fund
- \$98,019.72 from the Water Fund
- \$21,198.52 from the Storm & Surface Water Utility Fund
- \$31,075.17 from the Airport Fund
- \$1,821.69 from the Firemen's Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the July 31, 2017 Payroll Vouchers No. 39686-39773, Direct Deposit Payroll Vouchers No. 8497-8602, and Electronic Federal Tax Payment No. 174 in the amount of \$821,254.05.

**SUGGESTED MOTION**

I move that the City Council approve the July 31, 2017, Payroll Vouchers No. 39686-39773, Direct Deposit Payroll Vouchers No. 8497-8602, and Electronic Federal Tax Payment No. 174 in the amount of \$821,254.05.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent Lougheed, Acting Airport Director

**DATE:** August 14, 2017

**SUBJECT:** Resolution No. 5-2017, First and Final Reading – Grant Application to Community Economic Revitalization Board (CERB) for Airport Master Plan Work

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**ISSUE**

A resolution authorizing submittal of a grant application to the Community Economic Revitalization Board for the development of a preliminary master plan for the Airport properties is attached for consideration by the City Council.

**DISCUSSION**

The city does not currently have a master plan or detailed market information for the Airport properties. In order to more effectively attract new business investments to the Airport's commercial properties, particularly the currently undeveloped land at the northeast end of the Airport, a master land use plan and related market data is needed.

The Administration contacted WH Pacific, an engineering firm, to conduct a master plan concept, which includes draft concepts, a final master plan presentation, and two site-featured color sketch-up renderings. The cost will be approximately \$37,890. The Administration intends to pursue \$28,418 in funding for the plan through the Community Economic Revitalization Board (CERB). If the grant is awarded, the cost share of the city would be \$9,472. However, grant awards have been put on hold since the State has yet not approved a capital budget, which is CERB's funding source.

Once completed, the city will have an updated master plan of the Airport's commercial properties to share with potential businesses/investment groups, which should facilitate more productive conversations and ultimately lead to the expansion of the economic benefits of the Airport properties.

**FISCAL IMPACT**

The city's cost share of \$9,472 will be funded from the Airport's professional services fund.



**RECOMMENDATION**

The Administration recommends that the City Council adopt Resolution No. 5-2017 on first and final reading.

**SUGGESTED MOTION**

I move that the City Council suspend the rules requiring two readings of a resolution.

I move that the City Council adopt Resolution No. 5-2017 on first and final reading.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,  
AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE WITH  
THE COMMUNITY ECONOMIC REVITALIZATION BOARD FOR  
AIRPORT PROPERTY ECONOMIC REVITALIZATION  
IMPLEMENTATION STRATEGY.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO  
RESOLVE AS FOLLOWS:**

**Section 1.** The City of Chehalis agrees to apply for financial assistance with the Community Economic Revitalization Board (CERB) to finance the Airport Property Economic Revitalization Implementation Strategy project.

**Section 2.** Be it further resolved that the City of Chehalis authorizes the City Manager and City Clerk to sign all documents relating to the Community Economic Revitalization Board (CERB) loan and/or grant.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Caryn Foley, City Clerk  
Bill Hillier, City Attorney

**MEETING OF:** August 14, 2017

**SUBJECT:** Establishing an Order of Procedure for City Council Meetings

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**ISSUE**

In recent City Council meetings, certain procedures have been questioned, specifically the process for passing ordinances and adopting resolutions.

**DISCUSSION**

**Ordinances and Resolutions**

In 1995, the City Council adopted Resolution No. 1-95, which established an order of procedure for meetings. The resolution included (in part):

*Ordinances and resolutions before the City Council for consideration and passage or adoption shall be read by title only at two (2) consecutive meetings of the Council prior to passage . . . and*

*Nothing contained in this rule of procedure shall prohibit the City Council from enacting an ordinance or adopting a resolution by reason of emergency after a single reading upon suspension of the rules of procedure as provided in Section 17, which section provides that the rules of the Council be may altered, amended, or temporarily suspended by a vote of two-thirds of the members present.*

Following passage of Resolution No. 1-95, the City Council altered certain provisions contained in the resolution; however, those changes were not officially voted on by the City Council as required in the resolution. The changes included:

1. Second readings of ordinances and resolutions:

*The City Council "agreed" to put second readings of fairly routine and noncontroversial ordinances and resolutions on the consent calendar, with the proviso that an item could be pulled for the purpose of discussion. Items such as budget or property tax levy ordinances would have second readings under unfinished business.*

2. One reading of resolutions:

*The City Council “agreed” that resolutions would only have one reading, unless there was a financial impact.*

A new resolution is needed to officially adopt the policy changes made by City Council since adoption of Resolution No. 1-95.

**Quorum and Voting**

As you are aware it takes four members of a council of seven to constitute a quorum; however, a question arose about what constitutes a majority to pass a resolution or ordinance when less than six members are present at a meeting. For example, if only four or five members are present all four, or at least four of the five, would have to vote in favor to pass the matter, or could a matter be passed with only three votes – a majority of the members present?

Municipal Research and Services Center advised that RCW 35A.12.120 provides that *the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council. This statute applies to council-manager code cities by way of RCW 35A.13.170. So, this provision would require four yes votes to pass an ordinance, a franchise or license related matter, or a resolution for the payment of money. Beyond that, council voting requirements are a matter of local procedure. Many cities follow Robert’s Rules of Orders, and there are situations where procedural votes can be passed by a majority of the council present as opposed to a majority of the entire council.*

Resolution No. 1-95 does not address this question. To clarify the City Council’s intent, the administration suggests adding language to the section relating to quorum by including one of the options below in a new resolution:

Option 1: Regardless of the number of council members attending the quorum, a vote of four or more members in the affirmative or negative is required for any business being conducted.

Option 2: Votes necessary for conducting any business of the council shall be governed by RCW 35A.12.120 and 35A.13.170

**FISCAL IMPACT**

N/A.

**RECOMMENDATION**

It is recommended that the City Council choose Option 1 or Option 2 regarding a quorum and voting, and direct staff to prepare the necessary resolution to adopt the proposed changes.

**SUGGESTED MOTION**

I move that the City Council choose Option \_\_\_ regarding a quorum and voting, and direct staff to prepare a resolution to adopt the proposed changes.

RESOLUTION NO. 1-95

A RESOLUTION OF THE CITY OF CHEHALIS,  
WASHINGTON, ESTABLISHING AN ORDER OF  
PROCEDURE FOR CITY COUNCIL MEETINGS; AND  
REPEALING PRIOR RESOLUTIONS.

WHEREAS, an established order of procedure for City Council meetings appears to be the most expedient means of conducting Council meetings; and

WHEREAS, this established order of procedure will prevent confusion and aid in the expeditious conduct of city business; and

WHEREAS, the City Council of the city of Chehalis, Washington, desires to establish formal procedure for the conduct of its meetings, now therefore

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO  
RESOLVE AS FOLLOWS:

Section 1. The order of procedure herein contained shall govern the deliberations and meetings of the City Council of the City of Chehalis, Washington.

Section 2. All meetings of the City Council of the city of Chehalis shall be open and public, and all persons shall be permitted to attend any meeting of the City Council of the city of Chehalis, except as otherwise provided in this rule of procedure.

Section 3. Regular meetings of the City Council shall be held as provided for by ordinance.

Section 4. A special meeting may be called at any time by the Mayor or by a majority of the members of the City Council by delivering written notice of said meeting to each local newspaper of general circulation in the city of Chehalis and to each local radio station. Said written notice shall be delivered not less than 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of such meeting and the nature of business to be transacted. Final disposition shall not be taken on any matter not included as part of the business of said meeting. The notice provided in this paragraph may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to person or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Section 5. Nothing contained in these rules of procedure shall be construed to prevent the City Council of the city of Chehalis from holding executive sessions during regular or special meetings to consider matters as provided for in R.C.W. 42.30.110, establishing the criteria for executive sessions. The City Council may also exclude from such public meetings or executive sessions, during examination of witnesses on any such matter, any or all other witnesses in the matter being investigated by the City Council.

Section 6. At all meetings of the Council, a majority of the Council members shall constitute a quorum for the transaction of business but a less number may adjourn from time to time and may compel the attendance of absent members in such a manner and under such penalties as may be prescribed by ordinance.

Section 7. All meetings of the City Council shall be presided over by the Mayor or in the Mayor's absence by the Mayor-Pro-tempore. The appointment of a Council member as Mayor and Mayor-Pro-tempore shall not in any way abridge his or her right to vote upon all questions coming before the Council.

Section 8. The usual order of business for City Council meetings shall be as follows:

- (a) Call to order
- (b) Pledge of allegiance (flag salute)
- (c) Proclamations/presentations
- (d) Consent calendar (approval of minutes of previous meeting, approval of claims vouchers and transfer vouchers, certain committee appointments and other matters of a routine, non-controversial business nature)
- (e) Public hearings
- (f) Citizens business (comments or questions about topics not otherwise listed on the agenda)
- (g) Unfinished business (includes matters, ordinances and resolutions discussed at a recent council meeting)
- (h) New business (includes matters, ordinances and resolutions not discussed at a recent council meeting)
- (i) City council/city manager or staff reports, usually for information only
- (j) Executive sessions

Section 9. The consent calendar shall include items of a routine business nature as determined and submitted by the City Manager to be noncontroversial and require no discussion. Matters on the consent calendar shall be approved collectively by a single motion, provided, however, any member of the City Council may request a matter on the consent calendar to be removed therefrom prior to approval for separate discussion and motion. Any matter so removed shall be discussed and disposed of by motion immediately after approval of the consent calendar.

Section 10. No Council member shall speak more than twice on the same subject without permission of the presiding officer, provided, however, that if this rule of procedure is waived as to one Council member it shall be deemed as waived to all Council members. No

person, not a member of the Council, shall speak more than twice on the same subject without permission of the presiding officer, providing, however, if this rule of procedure is waived as to one person it shall be deemed waived as to all persons.

Section 11. Motions shall be reduced to writing when required by the presiding officer of the Council. All ordinances and resolutions shall be in writing.

Section 12. Ordinances and resolutions before the City Council for consideration and passage or adoption shall be read by title only at two (2) consecutive meetings of the Council prior to passage, provided, the City Council, upon proper motion and second, by a majority vote may require the proposed ordinance or resolution to be read in its entirety.

Amendments to any proposed ordinance or resolution may be made by a majority vote of the City Council at any time prior to the approval of each reading. The failure to approve each reading of an ordinance or resolution shall defeat passage of the ordinance or resolution and consideration of the same shall be terminated unless the same shall be presented at a subsequent regular meeting of the City Council.

All ordinances shall be read by the City Attorney, Assistant City Attorney, or City Manager.

Nothing contained in this rule of procedure shall prohibit the City Council from enacting an ordinance or adopting a resolution by reason of an emergency after a single reading upon suspension of the rules of procedure as provided in Section 17 below.

Section 13. Motions to reconsider must be by a member who voted with the majority and at the same or next succeeding meeting of the Council.

Section 14. The City Clerk shall keep a correct journal of all proceedings and at the desire of any Council member the "ayes" and "nays" shall be taken on any question and entered in the journal.

Section 15. All questions of order shall be decided by the presiding officer of the Council with the right of appeal to the Council by any member.

Section 16. Each member present must vote on all questions put to the council except as to matters with respect to which such Council member has an apparent personal or financial interest.

Section 17. The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

Section 18. It shall be the duty of the presiding officer of the Council to:

- (a) Call the meeting to order
- (b) Keep the meeting to the order of business



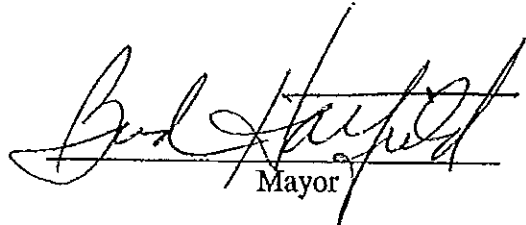
- (c) State each motion and require a second to that motion before permitting discussion.
- (d) Handle discussion in an orderly way:
  - (1) Give every Council member who wishes an opportunity to speak
  - (2) Permit audience participation at appropriate times
  - (3) Keep all speakers to the rule and to the question
  - (4) Give opponents and proponents alternating opportunities to speak
- (e) Put motion to a vote and account the outcome
- (f) Appoint committees when authorized to do so

Section 19. Robert's Rule of Order, Newly Revised, shall govern the deliberations of the City Council except when it conflicts with any of the foregoing rules.

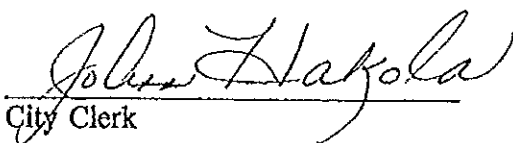
Section 20. Except as otherwise provided herein, all meetings of the City Council of the city of Chehalis shall be held in compliance with the Open Public Meetings Act of the State of Washington, pursuant to R.C.W. Chapter 42.30.

Section 21. Resolution No. 10-75, adopted the 24th day of November, 1975, Resolution No. 17-81, adopted the 28th day of September, 1981, Resolution No. 19-84, adopted the 8th day of October, 1984, Resolution No. 5-86, adopted the 24th day of February, 1986, Resolution No. 23-88, passed the 27th day of December, 1988, and Resolution No. 5-94, adopted the 23rd day of May, 1994, shall be, and the same hereby are, repealed.

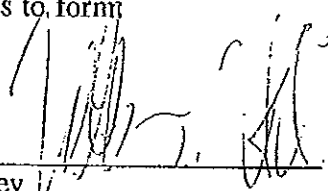
ADOPTED by the City Council of the City of Chehalis, Washington, and APPROVED by its Mayor, at a regularly scheduled open public meeting thereof this 23rd day of January, 1995.

  
Mayor

Attest:

  
City Clerk

Approved as to form

  
\_\_\_\_\_  
City Attorney