

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large
Mayor

Terry F. Harris, District 1, Mayor Pro Tem
Daryl J. Lund, District 2
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3
Chad E. Taylor, Position at Large
Bob Spahr, Position at Large

Regular Meeting of Monday, January 8, 2018 5:00 p.m.

1. Call to Order. (Mayor)
2. Pledge of Allegiance. (Mayor)

SPECIAL BUSINESS

3. Swearing-in of Municipal Court Judge Dale McBeth. (City Attorney)
4. Swearing-in of Re-elected Council Members. (Municipal Court Judge)
5. Election of Mayor and Mayor Pro Tem. (Mayor)
6. Council Committee/Board Appointments. (Mayor)

CITIZENS BUSINESS

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

CONSENT CALENDAR

- | ITEM | ADMINISTRATION
RECOMMENDATION | PAGE |
|---------------------------------------------------------------------------------------|----------------------------------|------|
| 7. <u>Minutes of the Regular Meeting of December 11, 2017.</u> (City Clerk) | APPROVE | 1 |
| 8. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director) | APPROVE | 4 |
| 9. <u>Vouchers and Transfers – Payroll.</u> (City Manager, Finance Director) | APPROVE | 6 |

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
10. <u>Presentation on City Water Availability.</u> (City Manager, Community Development Director, Public Works Director)	INFORMATION ONLY	7

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

EXECUTIVE SESSION		
13. Pursuant to RCW:		
a. 42.30.110(1)(i) – Litigation/Potential Litigation		
b. 42.30.140(4)(a) – Collective Bargaining		

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, JANUARY 22, 2017.

December 11, 2017

The Chehalis city council met in regular session on Monday, December 11, 2017, in the Chehalis city hall. Mayor Pro Tem Terry Harris called the meeting to order at 5:00 pm with the following council members present: Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Mayor Dennis Dawes and Councilor Tony Ketchum were absent (excused). Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Melody Guenther, Court Administrator; Bill Hillier, City Attorney; Randy Kaut, Deputy Police Chief; Trent Lougheed, Community Development Director; Dale McBeth, Municipal Court Judge; Tim McGuire, Interim Finance Manager; Brandon Rakes, Airport Office Manager; Rick Sahlin, Public Works Director; Judy Schave, Human Resources/Risk Manager; and Dave Vasiluskas, Water Superintendent. Members of the media included Graham Perednia from *The Chronicle*.

1. **Proclamation – Wreaths Across America Day.** Mayor Pro Tem Harris read a proclamation designating December 16, 2017 as Wreaths Across America Day to honor and pay tribute to our nation's fallen heroes.

2. **Proclamation – Choose Local First Month.** Mayor Pro Tem Harris read and presented a proclamation declaring the month of December as Choose Local First Month. Annalee Tobey accepted the proclamation on behalf of the Chehalis Community Renaissance Team. Ms. Tobey thanked the council for their ongoing support of the Choose Local First program.

3. **Chehalis Community Renaissance Team (CCRT) Update.** Annalee Tobey, Executive Director of the CCRT, provided an overview of the CCRT's activities in 2017:

- Produced the Lewis County Visitor Guide distributed throughout Western Washington
- Produced the Experience Chehalis Brochure distributed locally
- Hosted ChehalisFest
- Continued Experience Chehalis Facebook and e-newsletter
- Installed 10 bike racks throughout downtown
- Installed 15 historic banners throughout downtown
- Worked in partnership with the city to renovate the downtown restrooms
- Continued the storefront display program to promote local non-profit organizations in vacant storefronts
- Coordinated the annual spring planting of flowers in downtown
- Implemented a façade improvement program
- Held first "Opportunity Tour" to guide interested parties into available spaces for rent and/or for sale
- Produced a downtown Chehalis relocation guide "Where Business and Lifestyle Meet"

Ms. Tobey also noted the 2018 projects for the CCRT's four committees:

- **Promotion**
 - Chehalis Coworks marketing
 - Facebook campaign
 - E-newsletters
 - Website management
 - Experience Chehalis Brochure
 - Lewis County Visitor Guide
 - Additional photography
 - Reprint Historic Walking Tour Guide
 - Produce ChehalisFest
 - Create itineraries/packages
 - Gratitude Graffiti
 - Holiday promotions
- **Design**
 - Adopt-a-Block program
 - Storefront Display Program
 - Crosswalk lights downtown
 - Litter pick-up
 - Louisiana Ave banners
 - Cigarette butt receptacles
 - Market Street bench rehab
 - Downtown light poles
 - Welcome sign
 - Holiday decorations
 - Paint garbage can lids downtown
 - 2nd restroom mural
 - Additional art downtown
 - Install crosswalk by airport
 - 13th Street roses
 - Boistfort Street art rendering
 - Additional bike racks
 - Art benches
 - Recycling container pilot
 - Plantings

December 11, 2017

- **Economic Restructuring**

- Façade Program
- Manage Chehalis Coworks
- Fiber installation
- Survey businesses
- Research a Downtown Business Academy
- New Business Welcome Program
- Research attracting conferences
- Internships
- Investigate Leadership Lewis County
- Reprint business guides
- Empty building Opportunity Tour

- **Organization**

- Manage CCRT budget and finances
- Oversee Executive Director
- Promote CCRT to community partners
- Review CCRT Plan
- Manage B&O Tax Incentive Program

Mayor Pro Tem Harris thanked Ms. Tobey and the CCRT for all their efforts.

4. **Chehalis Foundation Update.** Tim Sayler, president of the Foundation, provided an update on Foundation activities during 2017. He stated the group has two new board members – Amanda Hubbert Smith and Chuck Emerick. The Foundation continues to support the city and has also added education efforts to their mission, which is now coming to fruition with construction of the new STEM wing at the high school. Mr. Sayler stated the Foundation has been going from project to project, but during this year, has really focused on itself. To keep giving, the Foundation found it necessary to take care of the Foundation, specifically having to do with donations. They have been blessed with very generous donations, but they know they can't rely on a couple people, so they are making strides to bolster resources. He stated the Foundation has been working with the city to improve Recreation Park, committing \$400,000 toward revamping the fastpitch fields, and they also have an eye on Penny Playground. The Foundation has also been involved with funding Christmas lights and the replacement of the K9, following the death of Reign. Mr. Sayler stated the state of the Foundation is excellent.

Mayor Pro Tem Harris believed having two organizations like the CCRT and the Foundation really separate Chehalis with people willing to step up and give both their time and money.

Mr. Sayler added that he wished the Centralia Foundation the best. He believed rising tides raise all ships and we're all in this community together.

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

- Minutes of the regular meeting of November 27, 2017;
- November 30, 2017 Claim Vouchers No. 120973-121083 in the amount of \$964,012.24; and November 30, 2017, Payroll Vouchers No. 39981-40025, Direct Deposit Payroll Vouchers No. 8910-9008, and Electronic Federal Tax Payment No. 178 in the amount of \$720,241.33;
- Resolution No. 10-2017, first and final reading – declaring property surplus;
- Resolution No. 11-2017, first and final reading – amending the Employee Rules and Regulations relating to sick leave;
- Accept High Level Reservoir Construction Project as complete and release retainage in the amount of \$34,568.09 to T Bailey, Inc., after all statutory requirements have been met;
- Change Orders No. 2-8 in the amount of \$12,072 for the Airport Pump Station Project;
- Confirmation and reappointment of Dale McBeth as Municipal Court Judge;
- Memorandum of Understanding with the Chehalis Police Guild regarding health insurance benefits; and
- Consider cancelation of the December 25 City Council meeting.

December 11, 2017

The motion was seconded by Councilor Pope and carried unanimously.

6. **Ordinance No. 986-B, Second and Final Reading – Amending the 2017 Annual Budget.** City Manager Anderson stated that since first reading one change has been made to the ordinance to address a change needed in the Arterial Street Fund for expenses related to the collective bargaining agreement with the non-uniformed employee group approved earlier this year.

Councilor Spahr moved to pass Ordinance No. 986-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

7. **2017-2019 Collective Bargaining Agreement with the Chehalis Police Officers Guild.** Judy Schave stated a collective bargaining agreement for 2017-2019 was before the council for consideration. Ms. Schave stated the city looked at eight comparable 'like' cities. Based on comparable wages they found that police officers are 5% below the average; police detectives are 6% below the average; and sergeants are 10% below the average. The contract proposes a 4% increase in 2017, 2018, and 2019 for officers and detectives. The proposed contract also increases the wages of sergeants by 6% in 2017, 6% in 2018 and 4% in 2019. She noted the agenda report included other changes to the contract. Ms. Schave understood the Guild would be voting on the contract sometime within the next couple weeks. If the Guild does not agree, the parties will continue with mediation.

Councilor Spahr moved to approve the 2017-2019 Collective Bargaining Agreement between the City and the Chehalis Police Officers Guild and authorize the City Manager to execute the related documents. The motion was seconded by Councilor Taylor and carried unanimously.

8. Administration Reports.

a. **City Manager Update.** City Manager Anderson thanked Judy Schave for her work on the police collective bargaining agreement. Chun Saul will start as the city's new finance director next week. She comes to the city with 20 years of finance experience, most recently with the city of Lacey. Tim McGuire has agreed to stay on for another six months to help facilitate a smooth transition. The sewer line repair on Louisiana Avenue was completed and the road is again open to traffic. Strategic planning is set for January 19. City Manager Anderson wished everyone a Merry Christmas and Happy New Year, and expressed her appreciation in being part of a community that is so committed and has such positive energy.

9. Councilor Reports/Committee Updates.

a. Councilor Taylor stated a new Twin Transit manager has been hired. Once on board, he will invite him to a council meeting to introduce him.

b. Mayor Pro Tem Harris wished everyone a Merry Christmas and Happy New Year!

There being no further business to come before the council, the meeting was adjourned at 5:43 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: January 8, 2018

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated December 15, 2017.

DISCUSSION

The December 15, 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. 121084-121214 and Electronic Funds Transfer No. 1120171 in the amount of \$245,627.51 dated December 15, 2017, which includes the transfer of:

- \$110,976.41 from the General Fund
- \$108.11 from the Dedicated Street Fund-4% Sales Tax Fund
- \$8,604.91 from the Public Facilities Reserve Fund
- \$827.76 from the Garbage Fund
- \$71,565.03 from the Wastewater Fund
- \$25,304.39 from the Water Fund
- \$5,247.12 from the Storm & Surface Water Utility Fund
- \$22,915.17 from the Airport Fund
- \$78.61 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the December 15, 2017 Claim Vouchers No. 121084-121214 and Electronic Funds Transfer No. 1120171 in the amount of \$245,627.51.

SUGGESTED MOTION

I move that the City Council approve the December 15, 2017 Claim Vouchers No. 121084-121214 and Electronic Funds Transfer No. 1120171 in the amount of \$245,627.51.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: January 8, 2018

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated December 29, 2017.

DISCUSSION

The December 29, 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. 121215-121320 in the amount of \$449,637.65 dated December 29, 2017, which includes the payment of:

- \$63,212.67 from the General Fund
- \$2,376.68 from the Dedicated Street Fund-4% Sales Tax Fund
- \$14,044.94 from the Tourism Fund
- \$1,250.37 from the Public Facilities Reserve Fund
- \$347,351.76 from the Wastewater Fund
- \$7,765.26 from the Water Fund
- \$6,234.24 from the Storm & Surface Water Utility Fund
- \$6,538.58 from the Airport Fund
- \$863.15 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the December 29, 2017 Claim Vouchers No. 121215-121320 in the amount of \$449,637.65.

SUGGESTED MOTION

I move that the City Council approve the December 29, 2017 Claim Vouchers No. 121215-121320 in the amount of \$449,637.65.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Betty Brooks, Payroll Accountant

MEETING OF: January 8, 2018

SUBJECT: Payroll Vouchers and Transfers

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated December 29, 2017.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 40026-40070, Direct Deposit Payroll Vouchers No. 9009-9106, and Electronic Federal Tax Payment No. 179 dated December 29, 2017 in the amount of \$845,592.46, which include the payment of:

- \$597,504.43 from the General Fund
- \$3,237.12 from the Arterial Street Fund
- \$89,216.57 from the Wastewater Fund
- \$100,465.84 from the Water Fund
- \$30,114.32 from the Storm & Surface Water Utility Fund
- \$23,159.26 from the Airport Fund
- \$1,894.92 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the December 29, 2017 Payroll Vouchers No. 40026-40070, Direct Deposit Payroll Vouchers No. 9009-9106, and Electronic Federal Tax Payment No. 179 in the amount of \$845,592.46.

SUGGESTED MOTION

I move that the City Council approve the December 29, 2017, Payroll Vouchers No. 40026-40070, Direct Deposit Payroll Vouchers No. 9009-9106, and Electronic Federal Tax Payment No. 179 in the amount of \$845,592.46.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent J. Lougheed, P.E., Community Development Director

MEETING OF: January 8, 2018

SUBJECT: Discussion of City's Water Rights and Water Capacity

ISSUE

As the demand for water increases to the city's physical capabilities of water production and limitations of our existing water rights, the city must analyze its options in order to continue to allow development and expansion of the water system.

DISCUSSION

A presentation on this subject will be made at the City Council meeting to initiate the discussion on the city's long-term options.

FISCAL IMPACT

NA. Discussion item only.

RECOMMENDATION

NA. Discussion item only.

SUGGESTED MOTION

NA. Discussion item only.