

December 13, 2010

The Chehalis city council met in regular session on Monday, December 13, 2010, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:16 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Tim Grochowski, Public Works Director; Dave Vasilauskas, Water Superintendent; and Russ Cox, Engineering Technician III.

1. **Executive Session.** Mayor Ketchum announced the council would convene into executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 6:03 p.m. and announced the council would take a three minute recess before reopening the regular meeting at 6:06 p.m. Additional staff included: Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; Becky Fox, Court Administrator; Patrick Wiltzius, Wastewater Superintendent; Judith Smith, Public Works Office Manager; and Rich Trotter, Property Maintenance Tech II. Members of the news media included Rachel Thomson from *The Chronicle*, and Paul Walker from KITI.

2. **Santa Parade.** Jim Valley, Executive Director of the Centralia-Chehalis Chamber of Commerce, reported they had a great turnout and a record number of entrants into the parade this year. He thanked Councilor Dawes for the great job he did announcing the parade, and Mayor Ketchum for participating in the judging the parade floats. Mr. Valley thanked the city for a rousing success, adding he thought next year could be even better.

3. **Employee Service Award.** Mayor Ketchum presented Water Superintendent Dave Vasilauskas with a certificate of appreciation for 20 years of service with the city.

4. **Continue Public Hearing on the 2011 Proposed Budget and Revenue Sources.** Mayor Ketchum closed the regular meeting at 6:09:25 p.m. and re-opened the public hearing on the 2011 proposed budget. There being no public comment, Mayor Ketchum closed the public hearing and re-opened the regular meeting at 6:09:42 p.m.

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

- a. Minutes of the regular meeting of November 22, 2010;
- b. Claim Vouchers No. 98567-98675 in the amount of \$82,871.36 dated November 30, 2010; Claim Vouchers No. 98676-98677 in the amount of \$681.03 dated November 30, 2010; Payroll Vouchers No. 34228-34303 and 1901-1968 in the amount of \$657,473.13 dated November 30, 2010; and
- c. Authorize City Manager to execute interlocal agreement between the City and Lewis County to provide catch basin cleaning.

The motion was seconded by Councilor Pope and carried unanimously.

6. **Staff Reports.**

a. **Second Council Meeting in December.** City Manager MacReynold suggested if there was no administrative need for a second meeting in December that the council consider cancelling it. The consensus of the council was to cancel the second regular city council meeting in December.

b. **Update on SR-6 Site as Potential Mitigation Bank.** City Manager MacReynold stated at the prior council meeting there was discussion on amending the agreement with Womble Carlyle Ecology Innovations, LLC (WCEI), to include the SR-6 property as a mitigation bank site. He reported, unfortunately, the archeological review on the site produced archeological evidence; therefore, the Washington State Department of Transportation stated their non-interest in the site. City Manager MacReynold noted WCEI was also no longer interested in proceeding with the SR-6 site and would only be focusing on the National Avenue site.

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7. **Council Reports.**

a. **Update from Councilor Spahr.** Councilor Spahr reported he and Councilor Lund attended the Lewis County Economic Development Council (EDC) annual retreat on Friday, December 10. He noted they presented their 2011 budget, adding they would be revisiting it in March to make sure they were still on track. Councilor Spahr reported they also discussed several projects they had going, including one with Richie Brothers and another with a plastic manufacturing company. He stated the city would be a real beneficiary of Richie Brothers once they get going because of the amount of heads-in-beds they would bring in. Councilor Spahr indicated he asked the EDC to provide a written summary of their projects on a quarterly basis, so he could share them with the staff and council.

b. **Update from Councilor Taylor.** Councilor Taylor asked the council to try to come up with some solutions for the bus stop at 500 SE Washington Avenue in front of the American Behavioral Health Systems (ABHS) facility. He noted the Twin Transit Board decided not to make any decisions until the council had a chance to weigh in on where, or if they want to continue to provide service on Washington Avenue. Councilor Taylor reminded the council that the bus stop had become a nuisance rather than a benefit for the people who get on the bus at that location.

Councilor Spahr asked if they knew how many riders were picked up at that location. Councilor Taylor reported they had three elderly people they were serving on a daily basis; however, they were no longer catching the bus at that location. He noted he spoke to one person who reported they were afraid of the people hanging out around that particular bus stop.

Mayor Ketchum brought up the possibility of moving it one block north. Councilor Taylor stated they wanted to make sure they weren't just moving the problem. He suggested they might be able to come up with something after their meeting with ABHS in January.

Councilor Harris noted it might not be a bad idea to just remove the shelter aspect of it and keep it as a bus stop, adding he felt it was the shelter itself that was drawing the people in. Councilor Taylor stated the shelters were nice for the riders, so they don't have to stand out in the weather while waiting for the bus. He noted riders still had the option of flagging the bus down from just about anywhere.

Councilor Taylor suggested they bring their ideas to the meeting with ABHS in January.

c. **Update from Councilor Pope.** Councilor Pope reported the Chehalis Community Renaissance Team met and received an update from Chairman Larry McGee on what was happening. He felt it would be good for Mr. McGee to come and give the same update to the city council.

Councilor Pope reported the holiday lighting around the city was an embarrassment compared to what other cities were doing. He felt the city could do better and suggested they look at what could be done to improve it between now and next Christmas.

Councilor Pope asked if the council would consider changing their meeting time from 6:00 p.m. to 4:00 p.m. during the winter months.

d. **Update from Councilor Lund.** Councilor Lund stated he attended the Chehalis-Centralia Railroad annual steam train dinner. He reported Chehalis was the only town in the state to have a 'Polar Express' steam train ride, and this year both the Santa and the Polar Express rides were all sold out. Councilor Lund stated people were now able to buy tickets on-line and this year they had people coming from different areas around the state and from other states, as well.

Mayor Ketchum reported he had been helping out with the Polar Express ride and heard they were filling up the hotels with people from out of state.

Councilor Harris stated when representatives from the railroad were requesting funding from the Lodging Tax Advisory Committee for 2011 they indicated they were already booked up for the holiday rides and were considering adding additional runs during the week.

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8. **Ordinance No. 860-B, Second Reading – Revision of 2011 Sewer Rates for Lewis County Water & Sewer District #4 and Napavine.** Patrick Wiltzius reported the ordinance would set the annual rates, using the same calculation they had used over the past several years.

Councilor Taylor moved to pass Ordinance No. 860-B on second and final reading.

The motion was seconded by Councilor Spahr and carried unanimously.

9. **Ordinance No. 861-B, Second Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2011, and Ordinance No. 862-B, Second Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2011.** City Manager MacReynold noted, as part of the annual process, they had to determine the amounts of revenue to be raised by ad valorem taxes, and state the dollar amounts and percentages of change in property tax, prior to adopting the budget for the following year.

Councilor Harris moved to pass Ordinance Nos. 861-B and 862-B on second and final readings.

The motion was seconded by Councilor Spahr and carried unanimously.

10. **Ordinance No. 863-B, Second Reading – Adopting the 2011 Budget.** City Manager MacReynold reported, at the previous meeting, he highlighted some of the accomplishments for 2010 and goals for 2011.

Councilor Dawes moved that the council pass Ordinance No. 863-B on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

11. **Ordinance No. 864-B, Second Reading – Amending the 2010 Budget.** City Manager MacReynold stated the council received a revised copy of the agenda report prior to the meeting, and asked Eva Lindgren to briefly review the changes made to the report.

Ms. Lindgren noted the only change to the report that was handed out in the agenda packet was the addition of \$21,386 in the general fund to true-up the police department's STOP grant. She noted other changes made since the first reading of the ordinance were highlighted in the report as 'added or amended for second reading.'

Councilor Taylor moved to pass Ordinance No. 864-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

12. **Resolution No. 13-2010, First and Final Reading – Adopting the 2011 Budget for the Chehalis-Centralia Airport.** City Manager MacReynold reported, as one of the owners of the airport, the council had to approve their budget annually. He noted Airport Manager Allyn Roe notified him earlier in the day that he was not going to be able to attend the council meeting due to a family medical issue. City Manager MacReynold reported Mr. Roe sent an email that outlined the significant change in their miscellaneous budget, which was where they placed their healthcare insurance coverage.

Councilor Dawes wondered why they wouldn't put their healthcare insurance under the benefit portion of the budget. City Manager MacReynold stated he couldn't answer the question, but noted the airport was a special purpose district and they do budgets differently than cities. Councilor Dawes reported when he was involved with the airport a larger amount was put into a miscellaneous account, as suggested by the state auditors office in years past, to cover expenses they might not expect during the year.

Councilor Lund asked if there were goals the city could give the airport board to consider for the betterment of the city.

Councilor Lund moved to table the item.

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Councilor Pope inquired as to why Councilor Lund would want to table the item. Councilor Lund stated there were things that the airport board needed to be doing that they weren't. Councilor Pope asked what that had to do with the budget. Councilor Lund stated nothing, adding it might make them listen better knowing people are paying attention to what they were doing. Councilor Pope stated he agreed; however, he did not agree with holding up the approval of the budget, and suggested they take another approach, rather than tabling the issue. Councilor Lund felt they had failed at their other approaches and thought something different might make a difference.

Councilor Lund's motion died for lack of a second.

Councilor Spahr moved that the council approve the 2011 airport budget by adopting Resolution No. 13-2010 on first and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

Councilor Dawes noted a suggestion had been thrown out before, to have the airport board members come before the council to address concerns of the council. He felt some issues could be addressed in executive session because they fall under executive session matters. Councilor Lund thought that was a great idea. It was suggested that the administration try to have the airport board members at the first meeting in January.

13. **Resolution No. 14-2010, First and Final Reading – Adopting Policies and Procedures for Identity Theft Prevention Program**. City Manager MacReynold reported the issue of taking credit cards had been a goal of the council over the last few years. He noted some of the departments had already begun to implement credit card transactions, but the more challenging department had been the utility billing department.

Tim Grochowski reported Office Manager Judi Smith put together a plan to start taking credit card payments in the utility department. He noted, because they were a utility, a resolution was required in order to accept credit card payments. Mr. Grochowski reported other city departments were currently using Official Payments Corporation to process credit card payments, adding the fee on a typical \$300 bill would be approximately \$5.95 to the customer. He noted some administrators and staff would be meeting later in the week with another company to see what they had to offer and what their fees would be.

Mr. Grochowski reported, with the adoption of the resolution, they hoped to start taking credit card payments sometime in January for utility bills, account deposits, meter installations, fees and charges as related to the city's infrastructure for repairs and damage to city property, such as: city signs, light standards, guard rails, etc.

Councilor Dawes reported he had wanted to see this through for some time and hoped the ultimate goal would be that anything the city receives monetarily could be transacted with the use of a credit card, if the customer so wishes. He commented on the confidentiality agreement, wondering how the city had been able to operate without one in the past with utility information being protected information.

Councilor Harris asked if the city would be leasing the credit card machines. Judi Smith reported they would be purchasing them for around \$40 each.

Councilor Lund moved that the council adopt Resolution No. 14-2010 to be in compliance with the FACT ACT (2003) on first and final reading.

The motion was seconded by Councilor Dawes and carried unanimously.

14. **Resolution No. 15-2010, First and Final Reading – Setting Date for a Public Hearing on a Petition to Vacate a Portion of a Street**. Bob Nacht took a brief moment to express his appreciation for Mr. Rich Trotter, who had stepped up in an exemplary manner to fill the shoes of Andy Sennes. On behalf of all the departments and divisions, he thanked Mr. Trotter and his crew for a job well done.

Mr. Nacht reported the public hearing was required by statute and requested that the council adopt the resolution on first and final reading.

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Councilor Pope moved that the council adopt Resolution No. 15-2010 on first and final reading setting the date and time of January 10, 2011, at 6:05 p.m. for a public hearing on a petition to vacate a portion of NW Louisiana Avenue.

The motion was seconded by Councilor Lund and carried unanimously.

15. **Executive Session.** Mayor Ketchum closed the regular meeting at 6:39 p.m. and announced the council would reconvene back into executive session to continue their discussion pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum reopened the regular meeting at 7:09 p.m. and there being no further business to come before the council the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of December 13, 2010.