

June 11, 2018

The Chehalis city council met in regular session on Monday, June 11, 2018, 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, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Brandon Rakes, Airport Operations Coordinator; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Don Schmitt, Street/Storm Superintendent. Members of the news media in attendance included Susan DeLaire with *Business to Business*; and Will Rubin of *The Chronicle*.

1. Proclamations – Recognizing W.F. West High School Track & Field Athletes Kendra Bottenberg and Colby White. Mayor Dawes read and presented a proclamation to Kendra Bottenberg for her WIAA 2A state championship in javelin, and a proclamation to Colby White for his WIAA 2A state championship in high jump.

2. Lewis Economic Development Council (EDC) Update. Matt Matayoshi provided an update on EDC activities. He stated the EDC is charged with retention and expansion of business, as well as recruitment of business and industry into not only Chehalis, but all of Lewis County. He noted Bob Spahr serves on the Board of Directors. The EDC has had successes over the past year, including recruiting two businesses to Chehalis (TransCold Distribution and Price Container); supporting the Chehalis Coworks with .09 grant funding administration; holding the first Smart Tank event with nine aspiring businesses presenting; and meeting with several companies, many of which are related to forest industry products and with distribution. Mr. Matayoshi thanked the council for their continued support.

Councilor Pope stated the purpose of the EDC was to encourage businesses to locate and stay in the area. He stated it would be nice if the EDC provided expertise to health care related facilities because those industries provide many family wage jobs. Mr. Matayoshi stated the community's largest employer is Providence, and the EDC sees the value of the health care sector, which continues to grow. He stated Providence provides both highly skilled and low skilled jobs.

City Manager Anderson acknowledged the work of the EDC and Matt Matayoshi in working cooperatively with the city in terms of providing information and resources, in particular regarding the city's water rights issue and actually funding an initial review of the situation. Mayor Dawes echoed the City Manager's comments.

3. Mayor Dawes recognized Nathan Cane, and his parents, who were in the audience. Nathan was attending the meeting to earn a Boy Scout merit badge.

4. Consent Calendar.

- a. Minutes of the regular meeting of May 14, 2018, and the special meeting of June 5, 2018;
- b. May 15, 2018 Claim Vouchers No. 122416-122568 and Electronic Funds Transfer Nos. 420181 and 52018 in the amount of \$444,103.80; and May 31, 2018 Claim Vouchers No. 122569-122675 in the amount of \$991,015.13;
- c. May 31, 2018, Payroll Vouchers No. 40251-40295, Direct Deposit Payroll Vouchers No. 9509-9612, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 184-187 in the amount of \$754,859.77;
- d. Award Chamber Way Grind and Inlay Improvement Project to Lakeside Industries, Inc., in the amount of \$73,500;
- e. Appoint Dennis Dawes and Jill Anderson as the city's voting delegates to the 2018 AWC annual business meeting;
- f. Memorandum of Understanding for FEMA Assistance to Firefighters Grant application for personal protective equipment;
- g. Interlocal automatic aid agreement between Chehalis Fire Department, Riverside Fire Authority, and Lewis County Fire District 6; and
- h. Offer to lease airport property (Tracts 7A, 8, and 9) by Rich Development Enterprises, LLC.

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City Manager Anderson noted there was an error on the item relating to the MOU for FEMA Assistance to Firefighters Grant. The agenda report indicated any proceeds would be split between the agencies one-third to each agency, but that figure was not noted in the application included in the agenda report.

Councilor Spahr moved to approve the consent calendar, including the amendment noted by City Manager Anderson. The motion was seconded by Councilor Taylor and carried unanimously.

5. Ordinance No. 987-B, Second and Final Reading – Amending the 2018 Budget. City Manager Anderson stated there were no changes to the ordinance since first reading.

Councilor Ketchum moved to pass Ordinance No. 987-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

6. Resolution No. 4-2018, First and Final Reading – Adopting the 2019-2024 Six-Year Transportation Improvement Program. City Manager Anderson stated there were no changes to the resolution since the public hearing.

Councilor Taylor moved to adopt Resolution No. 4-2018 on first and final reading. The motion was seconded by Councilor Lund and carried unanimously.

7. Ordinance No. 988-B, First Reading – Amending Chehalis Municipal Code Titles 17 and 5.32. Trent Lougheed provided a summary of the proposed changes:

- Re-roof permits (“hot-work” “welding”) – *Adding a “no-fee” permit requirement to prevent fires when a re-roof project requires welding.*
- Updates to fee schedule for fireworks stand deposits – *Eliminating the deposit fee.*
- Streets in subdivisions – *Clarifying the regulations related to private streets.*
- Accessory dwelling units – *Providing provisions to allow for “Mother-in-Law” units in more zones if certain conditions are met.*
- Permit expiration and renewal – *Adding a fee to allow for the renewal of a permit instead of reapplication if the scope of work has not changed.*
- Address numbering – *Requiring larger address numbers on properties for easier emergency response.*

Councilor Spahr asked about the provision allowing “mother-in-law” units, but not rental units. He asked how that would be enforced, as there have been problems in the past. Mr. Lougheed stated the only real way to police that is that someone informs the city it is happening. He stated the property owner must sign an affidavit that says the unit will not become a commercial rental unit.

Councilor Lund liked the idea of making address numbers larger. He asked if they were required to be reflectorized. Mr. Lougheed stated that was not required.

Councilor Lund asked about buildings that did not have the larger numbers. He wondered if there was a plan to get everyone to change to the larger numbers, and perhaps make it an Eagle Scout project. Chief Cardinale thought that would be hard to do since the code doesn’t require existing buildings to make the change to larger numbers. He stated staff could do it from a public education standpoint. Councilor Lund knew it couldn’t be enforced to existing buildings, but he thought it could be something to make people aware of, perhaps by including information in the water bills. Chief Cardinale stated he would take the suggestion under advisement and report back to the council.

City Manager Anderson added the city could certainly put a note in water bills suggesting that citizens check their address numbers and consider replacing them with the larger numbers.

Councilor Lund also noted his street sign is covered with bushes and he is going to have his landscaper take care of it. Chief Cardinale stated staff does go around and make contact with property owners when streets signs are not visible.

Councilor Ketchum moved to pass Ordinance No. 988-B on first reading. The motion was seconded by Councilor Lund and carried unanimously.

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City Manager Anderson showed a sign that will be erected for street projects that use local dollars. She stated those local dollars include a mix of funding sources, including Transportation Benefit District funds.

8. Administration Reports.

a. City Manager Update. City Manager Anderson provided a strategic planning update:

• Maintain and Enhance Financial Stability

- Present plan for future annexations – Done: Proposed annexation area maps presented to council 5/14/2018.
- Present financial software upgrade recommendations to City Manager – Done: Priorities are cash receipting software and new utility billing system. Next step is purchase and budgeting for expenditures.
- Present commercial development master plan for leasable property at airport – Done: Presented to council 4/23/2018.
- Formulate and present plan to reestablish dedicated reserve funding – In Progress: First budget amendment included initial allocations to dedicated reserves for compensated absences and equipment/automotive reserve funds.

• Enhance and Modernize Technology

- Evaluate current virus protection products and policies and recommend changes as needed – Done: Assessment completed. Current protocols okay with continuing updates.
- Evaluate the feasibility of having an IT department vs. a contract IT employee – Nearly Complete: IT committee preparing final recommendations.
- Identify citywide training needs on IT and use of existing software. Create plan for training employees as needed – In Progress: Survey completed. Adding online training resources. Next Step includes department specific training.

• Increase and Optimize Staffing Levels

- Evaluate staffing needs – Done: Departments submitted analysis and requests.
- Conduct cost analysis of each position needed – In Progress: Cost analysis of positions that could be added in 2018 nearly complete. Preliminary estimates for possible 2019 additions.
- Identify ways to finance staffing needs – In Progress: Anticipate more work through the budget process.

• Improve and Maintain Infrastructure

- Present consultant contract for design of sanitary sewer force main improvement project – Done: Contract approved by council 2/26/2018.
- Complete Transportation Benefit District downtown Market Boulevard grind and inlay multi-use lane project – Nearly Done: Work scheduled for June
- Complete Stan Hedwall sewer service – Revised: Bids came in over budget. Reassessing funding options.
- Complete design of sanitary sewer force main improvement project – Future objective December 2018.

• Enhance and Maintain Facilities (Recreation Park, Dispatch Center, and Fire Station)

- Update and present Park, Recreation, and Open Space Plan – Done: Adopted 3/12/2018.
- Report final results of District 6 fire consolidation – Done: Met 5/10/2018. Numbers do not work. Keep together for training and response. Meet again in September.
- Complete Phase 1 of Recreation Park design and recommend funding sources – Nearly Done: Notice to proceed with 100% design documents for revised project scope issued to Skillings. Design and grants in progress.
- Report on grant success for components of Recreation Park – Revised: Final grant presentations in July. Award schedule subject to committees.

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- Report on results of feasibility study regarding dispatch center and make recommendations – Revised: Plan to present the results in July.

City Manager Anderson reminded council of the mission adopted last August, which is: *“While honoring the past and preparing for the future, the City of Chehalis provides municipal services and programs for the benefit of residents, businesses, and visitors in our community.”* She noted the next planning session is set for Thursday, August 30, 2018.

9. Councilor Reports/Committee Updates.

a. Councilor Harris watched a webinar regarding solid waste and recyclables, noting recycling services may be impacted, which may raise costs or converting it all to trash. He also attended a Chehalis Basin meeting. A new director has been hired. Councilor Harris was concerned about a Memorandum of Understanding (MOU) from the Aquatic Species Restoration Plan (ASRP) steering committee as it relates to the possibility of implementation of large scale damage reduction actions (dam). The MOU stated the ASRP was not mitigation for aquatic species impacts associated with any large scale flood damage reduction action being considered by the Chehalis Basin Strategy, but noted that J. Vander Stoep gave a “thumbs up” to the MOU. It was explained that for funding purposes, these things are not funded collectively, they are funded individually.

b. Councilor Pope stated the Chehalis Community Renaissance Team is really doing a good job and is making a significant difference. He encouraged the city to continue to support the CCRT.

c. Councilor Spahr stated his family had a rollercoaster week with welcoming a new baby into the family, but also losing his mother-in-law.

d. Mayor Dawes attended the Chamber Business After Hours event at I-5 Dodge.

Mayor Dawes stated there would no executive session. There being no further business to come before the council, the meeting was adjourned at 5:58 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 6/25/2018

Initials: cf