

September 10, 2018

The Chehalis city council met in regular session on Monday, September 10, 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 Loughheed, Community Development Director; Brandon Rakes, Airport Operations Coordinator; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, Human Resources/Risk Manager; and Patrick Wiltzius, Wastewater Superintendent. Members of the news media in attendance included Will Rubin from *The Chronicle*.

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

a. Minutes of the regular city council meeting of August 27, 2018, and the special city council meeting of August 30, 2018;

b. August 31, 2018 Claim Vouchers No. 123461-123592 in the amount of \$172,890.93;

c. August 31, 2018 Payroll Vouchers No. 40444-40509, Direct Deposit Payroll Vouchers No. 9825-9932, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 197-200 in the amount of \$807,305.76;

d. Accept the Public Works Reroof Project as complete and release retainage after all statutory requirements have been met;

e. Award bid for the Discover! Children's Museum Parking Lot Project to Sterling Breen Crushing in the amount of \$273,516; and

f. Settlement with Waste Action Project.

The motion was seconded by Councilor Lund and carried unanimously.

2. **Ordinance No. 990-B, Second and Final Reading – Providing for an Interfund Loan between the Water Fund and the Airport Fund**. City Manager Anderson stated a question arose during first reading of the ordinance regarding the savings of the proposed interfund loan transfer compared to paying off the bank loan at a faster pace. That analysis was done by the Finance Director and the proposed interfund loan has an approximate \$18,000 savings over paying off the bank loan at a faster rate.

Councilor Spahr moved to pass Ordinance No. 990-B on second and final reading. The motion was seconded by Councilor Pope and carried unanimously.

3. **Interlocal Agreement with Lewis County Fire District 6 for Temporary Station Use by Chehalis**. City Manager Anderson stated that during the course of renovations of the historic fire station, asbestos was uncovered and the miniscule amounts were distributed in the main operational area. At that time, firefighters were evacuated to the Lewis County Fire District 6 station. In order to proceed with renovations and to make sure there are no future disruptions to fire service during that time, the city has approached District 6 about continuing to host the firefighters, which is anticipated to be 45 to 60 days. She appreciated the city's firefighters had to work out of a new station, but believed that continuing it for the next 45 to 60 days was the best course to prevent further disruptions. The proposed interlocal agreement provides that the city would rent the District 6 station for \$1,400 per month for the firefighters and equipment.

Councilor Ketchum moved to approve the interlocal agreement with Lewis County Fire District 6 and authorize the City Manager to execute the document. The motion was seconded by Councilor Pope and carried unanimously.

4. **Ordinance No. 991-B, First Reading – Amending the 2018 Adopted Budget**. Chun Saul stated the net city-wide decrease in fund balances totaled \$793,125:

- General Fund – Total net increase in appropriations of \$65,197 for tree removal; drug enforcement supplies; planning manager; software, firefighter benefits, contra expenses, fire station asbestos, and a transfer to the CDBG Fund. The current estimated ending cash balance was a little over \$1 million and with the proposed budget amendment would be \$969,000.

September 10, 2018

- Wastewater Fund – Total net increase in appropriations of \$355,987 for attorney fees and settlement costs; and Stan Hedwall sewer connection project scope of work change.
- Water Fund – Total net increase in appropriations of \$310,906 for the interfund loan to the Airport Fund; and payroll costs relating to a new Water Distribution Maintenance Worker and a new Planning and Building Manager.
- Airport Fund – Increase in revenues by \$279,430 for the interfund loan from the Water Fund to the Airport Fund to pay off the bank loan taken out for the Tract A site preparation.

Councilor Spahr moved to pass Ordinance No. 991-B on first reading. The motion was seconded by Councilor Lund.

Councilor Ketchum asked what “contra” meant. Ms. Saul explained that contra expenses are for administration costs from certain departments that support other department funds, and some of those costs are allocated to other funds based on various criteria. She stated contra expenses are also called interfund services charges.

The motion carried unanimously.

5. Administration Reports.

a. **City Manager Update.** City Manager Anderson presented the results of the August 30 strategic planning session. The participants identified a number of core values that were important to Chehalis and narrowed the list of top values:

- Ethical Behavior
- Honesty and Integrity
- Professionalism
- Reliability
- Dedication and Hard Work
- Collaboration and Teamwork
- Service to the Community

The group completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. Strengths and accomplishments since the January strategic planning session totaled 65+. Participants identified internal weaknesses and challenges, external opportunities and external threats. Council members reaffirmed the goals and new six-month objectives were then identified:

Maintain and enhance financial stability

- Ensure all Enterprise Funds establish designated fund accounts for capital improvement projects for 2019
- Formulate policies to re-establish dedicated reserve funding
- Update on Rich Development lease
- Commence annexation process
- Present scope of work and potential funding for updated utility rate study

Enhance and modernize technology

- Recommend vendor payment program
- Present system for citywide camera and alarm security
- Research and present program to facilitate credit card or bank account payments

Increase and optimize staffing levels

- Review potential funding for prioritized positions and make recommendation regarding potential positions
- Develop a new employee recognition program
- Develop/identify professional development program for managers and supervisors

Improve and maintain the infrastructure

- Complete Stan Hedwall Park sewer service
- Complete design of sanitary sewer forcemain improvement project

September 10, 2018

- Present a Transportation Benefit District implementation plan
- Present a Chehalis beautification plan

Enhance and maintain facilities (Recreation Park, Dispatch Center, and Fire Station)

- Draft letter to Lewis County for commitment to change current government structure and incorporate new structure into a new interlocal agreement (in discussions)
- Present marketing plan for fundraising for Penny Playground Project
- Report success in receiving grants for Recreation Park funding
- Report feasibility of Centralia, RFA, and Chehalis utilizing Thurston County 9-1-1 for dispatch services
- Re-evaluate current fire station
- Recommend 9-1-1 dispatch service organization

City Manager Anderson stated the next strategic planning session was scheduled for Thursday, March 7, 2019.

Councilor Ketchum asked about the difference in opinion about how a recent meeting went between the city and the county regarding dispatch services that was reported on in *The Chronicle*. Mayor Dawes suggested the council discuss the topic under council reports.

b. **Lewis County Program for Public Information (PPI) Committee**. Trent Lougheed stated that Lewis County is currently going through their six-year cycle under the Community Rating System and they are creating a Public Information Committee to provide public information and outreach. The county has asked Chehalis to participate, which would allow the city to earn credits toward its own CRS score. There is a minimum of five committee members required. One from each participating agency must be a certified flood plain manager, and for every staff member there must be one community member. The plan would be to have three staff members and three community members. It was recommended that the city's staff members be Celest Wilder and Hillary Hoke, both with flood plain manager certification. The city needs to come up with one community person involved with flooding.

City Manager Anderson stated a meeting is supposedly scheduled for next week, and typically, staff would ask the council for input on potential community members to serve on the committee and then to appoint them to represent the city. In light of the last minute request, staff is in a position now of asking council to provide ideas for names and then come back to the council for formal appointment.

Following brief discussion, Councilor Spahr moved to authorize the formation of a committee to assist Lewis County with their six-year CRS review and request that the names be submitted back to council for confirmation. The motion was seconded by Councilor Harris.

Councilor Taylor asked if this was a worthwhile use of staff time. Mr. Lougheed thought the time commitment would be minimal, and it would provide credits toward the city's CRS rating.

The motion carried unanimously.

6. Councilor Reports/Committee Updates

- a. Councilor Ketchum stated it was nice to be getting Hillary Hoke back to Chehalis.
- b. Councilor Lund received an email from a citizen reporting the sluffing off a hillside under a city road. He called the City Manager and she got staff together and met the gentleman at the site and he was very happy at the city's response.
- c. Councilor Spahr commented on the recent strategic planning session. He stated he has seen many of these types of plans sit on the shelf, but thought this one was a living plan that would be worked and added to.
- d. Councilor Pope stated he was approached by a coach of a girls' soccer team that practices at Stan Hedwall Park, and was asked what could be done about the homeless that wander in and out of the park. The coach stated they cannot allow individual girls to go to the bathroom by themselves because they don't think it's safe.

September 10, 2018

Councilor Pope stated that Boistfort water has some situation and he was asked if Chehalis had enough water to supply Boistfort in the event it was needed. City Manager Anderson stated the person asking should contact Rick Sahlin.

Councilor Pope stated he is part of the council subcommittee on the dispatch issue and attended the recent meeting that was reported on by *The Chronicle*. He asked himself if that was the same meeting he attended and he came to the conclusion that somebody was lying in regards to the meeting, and someone needs to take account of their professional integrity.

e. Councilor Harris stated that regarding the strategic planning session, he appreciated the fact that the facilitator is excellent. It's nice to see the accomplishments and teamwork that goes on. He stated it is a measurable plan.

f. Mayor Dawes attended the following: ribbon cutting at Bartel's; the communications meeting; the grand opening of the Lintott Elementary School; the strategic planning session; the monthly mayors' meeting; and the chamber barbeque.

Regarding the communications meeting with the county, Mayor Dawes stated he agreed with Dr. Pope in that he was caught flat-footed with the county's view of the meeting. He thought it was a professional meeting, but taken as a threat to the county, which disappointed him, along with some inflammatory comments made to the paper. That being said, he stated the city was committed and asked for two weeks from the county to consider a number of options. He stated city staff has expressed a level of frustration that the council cannot ignore, and Chehalis was willing to come to a professional conclusion.

7. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining not to exceed 6:30 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:52 pm. The executive session began at 5:58 pm. At 6:28 pm Mayor Dawes reopened the regular meeting and announced the council would continue in executive session not to exceed 6:45 pm and there would be no decision following conclusion of the executive session. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 6:42 pm.

Note: Councilor Spahr and Councilor Pope left the meeting at 6:29 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 9/24/2018

Initials: cf