

May 9, 2011

The Chehalis city council met in regular session on Monday, May 9, 2011, in the Chehalis city hall. Mayor Pro-tem Dawes called the meeting to order at 6:02 p.m. with the following council members present: Terry Harris, Daryl Lund, and Chad Taylor. Mayor Ketchum and Councilors Pope and Spahr were absent (excused). Staff present included: Merlin MacReynold, City Manager.

1. **Executive Session.** Mayor Pro-tem Dawes announced that the council went into executive session at 5:50 p.m. pursuant to RCW 42.30.110(1)(g) – public employee performance review for approximately 12 minutes. He closed the executive session at 6:02 p.m. and announced the council would convene back into executive session immediately following the conclusion of the regular meeting to continue their discussion. Mayor Pro-tem Dawes stated the council would take a five minute recess before opening the regular meeting at 6:07 p.m. Additional staff included: Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; Herta Fairbanks, Public Works Director; and Dave Vasilauskas, Water Superintendent. Members of the news media included Lee Hughes from *The Chronicle*.

2. **Citizen Business.** Mr. Douglas L. O'Lague (325 SW 15th Street) reported he was having an issue with one of his neighbors concerning a loud vehicle. He stated his neighbor had a lawn care business and usually goes out and starts his vehicle between 7:00 a.m. and 8:00 a.m. and lets it run for 15 to 20 minutes before leaving. Mr. O'Lague stated his bedroom was about 15 feet away from where the vehicle sits running on most mornings. He inquired as to what the zoning was for that area.

Bob Nacht reported he spoke with Mr. O'Lague regarding the matter and referred him to Community Services Officer Angie Elder to investigate the noise issue. He noted he had not yet had a chance to review the business license scenario, but expected the neighbor had a home occupation to operate a lawn care service. Mr. Nacht stated the matter of starting a 'loud' vehicle in the morning was not a zoning issue, but rather a noise abatement issue. He noted any issues identified as problematic would need to be dealt with through the nuisance abatement system.

Mr. O'Lague reported he confronted the neighbor about two weeks ago, but got nowhere. He stated he was advised by the police department to call 911, if and when it happens. Mr. O'Lague stated they often leave at different times, and felt they would be gone by the time an officer responded to the call. Mayor Pro-tem Dawes suggested Mr. O'Lague let the police department know about what time they start the vehicle, and perhaps officers could do spot checks as time allowed.

3. **Interview Applicant for Chehalis Planning Commission Vacancy.** Bob Nacht introduced Kyle McKerricher, who submitted an application for consideration for the vacant position on the Chehalis Planning Commission. He recommended Mr. McKerricher be appointed to fill the position.

Mayor Pro-tem Dawes asked Mr. McKerricher to briefly tell the council about himself and to talk about his interest in being appointed to the commission.

Mr. McKerricher stated he planned on being in the city for a long time and wanted to be a part of its growth and development and thought this was a good way to get involved.

Mayor Pro-tem Dawes thanked Mr. McKerricher for his interest, adding he was glad to see younger members of the community getting involved.

Councilor Lund agreed, adding he had a chance to talk with Mr. McKerricher and he seemed to be pretty smart. He noted his family had also been a part of the community for a very long time.

Councilor Taylor felt Mr. McKerricher would be a great addition to the planning commission.

4. **Consent Calendar.** Councilor Harris moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of April 25, 2011;
- b. Claim Vouchers No. 99860-99973 the amount of \$131,831.03 dated April 29, 2011; and Payroll Vouchers No. 34623-34698, No. 2238-2305, and Electronic Federal Tax Payment No. 98 in the amount of \$662,093.15 dated April 29, 2011;
- c. Set date and time of May 23, 2011, at 6:05 p.m. for a public hearing on the 2012-2017 Six-Year Transportation

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Improvement Program; and

d. Confirm appointment of Kyle McKerricher to the Chehalis Planning Commission for a four-year term expiring December 31, 2014.

The motion was seconded by Councilor Taylor and carried unanimously.

5. **Staff Reports.**

a. **Relocation and Consolidation of Public Works Personnel – Billing Function.** Herta Fairbanks reported the public works department would be relocating the two billing personnel from their current location at 1321 S Market Boulevard out to the public works office at 2007 Kresky Road. She stated the purpose of the move was to consolidate their operations so that customers would have a one stop shop for anything related to public works. Ms. Fairbanks indicated the move would be complete on Monday, May 16, adding they had been in the process of a gradual transition over the last month to get things organized.

Ms. Fairbanks reported they had done quite a bit of pre-planning on how to inform the public. She noted a press release would be given to *The Chronicle* and a separate mailing would be sent to each customer to let them know about the move. Ms. Fairbanks stated, in order to help ease the transition, they would leave the exterior drop box out at Community Development, so customers could continue to drop payments off at that location. She noted they would also install an additional exterior drop box outside the public works office building. Ms. Fairbanks reported information and maps would be left at the community development office to help customers after the transition.

Mayor Pro-tem Dawes stated there were a lot of older citizens who still like to drop their payments off, and was glad to see they would be leaving the drop box at the community development office location. He felt with the recent reductions in staff, the addition of the two utility clerks at public works would help out with coverage, especially during the lunch hour when a lot of people take care of personal business.

6. **Council Reports.**

a. **Update from Councilor Lund.** Councilor Lund reported he attended the National Day of Prayer breakfast, noting they had a large turnout for the event. Mayor Pro-tem Dawes thanked Councilor Lund for attending, adding he was unable to be there himself because of his work schedule.

c. **Update from Mayor Pro-tem Dawes.** Mayor Pro-tem Dawes reported they would be postponing the May 18 North Lewis County Regional Fire Authority Planning Committee meeting because they were still putting together materials for their presentation. He reported the next meeting was scheduled for Wednesday, June 15, at which time they would receive a complete report on operations, fleet and facilities.

Councilor Taylor asked if there were any costs involved with the process yet. Mayor Pro-tem Dawes indicated there were currently no costs. He noted the consensus of the group was that any fees associated with the process would be split equally between each of the agencies. Councilor Taylor stated it was nice to see a process happen without having a multi-million dollar facilitator contract. Mayor Pro-tem Dawes stated they thought about having someone who had been through the process review the plan to make sure everything had been addressed.

Councilor Lund stated Centralia Councilor Lee Coumbs made a good choice by nominating Mayor Pro-tem Dawes to chair the committee, adding he was doing a great job leading the process.

Mayor Pro-tem Dawes stated he and Councilor Taylor had a chance to briefly attend the open house at Providence's new facility on Market Boulevard. He noted it was a nice facility and was expected to be highly used.

7. **Resolution No. 8-2011, First and Final Reading - Accepting Electronic Signatures.** City Clerk Judy Schave reported the administration was requesting that the city start accepting electronic signatures on certain forms developed for the city's website. She noted attached to the resolution was the Jury Summons form for their consideration. Ms. Schave stated any future forms requiring electronic signatures would be brought to the council under a separate resolution.

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Councilor Taylor moved to adopt Resolution No. 8-2011 on first and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

8. **Water System Plan (WSP) – Approval to Submit to Washington State Department of Health (DOH) and Open Public Review**. Ms. Fairbanks reported the next step for the WSP would be to submit it to DOH for their review and comment. She noted DOH would have 90 days to provide comment, adding it was rare for a plan to come back before the end of the 90-day period. Ms. Fairbanks stated, at the very least, one of the things DOH would comment on was the fact that they need the plan stamped by a licensed engineer.

Ms. Fairbanks reported any comments received from DOH would be incorporated into the plan, or responded to as they see fit. She stated the responses, along with any amendments to the plan, would go back to DOH, at which time the city should receive an approval letter. Ms. Fairbanks requested the council authorize the administration to submit the plan to DOH to begin the 90-day review period.

Councilor Taylor moved that the council authorize staff to submit the 2011 WSP for the City of Chehalis to DOH, and that the document be available for public review and comment.

The motion was seconded by Councilor Lund and carried unanimously.

At 6:33 p.m., Mayor Pro-tem Dawes announced that the council would take a five minute recess before convening back into executive session pursuant to RCW 42.30.110(1)(g) – public employee performance review for approximately 15 minutes and there would be no decisions following conclusion of the executive session.

Mayor Pro-tem Dawes closed the executive session at 6:55 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 May 9, 2011.