

PLEASE NOTE SPECIAL MEETING TIME

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Anthony E. Ketchum Sr., District 3
Mayor

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

Dennis Dawes, Position at Large, Mayor Pro Tem
Chad E. Taylor, Position at Large
Bob Spahr, Position at Large

May 9, 2011

5:30 p.m.

EXECUTIVE SESSION

- | ITEM | ADMINISTRATION RECOMMENDATION | PAGE |
|---|-------------------------------|------|
| 1. Pursuant to RCW 42.30.110(1)(g) – Public Employee Performance Review. (City Manager) | --- | |

Regular Meeting of May 9, 2011

6:00 p.m.

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

- | | | |
|---|--|--|
| 2. <u>Call to Order.</u> (Mayor) | | |
| 3. <u>Pledge of Allegiance.</u> (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.

SPECIAL BUSINESS		
4. <u>Interview Applicant for Chehalis Planning Commission Appointment.</u> (Mayor Pro-tem)	---	1

CONSENT CALENDAR		
5. <u>Minutes of the Regular Meeting of April 25, 2011.</u> (City Clerk)	APPROVE	3
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	11
7. <u>Set Date and Time of May 23, 2011, at 6:05 p.m. for Public Hearing on the 2012-2017 Six-Year Transportation Improvement Program.</u> (Public Works Director)	SET DATE AND TIME FOR PUBLIC HEARING	13
8. <u>Confirm Appointment of Kyle McKerricher to the Chehalis Planning Commission for a Four-Year Term Expiring December 31, 2014.</u> (Mayor Pro-tem)	APPROVE	1

STAFF AND CITY COUNCIL REPORTS		
9. <u>Staff Reports.</u>		
a. Relocation and consolidation of public works personnel – billing function. (Public Works Director)	INFORMATION ONLY	16
10. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
11. <u>Resolution No. 8-2011, First and Final Reading – Accepting Electronic Signature.</u> (City Clerk)	ADOPT	17
12. <u>Approval to Submit Water System Plan to Washington State Department of Health and Open Public Review.</u> (Public Works Director)	APPROVE	23

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA**

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, MAY 23, 2011

CITY OF CHEHALIS

AGENDA REPORT

DATE: April 28, 2011
TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
SUBJECT: Appointment to the Chehalis Planning Commission

ISSUE

Application received to fill vacancy on the Chehalis Planning Commission

DISCUSSION

The city has received an application from Kyle McKerricher, requesting to be appointed to the Chehalis Planning Commission. Mr. McKerricher would replace Harry Green whose term expired December 31, 2010.

The Chehalis Planning Commission is responsible for reviewing all plats and plans of subdivisions of land within the city or proposed additions, as well as dedications of streets and alleys, and makes recommendations and reports to the council. One of the main responsibilities of the Chehalis Planning Commission is to review the comprehensive plan for the city and to prepare amendments as needed and in the best interest of the citizens of the city, or as directed by the city council.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council confirm the Mayor's appointment of Kyle McKerricher to the Chehalis Planning Commission for a four-year term expiring December 30, 2014.

SUGGESTED MOTION

I move that the council confirm the Mayor's appointment of Kyle McKerricher to the Chehalis Planning Commission for a four-year term expiring December 31, 2014.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 4/1/11

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Sister City Committee (CMC 2.80)
- Planning Commission (CMC 2.48)
- Library Board (RCW 27.12)
- Other _____

Please print

Name Kyle McKerricher

Present employer THE SILVER AGENCY

Employer address 109 N. TOWER, SUITE 200 Phone No. 360-736-8065

Fax No. 360-330-7960 E-mail Kyle@SILVERAGENCY.COM

Home address 1648 SW WILSON AVE Home Phone No. 360-219-3536

CHEHALIS, WA

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain _____

Date available for appointment ANY TIME

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? AS MANY AS NEEDED

Brief statement of qualifications for position and reason for requesting appointment.

I have wanted to join the Planning Commission for several years. I am very interested in being involved in city planning, and I hope to provide a fresh perspective.

Signature Kyle McKerricher
Kyle McKerricher

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) cell phone 360-219-3536

April 25, 2011

The Chehalis city council met in regular session on Monday, April 25, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:32 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; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Becky Fox, Court Administrator; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; and Judith Smith, Public Works Office Manager. Members of the news media included Lee Hughes from *The Chronicle* and Bruce Hunting from KITL.

1. **Chehalis-Centralia Airport Board First Quarter Report.** Airport Manager Allyn Roe and city representative, Frank DeVaul, updated the council on what was happening at the airport during the first quarter of the year.

Mr. Roe reported they were continuing to work on some of their capital projects. He noted the most visible project they were currently working on was the new fencing, adding they had one final area at the north end to work on before the project would be complete. Other projects they were currently working on and future projects included:

- painting improvements
- approach lighting for the north end of the runway (1400 feet of light stations placed every 200 feet)
- upgrades to weather equipment to make it more reliable
- continue to work with the trails group
- finish up their observation park at the south end near the airport entrance

Mayor Ketchum stated he appreciated receiving the airport meeting information, which was something that was requested by the council at the last meeting.

Mr. Roe talked briefly about the development out at the airport, which included discussions with two potential tenants for the two acres near Applebee's. He stated one of the discussions has slowed down; however, the other was looking to execute something with the airport in the next couple of months.

Councilor Lund asked if there was any change in their thinking with regard to having the property site-ready for development. Mr. Roe reported in conversations with the Board, one large obstacle was the issue of having to pay prevailing wage for fill work.

Councilor Harris asked if a developer would have to go through the same process of paying prevailing wage. Mr. Roe stated no.

Councilor Lund suggested other entities in the community were getting things done at reasonable costs and wondered what kind of jobs and sales tax revenue we were losing by not having the property site-ready. He felt there should be a balance somewhere in the process where it's worth making a deal in order to provide jobs. Mr. Roe agreed, adding in the current market they planned to be very aggressive with anyone who brings something to the table.

Mr. DeVaul stated the Board was very cognizant and were looking at every opportunity, even exploring the potential of doing some of the work themselves. He noted they were trying to resolve some issues they had with the former developer, adding they were almost to the point of cutting bait and doing something on their own. Mr. DeVaul stated they were not going to let anything go by, and believed the best way to handle the situation was to continue to aggressively pursue potential clients, as Mr. Roe indicated earlier.

Councilor Dawes reported at one time the Airport Board passed a resolution to keep a certain amount of money in the bank to keep them solvent. He felt to deplete the reserves on something that's not there was probably not the way to go. Councilor Dawes suggested if someone was hot under the collar to get a business going they could look at forming a partnership and use some of the money, which could be paid back as a part of the lease.

Mr. DeVaul noted the restriction on how much they keep in the bank was removed, since they no longer have a line of credit with the county. Councilor Dawes reported there was a time when the airport spent a considerable amount of money to do some fill for something that was coming in. Mr. DeVaul stated that was correct, noting they have utilized it at times, especially

April 25, 2011

with the FAA projects since they can put in for reimbursement.

Councilor Lund believed there might be some small businesses that could go in if the property was site-ready. Mr. DeVaul stated that didn't seem to be the issue with the current clients they were working with. He noted the issues had more to do with putting together their business and site plans. Mr. Roe reported they had become more of a facilitator to help their clients with site development planning and putting them in touch with local resources. He reported they also hired two marketing firms to help market the properties.

Councilor Taylor asked if there would ever be a time that they would not be able to fill the property because of regulations. Mr. Nacht stated it was certainly possible, but not in the near future. Mr. Roe suggested the Federal Emergency Management Administration (FEMA) mapping issue was probably their biggest challenge right now.

Mr. DeVaul reported the board recently applied with the city to do levee enhancements. He noted the operational enhancements and aviation development would bode well for long-term commitments to the community.

City Manager MacReynold reported the Washington State Department of Transportation was beginning their scope of work for widening the freeway between Mellen Street and 13th Street, and the connection of Airport Road. He encouraged Mr. Roe to contact Regional Director Bart Gernhart about participating on the sounding board. Mr. Roe reported they already had one meeting with Mr. Gernhart concerning the impacts to their frontage properties, which they planned to address now rather than after it's developed.

Mayor Ketchum closed the work session at 5:51 p.m. and announced the council would take a ten minute recess and reopen the regular meeting at 6:01:p.m.

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

- a. Minutes of the regular meeting of April 11, 2011;
- b. Claim Vouchers No. 99721-99859 and 32011 in the amount of \$265,280.19 dated April 15, 2011;
- c. Confirm re-appointment of Lee McCrite, Butch Partee and Vern Schmidt to the Sister City Committee for four-year terms expiring December 31, 2014;
- d. Confirm appointment of Sue Carmick to fill the unexpired term of Sue Bellevue on the Sister City Committee expiring December 31, 2012; and
- e. Confirm appointment of Karen Monroe to the Sister City Committee for a four-year term expiring December 31, 2014.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Staff Reports.**

a. **First Quarter and March Financial Reports.** Eva Lindgren reported, although the report stated 'preliminary adjusted beginning cash and investment balances,' it would probably be the final report. She pointed out how close the estimated beginning fund balances were to where the actual beginning fund balances ended up. Ms. Lindgren stated one reason the general fund ended up being a little higher than budgeted was because she undid a transfer-out to the Arterial Street fund for \$10,000, which the fund did not need.

b. **First Quarter Sales and Use Tax Report.** Ms. Lindgren reported the general property tax revenue had a significant negative balance, noting most of the taxes would be collected by Lewis County in April and remitted to the city in May.

Councilor Harris inquired about the electricity tax. Ms. Lindgren stated, as she recalled, electricity taxes were remitted on a quarterly basis. She stated she would take a closer look and if it still looked out of line next month she would have an answer for the council as to why.

April 25, 2011

Ms. Lindgren briefly talked about the expenditures, adding things were looking much smoother now that the prepaid insurance was being evenly charge out every month. She noted the fire department was showing a negative variance of almost \$11,000, due to a rather large repair bill for the ladder truck.

Councilor Lund asked if it would be difficult to figure out how much had been spent on the ladder truck for repairs since it was purchased. Fire Chief Kelvin Johnson noted they kept individual files on each of the vehicles, adding it wouldn't be too difficult to gather that information. He noted the ladder truck was 15-years old and a truck like that today would run close to a million and a half dollars.

Councilor Harris asked how often they had to send the truck back east for repairs. Chief Johnson reported the truck was sent back in 2008. He noted most of the work on that particular vehicle could be done up at the (Pierce Representative) shop in Puyallup, Washington. Chief Johnson indicated they send the truck up north once a year to have it gone through.

Councilor Harris noted in 2010 they budgeted \$66,000 for licenses and permits; however, in 2011 they budgeted \$120,000. Ms. Lindgren stated, based on information provided by the community development director, there was a project in the pipeline that they anticipated would bring in additional revenues in 2011.

c. **First Quarter Sales and Use Tax Report.** Ms. Lindgren reported on the first quarter revenues from sales and use tax, adding the drop in the March figures had to do with 'use taxes.' She noted there was an entity that usually goes out once or twice a year and makes very large purchases, which increases the use tax; however, that had not happened so far this year. Ms. Lindgren reported she did not have the time to do a deep analysis on the report, since she was busy with the annual audit.

Councilor Spahr noted the sales tax revenue seemed to be keeping up with what was budgeted for 2011. Ms. Lindgren stated the first quarter should be the city's best quarter because the month of December was imbedded in those numbers; however, it was not. City Manager MacReynold stated he hoped to stay in-line with what was budgeted, but there were no indications that the economy was getting any better.

Councilor Lund asked if they used reserves to balance the budget. City Manager MacReynold noted they had used up part of the reserves for the last five years. He indicated they couldn't go much below what was already budgeted, adding the administration would have to do further reductions. Councilor Lund asked if they couldn't start doing reductions ahead of time. City Manager MacReynold stated they would.

Councilor Harris suggested the revenues were a little low, especially with the sales tax; however, every department seemed to be under-spending what had been budgeted to them. He commended the departments for being tight-fisted. Ms. Lindgren reminded Councilor Harris that last year the insurance costs were paid upfront, which was a distortion between the two years.

Councilor Lund stated he agreed with Councilor Harris that the departments were spending less, but noted citizens were also spending less, which meant they weren't bringing in as much sales tax to pay the bills. He suggested the city needed to buckle down even more.

Councilor Dawes inquired as to when the streamlined sales tax went into affect. Councilor Harris stated July 1, 2008. Councilor Dawes reported that seemed to be about the same time the city's sales tax started to drop. Councilor Harris noted September 2008 was also when the recession started to hit, adding the State had been very fortunate to be able to hide behind that fact.

c. **Briefing on Council Chamber/Courtroom Recording System.** City Manager MacReynold reported, over the years, the council has had interest in televising meetings. He noted, because of the costs associated with televising through public broadcasting, the council had consistently backed away from doing it. City Manager MacReynold reported the city's current recording system had become outdated and parts were becoming obsolete. He noted the city clerk and court administrator did some research and found that besides providing recordings of the meetings, they could also provide video at a reasonable cost.

April 25, 2011

City Clerk Judy Schave reported, during the 2011 budget process, the issue of replacing the current recording system was discussed with the council budget committee. She talked briefly about a new software program developed by AV Capture All that would provide live streaming of audio and video for meetings held in the council chamber/courtroom. Ms. Schave noted the audio and video would also be stored on the city's website for future viewing by the public. She and Court Administrator Becky Fox believed the new system would be more cost effective, flexible and accessible to the public as opposed to the alternative of televising via public access.

Ms. Schave stated they were recommending the purchase of some new equipment, which would include six gooseneck microphones and two cameras. She noted they proposed to use money from the automotive equipment reserve fund to purchase the additional equipment.

Councilor Spahr asked if the new system would give them better audio, adding it was hard to hear what people were saying, especially from the back of the room. Ms. Schave noted the microphones themselves would be a lot taller and adjustable, which would help with the audio issue. She noted they didn't plan on replacing the speakers, since they do produce volume if you talk close enough to the microphones.

Councilor Spahr asked if there was anyway to tell how often someone looks at the recordings. Ms. Schave suggested there had to be a way to get that type of data off the computer, or at least from the website.

Councilor Harris noted in the information provided it stated the system would allow up to 50 customers per month to watch the meetings live. Ms. Schave noted as of May 1 that number would double to 100 customers per month. She stated, in order to be counted, a customer would have to be connected to the meeting for at least ten minutes. Ms. Schave reported Adam Rivas, owner of AV Capture All, indicated he would be surprised if we had more than 50 customers viewing live per month, adding for most people it was a matter of being able to watch meetings at their convenience. Ms. Schave stated if they have more than 100 customers viewing during the month no one would be denied access, noting they would just have to consider upgrading the maintenance fee to allow for more viewers.

Councilor Dawes asked if it would be possible to make a DVD recording and offer it to Comcast to show a couple of times a week. He noted as part of the franchise they had to offer public access channels at little or no cost. Councilor Taylor noted they talked to Comcast a few years ago, but wasn't sure on their ability to do something like that. He noted he thought if we provided them a disk they would air it, but it would be at their discretion.

Councilor Lund asked if they would be able to do public service announcements or commercials. Ms. Schave stated she didn't believe that would be possible.

Ms. Fox reported Judge Buzzard didn't feel it would be good to stream live video of the court sessions, just because of security issues. She noted they would continue to record the audio, adding it will be great for 'appeals' because people will be able to go on-line and buy the CD themselves. Ms. Fox reported they were continuing to work with Lewis County on setting up video arraignments. She agreed the current recorder was definitely on its last legs.

The consensus of the council was to move forward with the purchase of the hardware and recording software, as outlined in the agenda report.

4. Flood Authority Update. Julie Balmelli-Powe reported it had been an interesting week, noting Grays Harbor County, Thurston County, and the Tribe side-lined the flood authority with an agreement amongst themselves, and left Lewis County and all of the cities out. She noted they went as far as to rush it to Olympia to present it to the State to have them sign on. Ms. Balmelli-Powe reported the State said the earliest they would look at it would be June, after the budget gets worked out. She noted the money currently in the budget was designated for the flood authority or a local flood jurisdiction. She indicated if they approved the budget with that wording, the new cooperative would be ruled out.

Ms. Balmelli-Powe reported the three agencies kind of hung themselves with the new interlocal agreement, which stated 'any preceding agreement is now revoked.' She reported if the new agreement was taken for its word, it would actually remove them from both the partnership and the flood authority. Ms. Balmelli-Powe stated she didn't believe that was their intent, but as it's legally written, that's what they would end up doing.

April 25, 2011

Ms. Balmelli-Powe felt they had great unity, noting every city within the three counties, with the exception of Bucoda, voted to maintain the current flood authority.

Councilor Taylor asked if any of the consultants hired by the flood authority helped out in any way with the new interlocal agreement. Ms. Balmelli-Powe reported they did. Councilor Taylor suggested they should all be fired. Ms. Balmelli-Powe stated the reason they stopped where they did, rather than being more bold and braising, was because the budget hadn't been approved yet. She noted they believed if there was a large conflict going on they would never see the \$1.3 million from the State to study water retention.

Ms. Balmelli-Powe reported, supposedly, the representative from the FCS Group, on her own time and under the direction of Grays Harbor County Commissioner Terry Willis, prepared a scaled down agreement from the one that the flood authority had been working on. She stated the representative indicated she didn't realize what they were doing. Ms. Balmelli-Powe noted the facilitator, Bruce Mackey, who was also hired by the flood authority to help move things along, supposedly knew nothing about the agreement either, until he was directed to take it to the State and keep it quiet.

Ms. Balmelli-Powe reported her approach at the next flood authority meeting would be to ask for the removal of the current Chair and Vice-chair, but to allow them the option to stay on the flood authority. She suggested if they have a majority at the next flood authority meeting they will fire the FCS Group and have no more charge for forming a flood zone district until they have a plan.

Councilor Dawes stated he certainly didn't have the level of involvement others had, but found the circumstances to be highly disappointing. He stated for a group to go out and make an agreement and then publicly state that they didn't mean to be divisive, they had to be a little bit ignorant. Councilor Dawes stated he hoped the flood authority would be able to bring some kind of order and trust back to the group. He noted it was an important issue and the disagreements in his opinion had more to do with who wants to do economic development and where; and how they can be the first one to get it.

Councilor Spahr stated if we don't do some kind of significant flood control to keep the flood levels down, we would end up with a nine foot dike called I-5 running through town. He stated 'if they think a little fill inside the airport dike was going to create flooding, just wait until they raise I-5.'

Ms. Balmelli-Powe reported they had a great presentation on the fill issue at last Thursday's meeting. She asked the presenter, 'if they took out all of the development inside the airport dike and put it back to nature, how much would that have reduced the 2007 flood?' His answer was zero.

Ms. Balmelli-Powe stated those who oppose us want us to prove to them that water retention will not harm fish or the environment downstream before they will go along with it; however, they continue to undermine us and the studies aren't even done yet.

Mayor Ketchum stated he heard there were some slides showing the Chehalis Tribe filling in the flood plain. Ms. Balmelli-Powe noted the slides that Mayor Ketchum might be referring to were ones showing the fuel station along Highway 12 under three to four feet of water, after the Tribe adamantly stated they don't build in the floodplain.

Councilor Harris commented on the Chehalis River Basin Partnership meeting, noting the Skokomish Tribe put on a fascinating program about how they were revitalizing the Skokomish River. Councilor Harris reported they deepened, widened, used bulldozers and backhoes to cut channels to put the streams back, and stated the upper part of the river may need to have some water retention done to offset tree loss, which was exactly what we're trying to do. He stated they were getting effective results in fish, water, and land management, and reclamation of wetlands. Ms. Balmelli-Powe noted they were doing all of that without the United States Corps of Engineers. Councilor Harris stated, when asked if they had followed the general investigation (GI) study, their response was, 'we can't wait on the GI study, we're putting shovels to the ground and getting things done ourselves.' He noted this was almost a duplicate of what's being talked about with regard to the Chehalis River.

Ms. Balmelli-Powe felt the difference between the Skokomish Tribe and the Chehalis Tribe was that the Skokomish Tribe was working in cooperation with the people to do things together. She noted at the end of Thursday's meeting Centralia City Councilmember Edna Fund invited Mark White from the Tribe to bring all of his ideas to the next flood authority meeting.

April 25, 2011

She noted he stammered and stuttered and suggested that was for other people to bring.

5. Council Reports.

a. Update from Councilor Pope. Councilor Pope reported, at the Foundation's last meeting, they devised a list of community based projects, to include:

- walking bridge over the Chehalis River from Lintott-Alexander Park to the Steam Train and Veterans Memorial Museum
- repair or replace the city swimming pool
- antique lighting in the central business district
- repair concession stand at Stan Hedwall Park

He noted the Foundation also appropriated \$24,000 for the following projects, which came from the community development department wish list. The projects included:

- porta-potty rental at the kiddy spray pool
- beauty bark for entrances to city
- signage update at community development department consistent with the Renaissance branding
- tables, chairs, kitchen range and gas fireplace at the VR Lee building
- \$10,000 to be used at the city's discretion

Councilor Pope reported the Foundation added another section to their by-laws for 'Academic Excellency.' He noted the Chehalis School District received approximately \$200,000 for their biology and delta base programs, and would be starting a mathematic program as well.

Councilor Pope felt the Foundation was doing a lot to help the city get some projects done that it wouldn't otherwise be able to do.

Councilor Pope provided information to Police Chief Glenn Schaffer on the Family Forward Committee, who put on educational programs in communities. He noted this year's program would focus on Asperger Syndrome and Autism. Councilor Pope stated there was a guide put together by a police department back in Wisconsin to help police officers responding to cases involving people with Autism. He noted the Lewis County Autism Coalition, consisting of about 20 organizations, planned to initiate a program in Lewis County and were thinking about including the guide in the program. Councilor Pope stated the coalition felt the program would help police officers to understand people with Autism, should they ever encounter them.

b. Update from Councilor Dawes. Councilor Dawes reported he attended the Lewis County Historical Society board meeting to help plan their annual fundraising events. He noted the annual pie social at Claquato Church would be in July, and they were looking for representatives from the council to participate in the egg toss.

Councilor Dawes reported the North Lewis County Regional Fire Authority Planning Committee met for a second time on April 20. He stated it was a good meeting and they got the initial report on fleet and facilities, adding they were very surprised to find out that they had over 80 pieces of apparatus within the fire departments involved. Councilor Dawes noted the committee talked about applying for a domain name for a website, which would be linked to the various municipal agencies. He noted they would use the website to update the public on where they were with the planning process. Councilor Dawes reported their next meeting was scheduled for May 18, at which time they would be discussing the following items:

- strengths, weaknesses, opportunities, and threats
- dealing with fleets and facilities
- begin and develop a baseline on operations
- website

Councilor Lund stated he was very surprised at how little debt there was against the 80 some pieces of equipment, adding Chehalis was completely debt-free on all of theirs.

April 25, 2011

6 **Ordinance No. 872-B, Second and Final Reading – Revising the Chehalis Parking Code.** Chief Schaffer reported the only change made to the ordinance since first reading was to remove the text surrounding the validation of parking tickets by the police chief.

Councilor Dawes moved to pass Ordinance No. 872-B, as amended, on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

7. **Ordinance No. 873-B, First and Final Reading – Authorizing Alternative to Incarceration Options.** Peggy Hammer reported a risk management issue concerning the city's electronic home monitoring program was brought to their attention by Washington Cities Insurance Authority (WCIA). She stated there were some inherent risks; however, there was obviously a huge benefit to the city for providing the program.

Ms. Hammer reported case law was such that when an entity showed that they had debated an issue and made a policy decision to go forward with something, it would provide some protection for liability. She noted the process of discussion and the adoption of the ordinance would limit the city's liability with regard to the home monitoring program. Ms. Hammer indicated WCIA helped with writing the ordinance that was before the council for their consideration.

Ms. Fox reported the city's home monitoring program was started in 1995 and had experienced little to no problems. She stated there were a lot of bail bond companies getting into the business of providing home monitoring services, as well, and was surprised that they were not required to be certified or licensed. Ms. Fox reported the court had a pretty strict screening process and limited the number of people on the program to two or three, since the staff person who works the program only works part-time.

Ms. Fox stated, since January, they've had 85 days served on home monitoring. She noted for that time they receipted in \$1,400 and spent \$483 on equipment. Ms. Fox noted if that time would have been served in jail it would have cost the city over \$3,800. She suggested they didn't make a lot of money; however, the cost savings to the city was very good.

Ms. Fox stated they would prepare a list of reputable monitoring agencies for the Judge to approve, so the court can refer people when we don't have room for them on our program.

Mayor Ketchum stated it seemed like the risk was pretty minimal since the city had been doing it for such a long time and had a good success rate.

Councilor Dawes stated he would support the ordinance, because it was a step in the right direction. He noted anytime the city can save money, it was like making money.

Councilor Harris moved to suspend the rules requiring two readings of an ordinance.

The motion was seconded by Councilor Taylor and carried unanimously.

Councilor Harris moved to pass Ordinance No. 873-B on first and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

8. **Customer Service Appreciated.** Councilor Lund reported he received a call from Police Officer Jay Roberts concerning some information. Councilor Lund was unavailable at the time he received the call; however, Officer Roberts was nice enough to drive to his location and deliver the information to him directly. Councilor Lund felt that was nice customer service and something that more people needed to work on.

There being no further business to come before the council, the meeting adjourned at 7:10 p.m.

April 25, 2011

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 25, 2011.

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 29, 2011
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager *EL*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 99860 through 99973 in the amount of \$131,831.03 dated April 29, 2011 and the transfer of \$69,918.09 from the General Fund, \$12,703.15 from the Tourism Fund, \$43.16 from the Gambling Enforcement Fund, \$27,288.30 from the Wastewater Fund, \$19,957.74 from the Water Fund, \$434.92 from the Storm & Surface Water Utility Fund and \$1,485.67 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED



The administration recommends that the council approve the April 29, 2011 Claim Vouchers No. 99860 through 99973 in the amount of \$131,831.03.

SUGGESTED MOTION

I move to approve the April 29, 2011 Claim Vouchers No. 99860 through 99973 in the amount of \$131,831.03.

Reviewed by: *Marjorie*, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 29, 2011
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:


1. Payroll Vouchers No. 34623 through 34698, Direct Deposit Payroll Vouchers No. 2238 through 2305, and Electronic Federal Tax Payment No. 98 in the amount of \$662,093.15 dated April 29, 2011, and the transfer of \$466,828.18 from the General Fund, \$6,063.92 from the Arterial Street Fund, \$15,729.32 from the Gambling Enforcement Fund, \$553.89 from the Garbage Fund, \$70,437.65 from the Wastewater Fund, \$83,321.30 from the Water Fund, \$14,127.99 from the Storm & Surface Water Utility Fund, and \$5,030.90 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the April 29, 2011, Payroll Vouchers No. 34623 through 34698, Direct Deposit Payroll Vouchers No. 2238 through 2305, and Electronic Federal Tax Payment No. 98 in the amount of \$662,093.15.

SUGGESTED MOTION

I move to approve the April 29, 2011, Payroll Vouchers No. 34623 through 34698, Direct Deposit Payroll Vouchers No. 2238 through 2305, and Electronic Federal Tax Payment No. 98 in the amount of \$662,093.15.

Reviewed by: , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: May 9, 2011
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks, Public Works Director
SUBJECT: Public Hearing for 2012-2017 Six-Year Transportation Improvement Program

ISSUE

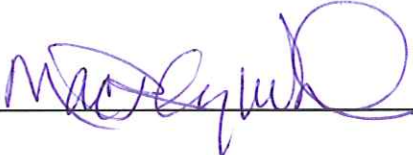
The administration requests a public hearing be included on your May 23, 2011, meeting agenda to provide the opportunity for comment and input on the City's proposed 2012-2017 Six-Year Transportation Improvement Program (STIP). This hearing is required as part of the STIP preparation process.

DISCUSSION

State law requires that a municipality conduct a hearing to provide citizens the opportunity to comment on a proposed STIP prior to its adoption. We request holding the required hearing on May 23rd as part of the regularly scheduled city council meeting. The proposed STIP will be presented to the public at that time. Staff will then use the public comment received to refine the STIP and present it to the council for formal adoption during the June 13 meeting. For your reference, attached is a copy of the 2011-2016 STIP that was adopted in 2010.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that Council set May 23, 2011, at 6:05 p.m. as the date and time for a public hearing concerning the City's 2012-2017 Six-Year Transportation Improvement Program.

REVIEWED BY:  _____, CITY MANAGER

Washington State Department of Transportation

Six Year Transportation Improvement Program

From **2011** to **2016**

Agency: Chesham

Co. No.: 21 Co. Name: Lewis Co.

City No.: 0190 MPO/RTO: NON/SIWW

Hearing Date: 5/24/2010 Adoption Date: 8/14/2010

Amend Date: 8/23/2010 Resolution No.: 12-2010

Functional Class	Priority Number	Project Identification		Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars								Federal Funding	State Fund Code	Local Funds	Expenditure Schedule (Local Agency)				RWY Required Date (MM/YY)	EA		
		A. PIN/Federal Aid No.	B. Bridge No.					Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st				2nd	3rd	4th Thru 6th					
		C. Project Title	D. Street/Road Name or Number																			Phase			Fund Code	Code
F. Describe Work to be Done		3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21					
14	1	Chambers of Commerce Way from: Louisiana Ave to: State Ave New roadway center including signal optimization, 15 mph zone reduction, etc. and reconstruction. Construction initiated 8/10/09 - completion in 2010		04 06 07 12	S	.31	C O S T W	CN	9/1/2009	STP(R)	1237	AJF	809	114	2250	16	17	18	19	20	21	Yes	4/2000			
16	2	NW Chehalis Av Beautification/Traffic Calming from: Park Street to: North Street Boulevards with trees & plants installed @ intersections, install lighting systems in bus-zones, pavement markings, enhance visibility @ intersections & other streetscapes.		05 12	S	.23	W	PE 1/1/2010 CN 5/1/2011		1237 78000	OTHER	800	114	2250	11800 103100							No	CE			
14	3	Airport Road Extension from: City Limits (Airport Dike) to: Home Depot Extend Airport Rd from the dike to Avinhaus (three lanes) and touch the line road section from Avinhaus to Home Depot. New roadway, bike lanes, curbs, gutters, sidewalks, storm, sewer, and streetlights.		01 06 12 04	S	.71	W T P C C G O	PE 1/1/2010 CN 1/1/2012			TPP TPP	36 324	209 1881	245 2205	245 2205							No	CE			
16	4	Chehalis Avenue Improvement from: Pacific Avenue to: Main Street Structural rebuild, new watermain, catchbasins, sidewalks/frames, investigate and landscaping.		03 05 06 07 12 13	P	.23	O P W	PE 1/1/2011 CN 1/1/2012		343 1373		360	2000	2450	245	2305						No	CE			
14	5	National Avenue Overlay (JOBS Funding) from: NE Kinsey Avenue to: Exhibitor Road Spot repair of deteriorating areas followed by an overlay and replacement of pavement markings and rumble strips.		07	P	1.03		CN 6/1/2010		348				1710	340	340						No	CE			
16	6	NW Louisiana Avenue Overlay (JOBS Funding) from: Highway 5 to: North 1.15 Miles Spot repair of deteriorating areas followed by an overlay and replacement of pavement markings and rumble strips.		07	P	1.35		CN 6/1/2010		340				340	340	340						No	CE			
17	7	SW Riverside Drive Overlay (JOBS Funding) from: South City Limits to: Highway 5 Spot repair of deteriorating areas followed by an overlay and replacement of pavement markings.		07	P	.587		CN 6/1/2010		300				300	300	300						No	CE			
											Totals						126				120		126			



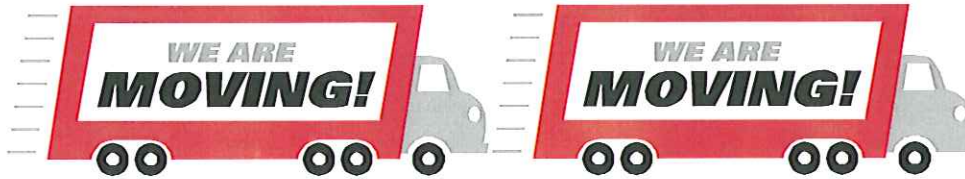
Six Year Transportation Improvement Program

Agency: Chehalis From **2011** to **2016**
 Co. No.: 21 Hearing Date: 5/24/2010 Adoption Date: 6/14/2010
 City No.: 0190 Amend Date: 8/23/2010 Resolution No.: 12-2010
 MPO/ITPO: NON/SWW

Functional Class	Priority Number	Project Identification		Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs In Thousands of Dollars										Federally Funded Projects Only							
		A. PIN/Federal Aid No.						B. Bridge No.		Fund Source Information			Expenditure Schedule (Local Agency)				Envt. Type	R/W Required Date (MM/YY)							
		C. Project Title	D. Street/Road Name or Number					E. Beginning MP or Road - Ending MP or Road	F. Describe Work to be Done	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st			2nd	3rd	4th Thru 6th				
1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
16	8	Downtown Market Boulevard Improvements from: NW Park Street to: Pacific Avenue Planning, design and construction of "Old Downtown" street improvement project including sidewalk improvements, lighting, signage, streetlights, etc. This project is included in the 2013 Transportation Plan.		03 06 07 12	P	.20	W D S Y	PE 1/1/2011 CN 1/1/2012	AIP AIP	190 789	65 283	283 1052	283 1052								CE	No			
16	9	National Avenue Improvement Project from: Kresky Avenue to: Exhibitor Road Grnd, asphalt overlay, guardrail and other related work		03 06 07 12	P	1.05		PE 1/1/2011 CN 1/1/2012		3037 3037	183 814	183 814									CE	No			
14	10	Louisiana Avenue Improvement Project from: SR-6 to: Chamber Way Overlay and partial rebuild, curbs and sidewalks and possibly a roundabout or realignment at West Street		03 06 07 12	P	1.44		PE 1/1/2011 CN 1/1/2012		3037 3037	977 1268	977 1268									CE	No			
17	11	Sniwey Avenue Improvements from: SW 16th to: SW 20th Planning, design and construction of street improvements including roadway reconstruction & widening, bike lanes, streetlights, sidewalks and other related work.		06 12 03 04	P	.44		PE 1/1/2012 RW 1/1/2012 CN 1/1/2015			135 90 1125	95 90 789	230 90 1914	230 90 1914									Yes		
14	12	Kresky Avenue Flood Mitigation Project from: NE Exhibitor to: NE Scott Johnson Blvd Project to raise roadway to allow NE Kresky to remain open during flood events. Roadway to be raised between NE Exhibitor and NE Scott Johnson Blvd (City Limits)		06	P	.25	C G D O L T W	PE 1/1/2012 CN 1/1/2015			140 1013	16 890	163 2003	163 2003							EIS	No			
Grand Totals for Chehalis											1162	1006	2168	185	2003										

CITY OF CHEHALIS

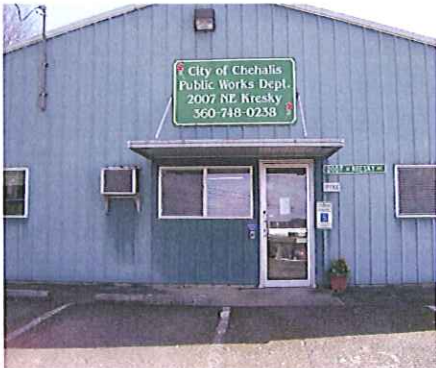
Billing Division
1321 S. Market Blvd
www.cityofchehalis.com



The City of Chehalis Billing Division is being relocated to the Public Works facility at 2007 NE Kresky. This change is the result of an internal reorganization to consolidate utility services and personnel. This transition, **effective Monday, May 16, 2011**, will allow customers to address water and billing issues at one central location. These services will include:

- billing questions
- utility bill payments
- meter shut-off/on requests
- maintenance concerns

For customer convenience, the drop box located at 1321 S. Market Blvd will continue to be available for utility payments. Please note: All payments made after 8 a.m. will be processed on the following day.



The new address and hours for the Billing Division will be:

**2007 NE Kresky
Chehalis WA 98532
360.748.6664 or 360.748.0238
Office Hours: Monday – Friday
8:00 a.m. to 4:30 p.m.**
(turn right on Grove Street, just before the credit union – we are located behind the mini storage)

If you have questions please call Judith Smith at 360.748.0238.

CITY OF CHEHALIS

AGENDA REPORT

DATE: April 22, 2011
TO: The Honorable Mayor and City Council
FROM: Judy Schave, City Clerk
SUBJECT: Resolution No. 8-2011 – Accepting Electronic Signatures

ISSUE

Authorization is needed to accept electronic signatures for on-line forms created for the city's website.

DISCUSSION

The administration is working with aHa Consulting, Inc., on creating on-line forms, some of which will require electronic signatures.

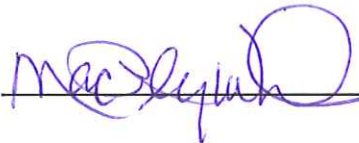
In order for the signatures to be acceptable, the council will need to agree to accept electronic signatures. The forms will require language be used to tie the signature to the obligation, as noted in the resolution.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration is recommending that the council adopt Resolution No. 8-2011 on first and final reading.

SUGGESTED MOTION

I move that the council adopt Resolution No. 8-2011 on first and final reading.

REVIEWED BY:  _____, City Manager

RESOLUTION NO. 8-2011

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, ACCEPTING ELECTRONIC SIGNATURES
FOR ON-LINE FORMS.**

WHEREAS, the City of Chehalis website includes numerous electronic forms and applications; and

WHEREAS, the City of Chehalis is desirous of using on-line forms with electronic signatures.

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO
RESOLVE AS FOLLOWS:**

Section 1. The city hereby agrees to accept electronic signatures for its on-line Jury Summons form, Exhibit "A," for the purpose of inspection and/or selection.

Section 2. Forms that require electronic signatures will include language that tie the signature to the obligation.

Section 3. The effective date of this resolution shall be the _____ day of _____, 2011.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2011.

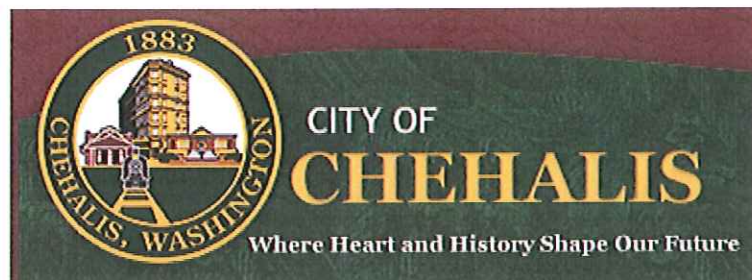
Mayor

Attest:

City Clerk

Approved as to content:

City Attorney



- [Home](#)
- [Login](#)
- [Conte](#)
- [the C](#)



[CITATIONS](#) [COURT LINKS](#) [COURT SERVICES](#) [DOCUMENTS](#) [F.A.Q.](#) [JURY DUTY](#) [PAY](#)

[CHEHALIS HOME](#) » [MUNICIPAL COURT HOME](#) » [JURY DUTY](#) » [JURY SUMMON](#)

Jury Summon

First Name: *

Middle Name:

Last Name: *

What is your age?: *

Education - Highest grade completed: *

Are you a citizen of the United States?: *

- Yes
- No

Are you a resident of Lewis County?: *

Yes

No

Are you able to communicate in English?: *

Yes

No

Have you ever been convicted of a felony?: *

Yes

No

If yes, have your civil rights been restored?:

Yes

No

Are you related to or personal friends of any law enforcement officer?: *

Yes

No

Have you ever been convicted of a crime other than a minor traffic violation?: *

Yes

No

Are you currently employed?: *

Yes

No

If yes, state your occupation:

Employers name and address:

--	--

If retired or unemployed, what was your prior occupation if any?:

--

Is your spouse employed?: *

Yes

No

If yes, state his or her occupation:

Spouse's employer's name and address:

If retired or unemployed, what was his/her prior occupation if any?:

Have you ever served on a jury?: *

Yes

No

If yes, what years?:

If yes, which court?:

Request for excuse or postponement must be made in writing or by submitting this online form. If you make a request for postponement or exemption, you will receive notice indicating your request has or has not been granted.

Job related or medical exemption must be requested in writing and may not be requested using this online form. Job related exemption requires letter from an employer. Medical exemption requires a letter from your doctor. (Attach letters from employer or doctor to your summons when returning by mail.)

(1) I ask to be excused because:

(2) I ask that my service be postponed because (vacations, prior engagements, etc.) Please list unavailable dates.:

Signature

I declare under penalty of perjury under the laws of the State of Washington that the above is true and that I acknowledge receipt of this summons.

Your name: *

By entering your name in this field, you are indicating your intent to sign this document.

Date: *

Home Phone: *

Work Phone:

Mailing Address: *

Email Address:

Submit

CITY OF CHEHALIS

AGENDA REPORT

DATE: May 9, 2011

TO: The Honorable Mayor and City Council

FROM: Herta Fairbanks, Public Works Director
Dave Vasilauskas, Water Superintendent
Russ Cox, Engineering

SUBJECT: 2011 Water System Plan

ISSUE

The 2011 Water System Plan (WSP) is prepared and ready for submittal to the Washington State Department of Health (WSDOH) for review.

DISCUSSION

The final draft of our WSP is now complete and ready for submittal to WSDOH for their review and comment. HDR Engineering began drafting the WSP in the fall of 2009 and worked closely with Public Works staff on preparation of the WSP over the course of the last year and a half.

A draft of the WSP was provided to Council on March 25th and a council workshop was held on April 11, 2011, to discuss the draft. At the same time, the draft WSP was submitted to Community Development in accordance with SEPA requirements and the 14 day public comment period was opened. The SEPA comment period concluded on April 25, 2011, and no comments were received. Community Development prepared a "determination of non-significance" and has provided this letter to Public Works for inclusion in the final draft to be submitted to WSDOH.

Now that the SEPA is complete, we are ready to submit the final draft to WSDOH for their review and comment. Once submitted, WSDOH has 90 days to review and provide comments. At the time of submittal to WSDOH, the document will become a public document, will also be distributed to adjacent water purveyors and is open to the public for review and comment.

At the end of the WSDOH review period, they will provide us with a comment letter which addresses areas they need further information or clarification prior to final approval.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the council authorize submittal of the final draft water system plan to WSDOH for review and comment and make the final draft water system plan a public document for review and comment.

SUGGESTED MOTIONS

I move that the council authorize staff to submit the 2011 Water System Plan for the City of Chehalis to the Washington State Department of Health and that the document be available for public review and comment.

REVIEWED BY:  _____, CITY MANAGER