

July 11, 2011

The Chehalis city council met in regular session on Monday, July 11, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Dawes was absent (excused). Staff present included: Merlin MacReynold, City Manager; Mark Scheibmeir, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police 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* and Bruce Hunting from KITI.

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

- a. Minutes of the regular meeting of June 27, 2011;
- b. Claim Vouchers No. 52011 and 100357-100450 in the amount of \$83,586.03 dated June 30, 2011, and Payroll Vouchers No. 34773-34870, 2375-2442, and Electronic Federal Tax Payment No. 100 in the amount of \$683,087.96 dated June 30, 2011; and
- c. Award bid for SE Evergreen Drive Water Main Replacement Project to Martin Sand and Gravel, Inc., in the amount of \$207,157.

The motion was seconded by Councilor Pope and carried unanimously.

2. **Administration Reports.**

a. **Special Meeting to Discuss Debt Issuance.** City Manager MacReynold reported a special work session was scheduled for Monday, July 18, at 5:30 p.m. to discuss the options available for the issuance of debt for the remodel of city hall and the grounds work around the new library. He stated both projects were funded by a loan through our utilities, and based on the requirements of State law, it was time to determine how to best refinance it.

b. **Purchase of Diesel Generator for the High Level Pump Station.** Herta Fairbanks reported on the purchase of a new generator for the high level pump station. She noted the new generator would replace the 1970s vintage generator currently at that location, which had far exceeded its useful life and was no longer working.

Ms. Fairbanks stated they contacted the Washington State Department of General Administration and determined that Cummins Northwest, LLC, had the state bid for diesel services and diesel generator equipment. Based on that information, the city was able to purchase directly off the state bid, using the bidding process they had already done, which saved the city the administrative fees of going through the bidding process ourselves. Ms. Fairbanks reported the state bid was for \$27,040, plus tax. She stated the city budgeted \$34,560 for the entire project, which left some room in the budget in the event they have any issues with the installation of the generator.

Councilor Spahr inquired as to where the high level pump station was located. Dave Vasilauskas noted it was just below the Water Filter Plant. Councilor Spahr reported it was noted that the old generator never really worked, and wondered how frequently it was needed. Ms. Fairbanks reported the generator on site was a used piece of equipment and worked intermittently. She noted they test the generators monthly to make sure they are running, which was how they discovered the old generator was no longer working. Ms. Fairbanks suggested the new generator would have a pretty extensive useful life. Councilor Spahr thought it was an important item to have, even though it's not used very often; however, he had concerns that some people might wonder why the city would purchase one if they don't use it that often. Ms. Fairbanks reported the Washington State Department of Health requires backup energy be available to power the system.

3. **Update on the Chehalis Renaissance.** Larry McGee, Chair of the Chehalis Community Renaissance Team (CCRT), provided the council with a tri-fold handout that described the projects that the team was currently working on, as well as some of the projects that had been completed. He touched briefly on some of the major projects, which included:

- Community Building:
  - Open a hands-on children's museum

July 11, 2011

- Provide information package for new residents/business owners
- Economic Development:
  - Create an integrated business incubator (Port of Chehalis successfully obtained a \$40,000 grant)
  - Create a walking tour brochure to enhance time spent in downtown area; looking at providing brochure on-line
- Quality Design:
  - Erect system of wayfinding signs
  - Enhance plantings on Market Boulevard in downtown
  - Chehalis Avenue beatification

Gail Shaw, Chairman of The Industrial Commission, reported the volunteers on the CCRT were spreading out the concepts of some of the information they had received, but the way to build a community was to include more people into participation and volunteer positions, develop friendships and establish relationships, develop confidence, and include people you wouldn't necessarily include. Mr. Shaw stated it would be nice if everyone could start thinking about how we could include other people in some of our meetings, to try to build more interest into the community.

Mr. Shaw stated it was great to have people like Mr. McGee and City Manager MacReynold to lead the group on, and a council that supports it when needed.

Mr. McGee stated without the special working relationship with City Manager MacReynold, and his key staff, they wouldn't be getting things done. He noted they were using lot of money from outside sources and was proud to tell people that this year there was zero funding coming from the city's operating budget.

Mayor Ketchum thanked Mr. McGee and the committee for the great job they were doing.

#### 4. **Council Reports.**

a. **Update from Councilor Spahr.** Councilor Spahr reported he and City Manager MacReynold attended the Cowlitz-Lewis Economic Development District meeting at Mary McCrank's on June 30. He noted they had a lot going on and they really compiled a lot of information into the two meetings they have annually. Councilor Spahr reported they had some interesting application requests for monies, noting his main concern was they had always turned down some of the grants because of the strings attached to them. He stated they were going to keep an eye on the grants as they go through to make sure they don't tie them to something later on down the road.

Councilor Spahr reported he also attended the Chamber Forum where James Donaldson, seven foot two center for the Seattle Sonics and Washington State University, was the key speaker. He noted Mr. Donaldson was well spoken and the speech he gave was very upbeat. Councilor Spahr stated, earlier in the day, he took Councilor Pope with him to Mr. Donaldson's book signing at Book'n'Brush because he wanted to see Councilor Pope stand next to someone taller than him.

b. **Update from Councilor Pope.** Councilor Pope reported, earlier in the day, the Lewis County Board of County Commissioners (BOCC) approved the formation of an advisory committee to establish a standard of care for the community, adding he hoped the committee would be able to help make the needs in our community more reasonable. He felt the current BOCC appeared to have the community's interest at heart.

c. **Update from Councilor Taylor.** Councilor Taylor reported Twin Transit was currently without a director since the retirement of Ernie Graichen a few weeks ago. He noted they decided against hiring an interim because of the expense and would just use staff to run the transit authority while they look for a new director. Councilor Taylor stated they were using Prothman Company to do the hiring process. He stated within the next month they would be interviewing and would hopefully find a replacement for Mr. Graichen.

d. **Update from Councilor Lund.** Councilor Lund reported the neighbors on Prospect Street and Valley View Way wanted to say thank you to the road department for trimming the trees and for spraying the weeds that were encroaching on the right-of-way. He noted the residents asked if the city could do some additional tree trimming at that same intersection because

July 11, 2011

some of the limbs are still low enough that they hit the larger vehicles, such as camper trailers, traveling through that intersection.

e. **Response to Citizen Letters.** Mayor Ketchum stated he wanted to respond to a letter that was sent to the city, and one that was sent to the editor, from a citizen who had concerns about the city not cleaning up the tall grass and weeds around town. Mayor Ketchum noted the city was actively looking at the people with tall grass and weed issues, but it wasn't as simple as knocking on their door and asking them to take care of it. He noted the city had to go through a process, which sometimes takes awhile. Mayor Ketchum reported, as for the company he works for, he believed their lot was cleaned up before the letters came out. He added, he did not manage the facility and did not have a say-so in what they do. Mayor Ketchum suggested if they have a lot of civic-minded people who want to get involved, the city would welcome them to put a group together to come down and help the city out.

5. **Resolution No. 11-2011, First and Final Reading – Revising Appendix Chapter “A” (Schedule of Fees and Charges) of the Uniform Development Regulations.** Ms. Lindgren reported the resolution was initiated based on a brochure relating to public disclosure that was produced by City Clerk Judy Schave. She noted it was very clear the city had a discrepancy between the brochure and the schedule of fees and charges the city had attached to its ordinances.

Bob Nacht reported there were only a few minor updates to the schedule, noting the following changes:

- Move the NSF fee or returned check fee from 'Other (Miscellaneous) License Fees' to 'Other (Miscellaneous) Fees' and extend it to electronic fee transfers (ACH)
- Add parking permits to the 'Other (Miscellaneous) Fees' (an existing permit that was not listed previously)
- Change the photo copies cost to \$.15 from \$.50 to make it more in line with what the state requires
- Add building rental fee structure to the fee schedule – no changes in fees

Mr. Nacht reported they were trying to get everything they can that's related to non-utility fees and charges into this one appendix.

Councilor Spahr moved to adopt Resolution No. 11-2011 on first and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:32 p.m.

---

Mayor

Attest:

---

City Clerk

**SUGGESTED MOTION**

**I move that the council approve the minutes of the regular city council meeting of July 11, 2011.**