

April 8, 2019

The Chehalis city council met in regular session on Monday, April 8, 2019, 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, HR/Risk Manager; Lilly Wall, Recreation Manager; and Patrick Wiltzius, Wastewater Superintendent. Members of the news media included Will Rubin of *The Chronicle*.

1. **110<sup>th</sup> SWW Fair.** Todd Mason, Citizens Advisory Committee Member, spoke about the 110<sup>th</sup> edition of the fair. This year's theme is "Happy as a Hen, Come Celebrate 110!" The committee is trying to get the community more involved, increase attendance, and determine what is important to people about the fair. Each year they try to come up with different ideas. This year there will be a "red neck" competition; the first annual fair retail window display content; and a parade down the midway on opening day. Mr. Mason invited everyone to the April 23<sup>rd</sup> kick-off meeting at 5:00 pm in the Community Events Building.

2. **Introduction of Joe Clark.** Councilor Taylor introduced Joe Clark, the new Director of Transit Services, who was chosen from over 65 applicants. Mr. Clark stated he was honored and privileged to accept the position. He believed this was an opportunity to really change how we view and use public transportation.

Mayor Dawes hoped the first thing that Twin Transit worked on was to make the system the best it could be within existing boundaries, and that a future transit site was built for our needs with idea of future expansion. He encouraged the board to speak with the firm used to hire the former Transit manager to seek some type of reimbursement. Councilor Taylor stated that was something they would certainly pursue.

3. **National County Government Month.** Lewis County Commissioner Edna Fund stated April was "I Love County Government Month." She stated that earlier today, the Board approved a distressed county application for a grain terminal at the Port of Chehalis. She noted that Lewis County was number one in the state for Christmas tree sales, and poultry and egg sales.

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

- a. Minutes of the regular meeting of March 25, 2019;
- b. March 29, 2019 Claim Vouchers No. 125379-125514 in the amount of \$233,778.03;
- c. March 29, 2019 Payroll Vouchers No. 40756-40795, Direct Deposit Payroll Vouchers No. 10565-10668, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 229-233 in the amount of \$889,477.87;
- d. Engineering services contract with Jacobs Engineering Group in the amount of \$35,000 to address air emissions at the Chehalis Regional Water Reclamation Facility;
- e. Supplemental agreement with Skillings Connolly, Inc., in the amount of \$8,508 related to the Recreation Park Renovation Ballfield Project;
- f. Joint agreement with the Chehalis Foundation for facility planning, design development, and fundraising for the Recreation Park Improvement Project; and
- g. Agreement with Lexipol for conversion of fire department policies and ongoing policy management services.

The motion was seconded by Councilor Lund.

With regard to item "d," Councilor Harris asked if there were new standards for hydrogen sulfide and chloroform. Mr. Wiltzius stated they were original standards. When the city went through the permitting process for building the treatment plant, organizations had various requirements. The facility has been unable to meet some of the permit limits of the Southwest Clean Air Agency (SWCAA) relating to operating the odor control system and the division's emergency generators. It also requires that the influent wastewater be tested for hydrogen sulfide and chloroform. The process being proposed should address the permit requirements.

The motion carried unanimously.

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5. **Ordinance No. 997-B, First Reading – Amending the 2019 Budget.** Chun Saul provided an overview of the proposed budget amendment for all city funds; an update on the General Fund 2018 ending fund balances (2018 budget to actual); recommendations for assigning General Fund balances; and an overview of the proposed budget amendment for the General Fund.

Mayor Dawes noted the \$3.4 million were total funds and a majority of those funds were Enterprise Funds that could only be used for certain purposes.

Councilor Taylor asked if money in specific reserve funds was considered part of General Fund reserves. Ms. Saul stated the GFOA Best Practice did not include funds in specific reserves.

Councilor Spahr moved to pass Ordinance No. 997-B on first reading. The motion was seconded by Councilor Taylor and carried unanimously.

6. **Wastewater Superintendent Position Incentives.** City Manager Anderson stated the city has had difficulty trying to find a replacement for retiring Wastewater Superintendent Patrick Wiltzius. Six applications were received after an extensive recruitment, and neither of the two candidates interviewed were a good fit. She explained that a high percentage of level 4 operators were nearing retirement, so the administration has been looking at incentives that might entice candidates to apply. The city has historically offered travel costs to potential interview candidates, and City Manager Anderson stated the first part of her request was to authorize a \$7,500 moving allowance to help attract a replacement as part of a second recruitment that will also expand the search to level three operators who could fulfill the requirements for obtaining level 4 certification.

The second part of the request was to offer a 10% salary increase (approximately \$800 a month) to the current Superintendent to extend his retirement for up to one year. City Manager Anderson stated the council budget committee discussed the proposal and had legitimate concerns about setting a precedent of providing incentive pay to retain an employee and the impact on other members of the management staff. They generally agreed that having the discussion about offering the incentive pay outweighed having a temporary contract with a consultant or other agency to manage the department, and to have staff in flux.

Councilor Ketchum thought it was a good plan and the right thing to do, and wasn't concerned about setting a precedent. Councilor Taylor agreed.

Councilor Spahr stated he didn't have any problems with the request, and thought several cities were in similar situations.

Councilor Lund thanked Patrick Wiltzius for his willingness to stay on and agreed with the City Manager's plan.

Councilor Harris stated he fully supported the situation, but also understood the potential difficulties that would have to be dealt with when they come.

Councilor Pope thanked Patrick Wiltzius and supported the process.

Mayor Dawes stated he understood the business aspect of the situation, but had concerns with what could happen down the road. If these types of positions are in such demand nationwide, how do you keep people in Chehalis. He was also concerned about offering \$7,500 in moving expense. Someone could stay for only six months and leave, and the city would be out that, as well. He wished a name would not have been put to the issue, as this was a position issue.

Councilor Pope asked if a college degree was necessary for the position. Mr. Wiltzius stated not necessarily. It can be the equivalent of education and training. Councilor Pope suggested the school system should consider offering these types of trainings.

Mayor Dawes asked what other cities pay their level 4 operators. Mr. Wiltzius stated he did not know the answer, but thought that Chehalis was in line or pretty close to what other cities pay.

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Councilor Ketchum moved to authorize providing the Wastewater Superintendent incentive pay of 10% of the gross monthly salary for up to a year, beginning with the April 25, 2019 payroll period; and authorize the City Manager to expend up to \$7,500 for relocation assistance if the selected candidate needs to move from out of the area to Chehalis to accept the position. The motion was seconded by Councilor Spahr and carried unanimously.

## **7. Administration Reports.**

a. **City Manager Update.** City Manager Anderson highlighted a few of the six-month objectives set for the goals that were reestablished at the March 7 strategic planning work session:

- Maintain and enhance financial stability: annexation procedures and utility rate study
- Enhance and modernize technology: look at using more security cameras; software to increase payment options for customers and vendors
- Increase and optimize staffing levels: employee recognition and training programs
- Improve and maintain the infrastructure:
  - Streets: TBD and other street projects – identify long-term project opportunities and constraints
  - Sewer: start construction of the Riverside Forcemain Project
  - Water: identify alignment of Chehalis Raw Water Line Replacement
  - General: Beautification Plan
- Enhance and maintain facilities:
  - Recreation Park: Secure loan and go out to bid for construction this summer
  - Dispatch Center: Work with County to pursue feasibility study to evaluate regionalization with TCOMM in partnership with Centralia and RFA
  - Fire Station: Identify site for a new station; engage consultant for a feasibility study for annexation

Mayor Dawes asked if there was any timeline from the county relating to their interest in pursuing regionalization with TCOMM. Commissioner Fund indicated that County Manager Martin has been working with City Manager Anderson on this issue, and he will be providing a report to the county commissioners in the near future. City Manager Anderson stated she committed to the county manager that she would bring a funding proposal to the council once the scope of work for a feasibility study was completed.

## **8. Councilor Reports/Committee Updates.**

a. Councilor Harris has heard concerns from citizens about McFadden and Dobson Parks related to homeless individuals occupying the area. One citizen asked if a sign could be placed at the trailhead so that people know what they're walking into. Another issue brought to his attention was that Catholic Community Services (CCS) is located along National Avenue near a particular type of business, and there is concern about whether or not they are actually sober when they leave the business. CCS has had two of their vehicles totaled. Unfortunately, law enforcement had to explain to them that it was private property and there wasn't a lot that could be done on private property, but it's a situation where the marijuana facility is impacting things.

b. Councilor Pope had several people talk with him about sidewalks, specifically the lack of sidewalks in the Snively area and kids walking to the new schools. He stated installing sidewalks down Snively has been discussed in the past, but residents would have to give up some of their parking. A sidewalk connecting the school to the swimming pool has also come up.

c. Councilor Spahr thanked Councilor Harris for bringing up the issue regarding McFadden and Dobson parks. He wondered if the Beautification Committee could discuss this. He stated it was an issue that needed to be addressed regionally.

d. Councilor Taylor stated there is an area along the hillside near National Avenue and Coal Creek Road that looks like a landfill. He agreed it was an issue, and also understood that law enforcement's hands are sometimes tied as to what can be done. He stated he had also received reports of people living in motorhomes next to the mission on Chehalis Avenue.

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e. Councilor Ketchum stated the historical museum was holding clean-up days at 9:00 am on April 13 and 20.

f. Mayor Dawes added a budget subcommittee meeting, and a mayors meeting that included the section Colonel from the Corps.

There being no further business to come before the city council, the meeting was adjourned at 6:23 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 4/22/2019

Initials: cf