

April 22, 2019

The Chehalis city council met in regular session on Monday, April 22, 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; Hillary Hoke, Planning & Building Manager; Brandon Rakes, Airport Operations Coordinator; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Don Schmitt, Street/Stormwater Superintendent. Members of the news media included Will Rubin of *The Chronicle*.

1. **Proclamation – Administrative Professionals Week.** Mayor Dawes read a proclamation in recognition of Administrative Professionals Week – April 22-26. He expressed appreciation to all of the city’s administrative professionals.

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

- a. Minutes of the regular meeting of April 8, 2019;
- b. April 15, 2019 Claim Vouchers No. 125515-125663 and Electronic Funds Transfer Nos. 32019 and 42019 in the amount of \$431,917.81;
- c. Appointments of Peter Hammer and Michele Gallagher to the Historic Preservation Commission for three-year terms expiring April 22, 2022;
- d. Set May 13, 2019 at 5:00 pm to conduct a public hearing on the city's 2020-2025 Six-Year Transportation Improvement Program; and
- e. Resolution No. 5-2019, first and final reading – declaring property to be surplus.

The motion was seconded by Councilor Lund.

Michele Gallagher and Peter Hammer introduced themselves and thanked the council for their appointments to the Historic Preservation Commission.

The motion carried unanimously.

3. **Ordinance No. 997-B, Second and Final Reading – Amending the 2019 Budget.** City Manager Anderson stated a full presentation on the proposed budget amendment was provided at the April 8 council meeting. She noted there were no changes since first reading and noted staff would be happy to address any questions.

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

4. **Administration Reports.**

a. **Finance Report.** Chun Saul provided the 2019 first quarter finance report, which focused on 2019 first quarter operating results; budget to actual comparison; citywide total for all funds combined; general overview of revenues, expenditures and fund balance summary, revenues by source – budget to actual and trend, and expenditures by department – budget to actual; and overview of Enterprise Funds overview. Ms. Saul also provided a treasurer’s report. She noted the city operated within normal budget parameters during the first quarter.

b. **City Manager Update.** City Manager Anderson stated the administration would be watching sales tax trends since it makes up more than half of the General Fund budget. With the adoption of the first budget amendment, the city is just at its 10% reserve policy.

5. **Councilor Reports/Committee Updates.**

a. Councilor Lund stated the city-owned steam train is in need of repairs, taking it out of service this season; however, Councilor Lund has a friend who has a steam engine and they are working out a lease to bring it on board. The engine is known as the “chicken” as it stood outside a chicken restaurant for many years. He noted the Easter train runs had over 1,000 riders.

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b. Councilor Spahr attended the funeral service for Jack Aselton, a former Chehalis police officer.

c. Mayor Dawes attended the Transportation Strategy Council meeting and the funeral service for Jack Aselton.

There being no further business to come before the city council, the meeting was adjourned at 5:35 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 5/13/2019

Initials: cf