

May 13, 2019

The Chehalis city council met in regular session on Monday, May 13, 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; Trent Lougheed, 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; Don Schmitt, Street/Stormwater Superintendent; Dave Vasilauskas, Water Superintendent; Lilly Wall, Recreation Manager, and Patrick Wiltzius, Wastewater Superintendent. Members of the news media included Will Rubin of *The Chronicle*.

1. **Public Hearing – 2020-2025 Six-Year Transportation Improvement Program (TIP)**. Mayor Dawes recessed the regular meeting and opened the public hearing at 5:00 pm.

Don Schmitt stated that over the last few years there had been added significance to these presentations now that there are funds from the Transportation Benefit District. He provided an overview of projects in design and/or construction this year under the current TIP, along with proposed projects under the 2020-2025 TIP to be completed in 2020 and 2021.

Mayor Dawes asked what happened to moving the entrance/exit on Louisiana Avenue at the Twin City Town Center. City Manager Anderson stated the property owner was trying to facilitate a lease for property at the southern end of the Town Center to make that project happen.

Mr. Schmitt stated new weight restriction postings for the Chamber Way bridge over the railroad tracks were up. Cost estimates for the replacement of the bridge were \$34 million for a four-lane bridge and \$20 million for a two-lane bridge. He noted the maximum grant funds available were \$12 million. He noted that Transportation Improvement Board funding included urban arterial and arterial preservation funds, both of which have a 10% local match requirement. Mr. Schmitt stated that as of April 30, 2019 the current TDB Fund balance was just over \$1.45 million. Estimated revenue for the remainder of 2019 and all of 2020, along with estimated costs (engineering/ construction/local matches), the estimated 2020 ending fund balance would be just a little more than \$58,000. He noted the estimates did not include the cost of any local matches for the Chamber Way bridge or Market Boulevard project.

Councilor Harris noted that signage should go up with every project to let people know what TBD dollars are being used for.

Mayor Dawes state Market Boulevard wasn't scheduled to get anything done until 2024. Unless maintenance was done, he did not think the road would make it that long. He stated several sections were not acceptable.

Mayor Dawes called for public comment on the proposed 2020-2025 Six-Year TIP. There being no public comment, the public hearing was closed at 5:21 pm and the regular meeting was reopened.

Councilor Spahr moved to direct the administration to prepare a resolution for consideration at the June 10 City Council meeting to adopt the 2020-2025 Six-Year Transportation Improvement Program. The motion was seconded by Councilor Pope and carried unanimously.

2. **Well City Award Recognition**. Mayor Dawes recognized and presented certificates to the city's Wellness Committee members, including Judy Schave, Julie Hampson, Brandon Rakes, Samantha Thayer, Lloyd Gruginski, and Tracey Cox. He stated the award provides a two percent reduction in the city's health insurance premiums. Judy Schave stated the program is to promote a healthy lifestyle. Upcoming programs include food baskets from the Community Farmers Market, an employee interest survey, Leap the Levee 5K fun run/walk on June 15, the Centralia to Chehalis Bike Ride on July 20, and an employee picnic this summer.

3. **Proclamation – Police Week**. Mayor Dawes read and presented a proclamation to Chief Schaffer in recognition of Police Week – May 12-18. He thought it was important to support law enforcement officers every day of the year for the difficult job they do. Chief Schaffer asked everyone to remember the Rick Silva family as June 18 approaches, which marks four years since Officer Silva passed.

4. **2019 Discover Lewis County Farm Bureau Farm Guide**. Commissioner Edna Fund distributed the 2019 Farm Bureau Farm Guide, which includes several places to eat fresh, local food.

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

- a. Minutes of the regular meeting of April 22, 2019;
- b. April 30, 2019 Claim Vouchers No. 125664-125787 in the amount of \$260,145.35;
- c. April 30, 2019, Payroll Vouchers No. 40796-40830, Direct Deposit Payroll Vouchers No. 10669-10773, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 234-238 in the amount of \$800,945.29;
- d. Award bid for construction of Riverside Force Main Replacement Project to C&R Tractor and Landscaping in the amount of \$633,785.60;
- e. Amendment No. 1 to the engineering services agreement with Gibbs & Olson for the Riverside Force Main Replacement Project for construction management services in the amount of \$82,500;
- f. Engineering services agreement with SCJ Alliance for design of a new high-level water reservoir pump station in an amount not to exceed \$182,100.80;
- g. Change Order #4 in the amount of \$19,195.68 for the National Avenue Slide Restoration Project;
- h. Consider cancelation of May 27, 2019 City Council meeting; and
- i. Refund of right-of-way occupancy permit fees for temporary uses.

The motion was seconded by Councilor Taylor.

Councilor Spahr pointed out that some of the costs associated with the change order for the National Avenue road project were due to damage. He stated there were photos of some of the damage being done and asked if there was any way to track those individuals down and go after their insurance. Chief Schaffer stated he didn't know if they could go after their insurance, but he would certainly take a look at the photos.

Councilor Harris asked how long the roadway would be shut down to install the curbing on National Avenue. Don Schmitt estimated one to two work days.

Councilor Harris stated the bid for the Riverside Force Main project was significantly less than the other bids. Patrick Wiltzius stated the bid was reviewed by Gibbs & Olson and after checking references, they recommended awarding the bid, which was also reviewed by the city attorney's office. Mr. Wiltzius noted staff was also comfortable with all of the subcontractors to be used on the project.

Councilor Spahr stated the Riverside Force Main project would replace a 10-inch line with a 14-inch line and asked how much capacity that would provide for the future. Mr. Wiltzius stated he didn't have the exact capacity information in front of him, but noted it was evaluated as part of the project and was sufficient for current conditions.

The motion carried unanimously.

6. **Interlocal Agreement with Lewis County Fire District 6 for Extended Use of Fire Station Facilities.** City Manager Anderson stated the city's fire personnel and equipment were relocated to the District's facility last August due to asbestos being uncovered at the city's fire station. The stay was thought to be temporary; however, structural issues were found, and it was decided not to move the city's fire personnel back into the building. City staff have been working with District 6 on a long-term contract. In tracking the costs associated with having the city's fire personnel at District 6, the District found that the current rate of \$1,400 per month was not sufficient long-term. The proposed agreement provided for a monthly rental amount of \$3,000 retroactive to January 2019. The city would have 60-days' notice to terminate the agreement, and it provided appropriate indemnifications. City Manager Anderson stated the agreement was reviewed by the city attorney, city staff, and WCIA.

Councilor Harris moved to approve the Station Use Interlocal Agreement with LCFD #6 and authorize the City Manager to execute the agreement. The motion was seconded by Councilor Pope and carried unanimously.

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7. Police Department Records Technician, Evidence, and Parking Enforcement Positions. Chief Schaffer reviewed the civilian positions in the department, which included two records technicians at a 15A on the pay scale; one evidence/parking enforcement officer at a 16A; one administrative assistant at 17A; and one community services officer at an 18A. The workload and responsibilities of the records technicians have increased, and the job is nothing like it was 10 to 15 years ago. Chief Schaffer stated that over the last 10 years, several tasks performed by the records technicians were identified as having a moderate to significant increase in responsibility and time, specifically the National Incident Based Reporting System, concealed pistol license and pistol transfers, file purging, press releases, and public records requests. Additional responsibilities and new mandates include use of a statewide computer system called ACCESS. One records technician is in charge of training, rule adherence, security, audits, and user certification for ACCESS. The other records technician is in charge of SPILLMAN, which requires administrative authority, training, and meetings. In addition, the records technicians receive all phone calls and provide front counter services. Chief Schaffer stated that effective July 1, 2019, new state mandates take effect with how firearms are sold and purchased, and it is anticipated that these new mandates will increase this task substantially.

Councilor Pope asked if the city charged a fee for background investigations. Chief Schaffer stated the department only charges for finger-printing. He stated he would check to see if the city could statutorily charge a fee.

Chief Schaffer stated the current evidence custodian/parking enforcement officer position was currently vacant, which opened an opportunity with the additional tasks the records technicians have to complete. He requested raising the salary of the records technician position from 15A to 17A.

City Manager Anderson added the nature of the work that's been done over the last decade has changed from a clerical nature to administrative work that requires analysis and decision making that complies with state law.

Councilor Taylor stated it seemed that several positions throughout the city start out as one thing and a lot more work is added over the years. City Manager Anderson believed that had happened, particularly with the "clerical positions." There are very few positions in today's work place that don't require the ability to work independently. In addition to the records techs, the court staff and city clerk are daily faced with meeting deadlines established by the state, and that require the ability to analyze data and state law and apply that independently. Those positions have traditionally been low paid because they used to be considered "clerical" and not necessarily important. One reason this item was being brought to the council now was because of the opening of the parking enforcement officer position. Typically, these requests happen through collective bargaining or through the budget process.

Mayor Dawes stated there were a lot more burdens placed on local governments by the state with no money.

Chief Schaffer stated the second proposal was to create an evidence/records technician position at a 16A. The current evidence/parking position would be eliminated. The final proposal was to create a part-time parking enforcement officer at a 15A. Chief Schaffer stated parking complaints, abandoned vehicles, and other issues outside the downtown core area have been shifted to the community services officer. The approximate annual fiscal impacts of the proposal were:

- Records technician position salary increase for two employees – \$9,200
- Part-time parking enforcement officer – \$26,530, including benefits
- Evidence/Records position – no new financial impact.

Councilor Taylor moved to approve a salary increase for the Police Records Technician position from a 15A to a 17A; the elimination of the Parking/Evidence Technician position; the creation of Records Assistant/Evidence Technician at a 16A; and the creation of a part-time Downtown Parking Enforcement Officer at a 15A. The motion was seconded by Councilor Lund and carried unanimously.

Mayor Dawes requested that Chief Schaffer be prepared to talk about parking fees during preparation of the 2020 budget.

8. Administration Reports.

a. Recreation Park Project Update. Lilly Wall stated staff received confirmation that the project received two state grants and one federal grant totaling \$1,350,000, along with a \$250,000 capital request endorsed by Rep. DeBolt. She stated

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the city was fortunate to have the support of Rep. DeBolt and Sen. Braun representing the 20th District. Staff was working with the Recreation Conservation Office who was reviewing various construction elements of the project. She believed construction would begin in August as scheduled. Fundraising for the community portion has begun. The project was the recipient of the Lewis County Rotary Auction, and a fence-penny fundraising campaign was underway. "Pennies" can be purchased for \$100. Chehalis Foundation members are currently visiting local service clubs. This Sunday, May 19, the time capsule reveal will begin at noon. Ms. Wall thanked the council for their support of the project.

b. **City Manager Update.** City Manager Anderson recognized Lilly Wall and Tracey Cox for their work on the Rotary auction, and Rotary for selecting the Recreation Park project for the auction.

9. **Councilor Reports/Committee Updates.**

a. Councilor Harris stated Connie Bode attended the last CCRT meeting and also recognized Lilly Wall, specifically for her grant presentations to the Legislature about the Recreation Park project.

c. Mayor Dawes attended a mayors' meeting where dispatch issues were discussed, and the Rotary auction. Mayor Dawes stated a bill that he worked on with Senator Braun regarding the Firemen's Pension Fund was passed during the legislative session. The city collects 22.5 cents per 1,000 to fund pre-LEOFF firefighters. After 1970, the LEOFF I retirement system was created and retirees under this plan (both police and fire) have a benefit where medical costs are covered for life, but there was no funding mechanism for those benefits like there was for the pre-LEOFF firefighters. He worked with Senator Braun to continue the collection of the 22.5 cents once there are no longer any pre-LEOFF retirees, which funds would be dedicated to the use of LEOFF I responsibilities until there are no longer any LEOFF I responsibilities. After that time, anything left in the fund could be used for any other city purpose. He stated the bill was signed by the Governor last week.

10. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining; RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate; and RCW 42.30.110(1)(g) – Review Performance of a Public Employee, not to exceed 7:10 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:21 pm. The executive session began at 6:23 pm. At 7:10 pm, Mayor Dawes announced the executive session would continue until 7:20 pm. At 7:20 pm, Mayor Dawes announced the executive session would continue until 7:30 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 7:30 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 6/10/2019

Initials: cf