

April 22, 2013

The Chehalis city council met in regular session on Monday, April 22, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Chad Taylor, and Dennis Dawes. Councilor Lund arrived at 6:42 p.m. Staff present included Merlin MacReynold, City Manager; Erin Hillier, Assistant City Attorney; Judy Schave, City Clerk; and Peggy Hammer, Human Resources Administrator.

1. **Executive Session**. Mayor Ketchum announced the council would be in executive session pursuant to RCW 42.30.110(4)(a) – collective bargaining for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 6:03 p.m. and announced the council would take a two minute recess before opening the regular meeting at 6:05 p.m. Additional staff included: Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Eva Lindgren, Finance Manager; Dennis Osborn, Community Development Director; Lilly Wall, Recreation Manager; and Herta Fairbanks, Public Works Director.

2. **Presentations**.

a. **Recognition and Appreciation Award**. Mayor Ketchum presented Fire Chief Kelvin Johnson with a certificate of recognition and appreciation for his service to the city. Chief Johnson's last day with the city is April 24, 2013.

b. **Proclamation – Mental Health Week**. Mayor Ketchum presented Klaus Wallis a proclamation declaring the month of May as "Mental Health Month" in the city of Chehalis.

3. **Consent Calendar**. Councilor Dawes moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of April 8, 2013;

b. Payroll Vouchers No. 36407-36469, Direct Deposit Payroll Vouchers No. 3894-3971, and Electronic Federal Tax Payment No. 121 in the amount of \$692,895.95 dated March 29, 2013; Payroll Vouchers No. 36470-36471, and Electronic Federal Tax Payment No. 122 in the amount of \$145.04 dated April 2, 2013; Claim Voucher No. 105822 in the amount of \$17,280 dated April 5, 2013; and Claim Vouchers No. 105823-105959 in the amount of \$152,718.77 dated April 15, 2103;

c. Adopt Resolution No. 08-2013 on first and final reading for the surplus of city property; and

d. Pass Ordinance No. 909-B on first reading – amending the 2013 budget.

The motion was seconded by Councilor Spahr and carried unanimously.

4. **Administration Reports**.

a. **First Quarter and March Financial Report**. Finance Manager Eva Lindgren stated the first quarter report included preliminary beginning fund balances, adding there would be some changes and adjustments as they continue working on the year-end books.

Ms. Lindgren talked briefly about expenditures in the general fund that would be going against the compensated absences fund that would essentially clean that fund out. She noted, ideally, they would keep the compensated absences fund funded to cover unfunded accrued leave balances.

Ms. Lindgren reported, in 2013, they budgeted for a much higher beginning fund balance in the wastewater fund to cover an interfund loan; however, the public works director was able to get some concessions from the state and the city did not make the interfund loan from the water fund to the wastewater fund.

Ms. Lindgren reported on the sales and use tax, noting the city was only up one percent over last year, suggesting this could be part of a national trend resulting from consumers pulling back on their spending. As of April, the city had an 8.5 percent increase over last year, and for the first quarter we were up 10.9 percent.

April 22, 2013

Ms. Lindgren reported on the electricity tax revenues, noting the variance between this year and last year had to do with timing of payments from the Lewis County Public Utility District.

Councilor Harris asked if the telephone tax revenue included cellular phones. Ms. Lindgren stated she wasn't an expert on that, but would do some research and get back to him. Councilor Harris stated he would like to see something, because if it was based on landlines, before long there wasn't going to be much revenue coming in.

b. **Quarterly Sales Tax Report**. Ms. Lindgren stated the quarterly report was very positive, showing almost an 11 percent increase over this time last year. She reported earlier in the day she downloaded the April report, which showed a one percent increase over April 2012.

c. **Report on City Street Chip Seal Program**. Public Works Director Herta Fairbanks reported on the city's chip seal program, noting in 2013 their focus would be on the historic hillside from Park Street to 13th Street. She stated many of the streets in this area are a mix of asphalt and concrete, noting the concrete sections would not be chip sealed because asphalt is oil-based and doesn't adhere to concrete.

Ms. Fairbanks reported this would be their second year using the new oiler, adding last year they had a really good success rate.

d. **Request Special Work Session to Review 2013-2015 Financial and Organization Strategies and Identify 2014 Projects and Goals**. City Manager MacReynold stated the administration was gearing up to start the 2014 budget process and hoped to meet with the council on May 20, at 5:30 p.m. The consensus of the council was to set the date and time of May 20, at 5:30 p.m. for the special meeting.

5. **Council Reports**.

a. **Update From Councilor Dawes**. Councilor Dawes reported on the Regional Fire Authority Committee meeting, noting they currently had 22 different work groups, either in the process of forming, meeting, or starting training on various issues involved with the functional consolidation between the city and the Riverside Fire Authority. He stated the consolidation period would be used to determine how it was going to function, and to identify issues that need to be worked on. Additionally, they want to make sure they do it right the first time, so they get an accurate picture.

Councilor Dawes reported the committee was working on some "draft" language for a joint oversight board that will oversee the functional consolidation aspect of the process. He noted Riverside Fire Authority would still have their commission meetings, but any items that are a result of the functional consolidation would fall under the joint oversight board. Councilor Dawes believed the joint board would be made up of the current three committee members from the city and probably the same three Commissioners representing Riverside.

Councilor Dawes reported their next meeting was scheduled for May 15. He noted, in the interim, there was a lot of work being done by a lot of folks from Riverside and the Chehalis Fire Department.

b. **Update From Councilor Spahr**. Councilor Spahr reported he attended the Lewis County Economic Development Council Board meeting, adding they have a lot of things going on; however, most of it is confidential to the people they are working with.

c. **Update From Councilor Harris**. Councilor Harris reported he and Councilor Pope attended the Chehalis Community Renaissance Team meeting on April 19, at the Discover! Children's Museum. He stated the museum's pilot project was having great success, adding they had been open for 51 days and were far exceeding the numbers they were expecting.

d. **Update From Councilor Lund**. Councilor Lund reported he also attended the Regional Fire Authority meeting, adding Councilor Dawes does a good job of keeping the meetings going, which was appreciated by all.

April 22, 2013

Councilor Lund reported earlier in the day he and Bill Deutscher, Vice President of the Chehalis-Centralia Railroad and Museum, attended a day-long class in Longview, Washington, put on by the Secretary of State on how non-profits should operate. He noted they learned a lot of good things.

Councilor Lund reported he was looking forward to the upcoming roundtable discussion regarding the Tacoma Rail Line. He noted the meeting was set for Thursday, April 25, at 2:30, in the Lewis County Courthouse basement meeting room.

Mayor Ketchum noted the roundtable discussion is a spinoff from the meeting they had with Tacoma Rail and several representatives from the city of Tacoma a couple of weeks ago. He thought it was a good meeting, adding they were very open and candid. Mayor Ketchum reported it started out with a \$20 million plus price tag; however, in talking with one of the gentlemen after the meeting, he suggested if we can come up with \$3 million there was a possibility they would give us the line.

Mayor Ketchum stated he too was looking forward to the meeting, adding there would be a number of stakeholders in attendance to talk about possible opportunities and the interest in purchasing it.

e. **Update From Mayor Ketchum.** Mayor Ketchum reported he and several other council members attended Chief Johnson's retirement party on April 19 at the Riverside Golf Club, adding it was a good event.

f. **Request From Councilor Pope.** Councilor Pope requested the council consider changing their regular meeting time of 6:00 p.m. to 5:00 p.m. Mayor Ketchum stated it was a topic to be considered.

6. **Authorize City Manager to Execute Interlocal Agreement Between the City and Riverside Fire Authority for Fire Administration and Management.** City Manager MacReynold reported, at the prior meeting, the administration requested the item be pulled so the city attorney could provide additional language with reference to the term of the agreement. He noted the additional language was very explicit as to when the agreement starts, when it ends, how long the term of the agreement would be, and how the steps might play out if either party wants to withdraw. City Manager MacReynold indicated there were also some minor changes made with regard to the duties of the Fire Chief. He noted all of the changes had been reviewed by the Riverside Fire Authority.

Councilor Spahr moved that the council authorize City Manager MacReynold to execute the interlocal agreement between the City and the Riverside Fire Authority for the purpose of providing fire chief administrative and management services.

Councilor Harris seconded the motion.

Councilor Spahr noted he had a couple of citizens ask him why Riverside was only paying 50 percent, when Chehalis is so much smaller. He stated if it was a long-term agreement it would probably need to be talked about in greater length; however, because it's a temporary contract, it's beneficial to both parties to get it going and on the right track.

Councilor Dawes stated he could understand why some citizens might look at it by the size of the agency, but noted Riverside has taken the lead on a lot of things, including the background work. He suggested Riverside really didn't have to do anything, adding we were the ones who asked them. Councilor Dawes stated Riverside has been very accommodating and has provided a lot of staff time and believed that more than made up for any concerns the city would share.

Councilor Spahr reported another question that's popped up is, "If he has time to be chief of both departments, what is he giving up, or did he not have that much to do in the first place." Councilor Spahr stated if it was a long-term contract he wouldn't have time to be chief of both departments. He added, if it becomes one department, that's a whole different ballgame.

The motion carried unanimously.

7. **Award Contract for Architectural Services and Project Management for the Chehalis Outdoor Pool Renovation Project and Authorize City Manager to Execute Contract Agreement.** City Manager MacReynold requested the council authorize him to execute an agreement with Pfaff Architects to perform architectural services and project management

for the Chehalis Outdoor Pool Renovation Project. He noted, based on the interview process and reference checks, it's his recommendation that Pfaff Architects is the best firm for this project.

April 22, 2013

Chehalis Foundation members Tim Saylor, Connie Bodie and J. Vander Stoep were in attendance to provide support for the recommendation. They all agreed that Pfaff Architects was the best architectural firm for the job, and in the end it would be a great gateway to the city.

Mr. Vander Stoep reported there were a lot of exciting things happening in this community, one of which is the pool project. He stated it was a great partnership between the Foundation and the City to work on some of these things.

City Manager MacReynold recognized two important key players in the interview process, Community Development Director Dennis Osborn and Recreation Manager Lilly Wall.

Councilor Pope moved that the council award the design contract for the Chehalis Outdoor Pool Renovation Project to Pfaff Architects and authorize the city manager to execute the professional services contract.

The motion was seconded by Councilor Harris and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:48 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 22, 2013.