

July 22, 2013

The Chehalis city council met in regular session on Monday, July 22, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 4:46 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included Merlin MacReynold, City Manager; Judy Schave, City Clerk; Herta Fairbanks, Public Works Director; 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(1)(i) – potential litigation for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 4:56 p.m. and announced the council would take a four minute recess before opening the regular meeting at 5:00 p.m. Additional staff included: Bill Hillier, City Attorney; Glenn Schaffer, Police Chief; Eva Lindgren, Finance Manager; Dennis Osborn, Community Development Director; and Lilly Wall, Recreation Manager. Members of the media included Kyle Spurr from *The Chronicle*.

2. **Interview Applicant for Chehalis Planning Commission Vacancy.** The council interviewed Craig Steepy who submitted an application to be considered for appointment to the Chehalis Planning Commission.

3. **Proclamation – Chehalis Babe Ruth.** Mayor Ketchum presented Jim Thomas with a proclamation in recognition of the 60<sup>th</sup> Anniversary of the Babe Ruth League and its participants.

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

- a. Minutes of the regular meeting of July 8, 2013;
- b. Claim Vouchers No. 106568-106733 and Electronic Funds Transfer No. 62013 in the amount of \$230,823.79 dated July 15, 2013; and
- c. Authorize the city manager to execute the FAA grant offer for AIP Project No: 3-53-0012-015 in the amount of \$91,200 for runway rehabilitation/touchdown markings, and construction of a snow removal equipment building.

The motion was seconded by Councilor Taylor and carried unanimously.

5. **Administration Reports.**

a. **Second Quarter and June Financial Report.** Finance Manager Eva Lindgren briefly reviewed the second quarter financial report.

Councilor Taylor asked what the current liability was for the compensated absences fund. Ms. Lindgren reported the concept was to set aside money to help cover the cost of employee cash outs as they leave employment with the city. She reported the compensated absences liability for the general government employees alone was in excess of \$1 million.

Ms. Lindgren reported the general fund was very close to what was expected at the end of June. She noted the only item in excess was the operating transfers in, which is driven by the Federal Emergency Management Administration elevation grant.

Ms. Lindgren talked briefly about the general fund expenditures, noting most of the negative variances were addressed in the budget amendment and would be reflected in the July financial report.

Ms. Lindgren reported there was nothing terribly exciting to report about the enterprise funds, but offered to address any questions the council might have.

b. **Quarterly Sales and Use Tax Report.** Ms. Lindgren reported we are still seeing an uptick in sales tax revenue compared to last year, but in comparison to previous months it was still trending downward. She stated the Department of Revenue released a very happily worded email about the phenomenal recovery they were seeing in the sales and use taxes.

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c. **Update on Code Amendments.** Community Development Director Dennis Osborn reported the Chehalis Planning Commission held two work sessions on the code amendments relating to accessory dwelling units, right-of-way vacations, the binding site plan, and the 2012 building code updates. He noted they were holding off on moving forward with the marijuana issue, adding they were waiting for it to vet itself out. Mr. Osborn reported the commission would be holding a public hearing on the code amendments, and he expected some formal recommendations to come before the council for their consideration at a later date.

Mr. Osborn reported the commission was also serving as a Citizen's Advisory Committee for the Shoreline Master Program update, adding they've already had one discussion with the consultant. He noted the county is the lead on this program and has retained a consultant to do the work. Mr. Osborn didn't expect anything to come before the council until 2014.

Councilor Pope asked if the Shoreline Master Program update was to standardize everything for all three agencies. Mr. Osborn indicated it would not.

Councilor Dawes reported, for a number of years, our city has been compared with other jurisdictions and we've always rated very high. He hoped that wasn't going to slip to where we become more difficult. Mr. Osborn stated he didn't believe that was the intent, noting the code updates had to do with things they've already discussed with council. He reported there should be no surprises, adding the 2012 building code updates are mandated by state statute. Mr. Osborn reported the action is to put the enforcement section into our code. He reported most of the amendments were just housekeeping items.

d. **2014 Budget Preparation Schedule.** City Manager MacReynold provided a copy of the 2014 budget presentation schedule to the council. He confirmed the budget committee still included Councilor Dawes, Mayor Pro-tem Harris, and Councilor Spahr.

## 6. **Council Reports.**

a. **Update From Councilor Dawes.** Councilor Dawes reported he attended the ribbon cutting ceremony at the new Growing Places Thrift Shop on National Avenue, and the Business After Hours event for the Visiting Nurses.

7. **Ordinance No. 912-B, Second and Final Reading – Revisions to the Chehalis Municipal Code for Fill and Grade Permitting.** City Manager MacReynold reported the ordinance was brought before the council for first reading at the last meeting requesting to change the responsible department for fill and grade permits.

Councilor Harris moved to pass Ordinance No. 912-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

8. **Authorize City Manager to Execute Interlocal Agreement Between the City and Lewis County Establishing a Cost Sharing Partnership for Licensed Pictometry Imagery and Software Services.** Public Works Director Herta Fairbanks reported the city was approached by Lewis County Public Works to potentially partner with them on the pictometry program. She noted the county reached out to all of the jurisdictions to extend an opportunity to piggyback on their buying power, and to help mitigate some of the cost.

Ms. Fairbanks reported the program was very similar to "Google Earth," but gives enhanced capabilities that are not bound to satellite images. She noted all of the pictures they receive with the program will be current and can be updated periodically as the group designates.

Ms. Fairbanks reported the program would be helpful in laying down the city's infrastructure to show all of our water and sewer lines, manholes, fire hydrants, distances, and heights of structures. She noted it would also be helpful for our fire and police departments to gain access to property, if necessary.

Ms. Fairbanks reported the city's buy-in was just over \$13,000 for a three year term. She noted Lewis County worked real hard with the pictometry folks on getting a payment schedule set up to where we can actually pay over the three year period. Ms. Fairbanks noted the city would also have to pay \$29 a year for each "seat," or user licenses, for each computer

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the program is loaded on. She felt there was a lot of functionality to gain from the program at a reasonable price.

Ms. Fairbanks reported the county would maintain all the infrastructure and we would have a direct link to get into the program. She requested that the council authorize the city manager to execute the interlocal agreement with Lewis County to move forward with the pictometry program.

Councilor Spahr asked if the new program would help catch us up on getting our maps up to date. Ms. Fairbanks stated no, it would give us the ability to look at potential hurdles without having to organize a crew to go out into the field to measure, or to look at something.

Councilor Taylor asked if the program would reduce the amount of work or speed up the permitting process. Ms. Fairbanks reported she couldn't provide any guarantee that it would increase efficiency, but noted a lot of what they do is manually driven and they do struggle with not having good visuals and access to a lot of tools.

Councilor Pope felt the program was worth getting, noting it could be a very useful tool for future permitting in our growth management area, as well as annexation.

Councilor Lund wondered if we should start tracking how long it takes to process a building permit once someone submits an application, so we have that information in the future. City Manager MacReynold reported the city has a requirement in our code that states once a permit is turned in the city has 28 days to act on it. Councilor Lund asked, "What about requests, when people need help." City Manager MacReynold stated that would depend on the communication between the applicant and the city. Ms. Fairbanks added, sometimes it can be longer depending on what the request is and what additional information is needed.

After a brief discussion on the use, need, and future costs, it was decided by the majority of the council that it would be helpful to have Lewis County Public Works Director Tim Elsea give them a demonstration of the program at the next meeting.

**9. Resolution No. 11-2013, Adopting Procedures for Distribution of "Keys to the City."** City Manager MacReynold reported, over the last couple of years, there has been occasion where the issuing of a city key has come up. He noted, based on the discussion at the previous meeting, the city clerk put a procedure together for the council to consider. The resolution provides that written recommendations must be submitted to the City Clerk and forwarded to the City Council for consideration and final decision.

Councilor Spahr moved that the council adopt Resolution No. 11-2013 on first and final reading.

The motion was seconded by Councilor Harris and carried unanimously.

**10. Consider Application for Naming the Renovated Outdoor Pool and Interior Features of the Facility.** Mr. Osborn reported the city received a request from the Chehalis Foundation to name the community outdoor pool the "Gail and Carolyn Shaw Aquatic Center." He stated the Foundation was also looking to name different amenities within the pool, noting there was a list of available naming opportunities included in the agenda packet.

Councilor Pope moved that the city of Chehalis name the renovated pool "The Gail and Carolyn Shaw Aquatic Center," and approve the name plaques recognizing significant financial support by contributors for different elements of the renovation.

The motion was seconded by Councilor Taylor and carried unanimously.

Connie Bode gave a brief update on the pool renovation project. To date they have raised \$2 million of the \$2.2 million needed for the project. Ms. Bode reported they were looking at adding the following amenities:

- interior pool lights
- a small slide, and a turtle slide at the shallow end of the pool
- a drop-slide for the older kids at the deeper end of the pool

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- switch from the block wall to rod-iron type fencing with landscaping
- entire demolition of the old building (because of issues with the current foundation)

Ms. Bode thanked the council for honoring the contributors wish to name the pool.

Councilor Pope reported Ms. Bode had put a lot of work into keeping them organized and on task, and felt she should be commended for her work on the project.

Councilor Dawes suggested they get more information out about the upcoming "Jive & Dive" event. Ms. Bode noted the event would take place on August 10 between 4 and 8 p.m., adding they just recently got approval for the free swim.

Councilor Spahr asked what the anticipated re-opening date would be for the pool. Ms. Bode stated June 2014.

There being no further business to come before the council, the meeting adjourned at 6:05 p.m.

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Mayor

Attest:

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City Clerk

**SUGGESTED MOTION**

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