

August 12, 2013

The Chehalis city council met in regular session on Monday, August 12, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Dennis Dawes. Councilor Taylor was absent (excused). Staff present included Merlin MacReynold, City Manager; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Randy Kaut, Deputy Police Chief; Jim Walkowski, Fire Chief; Eva Lindgren, Finance Manager; and Rick Sahlin, Street Superintendent (Acting Public Works Director). Members of the media included Kyle Spurr from *The Chronicle* and Christina Crea from *Business to Business*.

1. **Citizen Business.** Lewis County Historical Museum Interim Director Andy Skinner came before the council to thank them for helping out with the pancake breakfast. He noted they raised \$1,700 from the breakfast, almost double what they made last year. Mr. Skinner reported they also provided a hotdog luncheon this year, which helped out greatly. He hoped the council enjoyed it, adding he appreciated their support.

2. **Pictometry Demonstration.** On July 22, an interlocal agreement between the city and Lewis County establishing a cost sharing partnership for licensed pictometry imagery and software services was brought before the council for consideration. The council requested a demonstration on what the program could do in order to help them make their decision on whether or not to support the agreement.

Lewis County Public Works Director Tim Elsea and Project Manager Matt Hyatt gave a brief report and demonstration of the program showing the many uses and benefits it would provide. Mr. Elsea noted the program was originally developed for emergency services; however, after several other departments saw its uses, it was doled out to them and is used in a myriad of ways.

Mr. Elsea reported the county entered into a nine-year contract with a company and was asking for a three-year agreement with the city, with the understanding that the city does not have to agree after the three-year period if we find it's not a useful tool.

Councilor Harris asked if the layering of information would be kept in-house or if it would become available for anyone to look at. Mr. Hyatt stated the application would only be available to city staff and other staff of organizations that participate in the program.

Mr. Hyatt reported they would use city CAD files and drawings to add layers to the program, to include things such as the location of water and sewer lines. He stated there was no limit to the number of layers that can be added. Mr. Hyatt suggested if there were things the city wants added specifically for our viewing we can restrict those from the other partners.

Councilor Dawes noted one of the questions asked at the previous meeting had to do with the cost of future flyovers. He noted there may not be a need for the city to fly over as often as the county. Mr. Elsea reported they did not cost it out to include any other aerial flyover, noting it was based on what the county thought the benefit would be for the other agencies.

Mr. Elsea reported the total cost for the first three years is \$158,000. He stated the county would be picking up 60 percent of the total cost, while the partners would pick up the other 40 percent. Mr. Elsea noted they're asking the city for roughly \$15,000 to cover its 22 square miles. Other partners include the Lewis County Public Utility District, Tacoma Power, and the cities of Napavine, Centralia, and Toledo.

Councilor Lund asked if the Ports of Chehalis and Centralia were approached about partnering. Mr. Elsea stated it had been discussed and it was decided to allow the cities the opportunity to ask the Ports to participate, and perhaps to help out with some of the costs to the agency.

Mr. Elsea stated the county found the program to be a cost savings and an efficiency tool for them, adding he thought it was well worth the investment.

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

a. Minutes of the special work session of July 15, 2013, the regular meeting of July 22, 2013, and the special meeting of July 31, 2013;

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b. Claim Voucher No. 106734 in the amount of \$37,049.40 dated July 16, 2013, and Claim Vouchers No. 106735-106846 in the amount of \$259,171.49 dated July 31, 2013; and

c. Award bid for the Chehalis Avenue Beautification and Overlay Project to Nova Contracting, Inc., in the amount of \$684,000 and authorize the city manager to execute the contract agreement.

Councilor Lund seconded the motion.

Councilor Dawes inquired about the difference between the engineer's estimate and the low bid, asking if the city was agreeing to the additional \$200,000. City Manager MacReynold reported the city would have to come up with the cost difference. He noted the city is expecting an additional \$40,000 to \$50,000 from the Transportation Improvement Board. In addition, some of the cost will be covered by water, wastewater and storm drain funds, which will receive a benefit from the project.

Councilor Dawes requested the council receive a report on the funding sources once all the details are worked out.

Councilor Spahr commented on the significant difference in cost and asked if traffic control was really that expensive. City Manager MacReynold reported they had to keep the street open during the project, which was going to be very expensive.

The motion carried unanimously.

4. Administration Reports.

a. **Update on the Progress of the Regional Fire Authority Planning Committee.** Fire Chief Jim Walkowski provided the council with various documents showing the progress of the Regional Fire Authority Planning Committee. He reported there was a significant amount of work being done by the members of the Chehalis Fire Department, along with the Riverside Fire Authority and their chief officers and elected officials.

Chief Walkowski reported the Planning Committee is meeting regularly and the various sub-committees are making progress. He talked briefly about the process and how the committee plans to accomplish their objective. Chief Walkowski stated they began by breaking it down into two parts to try and make it more manageable and easier to understand. The two parts include:

Phase 1: Develop a "Functional Consolidation" – Execute an interlocal agreement between the city of Chehalis and the Riverside Fire Authority to combine fire services via a "Functional Consolidation."

Phase 2: Annexation of the city of Chehalis Fire Department into the Riverside Fire Authority. Annexation must be approved by the city of Chehalis electorate.

Chief Walkowski reported the functional consolidation basically takes predetermined portions and/or sections or divisions of both organizations and blends them together to provide a mutual benefit to the community and the organizations. He noted they were able to identify a number of areas they can benefit from. This includes the execution of two interlocal agreements providing for fire marshal services and administration and management services for both entities at a reduced rate.

Chief Walkowski reported if the functional consolidation is approved, and the Council and Governance Board for Riverside Fire believe it's of value, they could look at annexing into the existing fire authority perhaps in 2015 or 2016. Their goal is to prove to the elected officials and the community that this is the right thing to do both operationally and administratively from a code management perspective.

Chief Walkowski reported the functional consolidation would only blend personnel and programs. He noted, by blending personnel, it changes the composition of everything and they benefit from each other's expertise. Chief Walkowski indicated the budgets for both organizations would continue to remain separate, as well as capital assets.

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Chief Walkowski reported the natural progression, if given the green light to move forward by the elected officials, would be to form a joint governance board to deal with matters that are specific to the combined entity under the functional consolidation. He noted this type of consolidation would give them the value and benefit of working together collectively without formally moving forward to the vote of the citizens until when and if that's appropriate.

Chief Walkowski briefly reviewed the details of the work group status and recommendation forms. He noted each work group/sub-committee has equal representation and is completely voluntary. He noted the difficult thing is that everything takes a significant amount of time.

Chief Walkowski reported the two departments combined have over 100 personnel, nine fire stations and lots of apparatus, and they need to come up with a plan to bring the two together. He noted what usually takes years of development; they're trying to get accomplished in eight to ten months. Chief Walkowski stated everyone has to know how each other operate, so training, implementation and certification would take some time. He noted they are working very hard on incident management systems and felt they were getting some positive results.

Chief Walkowski provided the council with a timeline/work matrix that included information associated with each assigned work group, which they use to stay on task. Also provided was an overview of the 18+ work groups that are currently producing work product.

Chief Walkowski reviewed a few of the implementation/timeline and milestone highlights:

- April 2013 to September 2013 – Workgroup objectives
- May 2013 – Executed Interlocal Agreement for Chehalis Fire Department Administration and Management Services
- May 2013 – Hiring of firefighter/paramedic
- July 2013 – Acquired Homeland Security grant for radio equipment to transition Chehalis Fire Department to Lewis County Fire (frequency #2)
- October 2013 – Propose functional consolidation and draft interlocal agreement submitted to Chehalis and Riverside elected officials for consideration
- November 2013 – Functional consolidation launched

Chief Walkowski reported a lot of work still needs to be done, but everyone is all in and they are getting an incredible amount done as they go through the process.

Councilor Pope asked what the bottom-line cost was going to be, or if they were figuring that out as they go. Chief Walkowski stated the benefit of functional consolidation is that each entity maintains their current budget for fire and EMS services. Because each of the taxing entities remains separate, there are no increases for the implementation of Phase 1. Chief Walkowski reported they had done some preliminary forecasting on Phase 2; however, with things changing all of the time, it's not that accurate. He noted Phase 2 will be based off of costs at the time it's done.

Councilor Dawes stated he wanted to make sure the entire council was up to date with the same information that the Planning Committee had. He stated the whole idea is to make sure that when it launches into the consolidation phase that everyone on the council has the information they need.

Councilor Dawes suggested the reason for the functional consolidation is to see what things are duplicated that they can do away with, as well as making sure the two entities can work together. He applauded the staff from both departments who have been doing a lot of work behind the scenes.

5. Council Reports.

a. **Update From Councilor Pope.** Councilor Pope reported on the Jive 'n Dive event that took place on August 10 at the Chehalis outdoor pool. He noted they had a great turnout, including a couple of people who attended a similar event at the pool back in 1973. Councilor Pope stated both of the bands were very good and they served a lot of hamburgers and hotdogs. He felt the event was a real success.

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Councilor Dawes asked if they had ever thought of making it an annual event to help out with future upkeep of the pool. Councilor Pope stated it had not been discussed.

Councilor Harris stated, in talking with staff and other folks later in the evening, they actually discussed having an event every year. He noted everyone who attended seemed to have a great time.

b. **Update From Councilor Dawes.** Councilor Dawes reported he attended the ribbon cutting ceremony for the Flood Valley Homebrew on Chehalis Avenue. He also helped out at the annual blueberry pancake breakfast at the Lewis County Historical Museum along with Mayor Ketchum, and Commissioners Bill Schulte and Lee Grose.

Councilor Dawes stated he had to compliment Councilor Pope for the "Concert on the Green" event at the Riverside Golf Course. He was glad he was able to attend, adding it was probably one of the nicest events he's attended and looked forward to going again in the future.

Councilor Dawes stated he also attended the Jive 'n Dive event, adding they had a lot of people working behind the scenes to raise money for a pool project, which was phenomenal. He stated the citizens and those who have put the big seeds in and the ones who have cultivated other seeds to raise \$2 million said a lot for the community. Councilor Dawes believed the new aquatic center would be a definite mark of beauty at the entrance to the city.

c. **Update from Councilor Lund.** Councilor Lund reminded everyone that Tuesday was opening day of the Southwest Washington Fair and he hoped to see everyone at the 6 p.m. grand opening ceremony.

6. **Interlocal Agreement Between the City and Lewis County Establishing a Cost Sharing Partnership for Licensed Pictometry Imagery and Software Services.** City Manager MacReynold reported the administration was seeking authorization to proceed with the agreement.

Councilor Harris moved that the council authorize the city manager to execute the interlocal cooperative agreement between the City and Lewis County establishing a cost sharing partnership for licensed pictometry imagery and software services.

The motion was seconded by Councilor Pope and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:58 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of August 12, 2013.