

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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Regular Meeting of Monday, March 10, 2014

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <u>Pledge of Allegiance.</u> (Mayor)		

CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

SPECIAL BUSINESS		
3. <u>Update from American Behavioral Health Systems.</u> (Program Manager Tony Prentice)	INFORMATION ONLY	

CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of February 24, 2014.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Interim Finance Manager)	APPROVE	7
6. <u>Resolution No. 03-2014, First and Final Reading – Surplus of City Property.</u> (City Clerk)	ADOPT	9

ADMINISTRATION AND CITY COUNCIL REPORTS		
7. <u>Administration Reports.</u>		
a. Discuss combining Chehalis Planning Commission and Historic Preservation Commission. (Community Development Director, Megan DuVall - Department of Archaeology & Historic Preservation)	DIRECT ADMINISTRATION TO PREPARE PROPOSAL TO IDENTIFY STRUCTURE AND REQUIREMENTS OF THE PLANNING COMMISSION TO TAKE ON THE DUTIES AND FUNCTIONS OF THE HISTORIC PRESERVATION COMMISSION	11
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, MARCH 24, 2014

February 24, 2014

The Chehalis city council met in regular session on Monday, February 24, 2014, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:45 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Chad Taylor, and Tony Ketchum. Councilor Lund arrived at 5:07 p.m. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; and Dennis Osborn, Community Development Director.

1. **Executive Session.** Mayor Dawes announced that the council would be in executive session pursuant to RCW 42.30.110(1)(b) – acquisition of real estate for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:57 p.m. and announced the council would take a short recess and reopen the regular meeting at 5:00 p.m. Additional staff included Glenn Schaffer, Police Chief; Rick Sahlin, Public Works Director; Don Schmitt, Street Superintendent; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Kyle Spurr from *The Chronicle*.

2. **Lewis County Sports Commission Presentation.** Local business representatives Jenni Bodnar and Tom Alderson presented information to the council regarding the concept of creating a Sports Commission in Lewis County. Ms. Bodnar stated the idea is to create an alliance to build a successful sports industry throughout Lewis County. She noted a development team was put together to discuss the concept of bringing bigger and larger events to our area, with the goal of stimulating the economy.

Ms. Bodnar reported the goal of the Commission is to help develop sports venues throughout Lewis County and the state. Their mission is to have a positive impact on the economy and quality of life of the greater Lewis County region by attracting and promoting amateur sporting events.

Mr. Alderson talked briefly about the formula for success and the key components identified by the team, to include:

- Community Identity Development: Engage community in identity, make them part of the team
- Venue & Infrastructure Development: Identify deficiencies and set priorities for improvements needed to attract events and increase usage
- Sports Hospitality Bureau: Coordination of site tours of sports venues, hotels, restaurants, and attractions
- Strategic Marketing Plan: To be developed

Some of the challenges:

- Clearly Communicating the need for this organized county-wide effort
- Securing funding sources
- Regional competition

Game Playbook:

- Secure non-profit status
- Establish Board of Directors
- Develop strategic plan
- Secure funding support from partner organizations
- Hire staff and work the plan

Mr. Alderson stated they were asking for the support of the council to endorse the concept. He also asked that city staff be allowed to work with them as they further develop the concept.

Councilor Lund asked who the other agencies were that supported the idea. Mr. Alderson stated this was only their second presentation, their first was to the city of Centralia and the council voted unanimously to support the concept.

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Councilor Lund inquired as to whether they would be presenting the information to the Lewis County Economic Development Council (EDC) and the Chamber of Commerce. Ms. Bodnar noted they planned to make formal presentations to both the EDC and the Chamber.

Councilor Pope inquired as to what type of support they were asking for. Ms. Bodnar stated at this point they were just asking for council support on the concept and to be able to gather information from staff regarding city facilities. Councilor Pope stated if the idea moved forward, he hoped there would be some effort and coordination in developing facilities in Chehalis, so we don't start duplicating things.

Mr. Alderson suggested if the concept does move forward, one of the first things the group would do as a marketing arm would be to identify the existing facilities and propose what's needed. He felt the Commission would be a great resource to keep duplication from happening.

Councilor Spahr stated we have several local sporting associations and recreation programs that work well together to bring in tournaments and it seemed they were just putting another level on top of what we're already doing. He asked if the Commission would be taking over the jobs of our recreation staff. Mr. Alderson stated the idea was not to take over their jobs, but to expand the opportunities available year-round. Councilor Spahr noted he would need to read more about it before he could offer a consensus himself.

Councilor Ketchum stated he agreed with the concept, adding anything that helps promote our area can't be bad. He suggested this was just the first step and that it will be interesting to see what kind of information comes out for the next step.

Mayor Dawes reported a while back he had a discussion with Ms. Bodnar and others about the need of this type of organization. He suggested the city's recreation staff and our counterparts in Centralia have been working together for years to do the very same thing and he saw the concept of a Sports Commission as a chance to mold it all out. Mayor Dawes stated the hotels and motels would also benefit greatly from these types of events, adding he thought it was a great idea to work on.

Councilor Taylor stated he had an opportunity to attend a couple of the meeting and thought it was a good idea to keep moving forward. He stated, as a parent involved in sports with his own kids, it is a nice boom for businesses on the weekends, and it would be great if we could get more events in town.

Mayor Dawes stated, understanding that some of the detail work hasn't been provided yet; he thought the council could certainly come up with a consensus to endorse the concept and request that they move forward.

City Manager MacReynold thought it was a worthwhile concept to explore, adding the city would certainly want to partner with them if the council gives thumbs up to move forward.

Councilor Ketchum moved that the council endorse the concept presented and allow city staff to work with them to put a better package together, so they can come back at a later date and provide a bigger picture.

The motion was seconded by Councilor Taylor.

Councilor Spahr stated he couldn't endorse it because he really didn't know anything about it. He stated he would be in favor of looking into it to find out more information.

Councilor Ketchum stated they were only endorsing the concept, not the project itself. Councilor Spahr stated that made sense.

The motion carried unanimously.

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

a. Minutes of the regular meeting of February 10, 2014;

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b. Claim Vouchers No. 108250-108373 in the amount of \$177,743.23 dated January 31, 2014, Claim Vouchers No. 108374-108524 in the amount of \$465,760.04 dated February 14, 2014; Payroll Vouchers No. 37109-37111 dated January 10, 23, and 24, respectively; Payroll Vouchers No. 37112-37170, Direct Deposit Payroll Vouchers No. 4678-4756, and Electronic Federal Tax Payment No. 132 dated January 31, 2014 in the amount of \$691,147.09;

c. Adopt Resolution No. 2-2014 on first and final reading for the surplus of city property; and

d. Award 2014 rock and gravel bid for various materials to Dulin Construction, Inc.

Councilor Pope seconded the motion.

Councilor Harris made a point of clarification regarding the February 10 minutes. He noted, for the record, in the discussion with the Flood Authority representatives, he stated the funding number that was declined from the Governor's Office was \$50 million for the levy project with a matching federal amount of \$76 million.

Councilor Lund reported there could be some interest in the fuel truck by the Chehalis-Centralia Railroad and Museum. He wondered if the city could give them some time to see if they're interested in it.

City Manager MacReynold stated the most important thing would be for the council to first surplus the vehicle and then the city can take the time to see if the truck would meet their needs. He noted Airport Manager Allyn Roe would be happy to meet with them if they're interested; adding he would keep the council informed as to what they come up with.

The motion carried unanimously.

4. Administration Reports.

a. **January Financial Report.** Interim Finance Manager Judy Schave provided the council with a brief update on the January financial report. She noted because it was very early in the year the numbers didn't really tell much at this time.

Ms. Schave reported on the general fund expenditures, noting they still had to allocate out the annual Washington Cities Insurance Authority billing to the various departments. She hoped to have that allocation in the system by the end of the first quarter.

Ms. Schave reported on the wastewater, water and storm and surface water funds, adding they were all pretty much in the ballpark for what was expected at this time. She talked briefly about the new airport fund, noting they were anticipating some FAA grants later in the year totalling approximately \$265,000. Ms. Schave reported the city also received a capital contribution for the airport from Lewis County in the amount of \$164,142, which was the balance in the fund after the \$1.5 million was taken out by the county and put into a debt service fund for the balloon payment due June 1, 2017. She noted they still needed to set up the contra-funds for the airport and would work on getting those in the system as soon as possible.

Mayor Dawes asked if everything was going okay with the transfer of the airport. City Manager MacReynold stated it's been a very smooth transition and seems to be working very well.

b. **Update on Utility Billing Issue.** Public Works Director Rick Sahlin reported they had some issues with the recent upgrade to their utility billing software. He noted they discovered that the server at public works was too small to handle the upgrade, so they had to take it down and install a new one. They also discovered after the late fee/delinquent letters went out that their system incorrectly applied payments received from customers who pay on multiple accounts using one check. Mr. Sahlin reported staff contacted the 27 customers whose accounts were affected to explain what had happened and that corrections to the accounts were being made.

5. Council Reports.

a. **Update From Councilor Taylor.** Councilor Taylor reported the Twin Transit Board has been working to re-do some of their routes to make them more beneficial for residents. He stated one issue they're having is at the Vintage At

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Chehalis, noting when the big buses drive out of the parking lot they bottom out to the point of almost getting stuck. Councilor Taylor indicated the Board will be suggesting at the next meeting that they not service the Vintage at their front door anymore, but rather at the bus stop located at Staples, Inc. He noted the downside is there are no sidewalks for the residents to use in order to get to that bus stop. Councilor Taylor stated he didn't know how or why they started servicing them at their front door, adding public transportation is supposed to be done on right-of-ways. He stated he wanted to make the council aware of the situation.

Councilor Pope asked if they could put a bus stop on the property across the street from the Vintage on Coal Creek Road. Councilor Taylor reported they've been looking at that, but they're not there yet. Councilor Pope suggested National Avenue is a very busy street to cross and people could get hurt. He stated our senior citizens should not have to do that.

Twin Transit General Manager Rob LaFontaine reported he had yet to speak with the management at the Vintage, but they are aware of the struggles Twin Transit is having. He indicated this is their busiest route and they need to use their biggest "low-floor" bus, which is producing all sorts of operational issues for them.

Mr. LaFontaine reported he put a request before the Transit Board last week that they could discontinue servicing the Vintage at their front door until they can get a more permanent solution in place. He noted Twin Transit does offer a para-transit service for residents who have mobility challenges, but it's an expensive service.

Mayor Dawes asked if it was possible for the Vintage to redo their entryway, so the buses could go in and out easier. Mr. LaFontaine stated Twin Transit has a goal of getting out of private property pickups all together because of liability issues, and this would be a chance for them to look at doing something different.

Councilor Taylor reported, in the two years Mr. LaFontaine has been with the company, he's done a really good job of evaluating what they have and what they need, and he's fought hard to make transit something that works for as many people as possible. He thanked Mr. LaFontaine for all the work he's been doing.

Mr. LaFontaine thanked Councilor Taylor for his comments. He stated he was sure there are folks in the community that question the need for a Transit Authority, and he respected that. Mr. LaFontaine reported they have a strong market for transit service in Lewis County and his efforts have been toward improving it and overcoming the challenges.

b. **Update From Councilor Spahr.** Councilor Spahr reported he attended the EDC Board meeting and gave them a report on some of the things going on, including the discussion on the railroad. He stated there is some interest in the railroad, and as a result they have a dog and pony show going around giving reports to the different organizations about what's going on and why.

c. **Update From Mayor Dawes.** Mayor Dawes reported he had a chance to attend Councilor Taylor's mixer at I-5 Toyota, noting there were a lot of folks there and they had a good kick-off for their fundraiser. He stated it was nice that one of our local businesses took the lead, adding a number of communities will benefit from it.

Mayor Dawes reported he attended Councilor Pope's gala and thought it was a very successful night for them.

Mayor Dawes also attended the Business After Hours at the Riverside Golf Course. He stated he had a chance to chat with a few people about the Tacoma Rail matter, suggesting there appeared to be a little more interest in the concept than what some folks might believe.

Mayor Dawes reported they plan to discuss going turnkey with the functional consolidation at the next Regional Fire Authority Planning Committee meeting. He noted they would also discuss how to get the Joint Consolidation Board up and running next month.

6. Ordinance No. 928-B, First Reading – Extending the Moratorium on Recreational and Medical Marijuana and Dispensaries for an Additional Six Months. City Manager MacReynold reported, at the last council meeting, the administration walked the council through some options regarding the city's moratorium that was due to expire next month. He

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noted the direction from the council was to continue the moratorium for another six months. City Manager MacReynold reported the ordinance before the council would formally do that, and offered to answer any questions the council might have.

Councilor Spahr moved that the council suspend the rules requiring two readings of an ordinance.

The motion was seconded by Councilor Harris and carried unanimously.

Councilor Spahr moved to pass Ordinance No. 928-B on first and final reading.

The motion was seconded by Councilor Pope and carried unanimously.

7. Update on Amendments to the Capital Improvement Plan (CIP). Community Development Director Dennis Osborn noted this item was part of last year's amendment package, but was tabled while he worked on a few other issues. He noted the extended time allowed him to add the airport's capital improvement projects to the CIP, since the city is now the sole owner of the airport.

Mr. Osborn reported, in order to receive state grant funds, you are required to have a CIP with a list of projects to include estimated costs. He noted projects that may be listed further down on the priority list could slide up the list pretty quickly simply because of when grant funds become available.

Mr. Osborn reported the public works department added some projects that are on the short-term horizon, and the parks department added a couple to include the pool project.

Mayor Dawes thanked staff, adding he knew how difficult it is to do the CIP. He noted it's kind of like having a wish list for projects that you're never going to get the money for, and something that you repeat several times during the course of a career.

Councilor Ketchum inquired as to where they were on the airport pump station project. Wastewater Superintendent Patrick Wiltzius reported they've begun the upgrade to the pump station, adding the agreement stated they have until December 2014 to complete the project. He noted they anticipate the project to be complete within a month or two.

Councilor Ketchum moved that the administration bring back the appropriate documents to adopt the Capital Improvement Plan.

The motion was seconded by Councilor Lund and carried unanimously.

8. Authorize City Manager to Execute Agreement with HDR Engineering, Inc., for Engineering Services to Conduct an Operations and Capacity Assessment of the Chehalis Regional Water Reclamation Facility (CRWRF). Mr. Wiltzius reported it's been eight years since the treatment plant was built, and the administration felt it was a good time to do an overall evaluation for numerous reasons as stated in the agenda report. Mr. Wiltzius stated they wanted to assess where they are at with capacity to see if they have room for any large-scale customers. He noted they've had some issues meeting permit compliance that need to be worked on, as well.

Mr. Wiltzius reported they want to formulate a game plan for the future. He stated they know that phosphorous limits may be coming down the pike and it would be nice to know ahead of time what that might involve.

Mr. Wiltzius stated he would like to have HDR Engineering, Inc., to do the operations and capacity assessment. He added this would also play into an update of their general sewer plan that's already 14 years old.

Councilor Harris moved to authorize the city manager to execute the agreement for engineering services to conduct an operations and capacity assessment of the CRWRF with HDR Engineering, Inc., for an amount not to exceed \$49,806.

The motion was seconded by Councilor Pope and carried unanimously.

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9. **Good of the Order.** Former Community Development Director Bob Nacht stopped by to say hello to everyone, noting he would be in town until the following morning. He thanked the council again for the last 35 years, adding he would see them again on his next trip.

There being no further business to come before the council, the meeting adjourned 6:03 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of February 24, 2014.

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 28, 2014
TO: The Honorable Mayor and City Council
FROM: Judy Schave, Interim Finance Manager JS
PREPARED BY: Michelle White, Accounting Tech II MW
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Claim Vouchers No. 108525 through 108633 and Electronic Funds Transfer No. 12014 in the amount of \$116,079.31 dated February 28, 2014 and the transfer of \$52,701.73 from the General Fund, \$74.00 from the Federal & State Grants Fund, \$1,961.33 from the Automotive Equipment Reserve Fund, \$31,403.34 from the Wastewater Fund, \$23,972.20 from the Water Fund, \$2,251.32 from the Storm & Surface Water Utility Fund, \$2,725.95 from the Airport Fund, \$839.44 from the Firemen's Pension Fund and \$150.00 from the City Agency Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED


The administration recommends that the council approve the February 28, 2014 Claim Vouchers No. 108525 through 108633 and Electronic Funds Transfer No. 12014 in the amount of \$116,079.31.

SUGGESTED MOTION

I move to approve the February 28, 2014 Claim Vouchers No. 108525 through 108633 and Electronic Funds Transfer No. 12014 in the amount of \$116,079.31.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 28, 2014
TO: The Honorable Mayor and City Council
FROM: Judy Schave, Interim Finance Manager
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Payroll Vouchers No. 37171 through 37225, Direct Deposit Payroll Vouchers No. 4757 through 4839 and Electronic Federal Tax Payment No. 133 dated February 28, 2014 in the amount of \$655,649.79 and the transfer of \$455,696.29 from the General Fund, \$6,688.33 from the Arterial Street Fund, \$70,031.14 from the Wastewater Fund, \$73,867.96 from the Water Fund, \$20,394.47 from the Storm & Surface Water Utility Fund, \$25,858.90 from the Airport Fund and \$3,112.70 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the February 28, 2014 Payroll Vouchers No. 37171 through 37225, Direct Deposit Payroll Vouchers No. 4757 through 4839, and Electronic Federal Tax Payment No. 133 in the amount of \$655,649.79.

SUGGESTED MOTION

I move to approve the February 28, 2014, Payroll Vouchers No. 37171 through 37225, Direct Deposit Payroll Vouchers No. 4757 through 4839, and Electronic Federal Tax Payment No. 133 in the amount of \$655,649.79.

Reviewed by: , City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: March 3, 2014
TO: The Honorable Mayor and City Council
FROM: Judy Schave, City Clerk
SUBJECT: Resolution No. 03-2014 - Surplus of City Property

ISSUE

The Chehalis Community Development Department has certain property that is no longer used or needed. State law requires that property must first be declared surplus by the city council before being sold, traded, or transferred to another agency.

DISCUSSION

At this time the Community Development Department has one vehicle they wish to declare surplus. The vehicle is not in good working order and it has become almost impossible to get replacement parts. The Community Development Department would like to declare this vehicle surplus, so it can be disposed of. The vehicle to be declared surplus is:

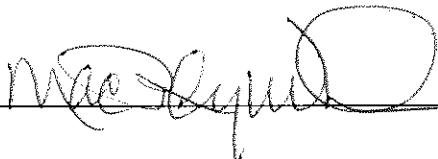
1990 Cushman Scooter (3WHL), Vin. #1CUMH3271LL000470, License #0161EX

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 03-2014 on first and final reading.

SUGGESTED MOTION

I move that the council adopt Resolution No. 03-2014 on first and final reading.

REVIEWED BY:  _____, City Manager

RESOLUTION NO. 03-2014

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND DIRECTING THE SALE AND DISPOSITION THEREOF.

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

Community Development:

1. 1990 Cushman Scooter (3WHL), Vin. #1CUMH3271LL000470, License #0161EX

Section 2. The personal property described herein shall be disposed of by the City Manager.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 10th day of March, 2014.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

CITY OF CHEHALIS

AGENDA REPORT

DATE: March 10, 2014
TO: The Honorable Mayor and City Council
FROM: Dennis Osborn, Community Development Director
SUBJECT: Administrative Report – Presentation by the Washington State Department of Archeological & Historical Preservation (DAHP)

ISSUE

At a prior Council meeting, there was discussion about the Planning Commission taking on the duties of the Historic Preservation Commission. The administration was asked to bring this topic back for discussion.

DISCUSSION

At this meeting Megan Duvall with the Washington State Department of Archeology and Historical Preservation (DAHP) will be present to give a brief overview of the requirements to participate in the Historic Preservation Program and answer any questions the council may have. Should the council be interested in considering combining the Planning Commission and the Historic Preservation Commission then the administration will bring back a proposal for council discussion and consideration.

RECOMMENDATION/COUNCIL ACTION DESIRED

Direct the administration to bring back a proposal to identify the structure and requirements for the Planning Commission to take on the duties and functions of the Historic Preservation Commission.

SUGGESTED MOTION

I move that the council direct the administration to bring back a proposal to identify the structure and requirements of the Planning Commission to take on the duties and functions of the Historic Preservation Commission.

Reviewed:  _____, City Manager