

PLEASE NOTE SPECIAL MEETING TIME

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

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

March 9, 2015

4:45 p.m.

EXECUTIVE SESSION		
1. <u>Executive Session Pursuant to RCW 42.30.110 (1)(i) – Potential Litigation.</u> (City Manager, City Attorney, Public Works Director, Wastewater Superintendent)	---	

Regular Meeting of Monday, March 9, 2015

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
2. <u>Call to Order.</u> (Mayor)		
3. <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.		

CONSENT CALENDAR

4. <u>Minutes of the Regular Meeting of February 23, 2015.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	3
6. <u>Award Bids for Rock, Gravel, and Asphalt.</u> (Public Works Director, Street/Stormwater Superintendent)	AWARD BIDS FOR ROCK, GRAVEL, AND ASPHALT	5

ADMINISTRATION AND CITY COUNCIL REPORTS

7. <u>Administration Reports.</u>		
a. Overview of upcoming Planning Commission meeting. (Community Development Director)	INFORMATION ONLY	
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 23, 2015

February 23, 2015

The Chehalis city council met in regular session on Monday, February 23, 2015, 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, Daryl Lund, Chad Taylor, and Tony Ketchum. 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 the council would be in executive session pursuant to RCW 42.30.110(1)(c) – lease or sale 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 5:02 p.m. and announced the council would take a short recess before opening the regular meeting at 5:04 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

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

- a. Minutes of the regular meeting of February 9, 2015;
- b. Claim Vouchers No. 111672-111818 and Electronic Funds Transfer No. 12015 in the amount of \$335,404.76 dated February 13, 2015;
- c. Adopt Resolution No. 3-2015 on first and final reading for the surplus of city property;
- d. Authorize city manager to execute Memorandum of Understanding (MOU) between the city and the Washington Military Department Emergency Management Division authorizing access to airport property as needed for state staging area for emergency or disaster preparation, response, and recovery activities; and
- e. Authorize city manager to execute agreement between the city and Gibbs & Olson for engineering services for Basin 1022 Inflow and Infiltration Rehabilitation Project in an amount not to exceed \$139,900.

Councilor Pope seconded the motion.

Councilor Spahr stated, with regard to the MOU with the Washington Military Department for disaster preparation, most of our disasters are flood related and the airport is normally encompassed in that flooding. He wondered what they would do in that case. City Manager MacReynold reported the MOU would allow the state to use the airport site for any statewide disaster situation where they would need to transport in and out. He noted part of their interest is the proximity to the freeway.

The motion carried unanimously.

3. **Administration Reports.**

a. **January Financial Report.** Finance Manager Judy Pectol reported the revenues were a little low for January, but not enough to be concerned about. She noted the revenue received under the intergovernmental grants and entitlements is for transportation grant funds from 2014 that were received in 2015.

Ms. Pectol reported on the general fund expenditures, noting the finance department had a large expense in January for the annual financial software payment, adding as the year progresses that percentage will look better. She noted under the non-departmental fund we now have the transfer out to the new dedicated street fund, which is the four (4) percent of sales and use tax revenue that council approved.

Councilor Spahr stated the sales and use tax was a little low, but nothing to panic about at this point. He noted the revenue received in January was from sales made in November, adding he hoped the December numbers would be higher.

February 23, 2015

4. Council Reports.

a. **Update From Councilor Pope.** Councilor Pope reported he attended the Lewis County Health and Assessment Project meeting. He noted, as a result of that meeting, there will be work groups formed and notices would be sent out to invite people to be on those work groups. Councilor Pope stated they'll be looking at what can be done to increase economic development in the community, education, and improving the male graduation rate.

b. **Update From Councilor Harris.** Councilor Harris thanked the citizens in the Chehalis School District for passing the levy, adding it will bring about a positive change for the district.

c. **Update From Mayor Dawes.** Mayor Dawes reported he attended the I-5 Mixer at I-5 Toyota, noting it's a great event where they offer a vehicle to raise scholarship money by selling tickets for it throughout the year. He noted it's always nice to see local businesses giving back to the community.

Mayor Dawes reported he also attended a fundraiser for Pope's Kids Place at the Great Wolf Lodge on February 14. He noted it was a nice event and believed they did very well with their fundraising. Mayor Dawes stated the Great Wolf Lodge is another nice venue in the local area that does a lot of good things for the community.

Mayor Dawes reported the Joint Oversight Board will be meeting on Wednesday, February 25, at the Riverside Fire Authority Station #2, at 6:30 p.m.

5. Authorize City Manager to Execute Property Lease Agreement with SERJ Drive-Ins Washington. City Manager MacReynold reported before the council is a ground lease agreement for property in the airport commercial area. He noted the lease is for the parcel on the southeast corner of Arkansas Way and Louisiana Avenue (Track 4A), and they plan to build a Sonic Drive-In.

Councilor Taylor moved to authorize the city manager to execute the Property Lease Agreement between the city and SERJ Drive-Ins.

The motion was seconded by Councilor Lund and carried unanimously.

6. Executive Session. Mayor Dawes closed the regular meeting at 5:15 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the regular meeting at 5:52 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of February 23, 2015.

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 27, 2015

TO: The Honorable Mayor and City Council

FROM: Judy Pectol, Finance Manager *JP*

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. 111819 through 111920 in the amount of \$203,725.70 dated February 27, 2015 and the transfer of \$66,084.77 from the General Fund, \$372.48 from the Dedicated Street Fund - 4% Sales Tax Fund, \$157.50 from the Federal & State Grants Fund, \$35,007.11 from the Wastewater Fund, \$71,502.47 from the Water Fund, \$1,773.22 from the Storm & Surface Water Utility Fund, \$27,801.00 from the Airport Fund and \$1,027.15 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED



The administration recommends that the council approve the February 27, 2015 Claim Vouchers No. 111819 through 111920 in the amount of \$203,725.70.

SUGGESTED MOTION

I move to approve the February 27, 2015 Claim Vouchers No. 111819 through 111920 in the amount of \$203,725.70.

Reviewed by: *Michelle White*, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 27, 2015
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

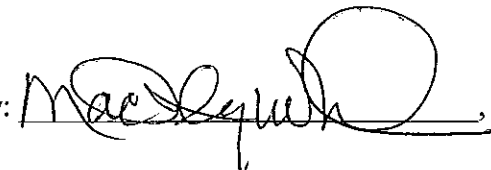
Payroll Vouchers No. 37924 through 37974, Direct Deposit Payroll Vouchers No. 5786 through 5875 and Electronic Federal Tax Payment No. 145 dated February 27, 2015 in the amount of \$740,317.91 and the transfer of \$505,993.46 from the General Fund, \$8,154.43 from the Arterial Street Fund, \$87,499.02 from the Wastewater Fund, \$92,074.98 from the Water Fund, \$21,478.25 from the Storm & Surface Water Utility Fund, \$21,920.15 from the Airport Fund and \$3,197.62 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the February 27, 2015 Payroll Vouchers No. 37924 through 37974, Direct Deposit Payroll Vouchers No. 5786 through 5875, and Electronic Federal Tax Payment No. 145 in the amount of \$740,317.91.

SUGGESTED MOTION

I move to approve the February 27, 2015, Payroll Vouchers No. 37924 through 37974, Direct Deposit Payroll Vouchers No. 5786 through 5875, and Electronic Federal Tax Payment No. 145 in the amount of \$740,317.91.

Reviewed by: , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: March 2, 2015
TO: The Honorable Mayor and City Council
FROM: Rick Sahlin, Public Works Director
Don Schmitt, Street/Strom Superintendent
SUBJECT: Bids for Rock, Gravel, and Asphalt

ISSUE

Bids for rock, gravel, and asphalt to be used by the city in 2015 have been received and tabulated. A list of the bid tabulations is attached. This information is being presented for the council's review and consideration.

DISCUSSION

The administration recently advertised for rock, gravel, and asphalt bids. We received one bid for asphalt and one bid for various materials that are anticipated to be needed for maintenance by public works and other city departments in 2015. The bid is based on the materials being picked up by the city at the bidders' site. The bid award recommendations for the various materials are listed on the attached evaluation sheet.

Please note that the administration placed a restriction that all pick-up locations were required to be within 12 miles of Chehalis City Hall because of the high costs of fuel.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council award the bids for asphalt and for various materials to the bidders as recommended on the attached 2015 Rock, Gravel, and Asphalt Bid - Evaluation Sheet.

SUGGESTED MOTION

I move that the council award the bids for the various materials to the bidder as recommended.

REVIEWED BY:  _____, CITY MANAGER

2015 Bid Results Rock & Asphalt		Lakeside	Alderbrook Quarry
1	Snow Sand 3/8"	-	8.50
2	Snow Sand 1/4"	-	9.00
3	1/4" - Crushed Screenings	-	-
4	3/8" No. 10 Crushed Screenings	-	-
5	1/2" - 1/4" Crushed Screenings	-	10.00
6	5/8" - 1/4" Crushed Screenings	-	10.00
7	Ballast	-	8.00
8	Crushed Surfacing Base Course	-	8.25
9	Crushed Surfacing Top Course	-	8.50
10	Quarry Spalls	-	8.50
11	Rip Rap	-	15.00
12	1 1/2" Drain Rock	-	-
13	3" Minus Rock	-	7.50
14	Pea Gravel	-	-
15	Sand, Washed	-	-
16	_____ (size) Pit Run Rock	-	(10'-12") 6.50
17	Asphalt Concrete Class "B"	72.00	-
18	Asphalt Concrete Class "G"	74.00	-
19	Asphalt Cold Mix Patch Material - EZ	115.00	-