

April 27, 2015

The Chehalis city council met in regular session on Monday, April 27, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Pope arrived at 5:20 p.m. and Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Mark Scheibmeir, Assistant 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)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:05 p.m. and announced the council would take a short recess before opening the regular meeting at 5:06 p.m. Additional staff included: Glenn Schaffer, Police Chief/Interim Fire Chief; and Judy Pectol, Finance Manager. Members of the media included Dameon Pesanti from *The Chronicle*.

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

- a. Minutes of the regular meeting of April 13, 2015;
- b. Claim Vouchers No. 112155-112293 and Electronic Funds Transfer No. 32015 in the amount of \$374,891.41 dated April 15, 2015; and
- c. Confirm Appointments of Steven (Andy) Skinner, John McKerricher, George Hauer, and Douglas Peterson to the Chehalis Historic Preservation Commission for three-year terms expiring May 1, 2018.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Administration Reports.**

a. **Quarterly and March Financial Reports and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol reported the beginning fund balances on the quarterly report are still preliminary. She noted the 2014 Annual Report will be filed next month, at which time the numbers will become final. Ms. Pectol pointed out that the quarterly report includes the new dedicated street fund, which will receive four percent of the city's sales and use tax to be used for street projects.

Ms. Pectol reported the sales tax has improved slightly since January, but the overall general fund revenues are still lower than what she would like them to be. She talked briefly about the miscellaneous revenues in the general fund, noting a majority of the \$98,900 is from insurance recoveries in the police and fire departments, and \$23,400 is reimbursement for the demolition project at 628 NW West Street.

City Manager MacReynold reported the general fund tax revenues are lower than projected, which has to do with the property tax revenue that traditionally comes in during the months of April and October. He stated, in looking at the numbers, we're bringing in about \$150,000 more than we did at this same time last year.

Ms. Pectol reported the contra expenses for the general fund expenditures still need to be recorded, which will bring the individual departments more in line with their budgets. She indicated she had no concerns with the enterprise funds at this time.

Councilor Spahr asked if the funding in the dedicated street fund is money they anticipate receiving in and transferring out through the course of the year. Ms. Pectol stated yes.

Councilor Spahr asked if they plan to let the fund grow, or will it be used as time goes on.

City Manager MacReynold stated it will depend on what the street department has lined up. He believed they would be using a majority of the money for the additional chip sealing they'll be doing this year, and for crack sealing.

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b. **City Manager Annual Evaluation.** City Manager MacReynold reported one of the annual duties of the council is to evaluate the performance of the city manager. He stated the city clerk put together copies of the evaluation form for the council and they need to be returned by May 5. City Manager MacReynold noted an executive session is scheduled for the first meeting in May to go over the evaluation.

c. **Update on Airport Manager Hiring Process.** City Manager MacReynold reported a meet-n-greet for the airport manager finalists is scheduled for April 28 at the airport offices. He noted this will be a chance for the council and the public to meet and talk with the four finalists.

d. **Work Session to Discuss Chehalis Locomotive #15.** City Manager MacReynold reported a work session is scheduled for May 11 to discuss the city's steam train locomotive with the Chehalis-Centralia Railroad and Museum Board members. He noted two of the council members have indicated they will not be available on that date and asked if they would prefer to have this discussion at a later date with the full council. The consensus of the council was to reschedule the work session; however, after briefly discussing it, the earliest they would all be available is the second regular meeting in May.

Mayor Dawes stated he would hate to delay the discussion until the end of May, because they'll be running the train by then. The council decided to leave the work session on May 11, at 4:00 p.m. City Manager MacReynold suggested the two council members who will be out of town can participate telephonically if they're available.

4. **Council Reports.**

a. **Update From Councilor Harris.** Councilor Harris reported he stopped by the Silver Agency at their new location on Market Boulevard, nothing it's nice to see that business up and running and doing well.

Councilor Harris reported on the Chehalis River Basin Partnership meeting held on Friday, April 24. He noted the Partnership, along with other agencies, sponsors the annual Water Shed Festival that takes place in Grays Harbor County. Councilor Harris reported they're talking about adding a second festival this year to take place on the weekend of July 4 in Centralia, noting Centralia hosted the very first festival during their annual "Summerfest" event. He stated it seemed to draw a lot of support and as he gets more information he'll pass it along.

b. **Update From Mayor Dawes.** Mayor Dawes reported he attended the annual Firemen's Pension Board meeting on April 23, where it was noted Retired Fire Chief John Babb had recently passed away. He stated he worked alongside Chief Babb in the building next to his for a number of years and wanted to wish his family the best.

There being no further business to come before the council, the meeting adjourned at 5:24 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 27, 2015.