

February 24, 2020

The Chehalis city council met in regular session on Monday, February 24, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, and Dr. Isaac Pope. Councilor Chad Taylor arrived at 5:05 pm. Councilor Bob Spahr was absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Lilly Wall, Recreation Manager. Members of the news media included Celine Fitzgerald of *The Chronicle*.

1. **Citizens Business – Flooding.** Commissioner Edna Fund thanked the council for the letter of support for the flooding bill (SHB 1154) that would authorize up to \$700 million to finance Chehalis Basin flood damage reduction and habitat restoration projects. She reported the bill passed in the House on February 16 with bipartisan support. The bill will go before the Senate on February 26 at 3:30.

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

- a. Minutes of the regular City Council meeting of February 10, 2020;
- b. February 14, 2020 Claim Vouchers No. 128203 – 128348 and Electronic Funds Transfer Nos. 12020, 120201, and 1202002 in the amount of \$823,013.75; and
- c. Resolution No. 3-2020, first and final reading – conferring signing authority to the City Manager for the Dillenbaugh Creek at Rice Road Fish Passage Design Project.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Resolution No. 4-2020, First and Final Reading – Approving a Policy for Accepting Credit and Debit Card Payments.** City Manager Anderson stated a proposed policy was presented to the council in January. At that time, the council provided feedback, which was incorporated into the policy before the council today. She clarified that the policy would apply to future decisions regarding credit card acceptance. The council took prior action on a couple departmental credit card policies. If there are changes to existing credit card policy processes, the policy would apply in the future. All decisions made in the past would stand. The proposed policy applies to the administrative process and decisions as to whether to absorb or charge any future fees would come back to the council for action.

Chun Saul stated local governments were permitted, but not required, to accept credit/debit cards. Municipal Court, Parks and Recreation, utility billing, and the Airport currently accept card payments, and it was anticipated that other city departments may wish to accept card payments in the future. The proposed policy sets forth the administrative framework for implementing future credit card payment options. There are fees related to accepting and processing card payments, but no statute permitting or prohibiting passing along fees to customers. Cities may absorb fees as the cost of doing business or charge customers a convenience or service fee based on a specific payment type. The proposed policy states that council approval is required when the city imposes a fee. Fee amounts may differ by types of payment, such as number of transactions; dollar amount; type of cards; or type of payment. Ms. Saul reviewed the general authorities and responsibilities provided in the policy of the council, department heads, city manager, and finance director.

Councilor Ketchum asked if any of the departments currently accepting cards were charging a fee. Ms. Saul stated that the court, recreation, and utility billing were using a third-party vendor and fees were charged directly by the vendor. The airport does not charge a fee.

Councilor Taylor stated he appreciated the work of staff, but it seemed as though things were over-complicated. He understood there were fees that had to be paid and there needed to be controls but thought accepting credit cards was a cost of doing business.

Mayor Dawes stated staff brought a proposed policy to the council and the council gave them different direction. The recommended policy before the council today was the result of previous direction given by council.

Councilor Pope moved to approve and adopt Resolution No. 4-2020 on first and final reading and approve the Policy for Accepting Credit and Debit Card Payments. The motion was seconded by Councilor Taylor and carried unanimously.

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4. Administration Reports.

a. **City Manager Update.** City Manager Anderson stated the first game of the Lady Bearcats has been rescheduled from March 19 to March 24, so the grand opening will take place on the 24th at 3:30 pm at the new Sports Complex at Recreation Park.

5. Councilor Reports/Committee Updates.

a. Councilor Taylor attended a CWCOG (Cowlitz Wahkiakum Council of Governments) meeting. Topics included funding obligations, I-5 widening, and upcoming transportation projects.

b. Mayor Dawes attended a Business After Hours at the Boys & Girls Club and the EDC banquet. He congratulated Greg Lund on being awarded the Gail & Caroline Shaw Industry Award and Steve Kopa for being honored with the Russ Mohney Award for Environmental Stewardship.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining and RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:30 pm and there would be a decision following conclusion of the executive session. Celine Fitzgerald indicated she would call the City Manager in the morning for the results of any action taken by the council following the executive session. Mayor Dawes closed the regular meeting at 5:25 pm. The executive session began at 5:30 pm. At 6:30 pm, Mayor Dawes announced the council would continue in executive session not to exceed 6:45 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:45 pm.

7. **2020-2022 Collective Bargaining Agreement between the City of Chehalis and the Chehalis Police Officers Guild.** Councilor Ketchum moved to approve the 2020-2022 Collective Bargaining Agreement between the City and the Chehalis Police Officers Guild and authorize the City Manager to execute the related documents. The motion was seconded by Councilor Taylor and carried unanimously.

There being no further business to come before the council the meeting was adjourned at 6:46 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:
Initials: _____