

March 9, 2020

The Chehalis city council met in regular session on Monday, March 9, 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, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. 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; and Dave Vasilauskas, Water Superintendent. Members of the news media included Jackson Gardner of *The Chronicle*.

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

- a. Minutes of the regular City Council meeting of February 24, 2020;
- b. February 28, 2020 Claim Vouchers No. 128349 -128444 in the amount of \$277,009.21;
- c. February 28, 2020, Payroll Vouchers No. 41209-41238, Direct Deposit Payroll Vouchers No. 11813-11919, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 283-286 in the amount of \$779,444.54.
- d. Award high-level water booster pump station construction project to Midway Underground, LLC, in the amount of \$538,836.00; and
- e. Approve recommendation of Lodging Tax Advisory Committee to allow previously approved funds in the amount of \$182,000 for the Shaw Aquatic Center Pool Liner Project to be disbursed in 2020.

The motion was seconded by Councilor Lund and carried unanimously.

2. **Ordinance No. 1006-B, First Reading – Amending the 2020 Budget.** Chun Saul provided an overview of the proposed amendments to the 2020 Budget, including an update to the 2020 beginning fund balances; carry over of 2019 capital budget balance; and requests for new appropriations. She noted the proposed amendment did not include additional wages/benefits due to labor union negotiations; fire station property acquisition; or architectural/engineering costs for a new fire station. The overall city-wide increase in fund balance was \$1.76 million with an estimated ending fund balance of \$23,401,490. The General Fund would have an estimated ending fund balance of \$1.1 million, which was 10.8% of the revenue budget.

Councilor Ketchum moved to pass Ordinance No. 1006-B on first reading. The motion was seconded by Councilor Taylor and carried unanimously.

3. **Award Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in an Amount Not to Exceed \$145,792.00.** City Manager Anderson stated the contract would allow the city to do the appropriate due diligence and assessment to determine if the site is suitable for a fire station. She noted \$30,000 for due diligence work was already assessed and was included in the proposed budget amendment. She stated there was misinformation reported by LIVE95 that the former Les Schwab site was selected for the new fire station. City Manager Anderson stated the city was in negotiations for the purchase of a site at State and Chamber Way. As a secondary option, the city is looking at the Les Schwab site in the event that things don't work out for the State/Chamber site.

Trent Lougheed stated the city's existing fire station was deemed uninhabitable for an essential facility, and the fire department was currently operating out of the Fire District 6 headquarters. He explained the statement of qualifications process used to select an engineering and architectural services firm to design the new station. Four firms responded and two firms were interviewed. Rice Fergus Miller, Inc., (RFM) was selected for advancement to the contract negotiation phase. While both firms were qualified, RFM was deemed the best fit for the project. The proposed contract set forth a three-phase approach: 1 – site feasibility, preliminary design, and public education and outreach; 2 – final design and bidding (after funding is secured); and 3 – construction services. Mr. Lougheed stated the focus tonight was on Phase 1, which included four tasks: 1 – property validation; 2 – fire station programming and preliminary design; 3 – planning report completion and presentation; and 4 – community engagement.

Mr. Lougheed stated the total cost for Phase I was anticipated to be a not-to-exceed amount of \$145,792, which would be charged based on time and materials and included subconsultants and geotechnical testing. It was recommended that the Council also authorize the City Manager authority to approve an additional \$15,000 in case of unforeseen tasks/expenses, bringing the total to \$160,792. An additional amount of \$30,000 was also needed for earnest money for purchase of the property at

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State/Chamber. The expenses were proposed to be funded using the Public Facilities Reserve Fund and transferring \$42,292 from the General Fund to the Public Facilities Reserve Fund.

Chief Cardinale stated both firms were equal, but in the end RFM was selected. RFM has done local work in Cowlitz County and their references indicated they did excellent work. One component of their work includes a design process in which a detailed layout of each room can be done so you can see actually see how a space will look. He stated they had experience and a lineage of good projects. He stated their process was inclusive and would design a station for future growth, which was key in consideration of the possibility of consolidation.

Councilor Lord stated Phase 1 included a comparison of the State Street property to the Les Schwab property.

Chief Cardinale stated any public safety building had to be built to extra standards. The Les Schwab buildings were non-re-enforced masonry and he believed the cost to retrofit those buildings to make them usable for a fire station would be cost-prohibitive. They would have to be torn down. In looking at locations for a new station, they had to look at current and future needs, including future consolidation, and current auto-aid agreements with neighboring agencies. The station has to be located to meet response needs. The Schwab location is too close to District 6 and it would extend response times and obligations to the Riverside Fire Authority (RFA). Chehalis, geographically, has always been a two-station city to meet reasonable response times. He stated they could make the Schwab site work, but it would not be an optimal location.

Mayor Dawes stated he was interested if Chief Cardinale was comfortable with the choice of firms. Chief Cardinale indicated he was absolutely comfortable with the choice.

Councilor Taylor agreed and supported staff's recommendation.

Councilor Pope moved to:

1. Award the Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in the amount of \$145,792; and
2. Authorize an additional contingency budget of \$15,000 and authorize the City Manager to execute amendments to the Scope of Work that do not exceed a total project cost of \$160,792; and
3. Authorize an allocation of an additional \$42,292 from the General Fund to the Public Facilities Reserve Fund for the Fire Station Project to fully fund the contract with Rice Fergus Miller for Phase 1 Architectural and Engineering Services.

The motion was seconded by Councilor Ketchum.

Councilor Spahr stated he has asked a lot of questions and believed the city was moving forward in the best direction.

The motion carried 6 to 1. Councilor Lund voted against the motion.

4. Administration Reports.

a. **City Manager Update.** City Manager Anderson stated the next steps in regard to the fire station project included a request from RFM to have a workshop with the council. It was the consensus of the council that a workshop was not needed. Mayor Dawes suggested that staff inform council when discussion is needed. City Manager Anderson stated there were many decisions to be made as the project moves forward. She suggested that the council's existing Fire Consolidation Committee could be part of advanced information before bringing information to the whole council. The council concurred.

City Manager Anderson stated staff was watching updates relating to the Corona virus and will take appropriate steps as needed. The grand opening of the Recreation Park Sports Complex is March 24 at 3:00 pm.

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5. Councilor Reports/Committee Updates.

a. Mayor Dawes attended a homeless workshop, a budget committee meeting, judged a future chef competition at Orin Smith Elementary, and toured the new Sports Complex.

b. Councilor Taylor asked Commissioner Fund if she wanted to speak on the draft EIS for the proposed Chehalis River Basin Flood Damage Reduction Project meeting tomorrow at 1:30 pm. Commissioner Fund stated the meeting would provide an explanation of the draft EIS. She stated there will be additional meetings in the future. She stated there was a lot of misinformation out there, so it was important to have people there to make sure people hear what the reality is, particularly relating to building in the flood plain.

Councilor Taylor stated the comment period on the draft EIS was currently going on and it was important that the city submit its comments.

Mayor Dawes stated a council photo was scheduled prior to the March 23 council meeting. He asked how much time was needed. Caryn Foley stated council members should arrive at 4:30 pm.

6. Executive Session. Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:45 pm and there would be no decision following conclusion of the executive session. Councilor Taylor announced he would not be attending the executive session. Mayor Dawes closed the regular meeting at 6:08 pm. The executive session began at 6:13 pm. Councilor Spahr left the executive session at 6:20 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:31 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 3/23/2020

Initials: cf