

March 23, 2020

The Chehalis city council met in regular session on Monday, March 23, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Jerry Lord, Daryl Lund (telephonically), Dr. Isaac Pope (telephonically), Bob Spahr (telephonically), and Chad Taylor. Councilor Tony Ketchum was absent (excused). Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Lilly Wall, Recreation Manager. No members of the news media were present.

1. **Lewis County Department of Emergency Management (DEM).** Andy Caldwell, Deputy Director of DEM, updated the council on COVID-19. He noted that DEM was not a department of Lewis County. They are contracted by the cities. He summarized what DEM has been doing, including a business survey to help the business community through this emergency; daily Public Health incident management team meetings; quarantine plans in place; staying on top of other issues (e.g., supply chain, reliable water delivery); supplies (e.g., personal protective equipment); daily communications with State Department of Health; and testing for COVID-19 (standards set by state and federal governments; each private entity can deviate from those standards). Mr. Caldwell stated it was important for people to get their information locally, such as through the county's Public Health department, which has a link on the county's homepage and a toll-free hotline number. People may also call DEM at 360-740-1151.

Mayor Dawes noted the city's website provided a direct link to the county's website, so that everyone was directed to one source.

Councilor Taylor stated the county was doing a good job in response to the emergency. Putting good people in place and providing good information to the public. He appreciated DEM for directing people to donate money. He noted the Chamber was the place to go for business resources, while United Way was a source for social resources.

Mr. Caldwell stated that while he appreciated everyone's comments, none of it would be possible without the DEM staff, many of which are working many long hours.

Mayor Dawes stated Lewis County Commissioner Edna Fund called and asked that the city announce that there is good COVID-19 information on the county's website and that there are briefings at 4:00 pm Monday – Friday that are available live. She stated it was important that people get information from reputable sources, including Lewis County Public Health.

Mayor Dawes stated that those participating telephonically would be polled individually to accurately count their vote on each agenda item.

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

- a. Minutes of the regular City Council meeting of March 9, 2020;
- b. March 13, 2020 Claim Vouchers No. 128445 – 128610 and Electronic Funds Transfer No. 202020, 220201 and 220202 in the amount of \$376,055.87;
- c. Award bids for rock, gravel, and asphalt;
- d. Lease agreement with Too Dimensional Apparel to provide concessionaire services at the Chehalis Sports Complex at Recreation Park;
- e. Resolution No. 5-2020, first and final reading – declaring an emergency relating to the COVID-19 emergency.

The motion was seconded by Councilor Lord.

Councilor Spahr asked for clarification on the agreement with Too Dimensional. He stated the agreement provided a 10-month term. He asked if that meant they had to be open the entire time or only during events. Lilly Wall stated they would only be open during scheduled activities.

The motion carried unanimously.

3. **Ordinance No. 1006-B, Second and Final Reading – Amending the 2020 Budget.** City Manager Anderson stated a full presentation was provided at the last meeting and there were no changes since first reading.

March 23, 2020

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

4. Administration Reports.

a. **City Manager Update.** City Manager Anderson stated the vast majority of the last two weeks had been spent dealing with the COVID-19 emergency. She expressed appreciation to Andy Caldwell, the Public Health Department, and the Chehalis community. City staff continue to make operational modifications to comply with the Governor's decrees, as well as to make sure city staff is staying safe. The city is trying to maintain as many services as possible by phone, email, on-line, and by appointment. The public was strongly encouraged to call city hall before coming to city hall. Credit cards can now be used to pay utility bills. Due dates for utility payments have been extended 30 days. She stated the operational modifications were to protect the public and staff from exposure. She stated things were going well with no staff members testing positive for COVID-19. She stated staff would continue to monitor briefings from the Governor, including the designation of essential services.

City Manager Anderson stated a number of organizations are putting together collections and funds. The Renaissance Team was doing a lot of good work for the business community. She received informal communications from the chamber and the United Way regarding funds they have created in response to the emergency. A formal request to make donations may come. City Manager Anderson stated the city's focus was on municipal services and the resources to maintain those services. She appreciated organizations like the Renaissance Team, United Way, the chamber, and faith-based organizations that were doing things to support the community.

Mayor Dawes stated the Governor just issued a "Stay At Home" order for a minimum of two weeks. Doctor appointments, grocery shopping, biking riding and walks are okay. The order takes effect in 48 hours. He hoped that people would listen to the order. He stated that regardless, we probably had a month to two-month slow down. He very concerned as to what the city's budget was going to look like at the end of the year. He was also worried about the state budget, and the county's budget. He saw this situation as kind of similar to what the city faced back in 2007-2008. He stated recovery would not happen fast.

Councilor Taylor stated Homeland Security put out a memorandum identifying essential critical infrastructure workers and businesses. He asked if the city could send some form of support to the Governor in support of Homeland Security's document. City Manager Anderson stated a letter could be prepared. She stated it would be interesting to see if the recommendations from the Governor were concurrent with the recommendations from Homeland Security.

Mayor Dawes stated we needed to do whatever we could to keep essential businesses open, while weighing against COVID-19.

There being no further business to come before the city council, the meeting was adjourned at 5:48 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 4/13/2020

Initials: cf