

September 28, 2020

The Chehalis city council met in regular session on Monday, September 28, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Tony Ketchum, Daryl Lund; Dr. Isaac Pope; Bob Spahr; and Chad Taylor. Councilor Jerry Lord arrived at 5:11 pm. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamations/Presentations – Chehalis Foundation.** Councilor Pope introduced Jenny Collins, the new Executive Director for the Chehalis Foundation. Ms. Collins stated the Foundation received money from a generous donor to be used for new fingerprint technology for the Police Department.

2. **Citizens Business – Lewis County Lollipop Guild.** Mayor Dawes stated a letter was received from Kyle Wheeler with the Lewis County Lollipop Guild, which would be placed in the file relating property at 201 Hannah Lane, Chehalis.

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

- a. Minutes of the regular city council meeting of September 14, 2020;
- b. September 15, 2020 Claim Vouchers No. 129998 – 130131 and Electronic Funds Transfer Check Nos. 931 - 949 and 82020 in the amount of \$844,236.47;
- c. Resolution No. 10-2020, first and final reading – declaring city property to be surplus;
- d. Debt management and post-issuance compliance update for fiscal year 2019; and
- e. Amendment No. 2 to professional services agreement with Precision Approach Engineering for the Taxiway Realignment Project.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Ordinance No. 1010-B, Second and Final Reading – Amending the Comprehensive Plan Relating to Modifications to Chapter 3 – Land Use and Adding Land to the City's Urban Growth Area.** City Manager Anderson stated a full report was provided at the last council meeting.

Councilor Spahr moved to pass Ordinance No. 1010-B on second and final reading. The motion was seconded by Councilor Pope and carried unanimously.

5. **Lodging Tax Advisory Committee (LTAC) Recommendations for 2021 Tourism Funds and Reappointment of Committee Members.** Councilor Taylor provided the projected beginning fund balance (\$53,148) and revenues for 2021 (\$246,600) for the Tourism Fund. Minus a reserve for projects/activities that may come up during the year (\$50,000) and the dedicated debt service fund for the Recreation Park bond payment (\$63,396), a total of \$186,352 was estimated for lodging tax requests. Councilor Taylor reviewed the requests for 2021 tourism funds and the LTAC's recommendations.

<u>Organization</u>	<u>Request</u>	<u>Recommendation</u>
1. ARTrails	\$ 5,000	\$ 2,500
2. Centralia-Chehalis Chamber	\$ 50,000	\$ 50,000
3. Chehalis-Centralia Railroad & Museum – Marketing	\$ 35,000	\$ 35,000
4. Chehalis-Centralia Railroad & Museum – Personnel	\$ 15,000	\$ 15,000
5. Chehalis Community Renaissance	\$ 32,900	\$ 24,852
6. City of Chehalis – RV Park Restrooms	\$ 20,000	\$ 0
7. City of Chehalis – Youth Athletic Tournaments	\$ 20,000	\$ 20,000
8. Lewis County Historical Museum	\$ 45,000	\$ 11,000
9. Veterans Memorial Museum	\$ 30,000	\$ 28,000

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City Manager Anderson stated that at the time the LTAC meeting was held, the bond estimate for the Recreation Park Improvement Project debt service was underreported by about \$8,000, which would reduce the reserve fund from \$50,000 to \$41,833.

Councilor Taylor stated that due to COVID-19 the Lewis County Historical Museum would not be using about \$20,000 of their 2020 tourism funding and asked that it be carried over to 2021. The LTAC was recommending that request to the council and was why the 2021 awarded amount was only \$11,000.

Several concerns and comments were discussed by the council:

- Allowing organizations to carry-over funds from one year to the next. It was noted that tourism funds were reimbursable. If funds were not spent by an organization those funds remained in the city's reserves.
- Was the projected beginning fund balance of \$53,148 accurate? It was suggested that the budget committee meet with staff to review the figures.

Councilor Ketchum moved to table the matter until the actual fund projections could be reviewed to make sure they were accurate. The motion was seconded by Councilor Lund.

Continued concerns and comments:

- What contributions were being applied for and made by Lewis County and Centralia to the chamber?
- Duplication of services between the chamber and the CCRT.

Mayor Dawes asked City Attorney Hillier if it would be a violation of the Open Public Meetings Act (OPMA) if individual council members provided comments/concerns to the City Manager to share with the budget committee. City Attorney Hillier stated it would not if the comments were not taken in a public meeting, or what would be deemed a public meeting, where there was a quorum of council members discussing city business in one place. Individual comments on a topic for consideration by the budget committee would not be a violation of the OPMA.

Councilor Taylor asked if he could contact individual council members to answer any further questions. City Attorney Hillier advised that the council needed to be careful about creating a serial meeting by having continuous phone calls or email chains that go back and forth even if they are not "reply all" but include the same content. That was a very close area of a potential OPMA violation.

Continued concerns and comments:

- Where was the proposed kiosk to be located that the chamber was proposing? It was noted that the kiosk would be located at the chamber.
- Does Lewis County collect any of Chehalis' tourism tax revenues? Chun Saul didn't believe they did.
- Could the city not give out as much money and use the funds for the debt payment for Recreation Park. It was noted that that was already set up to be done.

City Attorney Hillier reiterated concern about potential violations of the OPMA. She advised that the council should use the budget committee to address their comments/concerns; notify the LTAC that they handled the allocation recommendations correctly; and then bring the matter back before the council.

Councilor Spahr asked if the motion to table should have an end date. Mayor Dawes stated the motion should be to hold off on the matter and refer it back to the budget committee for review and response back to the council. Councilor Ketchum stated he was okay with using the Mayor's recommendation to hold off instead of table. Councilor Lund was okay with that change to the motion, as well.

The motion carried unanimously.

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6. Policy Regarding Collection of Credit Card Fees Associated with Permit/Event Management Program. City Manager Anderson stated the council approved new permitting and event management software to provide additional services to the city's recreation and planning customers. At the time of approval, staff indicated they would bring back to council the discussion of whether or not the city should collect a convenience fee or whether it should be absorbed by the city.

Tammy Baraconi stated the city currently used Official Payments for credit card services, which fee was \$5.95 per transaction. Staff would like to switch to Point and Pay. The fees would be 3% for credit cards with a \$2.00 minimum and a flat rate of \$2.00 for e-checks, which was not available with Official Payments. The question before council was whether the fees should be passed onto customers or should the city absorb the fees. She stated staff was recommending that the fees be passed onto the customer as was done with Official Payments.

Councilor Lord asked if there were additional fees the city would be subject to. Ms. Baraconi stated the city would pay \$50.00 per year for the service.

Councilor Lund stated Centralia's fees were higher, so Chehalis' customers would be getting a deal.

Councilor Spahr moved to authorize that the convenience fees associated with Point and Pay online payment services, including credit card convenience fees, be paid by the customers using the service. The motion was seconded by Councilor Lund and carried unanimously.

7. Administration Reports.

a. **City Manager Update.** City Manager Anderson stated the application process for CARES funds was open for non-profits to apply. Applications will be accepted through 9:00 am on Friday. The committee formed to review the proposals will meet to form a recommendation to the full council at the October 12 council meeting.

8. Councilor Reports/Committee Updates.

a. **Councilor Taylor.** Councilor Taylor appreciated the council's comments/concerns on the lodging tax issue.

b. **Mayor Dawes.** Mayor Dawes stated the National Avenue project looked very nice. He looked forward to all city entrances being improved as time and money allowed. Mayor Dawes stated the executive session listed on the agenda was not needed.

There being no further business to come before the council, the meeting was adjourned at 5:59 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 10/12/2020

Initials: cf