

October 12, 2020

The Chehalis city council met in regular session on Monday, October 12, 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: Jerry Lord, Tony Ketchum, Daryl Lund; Dr. Isaac Pope; and Bob Spahr. Councilor Chad Taylor arrived at 5:01 pm. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Andrew Hunziker, Parks & Facilities Manager; Trent Loughheed, Public Works Director; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. 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. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular city council meeting of September 28, 2020;
- b. September 30, 2020 Claim Vouchers No. 130132 – 130236 and Electronic Funds Transfer Check Nos. 950 – 964, 820201 and 820202 in the amount of \$427,931.48;
- c. September 30, 2020, Payroll Vouchers No. 41432-41464, Direct Deposit Payroll Vouchers No. 12585-12694, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 311-314 in the amount of \$876,507.30;
- d. Reject all bids for the 12<sup>th</sup> & William Rechannelization Project; and
- e. Resolution No. 11-2020, first and final reading – approving an addendum to the Chehalis Basin Watershed Management Plan in response to the 2018 Streamflow Restoration Act (RCW 90.94).

The motion was seconded by Councilor Lord and carried unanimously.

2. **Lodging Tax Advisory Funding Review and Recommendations.** City Manager Anderson stated that at the last meeting, the budget committee was asked to revisit the Lodging Tax Advisory Committee's (LTAC) recommendations to council. The committee met and was presenting recommendations to the entire council. Since the agenda was prepared and distributed, there had been further discussions about what might be the next step in dealing with the issue.

Mayor Dawes stated the budget committee was provided revised figures that the LTAC did not have at the time they met, specifically less projected revenue and unspent money in the current year. The budget committee also wanted to maintain at least a \$50,000 reserve. Based on all of that, the committee wanted to send back recommendations to the LTAC. He noted it was ultimately the council's decision, but the committee wanted to give the LTAC an opportunity to review the recommendations.

After reviewing the projected beginning fund balance, unused money in 2020, estimated revenue, and factoring in a \$50,000 reserve and \$71,563 for dedicated debt service for Recreation Park, the total estimated available revenue was \$185,000. The budget committee's recommendations were to make the following awards: Chehalis-Centralia Railroad & Museum (personnel) - \$10,000; Lewis County Historical Museum - \$35,000; Veterans Memorial Museum - \$25,000; ARTtrails - \$ 2,500; Chehalis-Centralia Railroad & Museum (marketing) - \$30,000; Chehalis Community Renaissance Team - \$32,500; Centralia-Chehalis Chamber - \$35,000; City of Chehalis (youth athletic tournaments) - \$15,000; and City of Chehalis (RV park restrooms) - \$0.

City Manager Anderson clarified that council was originally being asked to approve the budget committee recommendations and have it go back to the LTAC for review and comment; however, over the course of recent discussions since the agenda report was written, the recommendation was to now send the recommendations back to the LTAC and ask them to make another set of recommendations based on the information provided by the budget committee.

There was discussion about how to proceed based on the fact the LTAC did not have accurate figures when they made their recommendations for council consideration.

It was suggested that the assumption could be made that the council would ultimately approve and disperse \$185,000 and then fill in the exact allocations after the council took final action.

Councilor Ketchum moved to pass the information back to the LTAC to provide new recommendations with a final amount of \$185,000 to be dispersed. The motion was seconded by Councilor Spahr.

October 12, 2020

Councilor Lord stated he agreed with the numbers made by the Budget Committee.

It was noted that if things turned around next year this could be revisited and additional funding to some organizations could be made.

City Attorney Hillier advised that the rules of procedure required that having it go back to the LTAC was merely for review and comment, not to redistribute the recommendations.

Mayor Dawes asked if the LTAC's comments could be entertained by the council. City Attorney Hillier stated that was correct.

Councilor Spahr asked for clarification between the motion on the table compared to what the City Attorney just said. City Attorney Hillier stated it should be referred back to LTAC. The council can provide a number, but it would be strictly for review and comment, not for re-dispersal or reconfiguration.

City Manager Anderson asked if the council wanted the LTAC to review and comment or actually reallocate new recommendations to the council. City Attorney Hillier stated that if it was a reallocation then the council would want to reverse that procedure and adopt, and then send it to LTAC.

Councilor Ketchum withdrew his motion.

Mayor Dawes asked what the best way was to handle the situation given the fact that the set of figures the LTAC was given versus the figures the budget committee worked on. City Attorney Hillier stated the council could make a motion to include the figures for comment and review and see what gets returned from LTAC.

Further discussion ensued about the differing figures presented to the LTAC and to the budget committee. There were also questions about the budget committee and what direction they were given – were they to determine the correct figure for how much money was available for dispersal or were they supposed to reallocate the funding amounts? Some council members thought the allocations presented by the budget committee should be approved, while others thought the budget committee recommendations should go back to the LTAC.

City Attorney Hillier stated that for purposes of procedure and to make sure statutory requirements were met, the LTAC had the job of making allocation recommendations to the council. That was not the job of the budget committee. The budget committee had the job of correcting the number of available funding. The correct number needed to go back to LTAC. It didn't mean that it needed to be reallocated, but it was within the purview of LTAC to be the ones to make recommendations to council. Procedurally it needed to be sent back to LTAC for comment and review. Ultimately, the council will take all comments into consideration and make a final decision. City Attorney Hillier also noted the LTAC had 45 days to provide comments before final approval, which was in November.

As chair of the LTAC, Councilor Taylor stated he appreciated the comments and recommendations and would fight for the changes made. He stated he would share the council concerns with the LTAC.

Councilor Spahr moved to submit the recommendations of the budget committee to the LTAC committee for review and comment; approve reuse of \$8,000 of the awarded \$15,000 of 2020 funding for the city designated to youth and athletic tournaments to be utilized for an HVAC system in the Recreation Park concession stand to be used in 2020; and to approve the reappointments of Todd Chaput, Gloria Choi, Trent Henning, Alicia Bull, Rick Burchett, and Chip Duncan to the Lodging Tax Advisory Committee. The motion was seconded by Councilor Pope and carried 6 to 1. Councilor Ketchum voted against the motion.

**3. Chehalis CARES Community Program Funding Review and Recommendations.** City Manager Anderson stated the council appointed Mayor Pro Tem Taylor, Councilor Lund, and Councilor Pope to serve as the Chehalis CARES Community Program Committee. The committee met last Thursday and reviewed the five applications that were received. Applications were submitted by the Centralia-Chehalis Chamber of Commerce – \$75,000; the Chehalis Community Renaissance Team – \$75,000; Lewis County Seniors – \$125,000; the Salvation Army – \$29,209.51; and United Way – \$27,500. City Manager Anderson stated \$125,000 was available to allocate. The money was available on a reimbursement basis to both the applicants and to the city.

October 12, 2020

City Manager Anderson provided a brief overview of each proposal and the committee's recommendations for funding – Chamber – \$37,500; CCRT – \$50,000; Lewis County Seniors – \$37,500; Salvation Army – \$0; United Way – \$0. She stated the two applications that were being recommended for no funding was because they did not meet the strict requirements of the program. Upon council approval, applicants would enter a contract. Awarded agencies must provide reimbursement requests to the city by November 15, 2020 and the city must submit requests to the state by December 15, 2020.

Reimbursement of administrative costs were discussed and whether or not that should be included in the motion. Chun Saul stated sub-recipients were not allowed to request straight indirect costs. Said costs were limited to 10% of actual costs and staff hours spent on the program had to be tracked.

It was noted that part of the suggested motion was to enter into contracts with each organization to set forth program terms and conditions, as well as the responsibilities of each party. Those contracts could include language about the 10% administrative costs.

Councilor Lund moved to approve the funding amounts (to include up to 10% administrative costs), both individually and collectively, of the CARES Program Review Committee for use of Chehalis CARES Community Program funding, which shall be distributed on a reimbursement basis; and that the City Council authorize the City Manager to execute contracts with each organization eligible to receive the program funding to set forth program terms and conditions, as well as the responsibilities of each party. The motion was seconded by Councilor Ketchum and carried unanimously.

City Manager Anderson encouraged landlords and renters to look at available funding for utility assistance from the Lewis, Mason, Thurston Counties Community Action Council. Information on utility payment relief was also available on the Lewis County website.

#### **4. Administration Reports.**

a. **2020 Parks & Facilities Update.** Andrew Hunziker provided a report on 2020 parks and facilities projects, which included renovation of Recreation Park concession bathroom facility; renovation of center area bathroom at Stan Hedwall Park; new concrete at Lintott Alexander Park; new playground chips at Lintott Alexander Park; assisted in the completion of the Sports Complex and Penny Playground; managed and completed the pool resurfacing project; and new landscape installed at National Avenue. He noted one project that staff would like to see completed next year was the remodeling of the bathroom/shower facility at the Stan Hedwall RV Park.

b. **City Manager Update.** City Manager Anderson stated the property purchase for the next Chehalis fire station was completed October 9 and site work for an interim station will begin soon. A Zoom meeting was scheduled for October 14 from 4:00 to 6:00 pm where the Army Corps of Engineers will take comments on the Chehalis River Basin Flood Damage Reduction Project.

#### **5. Councilor Reports/Committee Updates.**

a. **Councilor Pope.** Councilor Pope stated the city entrance at 13<sup>th</sup> Street was really beginning to look beautiful; however there are two houses that look terrible and he asked what was being done to get rid of them. City Manager Anderson stated the dilemma was that individuals have certain property rights. Staff was in regular contact with the property owners to abate the nuisances. She understood there were some discussions about somebody buying the properties for development, which would facilitate tearing them down.

City Attorney Hillier stated that to be able to abate the nuisances would require the city bringing action in Lewis County Superior Court.

b. **Councilor Lund.** Councilor Lund stated a house fire at 6<sup>th</sup> and Washington on Sunday has prompted calls to him from folks that live on the hill. Lines that were painted on the street to restrict vehicle parking for fire truck access have faded. He asked that the lines be repainted and to enforce violators.

c. **Councilor Ketchum.** Councilor Ketchum stated it was great to see Recreation Park used a couple weeks ago.

October 12, 2020

d. **Mayor Dawes.** Mayor Dawes stated he had been in several budget committee meetings. He stated it was time for the City Manager's annual evaluation and the City Clerk would send out evaluation forms. He asked that completed forms be returned to the City Clerk by October 21. The evaluation will be conducted in executive session at the October 26 council meeting. Mayor Dawes stated the city had consistently supported flood reduction and water retention projects and he wanted to send a letter of support for Army Corps of Engineers meeting mentioned earlier by the City Manager. He thought the project addressed flood mitigation, as well as fish concerns and wildlife in the valley. Councilor Lund requested that the letter list the names of all council members.

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 Real Estate and RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 6:50 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:25 pm. The executive session began at 6:25 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:50 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 10/26/2020

Initials: cf