

November 9, 2020

The Chehalis city council met in regular session on Monday, November 9, 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 5:03 pm. Staff present included: Jill Anderson, City Manager; Tammy Baraoni, Planning & Building Manager (Zoom); Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager (Zoom). 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.

Mayor Dawes stated the item relating to 2021 Lodging Tax Advisory Committee funding allocations would be moved to the November 23 meeting agenda.

1. **Chehalis Basin Flood Damage Reduction.** Commissioner Edna Fund stated that tomorrow from 5:30 pm to 7:30 pm was a public meeting on the basin wide flood damage reduction and was an opportunity for residents to get updated on the strategy to shape flood damage reduction that impacts homes, property, and businesses. She noted it was the first of three public meetings and she encouraged people to participate.

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

- a. Minutes of the regular city council meeting of October 26, 2020;
- b. October 30, 2020 Claim Vouchers No. 130350 – 130458 and Electronic Funds Transfer Check Nos. 987 – 1007, 920202 and 920203 in the amount of \$427,420.74;
- c. October 30, 2020, Payroll Vouchers No. 41465-41491, Direct Deposit Payroll Vouchers No. 12695-12799, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 315-318 in the amount of \$758,976.17;
- d. Addendum to manager contract for a cost of living adjustment consistent with terms of original employment agreement; and
- e. Resolution No. 12-2020, first and final reading - letter of support for the Chehalis River Basin Flood Damage Reduction Project draft NEPA Environmental Impact Statement.

The motion was seconded by Councilor Lord and carried unanimously.

3. **Public Hearing – Proposed 2021 Revenue Sources/Property Taxes, and Levies.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:09 pm.

Chun Saul provided information on proposed 2021 revenue sources and property tax levies. She outlined the basic municipal services provided through the General Fund. The General Fund budget was \$10,137,769, which was balanced using \$444,680 of General Fund Reserve (beginning cash). She noted 57% of General Fund expenditures were dedicated for police and fire. About 87.7% of total General Fund revenue was from taxes. She explained how property tax levy limits were set and disbursed among all taxing districts. The city's emergency medical services (EMS) levy would expire in 2021 and require voter approval for renewal. There were no plans to use any banked capacity in 2021. Ms. Saul outlined the 2021 property tax levy proposed increase amounts and percentages of change from 2020.

Mayor Dawes noted the public could submit comments through the city website, by contacting the City Clerk via phone or email, or by contacting the City Clerk to speak directly to the council via Zoom. Caryn Foley stated no public comments were received regarding the public hearing. There being no public comments, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:21 pm.

4. **Public Hearing – Proposed 2021 Budget.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:21 pm.

Chun Saul stated the citywide budget was balanced using \$1.26 million beginning cash. With the exception of the general governmental funds, use of beginning fund balance was related to one-time capital expenditures.

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Mayor Dawes clarified it was a portion of the beginning fund balance being used; not the entire \$1.26 million. He asked members of the press to contact the Finance Director if they had questions.

Ms. Saul provided an overview of the General Fund. She noted about 88% of General Fund revenues were from taxes, primarily from sales tax, property tax, and utility tax. She explained the assumptions used to estimate 2021 revenue projections and how those tax dollars were distributed. A summary of General Fund expenditures was provided. Ms. Saul highlighted items included and not included in the proposed budget.

City Manager Anderson stated the proposed budget was carefully vetted by the council budget committee. The committee was hesitant to make significant reductions in the budget because that would result in a reduction in services. She noted there were some positions that would remain unfilled. While things were tight and General Fund reserves were needed to balance the budget, it was hoped that sales tax revenues would maintain and less reserves would be needed to balance the budget. Revenues and expenditures would continue to be monitored carefully. In planning for 2022 and beyond, positions will be revisited as people retire and potential new revenues will be identified.

Caryn Foley stated no public comments were received regarding the public hearing. Mayor Dawes reiterated that the public could submit comments through the city website, by contacting the City Clerk via phone or email, or by contacting the City Clerk to speak directly to the council via Zoom. There being no public comments, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:48 pm. He stated the second public hearings would be held at the next council meeting.

5. **Ordinance No. 1011-B, First Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2021 and Ordinance No. 1012-B, First Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2021.** Councilor Spahr moved to pass Ordinance No. 1011-B and Ordinance No. 1012-B on first readings. The motion was seconded by Councilor Pope and carried unanimously.

6. **Ordinance No. 1013-B, First Reading – Adopting the Proposed 2021 Budget.** Councilor Spahr moved to pass Ordinance No. 1013-B on first reading. The motion was seconded by Councilor Taylor and carried unanimously.

7. Administration Reports.

a. **City Manager Update.** Trent Lougheed provided a report on the abnormal amount of streetlights that were out and staff's plan to address the issue. Members of the public should report outages to Chehalis Public Works at 360-748-0238 for lights on metal poles or to Lewis County PUD at 360-562-5612 for lights on wood poles. If there was doubt about who to report outages to, Mr. Lougheed stated citizens could just call Chehalis public works.

Mayor Dawes wondered if there were any grant programs to replace city-owned streetlights with LED lights. Mr. Lougheed stated he would look into the suggestion.

Councilor Lund stated there were employees driving around all night that could report outages to public works. Mr. Lougheed stated the public works department had an employee drive the city and inventoried the lights that were out.

City Manager Anderson stated the council had been meeting via Zoom to comply with the governor's proclamations for open public meetings and staff was expecting new information from the governor's office on the issue that may include more options for meeting in person. In recognition of Veterans Day on Wednesday, City Manager Anderson thanked all veterans for their service and the importance of the day to recognize the service of so many.

8. Councilor Reports/Committee Updates.

a. **Councilor Lord.** Councilor Lord stated tomorrow was 245th birthday of the Marine Corps.

b. **Mayor Dawes.** Mayor Dawes also gave his thanks to members of the Marine Corps and all veterans.

9. **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)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:45 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the

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regular meeting at 6:02 pm. The executive session began at 6:03 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:43 pm and immediately adjourned.

Notes:

- *Councilor Taylor had a conflict of interest with regard to the sale/lease of real estate topic under executive session and left the meeting at 6:21 pm.*
- *Councilor Pope left the meeting at 6:42 pm.*

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 11/23/2020

Initials: cf