

November 23, 2020

The Chehalis city council met in regular session on Monday, November 23, 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 was absent (excused). Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager (Zoom); Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; 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. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

a. Minutes of the regular city council meeting of November 9, 2020;

b. November 13, 2020 Claim Vouchers No. 130459 – 130561 and Electronic Funds Transfer Check Nos. 1008 – 1032, 1020205 and 1120200 in the amount of \$685,074.67;

c. Appointments of Debbie Franz and Kristi Kaech to the Historic Preservation Commission for three-year terms expiring December 31, 2023; and

d. Engineering and construction services agreement with Precision Approach Engineering for the Above-Ground Fuel Storage Project not to exceed \$134,000.

The motion was seconded by Councilor Lord and carried unanimously.

2. **Public Hearing – Proposed 2021 Revenue Sources/Property Taxes, and Levies.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:03 pm. 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 5:04 pm.

3. **Public Hearing – Proposed 2021 Budget.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:04 pm. 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 5:05 pm.

4. **Ordinance No. 1011-B, Second and Final Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2021 and Ordinance No. 1012-B, Second and Final 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 second and final readings. The motion was seconded by Councilor Pope and carried unanimously.

5. **Ordinance No. 1013-B, Second and Final Reading – Adopting the Proposed 2021 Budget.** Councilor Spahr moved to pass Ordinance No. 1013-B on second and final reading. The motion was seconded by Councilor Lord and carried unanimously.

6. **Review of Lodging Tax Advisory Committee Comments Regarding 2021 Funding Allocation Revisions.** City Manager Anderson summarized the process for this year's lodging tax allocations. The LTAC met and provided comment, which was being presented now for council consideration.

Mayor Dawes stated the council budget committee reviewed the LTAC's comments and recommended approval.

Councilor Lund moved to approve funding allocations for 2021 tourism funds consistent with the comments provided by the LTAC at its November 19, 2020 meeting: ARTrails \$0; Centralia-Chehalis Chamber \$38,550; Chehalis-Centralia Railroad & Museum (Marketing) \$35,000; Chehalis-Centralia Railroad & Museum (Personnel) \$0; Chehalis Community Renaissance \$32,900; City of Chehalis RV Park Restrooms \$0; City of Chehalis Youth Athletic Tournaments \$15,000; Lewis County Historical Museum \$35,000; and Veterans Memorial Museum \$28,550. The motion was seconded by Councilor Pope and carried unanimously.

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7. **Flood Authority Update.** Commissioner Edna Fund provided an update from the recent Flood Authority meeting. There was a project in the Port of Chehalis for District 1 that was approved to be included into a package of projects that would require approval by the Legislature.

8. **Ordinance No. 1014-B, First Reading – Amending the 2020 Budget.** Chun Saul stated this was the third and final amendment to the 2020 budget, which included the Coronavirus Relief Fund (CARES Act) Grant; budgets for custodial activities; and other revenue and expenditure budget adjustments to reflect more to actual.

Councilor Spahr moved to pass Ordinance No. 1014-B on first reading. The motion was seconded by Councilor Lord and carried unanimously.

9. **Award Bid for Temporary Fire Station Site Preparation Project.** Trent Lougheed stated the purpose of the project was to prepare the site to move the temporary fire station on Arkansas Way to the newly purchased property on State Avenue that will house the new fire station. The project was designed to blend together with the future station. The Small Works Roster process was used to solicit bids and three bids were opened the morning of November 23, with the low bidder being Barcott Construction in the amount of \$223,718.18. The engineer's estimate was \$282,710.10. The work will be funded by the bond the council approved to purchase the site and prepare for temporary use, along with Transportation Benefit District funds for right-of-way improvements. Staff also requested a 15% contingency for unanticipated change orders.

Councilor Ketchum moved to award the Temporary Fire Station Site Preparation Project to Barcott Construction, LLC, in the amount of \$223,718.18; authorize an additional 15% contingency budget of \$33,560; and authorize the City Manager to execute change orders that do not exceed a total project cost of \$257,278.18. The motion was seconded by Councilor Pope and carried unanimously.

10. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson stated the Santa Parade was suspended due to COVID restrictions. She wished everyone a Happy Thanksgiving.

11. **Councilor Reports/Committee Updates.**

a. **Councilor Lund.** Councilor Lund reported that Councilor Taylor was diagnosed with COVID and was currently in the hospital. Councilor Taylor asked Councilor Lund to remind everybody to follow the rules and wear a mask. He stated a story about Councilor Taylor's COVID experience would be in the newspaper.

b. **Mayor Dawes.** Mayor Dawes stated the Lewis County LEOFF Disability Board was looking for a city representative. Councilor Ketchum stated he was interested on serving on the board. A letter will be sent expressing Councilor Ketchum's interest.

12. **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, not to exceed 6:10 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:41 pm. The executive session began at 5:41 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:10 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 12/14/2020

Initials: cf