

January 25, 2021

The Chehalis city council met in regular session on Monday, January 25, 2021. 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, Bob Spahr, and Chad Taylor. Councilors Jerry Lord and Dr. Isaac Pope were absent (excused). 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; Chun Saul, Finance Director; and Judy Schave, HR/Risk Manager. Celine Fitzgerald of *The Chronicle* attended the meeting via 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Recognition of Judy Schave, HR/Risk Manager.** Mayor Dawes recognized Judy Schave, HR/Risk Manager, with a certificate, proclamation, and an inscribed vase with flowers upon her retirement after 35 years of service to the City of Chehalis. Mayor Dawes, on behalf of the City Council, and City Manager Anderson expressed their appreciation for Judy's dedication and superior work ethic.

2. **Legislative Update.** Representative Peter Abbarno provided an update on legislative activities and stated that legislative committee hearings could be found at www.leg.wa.gov and he encouraged anyone interested to attend. Representative Abbarno also provided his contact information:

Email: peter.abbarno@leg.wa.gov

Telephone: 360-786-7896

Email notifications: <https://peterabbarno.housepublicans.wa.gov/>.

Representative Abbarno explained that complications with the Zoom sessions may arise and encouraged everyone to sign up for the email notifications.

3. **Port of Chehalis Update.** Randy Mueller, Chief Executive Officer of the Port of Chehalis, provided a quarterly update regarding port activities, which included a review of living wages in Lewis County; the sale of property to McCallum Rock Drilling; the production of barley; and the creation of a logistics and distribution center for Costco. Mr. Mueller stated the distribution center would not be a retail warehouse and planned to have approximately 150 jobs available upon opening. The City Council expressed concerns about the lack of available housing in the area for these potential positions.

4. **Chehalis River Basin Flood Authority Update.** Edna Fund with the Office of the Chehalis Basin and Flood Authority shared that the Flood Authority had drafted a resolution of support regarding a water retention facility to mitigate flooding.

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

a. Minutes of the regular city council meeting of January 11, 2021;

b. 2020 Vouchers and Transfers – January 15, 2021 Claim Vouchers No. 130907 – 130982, 131029 and Electronic Funds Transfer Check Nos. 1093 – 1111 and 1220200, 1220201, and 1220202 in the amount of \$384,473.61; and

c. 2021 Vouchers and Transfers – January 15, 2021 Claim Vouchers No. 130983 – 131028 and Electronic Funds Transfer Check Nos. 1112 – 1117 in the amount of \$671,759.11;

The motion was seconded by Mayor Pro Tem Taylor and carried unanimously.

6. **Ordinance No. 1015-B, Second and Final Reading – Amending CMC 17.78 Uses/Occupancy, Prohibiting New Congregate Housing.** City Manager Anderson explained that the ordinance had been discussed at the December 14, 2020 City Council meeting, noting the ordinance would only apply moving forward and would not be retroactively applied to any existing congregate housing facilities. The ordinance established a minimum dwelling size of 310 square feet with a kitchen, bathroom facilities, and a closet.

Tammy Baraconi stated the ordinance would prohibit the creation of congregate housing facilities.

January 25, 2021

Mayor Dawes asked for clarification regarding couples living together and roommate situations. Ms. Baraconi stated the ordinance would not affect roommate or similar situations if someone wished to rent out a room in their home or dormitory situations.

Mayor Dawes asked for clarification on why congregate housing needed to be listed as not accepted. Ms. Baraconi explained that Chehalis Municipal Code 17.78 provided that anything not listed within the code as outright prohibited could still go through a conditional use permit process.

Councilor Spahr moved to pass Ordinance No. 1015-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

7. Second Reading of Ordinance No. 1016-B – Updating CMC 17.09 – Permit Processing – Suspension of Rules to Schedule Second Reading for February 22, 2021. City Manager Anderson noted a typo on the agenda cover sheet regarding the date for the second reading. She clarified that the intent was to have the second reading at the February 22, 2021 meeting, not the February 8, 2021 meeting in order to comply with the SEPA process to receive public comment.

Mayor Pro Tem Taylor moved to suspend Section 12 of Resolution 6-2017 to allow Ordinance No. 1016-B, amending CMC 17.09 Permit Processing to have a second reading at the February 22, 2021 City Council meeting. The motion was seconded by Councilor Lund and carried unanimously.

8. Proposed Work Plan for Downtown Parking. Due to the absence of Councilor Lord, it was decided to table the conversation regarding downtown parking until the February 8, 2021 City Council meeting.

9. Administration Reports.

a. **Finance Report.** Chun Saul presented a financial status report for the period ending December 31, 2020. Ms. Saul stated the report focused on the general fund and enterprise funds. Ms. Saul explained that revenues and expenditures had been more favorable than anticipated for 2020, with revenues being higher and expenses lower than anticipated.

Mayor Dawes explained that the budget had been adjusted at the beginning of the COVID-19 pandemic, which included the cancellation of many projects, staff positions remaining unfilled after vacated, and lowered revenue projections. This was done to ensure a deficit would not be incurred.

Delinquent utility bills have increased by approximately \$97,000 from 2019 to 2020, which Ms. Saul believed to be related to the COVID-19 pandemic. Councilor Spahr inquired about the total amount of past due bills. Ms. Saul stated the average in 2018 and 2019 was around \$80,000 - \$90,000; the total past due for 2020 was approximately \$170,000. Payments have been deferred and are still collectible, but all late payment fees have been waived by the State of Washington and the City may not charge fees until April 30, 2021.

City Manager Anderson stated that all funds other than the general fund are restricted revenue sources that may only be used to fund activities that fall within those restrictions.

b. **City Manager Update.** City Manager Anderson announced that the candidate chosen to replace Judy Schave as the HR/Risk Manager was Glenn Schaffer, who had previously served the city as Police Chief. Randy Kaut will be the interim Police Chief, effective January 25, 2021.

10. Councilor Reports/Committee Updates.

a. **Mayor Pro Tem Taylor.** Mayor Pro Tem Taylor announced that he and his wife had purchased *The Chronicle*, *The Nisqually Valley News*, *The Battleground Reflector*, and Sign Pro. He stated the February 8, 2020 City Council meeting would be his last meeting due to the purchase to eliminate any conflict of interest. He expressed his gratitude to the City Council and City of Chehalis staff while he was a member of the City Council.

Mayor Dawes thanked Mayor Pro Tem Taylor for his time on the City Council and wished him the best of luck.

Mayor Pro Tem Taylor noted he had not participated in any executive sessions for ethical reasons since the purchase became public.

January 25, 2021

11. **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 7:15 pm and there would be no action following conclusion of the executive session. Councilor Taylor left the meeting at 6:58 pm. Mayor Dawes closed the regular meeting at 6:58 pm. The executive session began at 6:58 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:15 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 2/8/2021

Initials: cf