

# IMPORTANT NOTICE

Due to regulations pertaining to in-person meetings listed in the Governor's Open Public Meetings Act Proclamation(s), this meeting will be held remotely.

There are two options for viewing/listening to the meeting:

## 1. Live-Stream

View and listen through live streaming by using the following link –

<https://www.ci.chehalis.wa.us/citycouncil/live-streaming-and-demand-viewing-city-council-meetings>

or

## 2. Telephone

Dial: 1-253-215-8782

Meeting ID: 822 5811 8879

Passcode: 674890

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under the Citizens Business portion of the meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Caryn Foley at 360-345-1042 or at [cfoley@ci.chehalis.wa.us](mailto:cfoley@ci.chehalis.wa.us). Citizens Business comments will be limited to five (5) minutes.

If you have any questions about live streaming the meeting or submitting a comment, please contact City Clerk Caryn Foley at [cfoley@ci.chehalis.wa.us](mailto:cfoley@ci.chehalis.wa.us) or 360-345-1042.

**The City truly appreciates the community's cooperation  
and patience during this challenging time.**

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large  
Mayor

Jerry Lord, District 1  
Daryl J. Lund, District 2  
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3  
Chad E. Taylor, Position at Large, Mayor Pro Tem  
Robert J. Spahr, Position at Large

## Regular Meeting of Monday, February 8, 2021 5:00 p.m.

1. Call to Order. (Mayor)

ITEM

ADMINISTRATION  
RECOMMENDATION PAGE

### PROCLAMATIONS / PRESENTATIONS

2. Recognition of Chad Taylor, Mayor Pro Tem

ITEM

ADMINISTRATION  
RECOMMENDATION PAGE

### SPECIAL BUSINESS

3. Introduction of Richard DeBolt as New Lewis Economic Development Council Executive Director

### CITIZENS BUSINESS

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Caryn Foley at 360-345-1042 or at [cfoley@ci.chehalis.wa.us](mailto:cfoley@ci.chehalis.wa.us). Citizens Business comments will be limited to five (5) minutes.

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ADMINISTRATION  
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5. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$210,889.33 Dated January 29, 2021.</u> (City Manager, Finance Director)	APPROVE	4
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ITEM

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13. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

## EXECUTIVE SESSION

14. Pursuant to RCW:
- a. 42.30.110(1)(c) – Sale/Lease of Real Estate
  - b. 42.30.110(1)(i) – Litigation/Potential Litigation

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, FEBRUARY 22, 2021.**

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](http://www.leg.wa.gov) and he encouraged anyone interested to attend. Representative Abbarno also provided his contact information:

Email: [peter.abbarno@leg.wa.gov](mailto: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.

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Dennis L. Dawes, Mayor

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Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** February 8, 2021

**SUBJECT:** Vouchers and Transfers – Accounts Payable in the Amount of \$210,889.33

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated January 29, 2021.

**DISCUSSION**

The January 29, 2021 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 131030 – 131113 and Electronic Funds Transfer Check Nos. 1118 – 1135 in the amount of \$210,889.33 dated January 29, 2021 which includes the transfer of:

- \$ 91,878.04 from the General Fund
- \$ 2,376.66 from the Dedicated Street Fund – 4% Sales Tax
- \$ 7,553.00 from the Transportation Benefit District Fund
- \$ 3,965.80 from the LEOFF 1 OPEB Reserve Fund
- \$ 966.94 from the Public Facilities Reserve Fund
- \$ 54,256.44 from the Wastewater Fund
- \$ 44,742.08 from the Water Fund
- \$ 397.51 from the Storm & Surface Water Utility Fund
- \$ 4,287.32 from the Airport Fund
- \$ 429.54 from the Firemen’s Pension Fund
- \$ 36.00 from the Custodial Other Agency Fund

**RECOMMENDATION**

It is recommended that the City Council approve the January 29, 2021 Claim Vouchers No. 131030 – 131113 and Electronic Funds Transfer Check Nos. 1118 – 1135 in the amount of \$210,889.33.

**SUGGESTED MOTION**

I move that the City Council approve the January 29, 2021 Claim Vouchers No. 131030 – 131113 and Electronic Funds Transfer Check Nos. 1118 – 1135 in the amount of \$210,889.33.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Betty Brooks, Payroll Accountant

**MEETING OF:** February 8, 2021

**SUBJECT:** Vouchers and Transfers – Payroll in the Amount of \$920,280.82

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated January 29, 2021.

**DISCUSSION**

The administration requests City Council approval for Payroll Vouchers No. 41549-41575, Direct Deposit Payroll Vouchers No. 13009-13113, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 327-330 dated January 29, 2021 in the amount of \$920,280.82, which include the transfer of:

- \$647,830.81 from the General Fund
- \$4,257.80 from the Arterial Street Fund
- \$5,197.50 from the LEOFF1 OPEB Reserve Fund
- \$110,801.69 from the Wastewater Fund
- \$98,231.66 from the Water Fund
- \$21,638.02 from the Storm & Surface Water Utility Fund
- \$32,323.34 from the Airport Fund

**RECOMMENDATION**

It is recommended that the City Council approve the January 29, 2021 Payroll Vouchers No. 41549-41575, Direct Deposit Payroll Vouchers No. 13009-13113, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 327-330 in the amount of \$920,280.82.

**SUGGESTED MOTION**

I move that the City Council approve the January 29, 2021, Payroll Vouchers No. 41549-41575, Direct Deposit Payroll Vouchers No. 13009-13113, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 327-330 in the amount of \$920,280.82.



**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Jill Anderson, City Manager  
**BY:** Randy Kaut, Interim Police Chief  
**MEETING OF:** February 8, 2021  
**SUBJECT:** Resolution No. 1-2021, First and Final Reading – Declaring Surplus Property

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**ISSUE**

The Police Department has property that is no longer needed. State law requires that property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

**DISCUSSION**

The Police Department has two vehicles that have run their life expectancy and would require more to repair than they are worth.

The items will be appropriately disposed of as authorized by the City Manager.

**FISCAL IMPACT**

Any proceeds from items that are sold or auctioned will go to the Police Department.

**RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 1-2021 on first and final reading.

**SUGGESTED MOTION**

I move that the City Council adopt Resolution No. 1-2021 on the first and final reading.

**RESOLUTION NO. 1-2021**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,  
DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO  
BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND  
DIRECTING THE DISPOSITION THEREOF.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO RESOLVE AS  
FOLLOWS:**

**Section 1.** The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

<b>Police Department</b>	<b>Identifying Information</b>
One (1) – 2015 Dodge Charger	VIN: 2C3CDXAG8FH841319
One (1) – 2017 Ford Fusion	VIN: 3FA6P0G72HR330359

**Section 2.** The personal property described herein shall be disposed of by the City Manager.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent Lougheed, Public Works Director

**MEETING OF:** February 8, 2021

**SUBJECT:** Resolution No. 2-2021, First and Final Reading – Continuing Support for a Basin-Wide Solution to Flooding and Aquatic Species Restoration

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**INTRODUCTION**

The City of Chehalis has historically supported balanced and basin-wide solutions for people, fish, and aquatic species. Further, the City supports the Chehalis River Basin Flood Damage Reduction Project coordinated by the Office of the Chehalis Basin, which identifies a plan to accomplish both which is referred to as the Chehalis Basin Strategy.

**HISTORY**

The Chehalis Basin Strategy is an ambitious collection of potential actions to address the challenges of extreme flooding and degraded habitat in the Chehalis River Basin; the state’s second-largest river drainage system. The basin-wide strategy includes near- and long-term actions as well as small- and large-scale projects designed to achieve a two-pronged objective: Reduce flood-related damage while also restoring aquatic species habitat in the Chehalis River basin. The roots of the strategy go back to 2014.

Building on the success of the earlier Chehalis Basin Work Group, the 2016 Washington Legislature created the Office of Chehalis Basin within Ecology and established the Chehalis Basin Board. The Office of Chehalis Basin (OCB) administers funding and works closely with the Board to aggressively pursue implementation of the Chehalis Basin Strategy. Besides forming the Office of Chehalis Basin, the Legislature also established the Chehalis Basin Board to provide long-term oversight of the strategy. The board is responsible for developing budget recommendations to the Governor’s office to implement the strategy. The Office of Chehalis Basin provides support to the board.

On November 9, 2020, through the National Environmental Policy Act (NEPA) process, the City stated its support for the Chehalis River Basin Flood Control Zone District’s proposed Chehalis River Basin Flood Damage Reduction Project with the view that the District’s project, if considered at a basin-wide scale along with other local flood damage reduction and habitat restoration measures, would substantially benefit aquatic species as well as people, property, and livelihoods.

In October 2016, the City of Chehalis adopted a resolution favoring Alternative 1 of the Department of Ecology’s Programmatic Environmental Impact Statement (EIS) of the Chehalis Basin Strategy, which included several flood reduction projects and multiple aquatic species habitat improvement actions.

On April 23, 2020, the City of Chehalis adopted Resolution No. 6-2020 supporting a Basin-Wide Solution to Flooding and Aquatic Species Restoration. On November 9, 2020, the City of Chehalis adopted Resolution No. 12-2020 supporting the Chehalis River Basin Flood Damage Reduction Project to the U.S. Army Corps of Engineers Draft National Environmental Policy Act Environmental Impact Statement.

The proposed resolution will demonstrate the City's continuing support for a basin-wide solution to Flooding and Aquatic Species Restoration at a critical point in time, as this item is being discussed in the current legislative session, which does contain new membership.

**FISCAL IMPACT**

There are no direct fiscal impacts associated with acting on the resolution.

**RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 2-2021 on first and final reading, and submit the resolution to the Office of the Chehalis Basin.

**SUGGESTED MOTION**

I move that the City Council adopt Resolution No. 2-2021 on first and final reading, and submit the resolution to the Office of the Chehalis Basin.

**RESOLUTION NO. 2-2021**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,  
CONTINUING ITS SUPPORT FOR A BASIN-WIDE SOLUTION TO  
FLOODING AND AQUATIC SPECIES RESTORATION AT A CRITICAL  
POINT IN TIME.**

WHEREAS, the Chehalis River Basin Flood Authority (“Flood Authority”) is comprised of local government representatives from communities across the Basin including Chehalis, Centralia, Lewis County, Hoquiam, Aberdeen, Cosmopolis, Montesano, Oakville, Grays Harbor County, Bucoda, Thurston County, Napavine, and Pe Ell and all are impacted negatively by periodic Chehalis River flooding in the Basin, the largest source of which originates from the mainstem Chehalis River above Pe Ell.

WHEREAS, the City of Chehalis continues to foresee a future through the Chehalis Basin process where our families and communities are protected from the worst of the periodic catastrophic floods that hit our Basin and where aggressive habitat restoration projects have turned a declining fishery into a vibrant fishery.

WHEREAS, the Chehalis Basin strategy includes:

1. the Aberdeen-Hoquiam North Shore and West Segment of the North Shore levee;
2. continued development of local flood and fish projects;
3. a basin-wide aquatic species restoration plan; and
4. a potential flood storage facility that will retain 65,000 acre-feet of flood water during catastrophic storms that will lower peak flood levels from Pe Ell to Cosmopolis.

WHEREAS, on April 21, 2020, through the State Environmental Policy Act process, the Flood Authority and its members stated their support for the Chehalis River Basin Flood Control Zone District’s proposed Chehalis River Basin Flood Damage Reduction Project with the view that the institutional governance capacity existed in the Basin to identify and implement sufficient “technically feasible and economically practicable” mitigation as required (see “Final CRBFA Letter re DEIS 4-21-2020” in the Chehalis River Basin Flood Authority’s Local Resolutions Library below).

WHEREAS, on November 13, 2020, through the National Environmental Policy Act (NEPA) process, the Flood Authority and its members again stated their support for the Chehalis River Basin Flood Control Zone District’s proposed Chehalis River Basin Flood Damage Reduction Project with the view that the District’s project, if considered at a Basin-wide scale along with other local flood damage reduction and habitat restoration measures, would substantially benefit aquatic species and people, property, and livelihoods (see “CRBFA Letter

Re NEPA DEIS 11-13-2020" in the Chehalis River Basin Flood Authority's Local Resolutions Library below).

WHEREAS, in the NEPA Draft Environmental Impact Statement (DEIS) process the US Army Corps of Engineers reviewed 61 different alternatives for reducing catastrophic flood damage and found that only those alternatives that included a proposed water retention facility met the objective of flood damage reduction to a level sufficient to proceed to full DEIS-level analysis, a view consistently held by the Flood Authority and its members as part of its long-standing support for balanced, Basin-wide solutions to address flooding and aquatic species restoration in the Basin.

WHEREAS, the WA State Department of Ecology's Draft Environmental Impact Statement, as well the US Army Corps of Engineers' Draft Environmental Impact Statement, show the District's proposed Chehalis River Basin Flood Damage Reduction Project delivering significant reductions in catastrophic levels of flooding for Basin communities and providing substantial reductions in impact and flood inundation for thousands of structures, including homes, schools, churches, small businesses, state highways and I-5, provided adverse impacts, however negligible, are acceptably mitigated.

WHEREAS, the Chehalis River Basin Flood Authority, Office of Chehalis Basin, Chehalis Basin Board, Chehalis Basin Flood Control Zone District, and Chehalis Basin Strategy together provide a well-structured governance and funding framework that has delivered much positive "flood" and "fish" benefit to the Basin since the catastrophic floods of 2007 and 2009.

WHEREAS, these are challenging times with financial resources and capacities stretched thin as a result of the global pandemic.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Chehalis hereby supports and offers its continued participation in the integrated processes and actions outlined above of the Chehalis River Basin Flood Authority, Office of Chehalis Basin, Chehalis Basin Board, Chehalis Basin Flood Control Zone District, and Chehalis Basin Strategy as the best way to continue to efficiently deliver the most beneficial combination of flood hazard reduction and aquatic species restoration all Basin citizens, stakeholders, and "flood" and "fish" interests deserve.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_ day of \_\_\_\_\_, 2021.

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Mayor

Attest:

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City Clerk

Approved as to form and content:

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City Attorney

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Jill Anderson, City Manager  
**BY:** Caryn Foley, City Clerk  
**MEETING OF:** February 8, 2021  
**SUBJECT:** Council Member Vacancy Process

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**ISSUE**

Due to the resignation of Mayor Pro Tem Chad Taylor, effective February 9, 2021, the Chehalis City Council will have one vacancy.

**DISCUSSION**

During the January 25, 2021 City Council meeting, Mayor Pro Tem (MPT) Chad Taylor announced he would resign his position on the City Council effective February 9, 2021. MPT Taylor's membership on the City Council is At-Large No. 2, which current term expires December 31, 2021.

RCW 42.12 addresses the filling of vacancies of elected city officials, providing that a vacancy on an elected nonpartisan governing body shall be filled by the remaining members of the governing body. The term of the person elected to fill a vacancy shall hold office for the remainder of the unexpired term.

Eligibility to hold a council position is addressed in Chehalis Municipal Code 2.08.050, which provides that the individual has been a registered voter and resident of the city for a period of at least one year next preceding his or her election.

**PROCESS FOR SEEKING APPLICANTS**

In order to provide potential applicants sufficient time to complete and submit an application, and to ensure a timely appointment of a replacement council member, the following timeline for filling the vacancy is proposed for City Council's consideration:

- Notice of vacancy published in official newspaper Thursday, February 11
- Applications due Friday, February 19
- City Council conducts interviews at special meeting Monday, March 1
- New council member sworn in at regular City Council meeting Monday, March 8

A draft of an application for interested individuals to complete to be considered for the vacancy is also attached for City Council consideration.

**FISCAL IMPACT**

There is no fiscal impact related to the filling of this City Council member vacancy.



**RECOMMENDATION**

It is requested that the City Council review the proposed process for seeking applicants, including the proposed application, direct any revisions, and then provide direction to staff.

**SUGGESTED MOTION**

I move that the City Council approve the process and application, and direct staff to proceed with the process for seeking candidates to fill the At-Large No. 2 vacancy left by Mayor Pro Tem Chad Taylor's resignation.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Tedd Hendershot, Fire Chief  
Chun Saul, Finance Director

**MEETING OF:** February 8, 2021

**SUBJECT:** Discussion Regarding Available Election Dates for Voter Decision on the EMS Levy Renewal in 2021

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**INTRODUCTION**

The Emergency Medical Services (EMS) levy expires at the end of 2021. The voters approved the current EMS levy in November of 2015 at a rate of \$0.50 per \$1,000 of assessed value for a period of 6 years. Rather than wait until November to obtain a voter decision on the levy renewal, Mayor Dawes suggested that the City place this before the voters at an earlier election so that the budget for 2022 could be developed with certainty about the availability of funding or lack thereof. This item has been scheduled to obtain direction from the City Council regarding preparing for the April election or waiting until August or November.

**BACKGROUND**

The Emergency Medical Services Levy was initially approved by the citizens of Chehalis in 1989. Since that time the EMS levy has been resubmitted and approved by the voters in 1993, 1999 (10 year), 2009, and 2015 at a rate of \$0.50 per \$1000. This levy is legally restricted and can only be used for expenditures related to providing emergency medical services, including personnel, equipment and supplies.

It is proposed that the City Council ask the voters to renew the levy for a period of 6 years at an election in 2021. The options are April 27, 2021, August 3, 2021 (Primary), or November 2, 2021 (General).

Selecting an earlier date would allow the City Council to consider adopting a resolution to place it on a subsequent ballot in 2021 if it was not approved. The challenge is that the deadlines for the November election occur prior to getting the results of the August 3, 2021 election. Therefore, the August 3, 2021 date is less practical, if there is a desire to preserve an option for a second vote on the matter.

**2021 Election Deadlines**

<b><i>Election Date</i></b>	<b><i>Resolution Deadline</i></b>	<b><i>City Council Action Required</i></b>
April 27, 2021	Friday, February 26, 2021	Action required no later than February 22, 2021 CC Meeting
August 3, 2021 (Primary)	Friday, May 14, 2021	Action required no later than May 10, 2021 CC Meeting
November 2, 2021 (General)	Tuesday, August 3, 2021	Action required no later than the July 26, 2021 CC Meeting

**NO VOTER THRESHOLDS FOR LEVY RENEWALS**

In consideration of the record turnout in the November 2020 election, there were some concerns that a Spring election date may not get enough voter interest to meet the voter threshold requirement of 40% minimum turnout; however, *there is a special rule for “subsequent renewal” of a levy that has previously been approved by the voters that only a simple majority vote is needed, with no validation requirements.*

**POTENTIAL ELECTION COSTS**

The expenditures associated with placing the levy before the voters in April rather than later in the year will likely be higher. This may or may not be prohibitive depending on the number of other jurisdictions with matters on the ballot. Information from Lewis County Elections has been requested to provide an estimate of the potential costs associated with an April election. It is expected that there will be more information available for consideration at the City Council meeting.

**FISCAL IMPACT TO THE CITY**

The 2021 EMS Levy is estimated to generate \$336,409 in revenue in 2021. If it is approved by the voters for another 6 years, (2022- 2027) the levy is estimated to generate \$412,165 in 2022.

<b><i>City of Chehalis (02)</i></b>	<b><i>Assessed Value</i></b>	<b><i>2021 EMS collection Rate</i></b>	<b><i>2021 EMS Tax Levy Revenue Estimate</i></b>	<b><i>If EMS rate Approved at .50</i></b>	<b><i>EMS Tax Levy</i></b>	<b><i>Increase (for year 2022)</i></b>
<b>Total Tax</b>	<b>\$824,330,209</b>	<b>\$0.408100086988</b>	<b>\$336,409.23</b>	<b>\$0.50</b>	<b>\$412,165.10</b>	<b>\$75,755.87</b>

If the levy renewal is not approved, the City would have to reduce Fire Department expenditures by over \$300,000 in 2022 or generate revenues in another way to make up the difference. Since the City’s ability to raise ongoing revenues is limited, maintaining the current level of emergency medical service for the community would be very difficult without the ongoing revenue associated with the levy.

**ESTIMATED COST TO TYPICAL PROPERTY OWNERS**

If the EMS levy is renewed, the estimated increases for the average property have been calculated and provided in the chart below. It is important to note that the City only receives a portion of the property tax paid by property owners each year. In 2020, the City received just under 23%, including the EMS

levy, of the property tax assessed to property owners in Lewis County. The rest is distributed to the State, County, School District, Port of Chehalis, and the Library District.

As the chart below demonstrates, the increase from 2020 to 2021 for a property with an assessed value of \$250,000 would *be just under \$23.00 a year.*

**Examples for Individual Property**

	Assessed Value	2021 EMS collection Rate	2021 EMS Tax Levy	If EMS rate Increase to Max	EMS Tax Levy 2022	Increase (for year 2022)
A	\$150,000	\$0.408100086988	\$61.22	\$0.50	\$75.00	\$13.78
B	\$200,000	\$0.408100086988	\$81.62	\$0.50	\$100.00	\$18.38
C	<b>\$250,000</b>	\$0.408100086988	\$102.03	\$0.50	\$125.00	<b>\$22.97</b>
D	\$300,000	\$0.408100086988	\$122.43	\$0.50	\$150.00	\$27.57
E	\$350,000	\$0.408100086988	\$142.84	\$0.50	\$175.00	\$32.16

**RECOMMENDATION**

The City Council is being asked to provide direction regarding whether to draft a resolution to place the renewal of the EMS levy on the April 27, 2021 election ballot for consideration at the February 22, 2021 City Council meeting. It is recommended that to maintain the current level of service, the levy be renewed for another 6 years at a maximum rate \$0.50 per \$1000 valuation as allowed by State Law.

**SUGGESTED MOTION**

I move that the City Council direct staff to prepare a resolution for consideration at the February 22, 2021 City Council meeting to place the EMS levy renewal on the April 27, 2021 ballot at a maximum rate of \$0.50 per \$1000 valuation for a period of 6 years.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Tammy S. Baraconi, Planning and Building Manager

**MEETING OF:** February 8, 2021

**SUBJECT:** Discussion of Potential Changes to Parking Exemptions for the Historic Downtown (CMC 17.84.010)

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**ISSUE**

At this time the Chehalis Municipal Code, CMC 17.84 Parking and Loading, specifically exempts the imposition of parking requirements in the Historic Downtown. Members of the City Council have expressed concerns regarding this exemption, specifically that when a change of use occurs in the downtown, parking requirements are not considered in the process.

**BACKGROUND**

On January 27, 2020, the City Council discussed a congregate housing project that had been approved by the Hearing Examiner as a change of use at a building in the historic downtown. During the discussion, the City Council raised concerns regarding how the project could impact the parking available downtown. A proposal to prohibit congregate housing in the City was considered at the December 14, 2020 City Council meeting and the issue of how changes of use of downtown buildings impact parking were again raised by the City Council. This agenda item has been prepared in response to the City Council's request for an opportunity to review the applicable section of the code and provide direction to staff regarding possible changes.

**CURRENT CODE**

The Chehalis Municipal Code Section 17.84 consists of 9 sections addressing parking and loading requirements for projects in the City. The first of the 9 sections: 17.84.010 (Parking Spaces Required) states the following:

- A. Every use hereafter created on any private property within the City, and every change of use or occupancy, shall provide for the parking and maneuvering of motor vehicles as specified in this chapter, except ***this chapter shall not apply to any change in use or occupancy in the downtown historic district.*** (emphasis added)
- B. The required number of on-site parking spaces for every use of property shall be as identified in CMC 17.78.020, Use chart adopted, and shall occur on the same tax lot or leased area as the development proposal, except as identified in CMC 17.84.060 (Joint use of parking lot.)
- C. No development permit shall be issued for any new construction or addition to an existing structure if the required number of on-site parking spaces for the subject use or occupancy is not provided.

D. The DRC may consider reducing the required number of on-site parking spaces for any change of use or occupancy, or any addition to an existing structure, ***if all of the following are found to apply*** (emphasis added):

1. The applicant has submitted an engineering report, published study, or other bona fide documentation demonstrating that the required number of spaces may be reduced ***without impacting any public right-of-way*** (emphasis added);
2. The documentation submitted by an applicant has been determined by the DRC to be relevant and appropriate for the subject proposal;
3. The DRC has attached any conditions of development it determines appropriate to protect the public's interest in any associated right-of-way; and
4. The DRC has found that the listed number of on-site parking spaces could not be physically provided without reducing the nature or scope of the proposal to an unreasonable development proposal.

E. Provisions for handicapped accessible parking spaces shall be as required in WAC [51-50-1106](#) or as otherwise required by the state. [Ord. 720B § 1, 2002.]

### **POSSIBLE CHANGE TO THE CODE**

Based on the City Council discussion at the City Council meeting on December 14, 2020, a change to the CMC removing the parking exemption could be prepared. The proposed change would simply delete the section regarding the downtown historic district:

A. Every use hereafter created on any private property within the City, and every change of use or occupancy, shall provide for the parking and maneuvering of motor vehicles as specified in this chapter, ~~***except this chapter shall not apply to any change in use or occupancy in the downtown historic district.***~~ (emphasis added)

The process includes a public hearing before the Planning Commission, which includes a public notice and a SEPA decision, including public comment opportunities. The Planning Commission would then act on the matter and make a recommendation to the City Council, which is responsible for all changes to the Chehalis Municipal Code (CMC).

### **POTENTIAL IMPACTS**

If the CMC is changed to remove the parking exemption for the historic downtown, all changes in use would have to include plans for providing parking consistent with the City's CMC. This could hinder a change of use, including new businesses and restaurants, because the ability to create and/or provide parking consistent with the City's parking requirements would be very difficult and/or expensive to do in the historic downtown. On the other hand, it would also provide an opportunity for changes in use to be reviewed by the City and go through a process, which seems consistent with City's Council's comments in December 2020.

For example, if a restaurant is proposed for a currently vacant storefront in the historic downtown today, it is not required to provide parking consistent with the CMC. If the CMC is changed to require the parking requirements to be imposed on a change of use, a proposed new restaurant would be required to provide sufficient parking. Any decision by the Development Review Committee (DRC), Planning Commission, or Hearing Examiner, would have to consider the applicable parking requirements in the decision-making process.

Adding this layer of evaluation to the process would provide the City an opportunity to consider the impacts of a change of use on the parking for existing residents and businesses. However, the parking standards would be difficult to meet in the historic downtown and financially unfeasible in some

scenarios. It also makes the process lengthier and more uncertain for all involved, including business and property owners wanting to change the use of their buildings downtown.

**RECOMMENDATION**

It is requested that the City Council provide direction to staff to initiate a process to amend the code to require that parking requirements be met in the historic downtown or to table this matter. If tabled at this time, the matter could be added for consideration during the Zoning Code update which is planned to occur after the Comprehensive Plan update that is taking place in 2021.

**SUGGESTED MOTION**

There is no suggested motion.