

**Chehalis City Council**  
Meeting Minutes  
April 12, 2021

The Chehalis City Council met in regular session on Monday, April 12, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilors Michael Bannan and Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, Interim City Clerk; Tedd Hendershot, Fire Chief; Randy Kaut, Interim Police Chief (Zoom); Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Sam Satterfield, City Attorney; 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Administrative Professionals Week.** Mayor Dawes read a proclamation designating April 19-23 as Administrative Professionals Week.

2. **Port of Chehalis Update.** Randy Mueller, CEO of the Port of Chehalis, provided an update on activities at the Port. There is funding for the grain storage project available through state legislature, funds available for a hydrogen refueling station, and Costco has halted the feasibility study, and new businesses are coming into the port. At the next public meeting on April 22, 2021, the port will be amending their comprehensive plan.

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

a. Minutes of the regular City Council meeting of March 22, 2021; and

b. March 31, 2021 Claim Vouchers No. 131406 – 131506 and Electronic Funds Transfer Check Nos. 1211 – 1235, 2, 3, and 4 in the amount of \$688,179.84, and Voided Check Number 131231 in the amount of \$178.00, for a Net Total of \$688,001.84; and

c. March 31, 2021, Payroll Vouchers No. 41604-41632, Direct Deposit Payroll Vouchers No. 13218-13222, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 335-338 in the amount of \$857,798.36; and

d. Lease of City Property to PAMCO, LLC for Agricultural Land.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Bid Award – NW Pacific Avenue Reconstruction Project.** Trent Lougheed explained that the NW Pacific Avenue Reconstruction Project included replacing the failing stormwater lines, the water lines, sidewalks, asphalt, curbs, and gutters.

Six bids were received and opened on March 10, 2021, with Barcott Construction being the low bidder. After the bid opening, Rognlin's Construction, the second lowest bidder, though their attorney, claimed that the bid should be deemed non-responsive. The City sought legal counsel regarding the responsiveness of the bid, and it was agreed that the Barcott Construction bid did not meet the requirements of RCW 39.30.060 and the bid should be awarded to the lowest responsive bidder, Rognlin's Construction.

The project will be funded by three separate funds: 42% to the transportation benefit district (sidewalks, streetlights, curbs, gutters, and a portion of the street that the utilities are not being reconstructed in), 25% to the stormwater fund, and 33% to the water department. These percentages are estimates and are subject to change.

Councilor Spahr asked if the streetlights would be replaced; Trent Lougheed confirmed that they would be replaced but the decorative lights initially planned had been cost prohibitive, so regular streetlights would be used instead.

Councilor Ketchum expressed that the City was able to use discretion when awarding bids. City Manager Anderson confirmed that the City could use discretion, but that limits existed per state law based upon the project. City Attorney Satterfield explained that for Public Works projects, it was required to pick the lowest responsible bidder, but if the Council would like to reject all bids, they could.

Councilor Spahr made a motion to award the NW Pacific Avenue Reconstruction Project to Rognlin's Construction in the amount of \$1,284,960.00; to authorize a 10% contingency budget of \$138,540.00; and authorize the City Manager to execute all

project documents, including change orders, that do not exceed a total project cost of \$1,523,500.00. The motion was seconded by Councilor Lord and carried unanimously.

5. **Bid Award – Snively Avenue Road and Utility Improvement Project.** Trent Lougheed explained that the Snively Avenue Road and Utility Improvement project was driven by the failing 1950's era sewer main that serviced the area. The water system in the area also experiences frequent issues due to age and will be replaced at the same time. The project received seven bids and they were opened on March 31, 2021. The low bidder on this project was Rognlin's Construction.

The Snively Avenue Road and Utility Improvement project will also be split between three funds: 18% of the transportation benefit district (curb, gutter, and driveway approach replacements), 28% to the sewer fund, and 54% will be paid by the water fund. These percentages are estimates and are subject to change.

Councilor Spahr made a motion to award the Snively Avenue Road and Utility Improvement project to Rognlin's Construction in the amount of \$465,260.00; to authorize a 10% contingency budget of \$46,540.00; and authorize the City Manager to execute all project documents, including change orders, that do not exceed a total project cost of \$511,800.00. The motion was seconded by Councilor Pope and carried unanimously.

6. **Bid Award – Main Street Resurfacing Project.** Trent Lougheed informed the council that this project was funded by the Transportation Improvement Board Arterial Preservation Program which provides funding for the resurfacing of arterial streets. The project application was submitted in 2019, designed, and then delayed due to COVID. Seven bids were received and opened on March 18, 2021.

Councilor Ketchum asked when the projects would begin. Trent Lougheed stated that upon Council approval, documents would be sent to the corresponding contractors. These documents are required to be returned within twenty days, then the City has ten days to countersign and submit the documents. He anticipates a notice to proceed would be provided to these contractors in approximately one month. All projects are planned to be completed before the end of summer.

Councilor Spahr made a motion to award the Main Street Resurfacing Project to Barcott Construction in the amount of \$459,271.70; to authorize a 10% contingency budget of \$45,928.30; and authorize the City Manager to execute all project documents, including change orders, that do not exceed a total project cost of \$505,200.00. The motion was seconded by Councilor Lord and carried unanimously.

7. **Consultant Supplemental Agreement for Engineering Services with Gibbs and Olson for the Main Street Resurfacing Project.** Trent Lougheed explained this was part of the Main Street Resurfacing Project and would include updated ADA compliant ramps and sidewalk replacements. Supplemental agreements are completed after the bids have been opened since they are based upon a percentage of the project cost.

Councilor Spahr made a motion to approve the supplemental agreement for engineering services with Gibbs and Olson for an amount not to exceed \$47,782 for construction engineering services of the Main Street Resurfacing Project and authorize the related expenditures, including the use of TBD funds for the local match. The motion was seconded by Councilor Lord and carried unanimously.

8. **Approval to Submit FAA Grant Application for Airfield Pavement Rehabilitation Project.** City Manager Anderson explained that this grant would provide 100% funding for the Airfield Pavement Rehabilitation Project. Brandon Rakes explained that this project would focus on both ends of the airport runways and much of the taxiway. This project will focus on repairs to the concrete and pavement instead of replacement.

Councilor Spahr made a motion to approve the application; authorize acceptance of the grant funds upon award; authorize the City Manager to execute all documents necessary to apply for and accept the grant; and designate that these funds be used for the Airfield Pavement Rehabilitation Project.

After discussion, Councilor Spahr amended his motion to approve the application; authorize acceptance of the grant funds up to \$874,000 upon award; authorize the City Manager to execute all documents necessary to apply for and accept the grant; and designate that these funds be used for the Airfield Pavement Rehabilitation Project. The motion was seconded by Councilor Pope and carried unanimously.

9. **Resolution No. 5-2021 and Resolution No. 6-2021 First and Final Reading – EMS Levy Renewal.** City Manager Anderson explained that staff was following up on direction provided by the Council at the February 8, 2021 City Council Meeting.

Resolution Number 5-2021 is for the primary election in August and Resolution Number 6-2021 is for the general election in November. Two resolutions are being presented since the deadline for the general election is the day of the primary election, so the city would be unable to place the EMS levy on the ballot for November, should it fail in August. If the EMS levy passes in August, staff will be able to withdraw it from the November ballot.

Councilor Spahr made a motion to adopt Resolution Number 5-2021 and Resolution Number 6-2021 on first and final readings; authorize the submission of ballot propositions for the August 3, 2021 primary election and the November 2, 2021 general election to provide Chehalis voters the opportunity to consider renewal of the City's existing Emergency Medical Services (EMS) Levy. The motion was seconded by Councilor Pope and carried unanimously.

**10. Administration Reports.**

a. **City Manager Update.** City Manager Anderson announced that the Chamber of Commerce would be hosting their annual banquet this year.

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

a. **Councilor Spahr.** Councilor Spahr announced that there was a community meeting regarding Westside Park and representatives from the group would approach the City with suggestions.


b. **Councilor Lund.** Councilor Lund stated that the Chehalis-Centralia Railroad and Museum was open for the season. He informed the council that the Easter Train ride had drawn a great crowd. Additional repairs to the steam engine will begin soon. Councilor Lund also expressed a desire to see the water issue on Mr. Ryan's property on Hilltop Road addressed.

c. **Councilor Bannan.** Councilor Bannan expressed frustration with the homelessness issue in the area and looked forward to discussions to help alleviate these issues.

d. **Councilor Pope.** Councilor Pope inquired if strategic planning sessions would be revisited. City Manager Anderson informed the Council that due to COVID restrictions the process had been delayed but the intent was to continue once restrictions are lifted.

e. **Mayor Dawes.** Mayor Dawes and Brandon Rakes participated on KELA's "Lets Talk About It" segment. Topics included the airport, homelessness issues, and a variety of other topics.

**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 6:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:06 pm. At 6:30 pm, Mayor Dawes announced additional time was needed in executive session not to exceed 6:45 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:39 pm and immediately adjourned.

  
Dennis L. Dawes, Mayor

  
Kiley Franz, Interim City Clerk

Approved:

Initials: 

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