

Chehalis City Council

Meeting Minutes
June 14, 2021

The Chehalis City Council met in regular session on Monday, June 14, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Michael Bannan, Tony Ketchum, Jerry Lord, and Bob Spahr. Councilors Daryl Lund and Dr. Isaac Pope participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Randy Kaut, Interim Police Chief; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Sam Satterfield, City Attorney; Chun Saul, Finance Director; and Susan Stayner, City Manager's Administrative Assistant. Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried unanimously.

2. **Public Hearing – 2022-2027 Six-Year Transportation Improvement Program.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:02 pm.

Trent Lougheed stated the purpose of the public hearing was to comply with the annual requirement of the Washington State Department of Transportation to approve the six-year TIP and to provide the public an opportunity to provide input. In order for a project to be eligible for grant funding, the project must be listed on the adopted six-year TIP. Once a project receives funding, it is added to the state TIP and the city may move forward with construction and design of the project.

Trent Lougheed provided an overview of proposed projects for the six-year TIP. Councilor Ketchum asked about the parking stops on Chehalis Avenue, expressing concerns about vehicles sticking out in the roadway. Trent Lougheed confirmed that may be an issue, but the parking stops were being placed to protect citizens walking on the sidewalks since there have been a few near misses.

Councilor Lord asked about the possible closure of a portion of Boistfort Street to create a pedestrian plaza. Trent Lougheed confirmed that the decision would come to council before the project progressed. City Manager Anderson explained that the pedestrian plaza had been proposed by the Chehalis Community Renaissance Team and was not a staff driven project; any decision of this kind would include a robust public information process. Councilor Lund expressed frustration with the closure, pointing out that parking spots would be eliminated when parking was already difficult to find downtown area.

Councilor Lund asked why landscaping was included in the project cost. Trent Lougheed explained that landscaping was included to comply with the Chehalis Municipal Code. Mayor Dawes asked if these funds had stipulations that would require such things as art installations or green space. Trent Lougheed said there were no such requirements to his knowledge.

Mayor Dawes asked if any plan was in place to add flashing crosswalk signs by Penny Playground; Trent Lougheed informed the Council that one sign was being purchased for the crosswalk by Westside Park and would look into purchasing another for Penny Playground.

Mayor Dawes closed the public hearing and reopened the regular meeting at 5:28 pm.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:
- a. Minutes of the regular City Council meeting of May 24, 2021; and
 - b. Minutes of the special City Council meeting of June 7, 2021; and
 - c. May 28, 2021 Claim Vouchers No. 131829 – 131907 and Electronic Funds Transfer Check Nos. 1316 – 1344, 11, and 12 in the amount of \$1,137,552.83; and
 - d. May 28, 2021, Payroll Vouchers No. 41660-41687, Direct Deposit Payroll Vouchers No. 13427-13538, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 343-346 in the amount of \$767,297.96; and
 - e. Amendment to the 2020-2022 Wastewater On-Call SCADA Services Agreement with Parametrix, Inc.

The motion was seconded by Councilor Ketchum and carried unanimously.

4. **Resolution No. 4-2021, Second and Final Reading- Establishing a Schedule of Fees and Charges.** Mayor Dawes asked if any changes had been made to the schedule of fees since the first reading. Kiley Franz explained that two duplicate pages had been removed from the document.

Councilor Lord pointed out that the resolution stated fees were reflective of actual costs and that was not the case with the planning and building department fees.

A motion to adopt Resolution No. 4-2021 on second and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried four to two. Councilors Bannan and Lord opposed the motion.

5. **Award of Airfield Pavement Rehabilitation Bid to C.R. Contracting, LLC.** Brandon Rakes explained that approval of this bid was a continuation of the grant approved by the FAA for approximately \$944,000.00 which will cover the cost of this project. A 2.5% contingency budget is requested, though he believed it is unlikely it will be utilized.

A motion to award the Airfield Pavement Rehabilitation Project to C.R. Contracting, LLC in the amount of \$744,377.81; authorize \$10,000 in preliminary planning with Precision Approach Engineering; authorize \$82,000 for design services with Precision Approach Engineering; Authorize \$108,000 for services during construction with Precision Approach Engineering; authorize a 2.5% contingency budget of \$23,609.45; and authorize the City Manager to execute all project-related documents, including change orders, for and not to exceed a total project cost of \$967,987.26 was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

6. **Award of Above-Ground Fuel Site Work Bid to Quigg Bros., Inc.** Brandon Rakes explained that this project has been in the works for some time, and the fuel tanks were ordered previously. This portion of the project will focus on the footings for the tanks, stormwater infrastructure, electrical work, and the decommissioning of the existing system.

Brandon Rakes explained that this system will double the fuel storage capacity at the airport. Councilor Spahr asked where the money for this project was from. Brandon Rakes informed the Council that the majority of the available funds at the airport were from commercial property leases, fuel sales, and hangar rentals. Councilor Lund asked how much of the loan payment would be funded by fuel sales. Brandon Rakes explained that he had not separated the revenue sources in this instance, but total revenues far exceeded the incurred debt.

A motion to award the bid to Quigg Bros., Inc. for \$641,277.60; authorize an additional 5% contingency budget of \$32,063.88; and authorize the City Manager to execute all documents and change orders that do not exceed a total purchase price of \$673,341.48 was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried unanimously.

7. **Ordinance No. 1020-B, Amending CMC 10.08 to Address Impound/Immobilization of Unlawfully Parked Vehicles and to Incorporate City Fee Schedule for Penalties.** Sam Satterfield explained that this ordinance was being revised to address the revised fee schedule and clarifying when a vehicle can be towed.

Councilor Lund asked if there would be an issue with a horse and buggy being park on a sidewalk. Sam Satterfield explained that animals were covered in a different ordinance and would not be affected by this revision. Mayor Dawes asked if the effective date of this ordinance could be the date of the second passage. Sam Satterfield explained that there was typically a five day minimum effective date on ordinances, but he will look into the feasibility.

A motion to pass Ordinance No. 1020-B on first reading was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and passed unanimously.

8. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson announced the retirement of Betty Brooks, Payroll Accountant. Michelle White, previously Accounting Tech II, will be replacing Betty. Michelle's position of Accounting Tech II will be filled by Joe Cushman, who had been working as an intern in the finance department. City Manager Anderson explained that the goal was to open the pool on July 1st.

9. Councilor Reports/Committee Updates.

a. Councilor Ketchum. Councilor Ketchum informed the Council that the host of Diners, Drive-ins, and Dives had been in the area and some local restaurants may be featured in an episode.

b. Mayor Dawes. Mayor Dawes attended a ribbon cutting at the electronic bus station in Centralia. He also received an invitation for the Blue Star Memorial at the Veterans Memorial Museum.

3. 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 7:00 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:59 pm. and the executive session began at 6:04 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:48 pm. Mayor Dawes announced that no decision would be made at this time. There being no further business, the meeting was adjourned at 6:48 pm.

Dennis L. Dawes
Dennis L. Dawes, Mayor

Kiley Franz
Kiley Franz, City Clerk

Approved:

Initials: 4