

## Chehalis City Council

Meeting Minutes

July 26, 2021

The Chehalis City Council met in regular session on Monday, July 26, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Bannan participated via Zoom; Councilor Jerry Lord was absent, excused. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, HR/Risk Manager; Dave Vasilauskas, Water Superintendent; and Celest Wilder, Engineering Technician II. Members of the news media included: Eric Rosane from *The Chronicle*.

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

### 2. **Citizens Business.**

- a. Leah Vanesse expressed concerns regarding the current length of time fireworks were allowed in city limits. Councilors Pope and Bannan agreed with Ms. Vanesse that one day of fireworks would be appropriate; Councilor Ketchum disagreed. Mayor Dawes informed Ms. Vanesse that a year's notice to citizens regarding any change to fireworks regulations was required; the Council would like to revisit this subject at a later date.

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

- a. Minutes of the regular City Council meeting of July 12, 2021; and
- b. July 15, 2021 Claim Vouchers No. 132125 – 132232 and Electronic Funds Transfer Check Nos. 1410 – 1435, and 16 – 17 in the amount of \$365,900.22; and voided check number 132086 in the amount of \$89.34; for a net total of \$365,810.88; and
- c. Resolution No. 11-2021, first reading – correcting duplicate resolution numbers; and
- d. Coronavirus response and relief supplemental appropriations act (CRRSA) grant for airports through the new airport coronavirus response grant program (ACRGP) – acceptance of grant funds.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Northwest Pacific Avenue Reconstruction Project – Construction Budget Amendment.** City Manager Anderson informed the Council that this project was prompted by a failing stormwater line and an aging water line; many utilities will be replaced during this project. The original construction budget was \$1,523,500; the contingency budget for this project was a little over \$138,000. An increase in the contingency budget is needed due to unsuitable soft clay found during the demolition process. Geotechnical work was performed in 2018, but the readings did not show the soft clay material. The change order required for this correction is \$204,310, which exceeds the original contingency. A request for additional authority to cover this change order and others that may arise is requested in the amount of \$290,371.14.

Councilor Spahr asked how much the two driveways cancelled in the current project would cost in a future project. Bob Balmelli of RB Engineering, engineer for the project, explained that the two driveways would not be replaced by the City. Councilor Spahr asked why the geotechnical survey missed the soft clay material. Bob Balmelli explained that the locations in which the borings for the geotechnical work did not show the soft clay materials.

Mayor Dawes asked staff to look into the feasibility of recovering funds due to incorrect geotechnical work. Councilor Pope asked if the geotechnical firm bid for the project, Bob Balmelli informed them that Trent Loughheed, Public Works Director, likely hired them from the MRSC roster; Councilor Pope expressed a desire to remove the company from the list in the future. City Manager Anderson will consult with the city attorney on the matter.

A motion to increase the total construction budget for the NW Pacific Avenue Reconstruction to \$1,675,331.14, to include a revised contingency budget of \$290,371.14; and authorize the City Manager to approve change orders that do not exceed the

revised construction budget, including Change Order 2, was made by Councilor Spahr. The motion was seconded by Councilor Ketchum and carried five to one. Councilor Pope disapproved.

**5. Northwest Pacific Avenue Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services.** City Manager Anderson informed the Council that the city had contracted with RB Engineering for the Northwest Pacific Avenue Reconstruction Project in 2018. Due to the retirement and continued vacancy of the Street/Stormwater Superintendent, additional services are necessary, for example: contractor meetings, meeting minutes, providing pay estimates, reviewing certified payroll, preparing and issuing change orders, and reviewing special inspection and testing reports.

A motion to approve the additional engineering services agreement with RB Engineering for the amount of \$27,650 for construction engineering services for the Northwest Pacific Avenue Reconstruction Project was made by Councilor Pope. The motion was seconded by Councilor Spahr and carried unanimously.

**6. Snively Avenue Roadway Utility and Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services.** City Manager Anderson explained that this project was to replace utilities on Snively Avenue between 16<sup>th</sup> Street and BNSF railway. Additional engineering services are needed that exceed the previous budget authority granted by the Council in May of 2020. An allocation for additional engineering and testing services is needed.

A motion to authorize the City Manager to amend the contract with RB Engineering for services related to the Snively Avenue Roadway Utility and Reconstruction Project and authorize additional work in the amount of \$10,250 to bring the total contract amount to \$93,060 was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

#### **7. Administration Reports.**

- a. **City Manager Update.** City Manager Anderson thanked the community for their patience and flexibility through the duration of the construction projects. She reminded the Council that Music in the Park would take place on July 30<sup>th</sup>, a celebration for the opening of Penny Playground will take place on August 6<sup>th</sup> at 5:30 P.M., and a fundraiser for Lintott/Alexander Park will take place on July 30<sup>th</sup>. Strategic planning will take place on Tuesday, November 9, 2021.
- b. **Second Quarter Finance Report.** Chun Saul provided a second quarter financial report. The City's general fund revenue has collected 56.7% of the 2021 budget; the revenues exceed the six-month target amount by approximately \$704,000. Many fees, such as those for recreation programs, are below the targeted amount. Expenditures for the general fund are at 48.4% of the budgeted amount. Utility revenues are slightly below 50%, overall expenditures are at 38.8% of the overall budgeted amount for 2021. The airport fund revenues are at 45.2% of the target budget, which is mostly related to grant revenue. Over all city funds, total revenue is at 56.7% of the estimated 2021 budget, and a little less than 41% for expenditures.

The City of Chehalis has been allocated \$2,136,599, which the city will receive in two equal installments. Restrictions apply to these funds: mitigation for the COVID-19 public health crisis, premium pay to essential workers, provision of governmental services to the extent of revenue laws, and investment in infrastructure. Potential uses for these funds will be brought before the Budget Committee and the Council for review.

Councilor Lund asked if City Manager Anderson had received any useful information with the Lewis County EDC regarding these funds. City Manager Anderson stated that it was a very productive meeting and believes that working with other governmental agencies to provide necessary resources will be very helpful.

#### **8. Councilor Reports/Committee Updates.**

- a. **Councilor Pope.** Councilor Pope asked if the house at NW West Street and Rhode Island was safe and if it met the requirements through the Development Review Committee. Celest Wilder, Engineering Technician II, who previously worked for the Community Development department, explained that the building plans were reviewed and the foundation was approved. Beyond the foundation and framing, she was not involved in the inspection process.
- b. **Mayor Dawes.** Mayor Dawes attended a budget committee meeting and will be attending another one on August 10, 2021 to review the ARPA funds. He attended a business after hours for the Visiting Nurses had a good turn out and there was a large group for the golf tournament the following day. He also attended the APRA fund meeting regarding the infrastructure initiative; which hopes to enable cities and the county to work together on major

infrastructure projects. Mayor Dawes noted that the EMS levy was on the ballot for the August primary election and thanked the local IAFF for the signs they provided supporting the EMS levy.

9. **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)(c) – Sale/Lease of Real Estate and RCW 42.30.140(4)(b) – Collective Bargaining, not to exceed 6:45 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:13 pm. and the executive session began at 6:17 pm. At 6:45 pm, the executive session was extended until 7:00 pm. Following conclusion of the executive session at 7:00 pm, the regular meeting was reopened.

10. **Second Addendum to the Lease with SERJ Car Wash, LLC Db a Glint Car Wash.** Brandon Rakes informed the Council that the original agreement with SERJ Car Wash stated that they must begin construction by a certain date, which has expired. An extension until September 30, 2021 is being sought by SERJ Car Wash. This extension would cause no fiscal impact to the City of Chehalis.

A motion to approve the addendum to the ground lease with SERJ Car Wash, LLC Db a Glint Car Wash and authorize the City Manager to execute the documents was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

There being no further business, the meeting was adjourned at 7:02 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF