

Chehalis City Council

Meeting Minutes

August 9, 2021

The Chehalis City Council met in regular session on Monday, August 9, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Randy Kaut, Interim Police Chief; Brian Kelly, City Attorney; Trent Lougheed, Public Works Director (Zoom); Devlan Pool, Wastewater Superintendent; and Chun Saul, Finance Director.

1. **Approval of Agenda.** Mayor Dawes informed the Council that an executive session would not be necessary; the executive session was removed from the agenda. A motion to approve the agenda as amended was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

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

- a. Minutes of the regular City Council meeting of July 26, 2021; and
- b. July 30, 2021 Claim Vouchers No. 132238 – 132328 and Electronic Funds Transfer Check Nos. 1436 – 1476, 18, and 19 in the amount of \$418,120.80; and voided check numbers 132086 and 132218 in the amount of \$973.99; and a net total of \$417,146.81; and
- c. July 30, 2021, Payroll Vouchers No. 41725-41757, Direct Deposit Payroll Vouchers No. 13669-13804, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 351-355 in the amount of \$915,089.14; and
- d. Resolution No. 12-2021, First and Final Reading – Rescinding November 2, 2021 general election ballot for the EMS levy; and
- e. Continuation of professional services agreement with Pacific Testing and Inspection, Inc. for building permit services and special inspections.

City Manager Anderson informed the Council that minor revisions to Resolution No. 12-2021 had been made after attorney review. Mayor Dawes explained that the EMS levy had been successfully passed in the primary election, so it was no longer necessary to bring to voters in November. The motion was seconded by Councilor Pope and carried unanimously.

3. **Riverside Force Main Replacement Project – Construction Budget Adjustment to Accept the Project as Complete.** Devlan Pool provided an overview of the force main replacement project and explained that additional budget authority of \$10,211.15 was needed to complete the project. The original force main replacement project was approved by Council in June 2019 with C&R Tractor and Landscaping. Change order #2 was a negotiated settlement between C&R Tractor and Gibbs and Olson, the engineering firm representing the City, for the costs to complete the pipeline.

Mayor Dawes inquired if there were any liabilities that agencies providing utility locate services had when providing information that proves to be incorrect. Mike Marshal of Gibbs and Olson explained that companies that provide utility locate services rarely take pre-engineering requests seriously, but no liability existed.

Mayor Dawes expressed frustration with the low bid process and the amount of change orders received recently. Councilor Lund expressed frustration with the utility locate services provided and the change orders received.

A motion to approve an increase to the construction project budget of \$10,211.15; authorize the City Manager to approve change order #2 for \$70,211.15 for the close out of construction of the Riverside Force Main Replacement Project; and accept the Riverside Force Main Replacement Project as complete; and authorize release of the project retainage after all statutory requirements have been met was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried six to one. Councilor Lund disapproved the motion.

4. **Temporary Fire Station Update – Request for Additional Budget Authority for Site Preparation Work and Required Additional Components of the Temporary Apparatus Bay.** City Manager Anderson informed the Council that the

permanent fire station site had been purchased, and an interim fire station would be placed on site until the new station can be built. In order to avoid a possible flood, the project was advanced quicker, which resulted in many unforeseen circumstances and construction issues.

City Manager Anderson explained that many of the requested alterations to the project would have been included in a project budget for the Council to review, had the original project not been rushed to avoid flood season. Many of these changes will provide better facilities on the site, such as a concrete slab and footings for the temporary apparatus bay, storm water work, and ADA compliance for the mobile home structure.

City Manager Anderson provided a brief history of the emergency fire station, the purchase of the land for a permanent fire station, the concern of a major flood, and the initiation of construction on the site for an interim station. She explained that additional work was needed for the following reasons: hydrocarbons in the soils, unsuitable materials in the dirt that required removal and fill to be placed before work could commence, excessive water saturation, electrical components, insulation of the temporary apparatus bay, and concrete footings and a concrete slab for the temporary apparatus bay. Additional contingency is requested for the moving of the mobile home structure which will serve as a housing facility for the firefighters and administrative offices.

Most of the additional expenses requested occurred after March 3, 2021, which qualifies them for the American Rescue Plan Act (ARPA) funds; funds have also been set aside in the public facilities fund for the fire station project.

Councilor Pope requested that City Manager Anderson have the budget committee review these kinds of requests before being brought to the Council for approval. Councilor Pope added that he believed the costs would have been required no matter how the plans had been prepared.

Mayor Dawes expressed frustration with the testing for hydrocarbons on the property, the lack of electrical planned, and the plan to use asphalt instead of concrete for the temporary apparatus bay.

Councilor Spahr expressed frustration with the geotechnical work, specifically the phase one and phase two environmental studies. He stated that in the process of gathering information, bad information was provided to the engineers and the contractors. Trent Loughheed briefly explained where the borings had been taken.

A motion to approve an increased budget for the Temporary (Interim) Fire Station Project of \$335,180.92 to fund the necessary increase in Scope of Work for the Site Improvements and Apparatus Bay; and increase the signing authority of the City Manager to pay expenses associated with the revised project budget; and authorize the use of American Rescue Plan Act (ARPA) funds to pay for the costs associated with the preparation of an interim fire station was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried six to one. Councilor Lund disapproved the motion.

5. Lodging Tax Advisory Committee – Reviewing Committee Size and Terms. City Manager Anderson explained that this item was presented at the request of the budget committee. The budget committee requested that rotating terms or the reduction of the size of the Lodging Tax Advisory Committee be considered. LTAC member Todd Chaput resigned from the committee since he had taken a position outside of the hospitality industry, which created a vacancy on the committee.

Councilor Lord explained that the committee can either be reduced in size, or a new member can be appointed. Mayor Dawes also explained that possible rotating terms would ensure that members that either collect or receive lodging tax funding have a chance to serve on the committee, if desired. Mayor Dawes also explained that any changes to the committee would take place in 2022, since the committee had already been approved for 2021.

Councilor Lord asked if the City could represent a collecting agency because of the RV park. Former council member and former LTAC chair, Terry Harris informed the Council that it could be done, but it was frowned upon. He expressed concerns regarding rotating terms since the process and applicable rules can be confusing for new members.

The Council requested that staff reach out to the new managers of the Best Western and Holiday Inn to see if one would like to serve on the lodging tax advisory committee for 2021.

6. Administration Reports.

a. **City Manager Update.** City Manager Anderson informed the Council that Randy Kaut will be the City's new Police Chief. A swearing in ceremony will take place on Tuesday, August 24th at 1:30 pm. in the City Council Chambers. She thanked everyone that attended the ceremony for Penny Playground and Recreation Park.

7. **Councilor Reports/Committee Updates.**

- a. **Councilor Ketchum.** Councilor Ketchum informed the Council that ChehalisFest was well attended at the Lewis County Historical Museum.
- b. **Councilor Pope.** Councilor Pope expressed his appreciation for the Chehalis Foundation and their fundraiser "Party at the Park", which raised funds to help maintain Alexander-Lintott Park.
- c. **Mayor Dawes.** Mayor Dawes assisted with the pancake breakfast held by the Lewis County Historical Museum for ChehalisFest, attended the Chehalis Foundation fundraiser, Music in the Park, and the grand opening of Penny Playground and Recreation Park. He also participated in a tour of the upgraded armory in Centralia.

There being no further business, the meeting was adjourned at 6:18 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF