

## Chehalis City Council

Meeting Minutes

August 23, 2021

The Chehalis City Council met in regular session on Monday, August 23, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Tony Ketchum, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom; Councilor Michael Bannan was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager, Kiley Franz, City Clerk; Randy Kaut, Police Chief; Trent Lougheed, Public Works Director (via Zoom); Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director.

**Please Note:** Due to a technical issue, the first twenty minutes of the meeting were not recorded. Minutes for the Public Hearing and a portion of the Chehalis Community Renaissance Team Update have been provided in action minute format.

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

2. **Public Hearing – Petition to Vacate Portions of Right-of-Way on SE Adams, 12<sup>th</sup> Street, and the Undeveloped Alley Between 11<sup>th</sup> and 12<sup>th</sup> Streets.** Mayor Dawes recessed the regular meeting and opened the public hearing at 5:03 pm.

Tammy Baraconi provided an overview of the of the street vacation request. Members of the public were given an opportunity to speak either in favor or against the street vacation. Ms. Baraconi informed the Council that one written comment was received from a member of the public with concerns about drainage on their property; Ms. Baraconi informed the citizen that this process was just for a street vacation and the proposed development was not yet under review.

Mayor Dawes closed the public hearing and reopened the regular meeting at 5:14 pm.

3. **Chehalis Community Renaissance Team Update – Annalee Tobey, Executive Director.** Annalee Tobey provided the Council an update of activities for the Chehalis Community Renaissance Team. A mural at the airport was completed, a mural at Parking Lot C will be started soon, more utility boxes have been painted, and a self-directed art tour is being designed.

Mayor Dawes asked how many people were in the Coworks at any given time. Annalee Tobey estimated three to five individuals would be utilizing the space at the same time.

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

- a. Minutes of the regular City Council meeting of August 9, 2021; and
- b. August 13, 2021 Claim Vouchers No. 132330 – 132446, Replacement Check No. 132329, and Electronic Funds Transfer Check Nos. 1477 – 1506, and 20, 21, and 22 in the amount of \$1,679,900.24

The motion was seconded by Councilor Lord and carried unanimously.

5. **COVID-19 Contracted Payment Plan Application Policy for Utility Payments.** City Manager Anderson informed the Council that the City had been in compliance with Governor Inslee's moratorium on late fees and deferred utility bill payments. This moratorium is set to expire on September 30, 2021 and the City has created a payment plan policy to assist citizens who may have gotten behind on their utility bills due to the pandemic. A notice will be sent to utility customers that the moratorium is set to expire and provide information on when those charges will be due. Citizens will need to have a payment plan in place prior to January 2022 to prevent water shut offs.

City Manager Anderson provided the Council and members of the public with a flyer that has been sent out with utility bills to customers with information regarding assistance programs for those affected by the pandemic. This information is also available on the city's website at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us).

City Manager Anderson informed the Council that Councilor Lord had provided clarification in the draft policy that the statement regarding collection of fees when a house is being sold should be through the escrow process, not through the title company.

Mayor Dawes expressed concern for landlords who may wind up being responsible for uncollected utility bills after the moratorium is lifted. He stated that with the moratorium on evictions, the landlords could be negatively impacted financially. He asked if some of the funding received from the state could be used to assist landlords that may be held liable for their tenants' lack of payment. City Manager Anderson stated that a program could be created to help landlords. Councilor Spahr expressed his support of the creation of a plan to assist landlords.

A motion to approve the "Covid-19 Contracted Payment Plan Application Policy" for utility payments with the understanding that staff will make some minor revisions that will not change the intent of the policy was made by Councilor Spahr. The motion was seconded by Councilor Lord and unanimously.

**6. Ordinance No. 1021-B, First Reading – A Petition to Vacate Portions of Right-of-Way on SE Adams, 12<sup>th</sup> Street, and the Undeveloped Alley Between 11<sup>th</sup> and 12<sup>th</sup> Streets.** Tammy Baraconi explained that the petition was to vacate a portion of right-of-way on SE Adams, 12<sup>th</sup> Street, and the undeveloped alley between 11<sup>th</sup> and 12<sup>th</sup> Streets. The purpose of these petitions is to come back to apply for permits for a multi-family dwelling. The only public comment received was from Ms. Music regarding drainage concerns.

Staff is requesting that Council adopt Ordinance No. 1021-B with the following conditions:

1. A utility easement shall be prepared by the applicant, approved by the City Engineer, and in effect prior to the purchase of a portion of 12th Street.
2. A utility easement shall be prepared by the applicant, approved by the City Engineer, and in effect prior to the purchase of a portion of Adams Avenue.
3. An access easement of twenty feet for the benefit of parcel #005859000000 shall be prepared by the applicant, approved by the City Engineer, and in effect prior to the purchase of the Adams Avenue.
4. Authorize the City Manager to negotiate the number of square feet with easements and the number of square feet without easements.
5. The property owner must pay the City the fair market value of the property.
6. To complete the property transfer, the applicant, at their expense shall have deeds drawn for the right of way vacation areas, approved by the City Engineer, and recorded.
7. The applicant, at their own expense shall have a boundary line adjustment created that 'connects' the vacated right of way to the appropriate parcels, have it reviewed and approved by City staff, and recorded before civil permits or building permits are issued.

Mayor Dawes asked members of the public that missed the public hearing to voice their concerns. A neighbor of the property in question expressed concerns regarding the boundary lines. Mayor Dawes suggested that since the ordinance was only up for first reading, a meeting with Tammy Baraconi could clarify any questions that they have regarding the matter. They agreed to set up a meeting with Tammy Baraconi, who will bring any concerns that require Council consideration to the next City Council meeting on September 13, 2021.

Councilor Ketchum expressed concerns about drainage for neighboring properties and asked that an adequate drainage plan be created to ensure the City did not negatively impact neighboring houses. Councilor Spahr and Mayor Dawes expressed concerns about citizen access to their properties. Ms. Baraconi stated that access had been a concern while reviewing the request and no restrictions had been found.

A motion to pass Ordinance No. 1021-B on first reading with the seven recommended conditions from staff as stated in the agenda summary 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 invited members of the public to attend the swearing in ceremony for Randy Kaut, who will become the City's next Chief of Police, which will take place on Tuesday, August 24<sup>th</sup> at 1:30 pm in the Council Chambers.

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

- a. **Councilor Lund.** Councilor Lund thanked City staff for how the chip seal process was completed. He stated that he had received many comments praising staff on the process. Lines to prevent parking in fire lane areas had also been repainted and was appreciated by those in the neighborhood. He inquired about the water runoff issue with Mr. Ryan; City Manager Anderson explained that a minor project to divert the water would be completed in fall. Trent Loughheed informed the Council that stormwater hubs had been added to assist in water diversion when the chip sealing was completed.
- b. **Mayor Dawes.** Mayor Dawes stated that he had attended the Music in the Park events, which were well attended. He also attended the opening ceremonies at the county fair.

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)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 7:00 pm and there will be no action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:03 pm. and the executive session began at 6:05 pm. Following conclusion of the executive session at 7:00 pm, the regular meeting was reopened and was immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF