

Chehalis City Council
Meeting Minutes
December 13, 2021

The Chehalis City Council met in regular session on Monday, December 13, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilors Ketchum and Lund were absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Trent Loughheed, Public Works Director; Dale McBeth, Municipal Court Judge; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager.

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

2. **Recognition of Mayor Dawes.** Councilor Spahr clarified that the Mayor was retiring from the City Council. Councilor Pope expressed his pleasure working with and his respect for Mayor Dawes. Councilor Pope presented Mayor Dawes with a plaque of appreciation for his time spent on the City Council. Councilor Spahr presented Mayor Dawes with a plaque of appreciation for his time spent as Mayor. Councilor Spahr presented flowers to Mayor Dawes' wife, Kathy, and thanked her for the support she provided during his time on the Council.

Annalee Tobey, Executive Director for the Chehalis Community Renaissance Team, thanked the Mayor for his years of service, his support, and his dedication to the community. She expressed her appreciation for Mayor Dawes' support of the CCRT and the community. Mayor Dawes acknowledged the work of the Council, the staff, and the community in the success of the CCRT.

Peter Laman of the Lewis County Historical Society thanked Mayor Dawes for his honesty, his logical approach, and his support of the Lewis County Historical Museum.

Pam Beaber of Congresswoman Jaime Herrera-Beutler's office read a statement submitted to the Congressional Record by Jaime Herrera-Beutler for Mayor Dawes. The statement acknowledged Mayor Dawes' service to the community through his police work, his time spent on the school board, his time as a referee, and his time spent on the City Council.

Mayor Dawes informed the Council that he had been asked how much time he had spent on community service boards and the like. For his time on the school board, over 24 years, he estimated 577 regular meetings and approximately 700 other meetings; for his 13 years spent on the airport board, he estimated 306 regular meetings and around 200 special meetings; for his time spent on the Chehalis City Council, there have been 436 regular or special meetings, 425 of which he attended; and for council related meetings, he had documented 1,040 since 2010.

3. **Swearing in of Dale McBeth as Municipal Court Judge.** Dale McBeth was sworn into the position of Municipal Court Judge by Mayor Dawes.

4. **Chehalis Community Renaissance Team.** Annalee Tobey explained that in 2021, the Chehalis Community Renaissance Team focused support for small businesses, creating and enhancing partnerships, the rebranding of the CCRT, and improvement of the downtown area. The digital marketing grant, which began at the onset of the pandemic, has been well received. Grants for façade improvement continue; design projects continue to add color throughout the city; and the new service club sign has been installed. The Chehalis Coworks has seen a growth in memberships due to the increased number of people working from home in need of highspeed internet.

Councilor Spahr inquired about the membership at the Chehalis Coworks. Annalee Tobey explained that memberships were available for a daily rate, a weekly rate, and a monthly rate. Many members choose to utilize the daily rate since their need is lower.

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

- a. Minutes of the regular City Council meeting of November 22, 2021; and
- b. November 30, 2021 Claim Vouchers in the amount of \$1,259,031.52; and
- c. November 30, 2021, Payroll Vouchers in the amount of \$811,071.54; and

- d. Cancellation of the December 27, 2021 City Council meeting; and
- e. Project Close-out and Acceptance for the Emergency Temporary Fire Station Site Preparation Project; and
- f. Confirm Mayor's appointment of Gladis Mendez, Melissa Cox, and Jessica Armistead to the Planning Commission.

The motion was seconded by Councilor Lord and carried unanimously. Councilor Spahr asked for clarification regarding the consideration of cancellation of the December 27, 2021 meeting; he asked if moving to accept the consent calendar constituted a cancellation of the meeting. City Manager Anderson confirmed that it did.

6. Vacant Position on the City Council. City Manager Anderson explained that the election results had been certified; the position filled by Terry Harris had become vacant again upon certification of the election. She explained that the Council needed to decide if they would like to appoint someone to the position or open it to applications again.

Discussion regarding the process ensued. Councilor Pope expressed his belief that Terry Harris was a qualified candidate to fill the open position. Councilor-Elect Kate McDougall expressed her support for Terry Harris.

Councilor Spahr made a motion to appoint Terry Harris to the vacant position on the Council. Councilor Pope seconded the motion. The motion failed to pass; a unanimous vote of all four council members present was required. Councilor Lord disapproved the motion.

Applications will be accepted for the vacant position.

7. Temporary (Interim) Fire Station – Request for Additional Budget Authority for Project Completion. City Manager Anderson informed the Council that this request had been discussed in depth with the budget committee prior to being presented to the full council.

City Manager Anderson explained that progress was being made at the fire station site; construction on the temporary bays has begun, geotechnical work, underground infrastructure, and paving has been completed. Movement of the mobile home and other site improvements were still needed. The estimated remaining expenses totaled \$422,03; previous budget authority remaining is \$93,025; additional budget authority in the amount of \$329,010 is needed. Costs in this request include: realtor fees, lease/rent of the mobile structure, leasehold tax, relocation and installation of the mobile structure, the apparatus bay construction, and site preparation work. Approximately one third of the requested allocation is for the relocation and installation of the mobile structure.

City Manager Anderson further explained that revenues had remained strong throughout 2021, and general fund expenses had remained lower than projected. Approval of this request would not reduce the general fund balance below 10%. Mayor Dawes expressed his desire to see the project completed. Councilor Spahr clarified that the temporary apparatus bay would provide long-term temporary shelter for the apparatus and the mobile structure would provide living quarters for the firefighters; structures would not be abandoned upon completion of the permanent fire station and could be utilized elsewhere by the city.

Councilor Spahr made a motion to approve the additional appropriation of \$329,010 to complete the temporary fire station; including costs associated with realtor fees; leases and taxes; site plan engineering and construction; the mobile home and apparatus building; and the relocation of the mobile structure, and to authorize the City Manager to sign project related documents, including pay authorizations and contract amendments for services provided to complete the project not exceeding the authorized project budget. The motion was seconded by Councilor Lord and carried unanimously.

8. Bid Award – Relocation of Premanufactured Mobile Structure (for Temporary Fire Station) Project. City Manager Anderson asked if additional information was desired regarding the moving of the mobile structure; the council stated it was not.

Councilor Spahr made a motion to award the relocation of the premanufactured mobile structure project in the amount of \$69,345.80 and authorize an additional 25% contingency budget in the amount of \$17,336.45, authorize the expenditure of \$7,000 for the installation of a fire sprinkler system in the mobile structure, and authorize the City Manager to execute the contract documents and change orders that do not exceed the total project budget of \$93,682.25 for the relocation and installation of the mobile structure. The motion was seconded by Councilor Lord and unanimously.

9. **Ordinance Number 1026-B, First and Final Reading – Amending the 2021 Budget.** Chun Saul provided an overview of the final budget amendment for 2021. She explained that general fund revenues were increased by \$128,225 decreased expenditures by \$523,815, and increased transfers out by \$445,530; for a new ending balance of \$2,038,970.

Many budgeted positions were not filled in 2021, strategic planning was cancelled for the year, and personnel changes led to reduced expenditures in the general fund. Revenues for the Transportation Benefit District Fund were increased due to higher sales tax revenues received, and the revenues for the lodging tax and REET funds were also higher than anticipated. She explained a \$2,000 typo had been located and corrected for the final ordinance.

Mayor Dawes explained that the ending fund balance of approximately \$24 million was largely attributed to enterprise funds, which have restricted uses by law.

A motion waiving the City Council's requirement of two readings of an ordinance for final passage was made by Councilor Pope. The motion was seconded by Councilor Lord and carried unanimously.

A motion to pass Ordinance No. 1026-B on first and final reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and unanimously.

10. **Administration Reports.**

- a. **City Manager Update.** City Manager Anderson thanked Cassie Frazier for her assistance setting up the reception for the Mayor. She announced that the election results had been certified by the county and Council Position At-Large No. 1 had been won by Kate McDougall. She thanked Mayor Dawes for his wise counsel, availability, integrity, and his time on the City Council.

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

- a. **Councilor Pope.** Councilor Pope reiterated his thanks to Mayor Dawes for his service to the community. Councilor Pope informed the Council that he had received two letters regarding the construction of properties on 21st Street and hoped that a solution could be found. City Manager Anderson informed the Council that the project in question was still in review and would need to be reviewed by the Hearings Examiner.
- b. **Councilor Spahr.** Councilor Spahr congratulated Mayor Dawes on his retirement from the Council.
- c. **Mayor Dawes.** Mayor Dawes informed the Council that he had attended the legislative round table, conducted planning commission interviews, attended the Santa parade, a business after hours event, and will be attending the growth management meeting on December 16th. Two transportation improvement grants have been awarded to the City for the overlay of National Avenue and the Main Street project. Mayor Dawes thanked members of the school board, the airport board, City Council, and those that served on those boards. He thanked his wife, Kathy, and wished everyone well.

There being no further business, the meeting was adjourned at 6:27 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF