

Chehalis City Council

Meeting Minutes
January 10, 2022

The Chehalis City Council met in regular session on Monday, January 10, 2022. City Clerk Kiley Franz called the meeting to order at 5:00 pm with the following members present: Tony Ketchum, Jerry Lord, Kate McDougall, Dr. Isaac Pope, and Bob Spahr. Councilor Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Street Superintendent; Kiley Franz, City Clerk; Cassie Frazier, City Manager's Administrative Assistant; Tedd Hendershot, Fire Chief; Andrew Hunziker, Facilities Manager; Randy Kaut, Police Chief; Dale McBeth, Municipal Court Judge; Devlan Pool, Wastewater Superintendent; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, HR/Risk Manager; and Lilly Wall, Recreation Manager.

1. **Approval of Agenda.** Kiley Franz explained that the following revisions were necessary:

- Item 7: Lewis County Commissioner Lindsey Pollock would not be presenting; her presentation had been moved to January 24, 2022
- Item 12: On-Call Agreement with Gibbs and Olson for Engineering Review Services – Section J3: Revise 10% to 12% to be consistent with the schedule of fees attached to the contract in Exhibit A
- Item 14: Parking Lot B Lease Agreement with JoAnn Kuehner was removed from the agenda
- Item 15: Correction to Resolution No. 1-2022, not 1-2021
- Item 16: Addition of Resolution No. 2-2022, Declaring an Emergency Relating to the January 2022 Flooding in the City of Chehalis
- Item 18: Remove Executive Session for Litigation/Potential Litigation and Sale/Lease of Real Estate

A motion to approve the agenda as amended was made by Councilor Ketchum. The motion was seconded by Councilor Spahr and carried unanimously.

2. **Swearing in of Re-elected and Newly Elected Council Members.** Kate McDougall and Bob Spahr were sworn into their positions on the City Council, Council Position At-Large No. 1 and Council Position At-Large No. 3 respectively, by Municipal Court Judge Dale McBeth.

3. **Selection of Mayor and Mayor Pro Tem.** City Clerk Kiley Franz called for nominations for mayor. Councilor Lord nominated Councilor Spahr; the nomination was seconded by Councilor Pope. Councilor Lund nominated Councilor Ketchum; the nomination was seconded by Councilor McDougall.

There being no further nominations, Ms. Franz declared the nominations closed and asked for a show of hands for those in favor of Councilor Spahr for mayor. Councilor Spahr received three votes; the nomination failed to pass. Ms. Franz asked for a show of hands for those in favor of Councilor Ketchum for Mayor. Councilor Ketchum received three votes; the nomination failed to pass.

City Attorney, Sam Satterfield, explained that per state statute, a mayor must be selected at this meeting. He encouraged discussion among Councilors regarding the two nominees. Councilors briefly discussed nominations.

City Clerk Kiley Franz called for nominations for mayor. Councilor Lord nominated Councilor Spahr; the nomination was seconded by Councilor Pope. Councilor Lund nominated Councilor Ketchum; the nomination was seconded by Councilor McDougall.

There being no further nominations, Ms. Franz declared the nominations closed and asked for a show of hands for those in favor of Councilor Spahr for mayor. Councilor Spahr received three votes; the nomination failed to pass. Ms. Franz asked for a show of hands for those in favor of Councilor Ketchum for Mayor. Councilor Ketchum received three votes; the nomination failed to pass.

Councilor Spahr expressed his gratitude for the nomination but did not want to stall the process. City Clerk Kiley Franz called for nominations for mayor. Councilor Lund nominated Councilor Ketchum; the nomination was seconded by Councilor McDougall.

There being no further nominations, Ms. Franz declared the nominations closed and asked for a show of hands for those in favor of Councilor Ketchum for mayor. Councilor Ketchum received the majority vote from Councilors Lund, McDougall, Spahr, and himself.

Mayor Ketchum called for nominations for the position of Mayor Pro-tem.

Councilor Lord nominated Councilor Spahr; the nomination was seconded by Councilor McDougall. Mayor Ketchum nominated Councilor Lund; the nomination was seconded by Councilor Lund. Mayor Ketchum made a motion to close the nominations; the motion was seconded by Councilor Pope and carried unanimously.

There being no further nominations, Mayor Ketchum declared the nominations closed and asked for a show of hands for those in favor of Councilor Spahr for mayor pro tem. Councilor Spahr received the majority vote from Councilors Pope, McDougall, Lord, and himself.

4. Preliminary Review of Council Committee and Board Appointments. Mayor Ketchum asked that members of the Council review the list of Council boards and committees to be discussed at the meeting on January 24, 2022.

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

- a. Minutes of the regular City Council meeting of December 13, 2021; and
- b. 2021 Vouchers and Transfers – December 15, 2021 Claim Vouchers No. 133175-1333300 and Electronic Funds Transfer Check Nos. 1709 -1744 and 32 in the amount of \$576,382.38; and
- c. 2021 Vouchers and Transfers – December 30, 2021 Claim Vouchers No. 133301-133390; and Electronic Funds Transfer Check No. 1745-1773 and 33-34 in the amount of \$339,299.36; and
- d. Vouchers and Transfers – December 30, 2021, Payroll Vouchers No. 41876-41904; Direct Deposit Payroll Vouchers No. 14270-14373; and Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 372-376 in the amount of \$863,521.79; and
- e. On-Call Agreement with Gibbs and Olson for engineering review services (as amended)

The motion was seconded by Councilor Lord and carried unanimously.

6. Vacant City Council Seat. City Manager Anderson explained that no applications had been received by the deadline of Thursday, January 6, 2022. One application was received via email on Saturday, January 8, 2022 from former Councilor Terry Harris. City Manager Anderson explained that the deadline for appointment was February 21, 2022, then the process was turned over to the Lewis County Commissioners.

Councilor Lund expressed his desire to open the process to applications again; Councilor McDougall agreed. A motion to open the process for applications was made by Councilor Lord. Councilor Lund seconded the motion and it carried unanimously.

Mayor Ketchum requested a special meeting on Monday, February 7, 2022 for applicant interviews. Applications will be accepted until 5:00 pm on Wednesday, February 2, 2022.

7. Resolution No. 1-2022, First and Final reading – Update to Chehalis Personnel Policies Manual. City Manager Anderson informed the Council that the current rules and regulations had been adopted in 1999, with a few revisions in subsequent years. A complete review of the document was completed and Glenn Schaffer, HR/Risk Manager, explained that the document was planned to be reviewed annually.

Mr. Schaffer informed the Council that some of the changes covered reasonable accommodation of disabilities and religious beliefs, anti-discrimination, harassment, retaliation, workplace violence, immigration law, sick leave laws, domestic violence sick leave laws, paid family medical leave laws, vehicle use policies, workplace safety policies, and whistleblower retaliation. He asked for any questions; there were none.

A motion to adopt Resolution No. 1-2022 on first and final reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously. Mayor Ketchum confirmed with City Attorney Sam Satterfield that this resolution did not require two readings; Mr. Satterfield confirmed that it did not.

8. Administration Reports.

- a. **City Manager Update.** City Manager Anderson explained that snow melt and significant rainfall contributed to flooding throughout the City of Chehalis.
- a. **Resolution No. 2-2022, First and Final Reading – Declaring an Emergency Relating to the January 2022 Flooding in the City of Chehalis.** City Manager Anderson explained that the resolution would help qualify the county for FEMA assistance as well as Chehalis residence impacted by the flood. Ms. Anderson provided a presentation documenting some of the flooding throughout the city. Ms. Anderson explained that there was a termination date with this emergency declaration of March 31, 2022.

Councilor Lord asked about mobile homes that were parked at the new fire station site. Ms. Anderson explained that in an effort to assist local businesses, emergency authorization had been given to Imperial Homes to relocate their inventory temporarily on the site to avoid flood damage. Imperial Homes had lost most of their inventory in the 2007 flood. The mobile homes would be moved soon.

For their work during the flooding, City Manager Anderson thanked the Chief Hendershot and the entire fire department, Chief Kaut and the entire police department, Trent Lougheed and the entire public works department, Lance Bunker and the entire streets department, and Devlan Pool and the entire wastewater treatment plant staff.

Councilor McDougall informed the Council and members of the public that United Way was providing assistance to those affected by the flooding. She noted that interested parties could sign up online.

A motion to adopt Resolution No. 2-2022 on first and final reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

11. Councilor Reports/Committee Updates.

- a. **Councilor Pope.** Councilor Pope explained that he had been asked to resign from the Chehalis Foundation Board in September due to an article in the Chronicle. A special meeting was later held by the Chehalis Foundation in which Councilor Pope felt Jay Vanderstoep had indicated Councilor Pope's guilt on unproven allegations. He explained that the bylaws of the Chehalis Foundation were not followed; there were not enough members present to vote him off of the board. Another meeting took place on September 17th, at which they stated that the settlement of the case with Greenhill School implied that Councilor Pope was guilty and they believed that major donors would not contribute to the Chehalis Foundation if Councilor Pope was on the board. Councilor Pope reached out to known major donors, both of which were unaware of the actions of the Chehalis Foundation Board.

Councilor Pope informed the Council that the only remaining member of the Chehalis Foundation to represent the City of Chehalis was City Manager Anderson, who is not a voting member. He informed the Council that the Chehalis Foundation had begun as a brainchild of the Council to assist with projects throughout the city without raising taxes. Councilor Pope expressed his belief that the Chehalis Foundation had been taken over by those wishing to make it an educational foundation instead of a community-based entity. Councilor Pope expressed frustration that the bylaws did not have a stipulation requiring a board seat to be occupied by a City Council member.

Councilor Pope explained that due to health issues, he did not want to engage in a legal battle with the Chehalis Foundation regarding this issue but informed the Council that he had never before felt the level of disrespect showed to him by the Chehalis Foundation Board, in particular Jay Vanderstoep, Chuck Emrich, and Allen Unzelman. He expressed his belief that if a Council member was not on the Chehalis Foundation Board, it would likely become strictly a school district foundation. He encouraged Council members to approach the Chehalis Foundation Board to become a board member.

- b. **Councilor Lund.** Councilor Lund thanked Kiley Franz, Chief Hendershot, and the public works crew that cleared his street so that an ambulance could make it to his residence. He informed the Council that he was feeling much better.
- c. **Councilor McDougall.** Councilor McDougall expressed her excitement and thanked the Council for their support during her first meeting.
- d. **Mayor Ketchum.** Mayor Ketchum informed the Council that all of his meeting were postponed due to the holidays.

There being no further business, the meeting was adjourned at 5:56 pm.

Anthony Ketchum, Sr., Mayor

Kiley Franz, City Clerk

Approved:

Initials: KF