

Chehalis City Council

Meeting Minutes

February 28, 2022

The Chehalis City Council met in regular session on Monday, February 28, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr and Kelly Wilson. Councilor Daryl Lund had an excused absence. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Street/Stormwater Superintendent; Amelia Schwartz, City Planner; Kiley Franz, City Clerk; Cassie Frazier, Interim City Clerk; Erin Hillier, City Attorney; Randy Kaut, Police Chief; Melody Gunther, Court Administrator; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager; Devlan Pool, Wastewater Superintendent and Lilly Wall, Parks and Recreation Manager. News media present via Zoom was Dan Warn, The Chronicle.

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

2. **Disaster Assistance Grants- Barbara Nitis.** Barbara Nitis from the Small Business Administration Disaster Assistance branch spoke about the winter flooding that occurred in January and grant assistance that is offered. The SBA offers flood assistance to homeowners, businesses, small businesses, and non-profit organizations suffering adverse financial impacts of the flooding. The deadline to apply for grant assistance for physical damage is April 18th. To apply, go online to disasterloanassistance.sba.gov. Those in need of assistance may also go to the SBA Disaster Loan Outreach Center located in the Lewis County Courthouse. The center is available until March 3rd for one-on-one help, after March 3rd, assistance will be available at the Grays Harbor location. For assistance after the local center closes, the phone number is 1-800-659-2955 and for the Economic Disaster Loan, the deadline is November 15th, 2022.

3. **Citizens Business- Edna Fund: Chehalis River Basin Flood Authority.** Edna Fund informed the City Council of a meeting occurring on the 9th of March regarding the Chehalis River Basin Flood Authority. The meeting will be conducted via a virtual forum regarding the Skookumchuck Dam. The group is looking at whether to keep it, make alterations, or take it down. Scientific studies continue to be conducted and the group encourages community input and outreach. The monthly meeting will take place on Thursday, March 3rd at 9:00am.

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

- a. Minutes of the regular City Council meeting of February 14, 2022; and
- b. Vouchers and Transfers – February 15, 2022, Claim Vouchers No. 133585 - 133685 and Electronic Funds Transfer Checks No. 1836 - 1861 and 41 Voucher Checks in the amount of \$228,706.36, and Voided Check No. 133459 for the net total of \$228,661.36; and
- c. Parametrix, Inc. for the 2020-2022 Wastewater on-call SCADA Services- Amendment 2; and
- d. Residency exemption and appointment of Casey Forsman to the Historic Preservation Commission; and
- e. Confirm re-appointment of Joe Mano to the Civil Service Commission; and
- f. Amendment to agreement with Gibbs and Olson to designate the firm as the City's interim City engineer;

The motion was seconded by Councilor Lord and carried unanimously.

5. **Review of City Council Committee and Board Assignments.** Mayor Ketchum stated that he had asked the Council to review the list of committee and board assignments; he asked the Council members if they would like to participate on any particular board or committee. Councilor McDougall filled the vacant position on the 911 Dispatch Committee. Mayor Ketchum offered to step down from the Lewis County Historical Museum Board as he had served on the Board for many years. Councilor McDougall volunteered for the position. Councilor Wilson filled the vacant position on the Centralia-Chehalis Transportation Cooperative and will be the alternate for the Lewis County Public Transportation Benefit Area Authority (Twin Transit). Councilor Lord asked to leave the Lewis County Solid Waste Advisory Committee and the Lewis County Solid Waste Disposal District Executive Committee. These committee openings were filled by Councilor Spahr. Councilor Lord filled the vacant Council Growth

Management Committee and will be the alternate to Mayor Ketchum for the Lewis County Transportation Strategy Council. Mayor Ketchum designated himself to the SWW Regional Transportation Planning Organization Board.

6. **Music in the Park Request.** Lilly Wall presented a request from Eli Sports Network requesting additional funding in the amount of \$5,000 for the current contract of \$15,000. The additional \$5,000 brings the total to \$20,000 for the City's portion. Ms. Wall stated that the overall event would cost approximately \$41,000; Eli Sports Network would cover the additional \$21,000 through sponsorship. These events have progressed from cover bands to national artists and brought in an estimated 5000 attendees over three events last year.

Councilor Spahr and Mayor Ketchum expressed their support of the Music in the Park events.

A motion to approve the request from Eli Sports Network for an additional \$5,000 to support Music in the park was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

7. **Accepting TIB Arterial Preservation Grant for Pavement Repairs on Main Street.** Lance Bunker informed the City Council that the City has been awarded the TIB Arterial Preservation Grant for Pavement Repairs on Main Street. Lance Bunker requested that the City Council authorize the City Manager to accept the grant funding in the amount of \$586,170 for grind and inlay of Main Street from I-5 to the BNSF railroad tracks, including the City's requirement of 10% match, or \$65,130. Mayor Ketchum asked for clarification if this was a continuation of the previous work on Main Street. Lance Bunker confirmed that it was.

A motion to authorize the City Manager to accept funding offered by TIB for improvements to Main Street in the amount of \$586,170 and authorize the use of funds from the TBD account to cover the \$65,130 local match was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

8. **Engineering Services Agreement with Gibbs and Olson in an Amount Not to Exceed \$76,236 for Design and Bidding the Main Street Resurfacing Project.** Lance Bunker explained that this was to cover the acceptance of the TIB grant and coincide with the previous agreement with Gibbs and Olson. Councilor Spahr stated you can't have one without the other.

A motion to approve the engineering services agreement with Gibbs and Olson in the amount of \$63,530 for design and bidding of the Main Street Resurfacing Project with a 20% cost contingency of \$12,706 for it not to exceed a total of \$76,236; and authorize the City Manager to sign the contract and related documents, including change orders was made by Councilor Spahr. City Manager Jill Anderson wanted to note that an updated copy of the agreement was dispersed to the Council prior to the meeting, the first copy distributed to the City Council was for phase I of the project. The motion was seconded by Councilor Pope and carried unanimously.

9. **Accepting TIB Arterial Preservation Grant for Pavement Repairs on National Avenue.** Lance Bunker explained that this grant would cover grind and inlay on National Avenue from Chamber Way to Kresky Avenue. This grant covers 90% of the project of \$495,504 with a local match of 10% from the TBD fund of \$55,056. Gibbs and Olson would provide the design and bid call on this project as well. In response to a question about funding by Mayor Ketchum, Jill Anderson clarified that the \$15,030 or 20% contingency was added to the Gibbs and Olson consulting agreement, not the TIB grant acceptance for National Avenue.

A motion to authorize the City Manager to accept funding offered by the TIB for improvements to National Avenue in the amount of \$495,504 and also authorize the use of funds from the TBD account to cover the \$55,056 local match was made by Councilor Spahr. Councilor Pope asked to clarify where this project would end. He voiced concern about the heavy dirt moving equipment utilizing the section of road that this project would be upgrading. Jill Anderson and Lance Bunker stated that they could schedule the project around this issue. The motion was seconded by Councilor Lord and carried unanimously.

10. **Engineering Services Agreement with Gibbs and Olson in an Amount Not to Exceed \$90,180 for Design and Bidding the National Avenue Resurfacing Project.** Lance Bunker stated that Gibbs and Olson were selected to complete the design phase and bidding requirements for the National Avenue project. Mayor Ketchum stated that you can't do one without the other.

A motion to approve the engineering services agreement with Gibbs and Olson in the amount of \$75,150 for design and bidding of the National Avenue Resurfacing Project with a 20% cost contingency of \$15,030 for it not to exceed a total of \$90,180; and authorize the City Manager to sign the contract and related documents, including change orders was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

11. **Ordinance No. 1027-B, First Reading- Establish 2021 Year-End Fund Balance Commitments.** Chun Saul presented the finalized Year-End fund balances dispersed into five fund balance categories: non-spendable, restricted, committed, assigned, or unassigned. Ms. Saul asked that the City Council authorize a total of \$3,130,150 of the City's governmental funds' cash and investments (fund balances) as of 12/31/2021, including \$959,500 from the General Fund, to be committed for the amounts and specific purposes and uses as provided, and authorize the City Manager to designate other fund balances as assigned in order to carry out the intent of the City Council.

A motion to pass Ordinance No. 1027-B was made by Councilor Spahr. The motion was seconded by Councilor McDougall and carried unanimously.

12. **Convert the Part-time Judicial Assistant for Sentence Monitoring Position to Full-time.** City Manager Jill Anderson informed the City Council that due to staffing changes and additional requirements set forth by new Washington State laws for municipal courts, additional staffing was necessary. Ms. Anderson explained that it was suggested that the Council approve altering the position from three-quarter time to full time to provide the necessary assistance in this transitional time. Existing salary savings will help bridge any budget impact during this change, the amount being about \$19,000 over 12 months.

A motion to approve the conversion of the Judicial Assistant for Sentence Monitoring from a part-time position to a full-time position and to also authorize the budget adjustments needed to fund the full-time position for the remainder of the fiscal year, which ends on December 31, 2022, was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

13. **Increase Part-time Temporary Records Specialist Position to Full-time Permanent Position.** City Manager Jill Anderson informed the City Council that the increase of public records requests has nearly doubled in the last year. The requests are required to be fulfilled within a specific time period. The majority of the public record requests from last year were for the Planning and Building department where this part-time position was created to assist in these requests. Partnered with the City Clerk leaving for another job, the help for the Building and Planning department is crucial at this time. With the consistently large number of requests, the City does not see the need for this position going away any time soon. If the changes become effective in March, the 2022 budget impact would be approximately \$57,510. Subtracting the current \$25,000 budgeted for the position, an additional approximate \$32,510 would be necessary to fund this position.

A motion to approve the position of Records Specialist to full-time status was made by Councilor Spahr. The motion was seconded by Councilor Wilson and carried unanimously.

14. **Administration Reports.**

a. **City Manager Update.**

a. City Manager Anderson let City Council know that City Clerk Kiley Franz's last day will be March 4th and there will be a small going away party from 1:00pm-3:00pm. Cassie Frazier, Administrative Assistant to the City Manager will be filling in and training to be the interim City Clerk in the meantime. Ms. Anderson informed the City Council that the Newaukum River is expected to reach moderate flood level. The City has replenished the sand at the 13th Street and Market Street location. The City does have some sandbags on hand but recommend that citizens bring their own. The City encourages residents to sign up for Lewis County Alerts to stay up to date on current conditions. Lilly Wall, Parks and Recreation Manager, has been working with many of our sports groups to assist in a clean-up of the ball parks at Stan Hedwall Park.

9. **Councilor Reports/Committee Updates.**

a. **Councilor McDougall.** Councilor McDougall went to a ribbon cutting for the Rotary Club, celebrating 100 years at the Historic Museum. Councilor McDougall also wanted to thank our first responders and their efforts in the community are very much appreciated.

b. **Mayor Ketchum.** Mayor Ketchum informed the Council that he had attended the Mayors' meeting, the Twin Transit Board meeting and the SWW Regional Transportation planning organization meeting. Mayor Ketchum also attended a Lewis County Historical Museum Meeting where an individual came in with a proposal for a "Railfan Park" concept.

Mayor Ketchum also attended a food contest from the students at Orin Smith Elementary School that he was a judge at.

10. **Executive Session.** Mayor Ketchum announced the City Council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation or Legal Risk 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 Ketchum closed the regular meeting at 6:06 pm. and the executive session began at 6:13 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 7:00pm. Mayor Ketchum announced that the executive session would need to be extended, not to exceed 7:15 pm. Mayor Ketchum closed the regular meeting at 7:00pm and reopened executive session. Following conclusion of the executive session at 7:09pm, the regular meeting was reopened and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: CF