

Chehalis City Council

Meeting Minutes

April 11, 2022

The Chehalis City Council met in regular session on Monday, April 11, 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 was present via Zoom. Staff present included: Jill Anderson, City Manager; Lance Bunker, Interim Public Works Director; Cassie Frazier, Interim City Clerk, Erin Hillier, City Attorney via Zoom; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager, Jud Riddle, Interim Water Manager. Dan Warn, Reporter and Jared Wenzelburger, Photographer, both from The Chronicle.

1. **Approval of Agenda.** Mayor Ketchum noted that there was an addition to the agenda under New Business line-item number 10, Water System Infrastructure. Also, under Executive Session there will be no Litigation or Potential Litigation. With these notations, a motion to approve the agenda as presented was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

2. **Proclamation, Administrative Professionals Week- April 25-29, 2022.** Mayor Ketchum presented a proclamation in honor of the numerous administrative professionals within our office as well as our community, nation, and the world.

3. **Port of Chehalis Update.** Lindsey Senter spoke on behalf of the Port of Chehalis. Ms. Senter presented the various upcoming projects going on within the Port.

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

- a. Minutes of the regular City Council meeting of March 28, 2022; and
- b. Vouchers and Transfers – March 31, 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. Vouchers and Transfers- March 31, 2022, Payroll Vouchers No. 41951-41974, Direct Deposit Payroll Vouchers No. 14598-14715, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 386-389 in the amount of \$926,604.73 ; and

The motion was seconded by Councilor Spahr and carried unanimously.

5. **Ordinance Number 1028-B, First Reading- Amending the 2022 Budget.** Chun Saul, Finance Director, presented an overview of the 1st Budget Amendment of 2022. This ordinance is to update the 2022 beginning fund balances from estimates to actual 2021 ending balances, to carry over the capital budget balance to 2022, and to update new revenues and additional appropriations requested.

A motion to approve Ordinance number 1028-B, First Reading- Amending the 2022 Budget was made by Councilor Spahr and seconded by Councilor Lord. Mayor Ketchum asked City Attorney Erin Hillier to read the full ordinance for the record. The motion carried unanimously.

6. **Water System Infrastructure- Potential Partnership for Construction of a Connecting Water Main Line to Facilitate Economic Growth.** City Manager Jill Anderson addressed the Council on this item, stating that this topic was broached over the last few weeks, noting the City Council Growth Management Committee also showed concern for this issue. Staff came to Ms. Anderson a couple of weeks ago about the infrastructure in the Urban Growth Area and the limitations it has on future growth. Three separate projects are showing interest in the area, but the system can only take on one. The main ask is if the City of Chehalis is interested in partnering with Lewis County to make this connection happen. Ms. Anderson did want to note that the County has not made a decision on this matter at this juncture and the City is the first legislative body to consider it. Todd Chaput of the Economic Alliance of Lewis County stated that at the March 31st meeting with the City staff, they discussed various ways to accommodate growth in the area and have considered bringing in Napavine. The goal is to partner together with the County, Port and Cities to complete the loop and provide for continued growth, not only for industrial but also residential in the area. The hope

is, with the \$250,000 commitment from the City and the partnering with the County, the area can move forward with the continued growth. Mr. Chaput did mention another meeting scheduled for April 15, 2022, to further discuss this topic at hand.

Mayor Ketchum asked to clarify that the area of discussion was indicated in orange on the map provided. Mr. Chaput clarified that this was the area in question and noted that it is about 2000 feet and would complete the loop already established in the area and relieve stress on other areas, such as Market Street. If this isn't completed, it could hinder further growth.

Councilor Spahr asked Ms. Anderson what it was they were approving at tonight's meeting. Councilor Spahr asked if the Council were agreeing to a concept and then the details of the partnership would be worked out at a later date. Ms. Anderson agreed that this was correct. Councilor Spahr asked if it was in the City's codes, if a developer wants to come and develop a property, who is responsible for moving or attaching the water and sewer line to the development. Ms. Anderson stated that it typically is the developer, however in this case for the developments that are being proposed, it is quite a distance away from this loop, therefore a nexus would be difficult to establish for the projects currently being discussed with the City. This would be an improvement to current customers, as well as future developments down the line.

A motion was made to approve the request by Councilor Spahr. The motion was seconded by Councilor McDougall and carried unanimously. Mayor Ketchum thanked the Economic Alliance and the Port of Chehalis for opening up the lines of communication with the County.

7. Administration Reports.

a. City Manager Update.

- a. Ms. Anderson addressed the Council by starting out acknowledging the current insurance dilemma being experienced by the Steam Train and Chehalis Centralia Railroad and Museum. Ms. Anderson wanted to let the Council know that she has been in contact with new president as well as their new risk manager. The Museum is close to obtaining insurance for the premises and has offered verbal confirmation that the steam train and caboose have never been without insurance. The City is currently waiting for those documents to be provided.
- b. Ms. Anderson also noted that she participated in a strategic planning session for the 911 committee with Police Chief Randy Kaut and various stakeholders throughout the County. There was a general consensus that a new governance structure was necessary.
- c. Staff have also been working on submitting applications, due April 15th, for appropriations requests for Senator Cantwell and Senator Murray. The City has also had some help from outside services consultant who will helping the City down the road on Capital Improvement Projects and the planning that goes with them.
- d. Lastly, there are still plans to have the April 23rd Earth Day Clean-up sponsored by Experience Chehalis.

9. Councilor Reports/Committee Updates.

- a. **Councilor Lund.** Councilor Lund asked Ms. Anderson to explain what she meant by our assets at the railroad being covered by insurance, stating that he was under the impression that the lease with the railroad stated that they were required to have a million-dollar liability insurance policy and the railroad hasn't had this for the last 30 days. Ms. Anderson stated that is what the City is looking into, the lease agreement has a "Hold Harmless" agreement with the City but there is not a requirement for insurance in the agreement. There is not currently insurance on the premises and is the issue at this moment. The railroad has a separate insurance policy for the engine and caboose, but Councilor Lund is correct, we do not have that coverage in hand. Councilor Wilson asked if that was property coverage or liability and if it was while they are operating or when they are parked. Ms. Anderson indicated that it was her understanding that the railroad does not have operating insurance, but the engine and caboose are covered by liability insurance. There is a separate insurance for the property that they still need to obtain. Councilor Lund disagreed, stating that he doesn't believe there is liability insurance on the engines and that a million-dollar policy isn't enough coverage for the City. Councilor Lund asked that his fellow Council members consider that since the railroad breached their contract by not having insurance, they consider increasing the requested coverage amount to five or ten million dollars and to require it on everything we lease to them. Ms. Anderson agreed with Councilor Lund and mentioned the agreement extension in 2017 and how they discussed the amounts required being low at that time and a funding opportunity from the state caused a "time is of the essence" situation, however it was acknowledged that the insurance amounts were quite low and should be updated moving forward.

- b. **Councilor McDougall.** Councilor McDougall said she is excited to be a part of the Lewis County Public Health and Social Services group with her history in healthcare. This group is not directly City related.
- c. **Mayor Ketchum.** Mayor Ketchum informed the Council that he had attended the Transit Board meeting. The Mayor also attended the Night by Night Shelter meeting and was surprised by the positive outcome from it and the positive attitudes everyone had. Mayor Ketchum also attended the Mayors' meeting with the County, the Friends of West Side Park meeting and the City's GMA (Growth Management Committee) where they discussed some of the issues brought forth earlier in the meeting. Lastly, Mayor Ketchum attended the Experience Chehalis monthly meeting.

10. **Executive Session.** Mayor Ketchum announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:03 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 5:43 pm. and the executive session began at 5:46 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 6:03 pm and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: CF