

**Chehalis City Council**  
Regular Meeting Minutes  
January 23, 2023  
5:00 p.m.

**Council Present:** Mayor Ketchum, Councilmember McDougall, Councilmember Spahr, Councilmember Pope, and Councilmember Lund (Virtual Attendance)

**Council Absent:** Councilmember Lord; Councilmember Carns

**Staff Present:** Jill Anderson, City Manager; Kassi Mackie, City Clerk; Glenn Schaffer, HR/Risk Manager; Kevin Nelson, City Attorney; Cassie Frazier, Administrative Assistant; Chun Saul, Finance Director; Tammy Baraconi, Building and Planning Manager; Justin Phelps, Wastewater Superintendent; Lilly Wall, Parks and Recreation Manager; Lance Bunker, Public Works Director; Randy Kaut, Police Chief

**Public Present:** Owen Sexton, Chronicle Reporter and Dave Luxenberg, Legal Counsel

1. **Call to Order:**  
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**  
Councilmember Pope led the flag salute.
3. **Approval of Agenda**  
The agenda was amended to change the executive session topic of Sale/Lease of Real Estate to Collective Bargaining.

*A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the agenda as amended. Motion carried unanimously.*

**CONSENT CALENDAR**

1. **Minutes of the Regular City Council Meeting of January 9, 2023** (City Clerk)
2. **Vouchers and Transfers- 2022 Accounts Payable in the Amount of \$372,160.00** (Finance Director)
3. **Vouchers and Transfers- 2023 Accounts Payable in the Amount of \$900,966.07** (Finance Director)
4. **Resolution No. 02-2023, Setting a Public Hearing Regarding Petition to Vacate a Portion of Arkansas Way** (Building and Planning Manager)
5. **Reclassification for Records Assistant/Evidence Technician to Records Technician/Evidence Technician** (Police Chief)

*A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.*

#### **CITIZENS BUSINESS**

None.

#### **NEW BUSINESS**

11. **Non-Represented Salary and Insurance Contribution Adjustment** (HR/Risk Manager)

HR/Risk Manager Glenn Schaffer presented.

*A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve a 7% base wage increase for 2023, an increase in 2024 of between 3.5% and 5% depending on the CPI. In addition, non-represented employees move from fixed amount contributions to their health care premiums to a percentage-based contribution of 5% in 2023, 5.5% in 2024 and 5.75% in 2025. Motion carried unanimously.*

12. **Revisions to Attorney Retainer Agreement** (City Manager)

City Manager Jill Anderson presented.

*A motion was made by Councilmember Spahr, seconded by Councilmember Pope, to approve the updated retainer agreement with Scheibmeir, Kelly, and Nelson, PS and authorize the City Manager to execute the document. Motion carried unanimously.*

13. **Resolution No. 01-2023, Appointment of City Attorney and Assistant City Attorney** (City Manager)

*A motion was made by Councilmember Spahr, seconded by Councilmember McDougall, to approve Resolution No. 01-2023 on first and final reading, to appoint Kevin Nelson as the City Attorney and to appoint Mark C. Scheibmeir, Brian L. Kelly and Rachel Hunt as Assistant City Attorneys. Motion carried unanimously.*

#### **ADMINISTRATION AND CITY COUNCIL REPORTS**

##### **City Manager Update**

City Manager Anderson welcomed Justin Phelps to the City as the Wastewater Superintendent.

##### **Letter of Support for Providence Staff**

City Manager Anderson, Councilor Pope and Mayor Ketchum met with Providence Administrative staff to discuss the concerns brought to Council by Nursing Staff in December.

##### **Councilor Reports/Committee Updates**

Councilor Lund welcomed Justin Phelps and Kevin Nelson to the City.

Councilor Spahr reported on attendance at the Chamber Banquet and Planned Growth Committee Meeting and informed the council that revisions to the Comp Plan would be forthcoming.

Mayor Ketchum reported attendance at the Regional Transportation Committee Meeting, Flood Authority Meeting, and the Industrial Commissions annual meeting.

**EXECUTIVE SESSION**

**Pursuant to RCW:**

**42.30.110(1)(c) Sale/Lease of Real Estate**

a) 42.30.110 (4)(b) Collective Bargaining

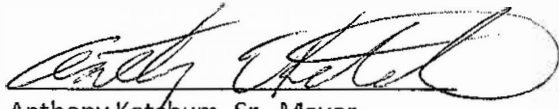
*Mayor Ketchum adjourned the regular meeting at 5:23 p.m. and convened the executive session for 20 minutes or until 5:40 p.m.*

*Mayor Ketchum adjourned the executive session at 5:40 p.m. and announced that more time was required. Mayor Ketchum reconvened the executive session for 20 minutes or until 6:00 p.m.*


*Mayor Ketchum adjourned the executive session at 6:00 p.m. and reconvened the regular meeting at 6:00 p.m.*

**ADJOURNMENT**

*Mayor Ketchum adjourned the meeting 6:01 p.m.*

  
\_\_\_\_\_

Anthony Ketchum, Sr., Mayor

  
\_\_\_\_\_

Attest: Kassi Mackie, City Clerk