

**Chehalis City Council**  
Regular Meeting Minutes  
August 14, 2023  
5:00 p.m.

**Council Present:** Mayor Ketchum, Mayor Pro-Tem Spahr, Councilor Lund, Councilor McDougall, Councilor Carns and Councilor Lord

**Council Absent:** Councilor Pope (excused)

**Staff Present:** Jill Anderson, City Manager; Kassi Mackie, City Clerk; Kevin Nelson, City Attorney; Susan Stayner, Administrative Assistant to the City Manager; Sally Saxton, Financial Analyst; Justin Phelps, Wastewater Superintendent; Lance Bunker, Public Works Director; Fritz Burle, Streets Superintendent; Randy Kaut, Police Chief; Ron Buckholt, City Planner; Brandon Rakes, Airport Director; Andrew Hunziker, Facilities Manager; Riley Bunnell, Water Superintendent; Lilly Wall, Parks and Recreation Director; Chun Saul, Financial Director

**Press Present:**

1. **Call to Order:**  
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**  
Councilor Spahr led the flag salute.
3. **Approval of Agenda**  
The agenda was amended to remove agenda item no. 17 related to the proposed purchase of a RC Remote Mower for the Chehalis Airport.

*A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lund, to approve the agenda as amended. Motion carried unanimously.*

**PRESENTATIONS**

4. **Employee Introductions** (City Manager)  
City Manager Anderson introduced Planning Consultant, Todd Johnson of TRJ Planning, Inc.
5. **Ceremonial Swearing in of Firefighters Hired During the Pandemic**  
Fire Chief Adam Fulbright administered the Oath of Office for Firefighters Daniel Ford, Pat Glover, Shane Schow and Adam Miller.
6. **Recognition of Retired Fire Captain Steve Emrich**  
Fire Chief Adam Fulbright recognized Captain Steve Emrich for his years of service with the Chehalis Fire Department.

**CONSENT CALENDAR**

7. **Minutes of the Special City Council Meeting of July 24, 2023** (City Clerk)

8. Minutes of the Regular City Council Meeting of July 24, 2023 (City Clerk)
9. Vouchers and Transfers- Accounts Payable in the Amount of \$493,517.16 (Finance Director)
10. Vouchers and Transfers- Payroll in the Amount of \$970,358.98 (Finance Director)
11. Proposed Adjustment to Finance Director Pay Scale (HR/Risk Manager)
12. Resolution No. 16-2023, Surplus Property (City Clerk)
13. Acceptance and Closeout of Temporary/Interim Fire Station Relocation of Manufactured Mobile Structure Project (City Manager)
14. Budgeted Purchase of Fuel for Resale (Airport Director)

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

#### **PUBLIC HEARINGS**

*There were no public hearings to conduct.*

#### **CITIZENS BUSINESS**

Earl Spalding provided public comment regarding a possible pickleball court in the Chehalis city limits.

Edna Fund provided Council with an update on the Southwest Washington State Fair.

Arnold Haberstroh thanked the Council for expediting resolution for a request made at a previous meeting.

#### **UNFINISHED BUSINESS**

15. Second Reading of Ordinance No. 1070-B, Changes to CMC 12.04.460 Water Service Connection (Wastewater Supervisor)

*A motion was made by Councilor Lund, seconded by Councilor Lord to adopt Ordinance No. 1070-B. The motion carried unanimously.*

#### **NEW BUSINESS**

16. Fire Department Staffing Model-Proposed Transition to Advanced Life Support Staffing (Fire Chief)

*A motion was made by Councilor Lund, seconded by Councilor Carns, to approve the transition to the ALS staffing model, add the position of Firefighter/Paramedic to the Salary Schedule and authorize the hiring of two Firefighter/Paramedics to fill the two current vacancies. The motion carried unanimously.*

~~17. Procurement of a Tracked 60 inch R-60 RC Mower for the Chehalis Centralia Airport (Airport Director)~~

18. Agreement for Engineering Services-Chehalis Police Station Evidence Building Water Intrusion Evaluation Project (Facilities Manager)

*A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Pope to authorize the City Manager to execute the engineering services contract to Gibbs & Olson in the amount of \$29,750 to provide an evaluation of the Police Evidence Room and attached retaining wall to identify the cause of the water intrusion and seepage issue, identifying options for stopping the water intrusion and seepage and provide a planning level project cost. The motion carried unanimously.*

#### ADMINISTRATION AND CITY COUNCIL REPORTS

##### City Manager Update

Finance Director Chun Saul presented the 2023 Second Quarter Financial Report.

City Manager Anderson provided a brief update regarding the upcoming Music in the Park, ChehalisFest, and Clean-up Day.

##### Councilor Reports/Committee Updates

Mayor Pro Tem Spahr reported attendance at a SWAC meeting.

Councilor Lund commended the Fire Chief on the transition to ALS.

Councilor McDougall reported attendance at Experience Chehalis Homeless Meeting and participation in the pancake breakfast for ChehalisFest, Public Health and Social Services, Budget Committee Meeting and volunteer at the 3 on 3 Basketball Tournament.

Councilor Carns mentioned the coverage in the Chronicle regarding the FLOCK Cameras, and is encouraged by the crimes they are assisting to solve.

Mayor Ketchum reported attendance at Music in the Park, ChehalisFest, Pancake Breakfast, ribbon cutting for Chehalis Pharmacy, LEOFF Board Meeting and mentioned the sewer agreement with Napavine needed updating. An update on the agreement will be on an upcoming agenda.

#### EXECUTIVE SESSION

*There was no executive session scheduled.*

#### ADJOURNMENT

*Mayor Ketchum adjourned the meeting at 6:27 p.m.*



Anthony Ketchum, Sr., Mayor

  
Attest Kassi Mackie, City Clerk