

**Chehalis City Council**  
Regular Meeting Minutes  
August 28, 2023  
5:00 p.m.

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

**Council Absent:** None

**Staff Present:** Jill Anderson, City Manager; Kevin Nelson, City Attorney; Kassi Mackie, City Clerk; Lance Bunker, Public Works Director; Riley Bunnell, Water Superintendent; Justin Phelps, Wastewater Superintendent; Lilly Wall, Parks and Recreation Director; Chun Saul, Financial Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Brandon Rakes, Airport Director; Susan Stayner, Administrative Assistant to the City Manager; Sally Saxton, Financial Analyst; Cassie Frazier, Airport Administrative Assistant

**Press Present:** Owen Sexton, The Chronicle

1. **Call to Order:**  
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**  
Councilor Lund led the flag salute.
3. **Approval of Agenda**  
The agenda was amended to move item #8 to New Business.

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

**PRESENTATIONS**

4. **Employee Introductions** (City Manager)  
Wastewater Superintendent Justin Phelps introduced James Dalelio and Michael Miller.

**CONSENT CALENDAR**

5. **Minutes of the Special City Council Meeting of August 14, 2023** (City Clerk)
6. **Vouchers and Transfers- Accounts Payable in the Amount of \$453,594.15** (Finance Director)
7. **First Reading of Ordinance No. 1073-B, Granting Extension to the Comcast Franchise Agreement** (City Attorney and City Clerk)

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

## **PUBLIC HEARINGS**

*There were no public hearings to conduct.*

## **CITIZENS BUSINESS**

Frank Dipola was present to provide public comment regarding his request for water service.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

8. **Appointment and Reappointment of Lodging Tax Advisory Committee (LTAC) Members** (City Manager and Councilor Lord)

*A motion was made by Councilor Lord, seconded by Councilor Pope to appoint Katie Blurton, representing the Best Western Plus Hotel, to fill the vacant hotel seat on the City's Lodging Tax Advisory Committee and to reappoint Chip Duncan, Executive Director of the Veterans Museum; Annalee Tobey, Executive Director of Experience Chehalis; Lilly Wall, Director of Recreation and Parks (City of Chehalis RV Park at Stan Hedwall Park) to serve on the City's 2023 Lodging Tax Advisory Committee. The motion carried unanimously.*

9. **First Reading of Ordinance No. 1072-B, Creating a New Chapter 2.30, Ambulance Transport** (Fire Chief)

Fire Chief Adam Fulbright presented.

*A motion was made by Councilor Lund, seconded by Councilor McDougall to approve Ordinance No. 1072-B on first reading. The motion carried unanimously.*

## **ADMINISTRATION AND CITY COUNCIL REPORTS**

### **City Manager Update**

- **Update on Water Infrastructure Assessment**  
Public Works Director Lance Bunker and Water Superintendent Riley Bunnell provided an update on the infrastructure assessment for new development in the South UGA.
- **Review of Interlocal Agreement with Napavine for Wastewater Services**  
Wastewater Superintendent Justin Phelps provided an update on the interlocal agreement with Napavine and will have this item on an upcoming agenda.

Fire Chief Adam Fulbright provided an update on the fires in Lewis County.

City Manager Anderson presented the City's FEMA Flood Prevention Award to Council.

**Councilor Reports/Committee Updates**

Councilor Lord requested that Gibbs and Olson attend an upcoming meeting to explain the report on the City's water infrastructure.

Councilor Pope seconded Councilor Lord's comment.

Councilor Lund agreed with Councilor Lord's comment and reported attendance at Firehouse 5's Annual Barbeque.

Councilor Carns agrees with Councilor Lord's suggestion.

Mayor Ketchum reported attendance at the Southwest Washington Fair, Movie in the Park, and Gospel Mission Board Meeting and land use discussions that will be presented at an upcoming meeting.

**EXECUTIVE SESSION**

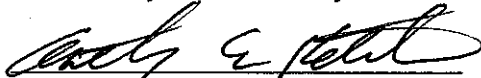
Pursuant to RCW 42.30.110(1)(i)- Litigation/Potential Litigation

*Mayor Ketchum adjourned the regular meeting and Council entered executive session at 6:01 p.m. for 30 minutes or until 6:35 p.m., allowing the public four minutes to exit.*

*Mayor Ketchum adjourned the executive session at 6:35 p.m.*

**ADJOURNMENT**

*Mayor Ketchum adjourned the meeting at 6:35 p.m.*



Anthony Ketchum, Sr., Mayor

  
Attest: Kassi Mackie, City Clerk

