

**Chehalis City Council**  
Regular Meeting Minutes  
September 11, 2023  
5:00 p.m.

**Council Present:** Mayor Ketchum, Mayor Pro-Tem Spahr, Councilor Lund, Councilor McDougall, Councilor Carns (virtual attendance), 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 (virtual); Lilly Wall, Parks and Recreation Director; Celest Wilder, Engineering Tech; Chun Saul, Financial Director; Adam Fulbright, Fire Chief; Matt McNight, Deputy Police Chief; Brandon Rakes, Airport Director; Susan Stayner, Administrative Assistant to the City Manager; Sally Saxton, Financial Analyst;

**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 McDougall led the flag salute.

3. **Approval of Agenda**

The agenda was amended to move item #13 to New Business and to add "Water Infrastructure Update" to presentations.

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

**PRESENTATIONS**

4. **Proclamation: Patriot Day and Moment of Silence in Remembrance of Victims of September 11, 2001**

Mayor Ketchum presented the Proclamation for Patriot Day to Fire Chief Fulbright and Deputy Police Chief McNight. A moment of silence was observed.

5. **Employee Introductions**

Water Superintendent Riley Bunnell introduced Dave Holcomb and Kyle Knapp.

6. **Lewis County Young Professionals Presentation** (Nicole Miller and Fionna Velazquez)

Nicole Miller and Fionna Velazquez presented.

7. **Water Infrastructure Update**

Public Works Director Lance Bunker and Water Superintendent Riley Bunnell updated the Council on the water infrastructure concerns and recommended that Council authorize the continuation of permit processing for development in the South UGA.

**CONSENT CALENDAR**

8. **Minutes of the Special City Council Meeting of August 28, 2023** (City Clerk)
9. **Vouchers and Transfers- Accounts Payable in the Amount of \$771,636.98** (Finance Director)
10. **Vouchers and Transfers- Payroll in the Amount of \$951,792.35** (Finance Director)
11. **Grant Writing Service Engagement** (City Manager)
12. **Resolution No. 15-2023, Authorizing Application and Administration for State Grant Funding in Support of Park Maintenance** (Parks and Recreation 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**

Wellar Davis (Trey) provided public comment on a new development requiring frontage improvements.

Spencer Boudreau provided public comment on frontage improvements.

Allyn Roe provided public comment regarding the South UGA infrastructure concerns.

Jane Beck of the Community Mediation Center of Lewis County provided comment regarding the Mediation Center.

**UNFINISHED BUSINESS**

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

*A motion was made by Councilor Spahr, seconded by Councilor Lord to adopt Ordinance No. 1072-B Establishing Chapter 2.30 of the Chehalis Municipal Code relating to Ambulance Transport on second and final reading and authorize the City Manager to execute the related documents including an agreement with System Designs West, LLC. The motion carried unanimously.*

14. **Second Reading of Ordinance No. 1073-B, Granting Extension to the Comcast Franchise Agreement**  
(City Attorney and City Clerk)

*A motion was made by Councilor Spahr, seconded by Councilor Lord to adopt Ordinance No. 1073-B on second and final reading. The motion carried unanimously.*

**NEW BUSINESS**

15. **Purchase of Wastewater Turbocompressor Blower** (Wastewater Superintendent)

*A motion was made by Councilor Spahr, seconded by Councilor Lord to approve the procurement of the HST 20-4500 from the City of Pasco and authorize the City Manager to approve payment to the City of Pasco in the amount of \$85,000. The motion carried unanimously.*

16. **Resolution No. 17-2023, Authorizing the Purchase of Property to Dedicate as Right-Of-Way to Achieve Code Compliant Right-Of-Way Width** (City Manager and City Attorney)

*A motion was made by Councilor Spahr, seconded by Councilor Carns to approve Resolution No. 17-2023, authorizing the boundary line agreement and purchase of property from HJP Investments, LLC, which is a portion of parcel no. 021612011001 for the purpose of future right-of-way dedication to create municipal code compliant roadway width and allow the City Manager to sign the required documents and expend the required funds to achieve this purpose. The motion carried with Councilor Lord opposing.*

17. **Bid Award-Bishop Road Water Main Loop Project** (Public Works Director)  
Public Works Director Lance Bunker presented.

*A motion was made by Councilor Lund, seconded by Councilor McDougall to award the Bishop Loop Project to Iversen and Sons, Inc, in the amount of \$630,171.48 to include the contingency budget and estimated taxes and authorize the City Manager to execute all project related documents. The motion carried unanimously.*

18. **First Reading of Ordinance No. 1074-B, Second Amendment to the 2023 Budget** (Finance Director)  
Finance Director Chun Saul presented.

*A motion was made by Councilor Lund, seconded by Councilor McDougall to pass Ordinance No. 1074-B on first reading. The motion carried unanimously.*

**ADMINISTRATION AND CITY COUNCIL REPORTS**

**City Manager Update**

City Manager Anderson notified the Council of the upcoming open house at the Airport for the purpose of receiving public input on the Master Plan Update as well as the upcoming recycling and household hazardous waste disposal events through Lewis County.

**Councilor Reports/Committee Updates**

Mayor Ketchum reported attendance at the United Way luncheon, Experience Chehalis, Growth Management Committee, Twin Transit meetings, City luncheon ad Chamber of Commerce contest fundraiser.

**EXECUTIVE SESSION**

*There was no executive session scheduled.*

**ADJOURNMENT**

*Mayor Ketchum adjourned the meeting at 6:58 p.m.*



Anthony Ketchum, Sr., Mayor

  
Attest: Kassi Mackie, City Clerk