

Chehalis City Council
Regular Meeting Minutes
September 25, 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; Lance Bunker, Public Works Director; Riley Bunnell, Water Superintendent; Justin Phelps, Wastewater Superintendent; Lilly Wall, Parks, and Recreation Director; Chun Saul, Financial Director; Randy Kaut, Police Chief; Brandon Rakes, Airport Director; Cassie Frazier, Airport Administrative Assistant; Susan Stayner, Administrative Assistant to the City Manager; Madisen Lester, Court Administrator; Tyler Hampson, Court Clerk

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 Carns led the flag salute.

3. **Approval of Agenda**

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

PRESENTATIONS

4. **Employee Introductions**

Municipal Court Administrator Madisen Lester introduced Court Clerk Tyler Hampson.

5. **Chehalis-Centralia Airport Master Plan Update** (Airport Director)

Leah Whitfield and Justin Heid of Aviation Planning Group presented.

CONSENT CALENDAR

6. **Minutes of the Special City Council Meeting of September 11, 2023** (City Clerk)

7. **Vouchers and Transfers- Accounts Payable in the Amount of \$663,869.95** (Finance Director)

8. **Addition of the Community Development Director to the Salary Schedule** (HR/Risk Manager)

9. **Resolution No. 18-2023, Surplus Property-Police** (City Clerk)

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

Ryan Barrett, Lewis County Manager, was present to introduce himself.

UNFINISHED BUSINESS

10. **Second Reading of Ordinance No. 1074-B, Second Amendment to the 2023 Budget** (Finance Director)

A motion was made by Councilor Lund, seconded by Councilor Pope to adopt Ordinance No. 1074-B. The motion carried unanimously.

11. **Second Reading of 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 Mayor Pro Tem Spahr, seconded by Councilor Lund to adopt Resolution No. 17-2023 on second and final reading. The motion carried unanimously.

NEW BUSINESS

12. **Lodging Tax Advisory Committee Recommendations for 2024** (Councilor Lord and Administrative Assistant)

The Council deliberated on the amounts and dedication of funds to each entity and the justification behind each.

Chip Duncan of the Veteran's Museum provided a background on the applications received.

A motion was made by Councilor Lord, seconded by Councilor Carns to approve the funding amounts, both individually and collectively of the Lodging Tax Advisory Committee for use of lodging tax funds for 2024 as set forth in the agenda report; and approve the annual debt service payment for the Recreation Park Improvement Project in the amount of \$71,819.00; and approve the additional \$84,397.00 to be added to the LTAC Reserve account to be used in the future for award funding in 2024.

An amendment to the motion was made by Councilor McDougall, seconded by Councilor Lund to amend the amount awarded to the Lewis County Historical Museum to \$45,000. The amendment failed 4-3.

The main motion failed 3-3.

This item was referred to the Lodging Tax Advisory Committee to consider updated amounts.

13. **Appointment of City Councilors to the Sewer Operating Board** (Wastewater Superintendent)
Mayor Pro Tem Spahr and Councilor Pope are currently serving on the Sewer Operating Board.

Justin Phelps has met with Lewis County Sewer District #4 to discuss terms of the expired agreement and will bring a final proposed contract to Council for consideration at an upcoming meeting.

No final action was taken.

14. **Procurement of a Tracked Remote-Control Mower for the Chehalis-Centralia Airport** (Airport Director)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lund to approve the procurement of the Tracked 60-inch R-60 RC Mower from Owen Equipment Company, the sole source supplier of RC Mower products in the State of Washington and authorize the City Manager to approve payment of the invoice from Owens Equipment in the amount of \$78,859.41 which includes all freight and tax charges. The motion was carried with Mayor Ketchum opposing.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson updated the Council on the Airport Master Plan event.

Lance Bunker provided a brief update on the progress on the frontage improvement requirements in the South UGA.

Councilor Reports/Committee Updates

Councilor Lund commended the Fire Chief on moving forward with the volunteer firefighter program.

Councilor McDougall reported attendance at the Flying Saucer Event.

Councilor Carns commented on the ongoing graffiti concerns.

Mayor Ketchum reported attendance at the Lewis County Shelter meeting, Lewis County Historical Museum meeting and attendance at the Honda Grant Opening Event.

EXECUTIVE SESSION

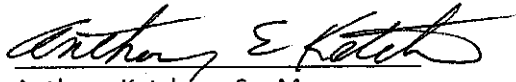
Pursuant to RCW 42.30.110(1)(c)-Sale/Lease of Real Estate

Mayor Ketchum adjourned the regular meeting and convened the executive session for 20 minutes or until 6:40 p.m.

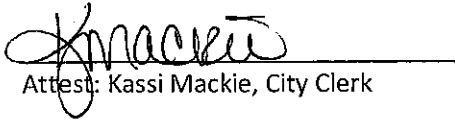
Mayor Ketchum adjourned the executive session and reconvened the regular meeting at 6:39 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:40 p.m.



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk