

**Chehalis City Council**  
Regular Meeting Minutes  
October 09, 2023  
5:00 p.m.

**Council Present:** Mayor Ketchum, Mayor Pro-Tem Spahr, Councilor Lund (virtual attendance), Councilor McDougall, Councilor Carns, and Councilor Lord.

**Council Absent:** Councilor Pope

**Staff Present:** Jill Anderson, City Manager; Susan Stayner, Administrative Assistant; Kassi Mackie, City Clerk; Lance Bunker, Public Works Director; Riley Bunnell, Water Superintendent; Fritz Bierle, Streets Superintendent; Celest Wilder, Engineering Tech III; Chun Saul, Financial Director; Justin Phelps, Wastewater Superintendent; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Gina Copas, Fire Administrative Assistant; 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 Carns led the flag salute.

3. **Approval of Agenda**

The agenda was amended to remove item #4 and add item #18, Policy Change to Municipal Code 12.04.080, Changes to Standards and 12.04.110 Requirements-Frontage Improvements.

*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**~~

5. **Proclamation: Fire Prevention Week** (Mayor Ketchum)

Mayor Ketchum presented the proclamation for Fire Week to Fire Chief Adam Fulbright.

6. **Exceptional Service Award** (Fire Chief)

Fire Chief Adam Fulbright presented the award for exceptional service to Adam Miller, Firefighter.

7. **Port of Chehalis Update** (Lindsey Senter)

Lindsey Senter of the Port of Chehalis provided a presentation on upcoming and past projects.

**CONSENT CALENDAR**

8. **Minutes of the Special City Council Meeting of September 18, 2023** (City Clerk)

9. Vouchers and Transfers- Accounts Payable in the Amount of \$580,564.67 (Finance Director)
10. Vouchers and Transfers- Payroll in the Amount of \$1,012,780.47 (Finance Director)
11. Debt Management and Post-Issuance Compliance Update-FY2022 (Finance Director)
12. Contract Award to Cole Electric for Stan Hedwall RV Park Electrical Panels (Facilities Manager)
13. Budgeted Purchase of Fuel for Resale (Airport Director)
14. Consider Approval of Sales Tax to Previously Authorized Turbocompressor Purchase for Wastewater (Wastewater Superintendent)

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

#### PUBLIC HEARINGS

*There were no public hearings to conduct.*

#### CITIZENS BUSINESS

Bob Russell of Chehalis provided public comment.

#### UNFINISHED BUSINESS

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

*A motion was made by Councilor Lord, seconded by Councilor Carns to approve the original LTAC recommendation 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 be added to the LTAC Reserve account to be used both LTAC Reserve account to be used in the future for award funding in 2024. The main motion failed 3-2.*

*A motion was made by Councilor Carns, seconded by Councilor Lund to approve the annual debt service payment for the Recreation Park Improvement Project in the amount of \$71,819.00. The motion carried unanimously.*

*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 additional \$84,397.00 be added to the LTAC Reserve account to be used in the future for award funding in 2024. The motion was carried with Councilor McDougall in opposition.*

## **NEW BUSINESS**

**16. First and Final Reading of Resolution No. 19-2023, Waiving Competitive Bid Due to Special Market Conditions- Brush Engine (Fire Chief)**

Fire Chief Adam Fulbright presented.

*A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lord to waive council rules and approve Resolution No. 19-2023 on first and final reading due to the time constraints and market conditions and authorize the City Manager award the contract to Chelan Fire and Rescue, a responsible vendor in the amount not to exceed \$120,000.00 which includes a budget amendment in the amount of \$55,000 for 2023 for the purchase of a used brush engine. The motion carried unanimously.*

**17. First and Final Reading of Ordinance No. 1075-B, Dedication of Right-of-Way, Arkansas Way (City Manager/City Attorney)**

*A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lord to waive the Council rules, and adopt Ordinance No. 1075-B, dedicating 3,695 square feet of real property purchased from HJP Investments, as Arkansas Way right-of-way on first and final reading. The motion carried unanimously.*

**18. Consider Policy Change to Municipal Code 12.04.080, Changes to Standards and 12.04.110, Requirements-Frontage Improvements (City Manager)**

Engineering Tech II Celest Wilder presented.

*A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lord to approve the proposed policy changes and direct staff to draft an ordinance codifying the changes for City Council consideration on October 23. The motion was carried with Councilor Carns opposing.*

## **ADMINISTRATION AND CITY COUNCIL REPORTS**

### **City Manager Update**

City Manager Anderson acknowledged Celest Wilder for her work on multiple projects in the last few months, and Administrative Clerk Susan Stayner for her time with the City of Chehalis.

Celest Wilder presented the Floodplain Management Planning Annual Progress Report.

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

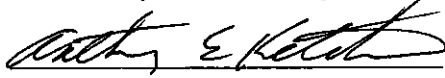
Councilor Lord submitted his resignation effective the end of October.

Councilor McDougall attended the Public Health and Social Services Advisory Board meeting and Economic Alliance Meeting.

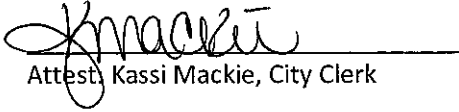
Mayor Ketchum attended the Twin Transit Board meeting, Discover Lewis County meeting, Downtown Rejuvenation Project presentations and the Lewis County Shelter meeting.

**ADJOURNMENT**

***Mayor Ketchum adjourned the meeting at 7:15 p.m.***



Anthony Ketchum, Sr., Mayor



Attest: Kassi Mackie, City Clerk