

Chehalis City Council
Regular Meeting Minutes
November 13, 2023
5:00 p.m.

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

Council Absent: None

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Rebecca Gallagher, Administrative Assistant to the City Manager; Daniel Murray, City Attorney; Lance Bunker, Public Works Director; Brandon Rakes, Airport Director; 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; Lilly Wall, Recreation Director; Andrew Hunziker, Facilities Manager; Todd Johnson, Contract Planner

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 Pope 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**
City Manager Anderson introduced Rebecca Gallagher, Administrative Assistant to the City Manager.

CONSENT CALENDAR

5. **Minutes of the Regular City Council Meeting of October 23, 2023** (City Clerk)
6. **Minutes of the Special City Council Meeting of October 26, 2023** (City Clerk)
7. **Vouchers and Transfers- Accounts Payable in the Amount of \$826,704.00**(Finance Director)
8. **Vouchers and Transfers- Payroll in the Amount of \$892,457.71** (Finance Director)
9. **Acceptance of the Stan Hedwall RV Park Electrical Pedestal Replacement Project as Complete** (Parks and Facilities Manager)
10. **Request to Initiate an Out of Cycle Amendment to the Comprehensive Plan Map** (City Planner)

11. Resolution No. 21-2023, Declaring Surplus Property (City Clerk)
12. Contract Award-Play Creation, Inc Playground Equipment Purchase (Parks and Facilities Manager)

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

PUBLIC HEARINGS

13. 2024 Preliminary City Revenue Sources- Property Tax and Levies (Finance Director)

*Mayor Ketchum opened the public hearing at 5:06 p.m.
Finance Director Chun Saul presented. There being no one wishing to provide public comment,
Mayor Ketchum closed the public hearing at 5:24 p.m.*

14. 2024 Preliminary Budget (Finance Director)

*Mayor Ketchum opened the public hearing at 5:25 p.m.
Finance Director Chun Saul presented. There being no one wishing to provide public comment,
Mayor Ketchum closed the public hearing at 6:18 p.m.*

CITIZENS BUSINESS

None.

UNFINISHED BUSINESS

15. Second Reading of Ordinance No. 1071-B, Establishing Guidelines for Cost Recovery of Fire Department Services (Fire Chief)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Pope to adopt Ordinance No. 1071-B on second reading. The motion carried unanimously.

16. First Reading of Ordinance No. 1076-B, Right of Way Dedication for NW Arkansas Way (City Manager/City Attorney)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor McDougall to adopt Ordinance No. 1076-B, on second reading. The motion carried unanimously.

17. First Reading of Ordinance No. 1078-B, Authorizing Establishment of a Fund Named LEOFF-1 OPEB Trust (or Reserve) Fund (Finance Director)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lund to adopt Ordinance No. 1078-B, on second reading. The motion carried unanimously.

NEW BUSINESS

18. **First Reading of Ordinance No. 1080-B, Fiscal Year 2024 Budget** (Finance Director)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lund to approve Ordinance No. 1080-B on first reading. The motion carried unanimously.

19. **First Reading of Ordinance No. 1081-B, Setting the 2024 Levy Amount and First Reading of Ordinance No. 1082-B, Stating Levy Amount Changes from 2023 Levy** (Finance Director)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lund to approve Ordinance No. 1081-B and 1082-B on first reading. The motion carried with Councilor Lund and Councilor Carns opposing.

20. **First and Final Reading of Ordinance No. 1079-B, Amending CMC 17.79.010 to Include Mixed Residential Commercial (MRC) and Open Space Government (OSG)** (Contract City Planning)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Pope to waive the Council rules requiring two readings of an ordinance. The motion carried unanimously.

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Pope to adopt Ordinance No. 1079-B on first and final reading. The motion carried unanimously.

21. **First and Final Reading of Ordinance No. 1083-B, Amending Chapter 2.08.050 of the Chehalis Municipal Code Regarding Candidate Qualifications** (City Clerk)

22. *A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lund to waive the Council rules requiring two readings of an ordinance. The motion carried unanimously.*

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Pope to adopt Ordinance No. 1083-B on first and final reading. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson announced her retirement in April/May of 2024 and thanked Finance Director, Chun Saul for work on the budget and offered congratulations to Chun on her retirement in early 2024.

Councilor Reports/Committee Updates

Mayor Pro Tem Spahr reported attendance at the landfill closure meeting.

Councilor McDougall reported attendance at the Museum Board Meeting, attendance at Girl's Night Out, Board of Health meeting, and upcoming participation in the city street lighting for the holidays.

Mayor Ketchum reported attendance at the Lewis County Museum, Department of Natural Resources, Twin Transit, Flood Authority and Leoff-1 Board meetings and participation in trick-or-treating festivities, Girl's Night Out and ribbon cutting ceremonies.

EXECUTIVE SESSION


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

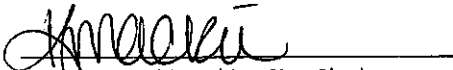
Mayor Ketchum adjourned the regular meeting and Council entered executive session at 6:40 p.m. for 20 minutes or until 7:05 p.m., allowing the public five minutes to exit.

Mayor Ketchum adjourned the executive session at 7:04 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:05 p.m.



Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk