

Chehalis City Council
Regular Meeting Minutes
December 11, 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; Kevin Nelson, City Attorney; Lance Bunker, Public Works Director; Cassie Frazier, Airport Administrative Assistant; Chun Saul, Financial Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Sally Saxton, Financial Analyst; Lilly Wall, Recreation Director; Andrew Hunziker, Facilities Manager; Brandon Rakes, Airport Director; Justin Phelps, Wastewater Superintendent; Riley Bunnell, Water Superintendent; Celest Wilder, Capital Projects Manager

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 Pope, to approve the agenda as presented. Motion carried unanimously.

PRESENTATIONS

4. **Employee Introductions**

5. **Recognition of Councilor Pope for 36 Years of Service on the City Council**

Mayor Ketchum recognized Councilor Pope with a proclamation in his honor.

Mayor Ketchum passed the mayoral duties to Councilor Pope for the remainder of the meeting in honor of his 36 years of service on the Council.

6. **Experience Chehalis Update**

Annalee Tobey of Experience Chehalis provided an update on a multitude of projects and accomplishments.

7. **Chehalis Basin Lead Entity and Lewis County Stream Team Update** (Kristen Harma, Bob Russell, Kenna Forscnact)

Bob Russell and Kristen Harma presented.

CONSENT CALENDAR

8. **Minutes of the Regular City Council Meeting of November 27, 2023** (City Clerk)
9. **Vouchers and Transfers- Accounts Payable in the Amount of \$1,396,166.75** (Finance Director)
10. **Vouchers and Transfers-Payroll in the Amount of \$899,305.68** (Finance Director)
11. **Consider Cancellation of December 25th Regular City Council Meeting** (City Clerk)
12. **Contract Award-John Deere Financial0Sourcewell Ground Maintenance Contract #031121-DAC**
(Facilities Manager)
13. **Tyler Technologies Contract for Financial Software System** (Finance Director)
14. **Budgeted Purchase of Fuel for Resale** (Airport Director)

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

PUBLIC HEARINGS

None.

CITIZENS BUSINESS

None.

UNFINISHED BUSINESS

15. **Second Reading of Ordinance No. 1077-B, Utility Tax -B** (Finance Director)

A motion was made by Mayor Ketchum, seconded by Mayor Pro Tem Spahr to adopt Ordinance No. 1077-B. The motion was carried with Councilor Lund and Councilor Carns opposing.

16. **Resolution No. 20-2023, Declaring Real Property of the City of Chehalis to be Surplus to Certain Enterprise Funds, and Directing the Transfer Thereof to the Airport Fund** (Airport Director)

A motion was made by Mayor Pro Tem Spahr, seconded by Mayor Ketchum to waive the rules requiring two readings of a resolution with a budgetary impact. The motion carried unanimously.

A motion was made by Mayor Pro Tem Spahr, seconded by Mayor Ketchum to approve Resolution No. 20-2023 on first and final reading. The motion carried unanimously.

NEW BUSINESS

17. **First Reading of Ordinance No. 1086-B, Amending Chehalis Municipal Code Chapter 12.04 Engineering Development Code** (Public Works Director)
Capital Projects Manager Celest Wilder presented.

A motion was made by Mayor Ketchum, seconded by Councilor Lund to waive the rules requiring two readings of an ordinance. The motion carried unanimously.

A motion was made by Mayor Ketchum, seconded by Councilor Carns to adopt Ordinance No. 1086-B on first and final reading. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson congratulated Councilor Pope on his retirement, and thanked all in attendance for the farewell reception.

Councilor Reports/Committee Updates

Councilor McDougall reported attendance at Experience Chehalis, Juvenile Mentorship, Shelter and Public Health Services meetings.

Councilor Lund announced the ribbon cutting event at Minuteman Press and wished Councilor Pope well.

Mayor Ketchum reported attendance at the Homeless Committee, DNR Funding Seminar, SW Regional Transportation, and United Way meetings.

Mayor Pro Tem Spahr commended the efforts for the Santa Parade and congratulated Councilor Pope on his retirement.

Councilor Pope thanked everyone in attendance, the residents of Chehalis and staff for a wonderful 36 years on the Council.

EXECUTIVE SESSION

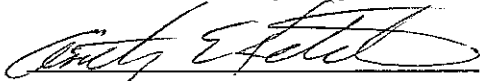
Pursuant to RCW42.30.110(1)(c)-Sale/Lease of Real Estate

Councilor Pope adjourned the regular meeting and Council entered executive session at 6:30 p.m. for 15 minutes or until 6:50 p.m., allowing the public five minutes to exit.

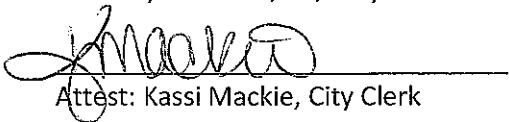
Councilor Pope adjourned the executive session at 6:50 p.m.

ADJOURNMENT

Councilor Pope adjourned the meeting at 6:50 p.m.



Anthony Ketchum, Sr., Mayor


Attest: Kassie Mackie, City Clerk

