

Chehalis City Council

Regular Meeting Minutes

January 8, 2024

5:00 p.m.

Council Present: Mayor Ketchum, Mayor Pro-Tem Lund, Councilor Spahr, Councilor McDougall, Councilor Carns (virtual), and Councilor Kyes

Council Absent: None

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Kevin Nelson, City Attorney; Lance Bunker, Public Works Director; Chun Saul, Financial Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Brandon Rakes, Airport Director; Riley Bunnell, Water Superintendent; Malissa Paulsen, City Planner/Interim Community Development Director; Rebecca Gallagher, Administrative Assistant to the City Manager; Todd Johnson, Contract City Planner

Press Present: Owen Sexton, The Chronicle

1. **Call to Order:**

City Clerk Kassi Mackie called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Councilor Ketchum led the flag salute.

SPECIAL BUSINESS

3. **Swearing in of Re-elected and Newly Elected Council** (Municipal Court Judge)

Judge Unzelman swore in the newly elected and re-elected councilors.

4. **Election of Mayor and Mayor Pro Tem**

City Clerk Kassi Mackie called for nominations for the office of Mayor.

Councilor Lund, seconded by Councilor McDougall nominated Councilor Ketchum for Mayor. There being no further nominations, the vote was taken to elect Councilor Ketchum to Mayor. The motion carried unanimously.

Mayor Ketchum called for nominations for the office of Vice Mayor.

Councilor McDougall, seconded by Councilor Spahr nominated Councilor Lund for Mayor Pro Tem. There being no further nominations, the vote was taken to elect Councilor Lund to Mayor Pro Tem. The motion carried unanimously.

5. **Approval of Agenda**

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund, to approve the agenda as presented with a small clerical error correction on item #3. Motion carried unanimously.

CONSENT CALENDAR

6. **Minutes of the Regular City Council Meeting of December 11, 2023** (City Clerk)
7. **Vouchers and Transfers- December 15, 2023 Accounts Payable in the Amount of \$876,298.38**(Finance Director)
8. **Vouchers and Transfers- December 29, 2023 Accounts Payable in the Amount of \$266,357.12**
(Finance Director)
9. **Vouchers and Transfers-Payroll in the Amount of \$1,009,679.05** (Finance Director)
10. **Accepting TIB Arterial Preservation Grant for Pavement Repairs on N. National Avenue from NE Washington Ave to NW Chamber of Commerce Way**(Capital Projects Manager)
11. **Accepting TIB Active Transportation Program (ATP) for Sidewalk Construction and ADA Curb Ramp Improvements on SW 13th Street** (Capital Projects Manager)
12. **Renewal of TRJ Planning Services Contract** (City Manager)
13. **Award of Contract for Fuel Services Provider and Acceptance of Card Processing Agreement at Chehalis-Centralia Airport to Epic Aviation, LLC** (Airport Director)

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

PUBLIC HEARINGS

14. **Consideration for Removal of Planning Commission Member Due to Excessive Absences Per Chehalis Municipal Code Section 2.48.030** (City Planner)

Mayor Ketchum opened the public hearing at 5:10 p.m.

There being no one wishing to speak, Mayor Ketchum closed the public hearing at 5:11 p.m.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to remove Aubrey Anderson, position 3 from the Planning Commission for non-compliance with attendance requirements as stated in Chehalis Municipal code Section 2.48.030.

CITIZENS BUSINESS

Kyle Wheeler provided written public comment that will be entered into the official packet of record.

Erik Eisenberg from Lewis County provided public comment regarding the homeless shelter.

UNFINISHED BUSINESS

None.

NEW BUSINESS

15. **First Reading of Ordinance No. 1084-B, Amending the Chehalis Municipal Code Section 13.04.450 Regarding Billing and Payment Methods for Delinquent Accounts** (Water Superintendent)
Water Superintendent Riley Bunnell presented.

A motion was made by Councilor Spahr seconded by Councilor McDougall to approve Ordinance No. 1084-B on first reading. The motion carried unanimously.

16. **First Reading of Ordinance No. 1085-B, Amending the Chehalis Municipal Code Section 13.04.380 Regarding Hydrants Temporary Use Fee Increase** (Water Superintendent)
Water Superintendent Riley Bunnell presented.

A motion was made by Councilor Spahr seconded by Councilor McDougall to approve Ordinance No. 1085-B on first reading. The motion carried unanimously.

17. **First Reading of Ordinance No. 10867-B, Amendments to Chapters 17.12 and 17.78 of the Chehalis Municipal Code Regarding Subdivisions** (City Planner)
Contract City Planner Todd Johnson presented.

A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to approve Ordinance No. 10867-B on first reading. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson congratulated the newly elected and re-elected councilors. Riley Bunnell provided an update on the Bishop Loop project.

Councilor Reports/Committee Updates

Councilor Spahr provided a verbal report.

Councilor McDougall provided a verbal report.

Mayor Ketchum provided a verbal report.

EXECUTIVE SESSION

PURSUANT TO:

- RCW 42.30.110(1)(c)-Sale/Lease of Real Estate
- RCW 42.30.110(1)(i)- Litigation/Potential Litigation

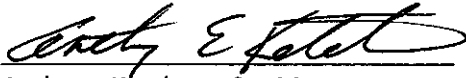
Mayor Ketchum adjourned the regular meeting and Council entered executive session at 5:36 p.m. for 40 minutes or until 6:20 p.m., allowing the public five minutes to exit.

Mayor Ketchum adjourned the executive session and reconvened the regular meeting and announced that the council would adjourn the regular meeting and reenter executive session for an additional 15 minutes or until 6:35 p.m.

Mayor Ketchum adjourned the executive session at 6:35 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:35 p.m.

A handwritten signature in cursive script, appearing to read "Anthony E. Ketchum", written over a horizontal line.

Anthony Ketchum, Sr., Mayor

A handwritten signature in cursive script, appearing to read "Kassie Mackie", written over a horizontal line.

Attest: Kassie Mackie, City Clerk