

**Chehalis City Council**  
Regular Meeting Minutes  
January 22, 2024  
5:00 p.m.

**Council Present:** Mayor Ketchum, Mayor Pro-Tem Lund, Councilor Spahr, Councilor McDougall, Councilor Carns, Councilor Kyes, and Councilor Six

**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; Lilly Wall, Parks and Recreation Director; Lance Bunker, Public Works Director

**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 Spahr led the flag salute.

3. **Approval of Agenda**

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

**SPECIAL BUSINESS**

4. **Swearing in of Newly Appointed Council Member** (Municipal Court Judge)

Judge Unzelman administered the oath of office to John Six, District 1 appointee.

5. **Review of the City Council Committee Assignments for 2024-2025**

Council reviewed the committee assignments.

6. **Proclamation Honoring the Memory of Jack State**

Mayor Ketchum presented the proclamation honoring Jack State to his wife, Colleen State.

7. **Airport Master Plan Update from Aviation Planning Group**

Leah Whitfield of Aviation Planning Group provided an update on the Airport Master Plan.

**CONSENT CALENDAR**

8. **Minutes of the Regular City Council Meeting of January 8, 2024** (City Clerk)

9. Vouchers and Transfers- 2023 Accounts Payable in the Amount of \$472,772.51 (Finance Director)
10. Vouchers and Transfers- 2024 Accounts Payable in the Amount of \$1,324,974.57 (Finance Director)
11. Resolution No. 01-2024, Surplus Property (City Clerk)
12. Airport Pavement Rehab Project Completion (Airport Director)
13. Engineering and Construction Management Services Agreement for the SW 13<sup>th</sup> St. ADA Improvement Project (Public Works Director)
14. Engineering and Construction Management Services Agreement for the N. National Phase II Grind and Inlay Project (Public Works Director)

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

#### **CITIZENS BUSINESS**

Patti Alley provided public comment regarding Relay for Life.

#### **UNFINISHED BUSINESS**

15. Second 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)

*A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to adopt Ordinance No. 1084-B on second reading. The motion carried unanimously.*

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

*A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to adopt Ordinance No. 1085-B on second reading. The motion carried unanimously.*

17. Second Reading of Ordinance No. 10867-B, Amendments to Chapters 17.12 and 17.78 of the Chehalis Municipal Code Regarding Subdivisions (City Planner)

*A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to approve Ordinance No. 10867-B on second reading.*

*The motion was amended to change 17.12 to 17.12A in the summary and second whereas clause. The amendment carried unanimously.*

*The main motion as amended carried unanimously.*

## **NEW BUSINESS**

### **18. Downtown Rejuvenation Project Award (Public Works Director)**

*A motion was made by Councilor Spahr seconded by Councilor McDougall to award the Downtown Rejuvenation Project contract for design and community engagement to HBB for \$474,462.88; authorize a 20% contingency of \$95,000, for a not to exceed budget of \$569,462.88 and authorize the City Manager to sign all project related documents including charge orders. The motion carried with Mayor Pro Tem Lund and Councilor Carns opposing.*

## **ADMINISTRATION AND CITY COUNCIL REPORTS**

### **City Manager Update**

City Manager Anderson updated Council on the city manager recruitment process.

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

Councilor Spahr provided a verbal update on the Planned Growth Meeting and Chamber Banquet.

Mayor Pro Tem Lund reported attendance at the Chamber Banquet and Parks Committee Meeting.

Councilor McDougall reported attendance at the Lewis County Shelter meeting, Chamber Banquet, Experience Chehalis and Historical Museum meetings.

Councilor Carns expressed gratitude to staff for the quick turn-around on the proclamation for Jack State.

## **EXECUTIVE SESSION**

### **PURSUANT TO:**

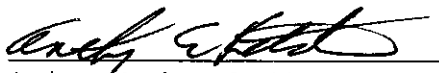
- RCW 42.30.110(1)(i)- Litigation/Potential Litigation

*Mayor Ketchum adjourned the regular meeting and the 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.*

*Mayor Ketchum adjourned the executive session at 6:50 p.m.*

## **ADJOURNMENT**

*Mayor Ketchum adjourned the meeting at 6:50 p.m.*

  
Anthony Ketchum, Sr., Mayor

  
Attest: Kassi Mackie, City Clerk

