

July 27, 2015

The Chehalis city council met in regular session on Monday, July 27, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Chad Taylor, and Tony Ketchum. Councilor Lund was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; and Peggy Hammer, Human Resources Administrator. Members of the media included Dameon Pesanti from *The Chronicle*.

1. **Breastfeeding Coalition of Lewis County.** Health Educator Ellen Kim Cho reported August 1-7 is “World Breastfeeding Week,” and this year’s theme is, “Let’s Make It Work.” She noted the Coalition is encouraging businesses to support breastfeeding in the workplace.

2. **Adopt-A-Block Program and Update on Lewis County Historical Museum.** Lewis County Historical Museum Executive Director Andy Skinner talked briefly about the Adopt-A-Block Program that started in the city of Centralia, adding their next launch is August 1 and they already have 21 blocks adopted. Mr. Skinner reported he would like to see this grassroots program started here in Chehalis. He noted the program involves small work parties that get together three times a year to pick up trash, weeds and clean up graffiti around their adopted block.

Mr. Skinner reported the Historical Museum and Virgil R. Lee have offered to adopt blocks in the downtown area. He noted it doesn’t cost anything, all they ask is that you have the heart and desire to help clean up the city.

Mr. Skinner reported on the museum’s annual pie social and pancake breakfast, noting the pie social raised \$3,475.75 and the breakfast brought in just over \$1,500. He thanked Mayor Dawes and Councilor Ketchum for helping out at the breakfast.

3. **Choose Local First Campaign.** Annalee Tobey, Vice Chair of the Chehalis Community Renaissance Team and Chair of the Marketing Committee, provided a brief overview of the “Choose Local First” campaign that kicked off earlier this year. Ms. Tobey reported the Marketing Committee meets weekly and they never fall short of ideas or ways to promote the city. Other committee members include: Andy Skinner, Courtney Williams, David Hartz, Lisa Guerrero, Caryn Foley, Allison Fischer, Jan Nontell, and Julie Balmelli-Powe.

Ms. Tobey reported, at the end of 2014, the committee started working on a “Shop Local” campaign. She noted once they started talking about it they decided they needed to involve the city of Centralia. So they pulled in the Centralia Downtown Association and got together with The Chamber and came up with a campaign to promote “Choose Local First.”

Ms. Tobey reported on the importance of keeping tax dollars local and supporting local businesses. She noted the unique flavor the businesses give our downtown is what shapes us and makes us different from every other community.

Ms. Tobey reported the first step in reaching people was to talk with the businesses. She noted they’ve had a lot of success with the local media, and they also put together some spotlights on Facebook, created an “Experience Chehalis” e-newsletter that goes out once a month, and worked with various businesses on their reader boards. Ms. Tobey stated they plan to have a “Choose Local First” day in September and as the holidays come around they plan to put a holiday spin on it, as well.

Mayor Dawes stated it was good to see the two communities working together.

4. **Discover! Children’s Museum Update.** Board President Corine Aiken reported many people have been working on this project for a lot of years. She stated they are in the process of creating a capital campaign plan to raise \$3.75 million for the project. Ms. Aiken noted they applied for money from the State Capital Fund, but unfortunately, they were not one of the recipients. She stated they still believe they will be able to raise the money, adding they’ve increased the number and types of foundations they will be submitting applications to.

Ms. Aiken reported they are looking at locating in Chehalis because it gives them the very best location. She noted over one-third of the visitors for the pilot program never left home thinking they were going to stop in at the museum, adding they were just out shopping, or driving by.

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Larry McGee reported they could wait two years and go back to the Legislature to apply for funding, but they decided to charge ahead. He noted they are going to try to find \$1.25 million they need to raise from within the community. Mr. McGee indicated \$450,000 is firmly committed by the Shaw, Lockerby, Lintott, and Smith Foundations, adding they have all voluntarily extended that funding for two years.

Mr. McGee reported they plan on submitting at least 23 grants for the project, noting the largest one so far is with the National Endowment for Humanities for \$500,000. He stated the project seems to fit exactly what they say they want to do, which is to build permanent, sustainable facilities that impact children and education. Mr. McGee reported they've also requested some grants for as little as \$10,000 because they need to show momentum. He indicated they've received confirmation from Twin Star Credit Union and the Washington State Employee's Credit Union that they each want to be involved in an exhibit. Mr. McGee stated they also submitted a grant for \$50,000 to Walmart, noting they're getting good support from Walmart's manager and former manager. They also plan to apply for a grant through the Community Foundation of South Puget Sound.

Mr. McGee stated it's going to be lot of work for the next year and a half, but that's what they're going to do. He noted once they reach \$1,000,000 of external commitment they will turn on a public campaign to close the gap between the \$450,000 that's currently committed and the million and a quarter that they would like to raise in the community. Mr. McGee suggested the one thing the council can do is reinforce how important the project is.

Mayor Dawes asked if the Board took a look at the type of grants the Children's Museum in Olympia had success with.

Mr. McGee reported they reviewed everybody who contributed to that project, adding a number of those foundations do not leave King or Snohomish Counties. He noted one of their biggest supporters was the Gates Foundation, but they no longer have this type of project as a priority, adding they're about global health now.

Mayor Dawes asked if the support of the community for the library and pool projects would be taken into account when applying for grants.

Mr. McGee stated the track record in Chehalis is simply amazing and the fact that we can say we have \$450,000 firmly committed is huge.

Mayor Dawes thanked Mr. McGee and Ms. Aiken for their work on the project, noting it's very worthwhile.

5. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of July 13, 2015;
- b. Claim Vouchers No. 112984-113161 and Electronic Funds Transfer No. 62015 in the amount of \$420,538.29 dated July 15, 2015; and
- c. Authorize City Manager to execute the agreement between the city and the Lewis County Economic Development Council to provide economic development and recruitment services.

The motion was seconded by Councilor Taylor and carried unanimously.

6. **Administration Reports.**

a. **Quarterly and June Financial Reports and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol stated things are looking good, noting most of the funds are on track and there are few that are ahead of where they expected them to be.

Ms. Pectol reported the water fund revenues are a little low for both commercial and residential. She noted the lower commercial revenue has to do with one 'alternative' energy company that has been out of commission to make repairs but is now back up and running. Ms. Pectol indicated she would need to look further to find out why the residential revenue is lower.

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Ms. Pectol reported on the sales and use tax receipts, noting this is the highest they've been mid-year since 2008. She stated the general fund finally includes some pool revenue, which totaled \$30,955 for the month of June. Ms. Pectol reported to date they've had 17,000 visits to the pool.

Councilor Ketchum suggested this may be the first time we don't have to subsidize the pool.

Councilor Pope asked if they were keeping track of where people are coming from to use the pool.

Ms. Pectol stated she didn't know, but she could find out.

## **7. Council Reports.**

a. **Update From Councilor Harris.** Councilor Harris reported he attended the Chehalis River Basin Partnership meeting on Friday, July 24. He noted a lot of the small water users are going to be shut off pretty soon, adding a report from the Department of Ecology and the Department of Fish and Wildlife shows lower river levels and higher temperatures. Councilor Harris suggested this is a good example of what's going to happen as population grows and commercial use increases. He stated we have a finite resource and we have to be logical about how we're going to use it, adding water is the most important element of that.

b. **Councilor Pope – Poplar Tree Plantation.** Councilor Pope stated he had a couple of citizens ask him about the poplar trees, wanting to know what the expectation is for harvesting.

City Manager MacReynold reported, based on the most recent information provided by Wastewater Superintendent Patrick Wiltzius, he believed they are looking at three to five years out. He noted, based on the size of the trees and the market, it's better for us to wait a few years.

c. **Update From Councilor Ketchum.** Councilor Ketchum reported he had a good time flipping blueberry pancakes at the Lewis County Historical Museum, noting they had a lot of people come out for the event. Councilor Ketchum stated he also attended Music in the Park on Friday the 24<sup>th</sup>, adding they had great attendance and the band did a good job, as well.

d. **Update From Mayor Dawes.** Mayor Dawes reported he attended the Business After Hours event on July 16 for the Visiting Nurses. He also made it to two of the Music in the Park concerts, adding both were well attended. Mayor Dawes noted when the band takes a break Jeremy Wildhaber will get up and perform an opera song, adding he has a very good voice.

Mayor Dawes reported on a few of the ChehalisFest events, noting they had another successful year at the pancake breakfast and he saw a lot of people moving around town and at the car show. He also saw several planes going up and down, adding they must have had a number of kids take advantage of the free flights.

e. **Agreement for Economic Development Services.** Mayor Dawes asked Mr. Matayoshi if he had any comments on the Economic Development and Recruitment Services Agreement approved earlier in the meeting.

Mr. Matayoshi reported it's a pleasure to work with the city staff, as well as having Councilor Spahr serve on the Board of Directors. He stated over the past year the EDC has done a lot of industrial improvements. Mr. Matayoshi noted they also work with Lewis County to manage the .09 Distressed Counties funding process, noting the city was successful in receiving significant funds to expand Arkansas Way, which has led to landing a couple of retail companies and restaurants. Mr. Matayoshi stated the EDC understands that retail sales tax is a big part of the city's economic development.

Mr. Matayoshi reported he has someone starting in August that will work full-time on recruitment and retention of business and industry throughout Lewis County. He stated he appreciated the opportunity to serve the city and all of Lewis County.

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8. **Ordinance No. 943-B, First Reading – Amending the 2015 Budget.** Ms. Pectol reported most of the line items in the budget amendment are related to how we record the receipt of funds that we're not allowed to keep. She stated the State Auditor's Office is getting stricter and no longer accepts our current practice. Ms. Pectol noted the line items will not have an impact on the ending fund balance, but will certainly have an impact on some of the budgets.

Ms. Pectol reported the general fund revenues are being reduced by \$30,000 because we will not be receiving any brokered natural gas payments from the state until the \$36,000 is recovered for prior year payments the city received directly for one of the local businesses in the Port of Chehalis. She noted once the money is paid back we'll begin to see revenue in that area again.

Ms. Pectol reported the \$38,500 line item for the Office 365 project was approved by the city's IT Committee. She noted even though it's a pretty big expenditure it will lower future expenses. Ms. Pectol reported the city is moving to the 'Cloud' for email service, which will cut down on spam filtering costs and eliminate the city-wide server in the future.

Councilor Ketchum inquired about the payback for switching over.

Ms. Pectol stated she didn't have any numbers on the payback, but knew it would be a much faster system.

City Manager MacReynold suggested they could email that information to the council.

Ms. Pectol reported the State Auditor's Office is adapting a new financial information tool that will compare financial ability, debt service, and other statistical information with other cities. She noted, in order for the comparison to be realistic, cities need to be doing things the same way whether it's on a cash basis, or accrual basis.

Councilor Taylor moved to pass Ordinance No. 943-B on first reading.

The motion was seconded by Councilor Pope and carried unanimously.

9. **Authorize City Manager to Execute Contract with Pierce Manufacturing, Inc., for the Manufacturing of a 2016 Pierce Dash Fire Apparatus.** City Manager MacReynold commended the committee who worked on this project, noting they did an exceptional job in putting this package together. He reported they will be requesting the council to financially support the purchase of a new fire apparatus through a loan with one of our local banks.

Fire Chief Ken Cardinale reported, prior to his arrival, a committee was formed to start looking at replacing their first out apparatus. He stated the committee was led by Captain Rob Gebhart, noting they visited numerous departments in the area to look at the different apparatus.

Chief Cardinale reported one of the problems with their current first out engine (48-1) is that it has a long wheel span and is wider than other apparatus available today. He noted the city has some narrow streets and tight turns, which makes it difficult for the crews to articulate. Chief Cardinale stated the new apparatus will address those concerns because it has a shorter wheelbase and it's narrower.

Chief Cardinale reported, additionally, this will allow the department to make some movement to their current apparatus. He noted they plan to convert their oldest apparatus, Engine 48-4, to a Class "B" (flammable liquids) apparatus. Chief Cardinale reported the city does not have any Class "B" foam capabilities to deal with large or small incidents. He noted in the short-term they purchased some inductors and equipment to deal with smaller scale Class "B" type fires.

Chief Cardinale reported, as City Manager MacReynold stated earlier, they contacted some local banks and went out to bid and are able to secure a loan for the new apparatus.

Chief Cardinale reported briefly on the history of the departments current apparatus. He stated, based on the terrific job that the Centralia-Chehalis Pupil Transportation Cooperative does with the maintenance, they've been able to keep their apparatus in service way longer than the normal recommended lifespan.

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Mayor Dawes reported the money for the apparatus was included in the 2015 budget and this is more of a request to take action to work with Pierce Manufacturing, Inc.

Councilor Ketchum asked what it would take to retrofit Engine 48-4.

Chief Cardinale reported 48-4 already has the capability for foam, noting they plan to replace the old poly tank with a larger tank that will allow them to carry about 300 gallons of foam. He stated it's a very economical way for them to retrofit the apparatus.

Chief Cardinale reported they're also considering going to the airport to ask if there's a possibility to house the apparatus there, so it's available if they ever need it.

Councilor Spahr asked if the airport budget would help pay to retrofit the engine.

City Manager MacReynold stated they certainly should.

Councilor Spahr inquired about the capacity of the foam engine to deal with putting out a tanker car fire.

Chief Cardinale reported it would give them the capability to start an initial attack and maybe keep it from spreading to other tanker cars until they can call in Burlington Northern Santa Fe, who has caches of foam along the rail lines to bring in. He suggested any type of rail event like that will not be mitigated in a short period of time, adding they're talking about an incident that will most likely take at least 24 to 72 hours to mitigate. Chief Cardinale stated apparatus from outside the area would also be called in as soon as they set up command.

Chief Cardinale stated this is the first step in making an effort to deal with something they can't currently deal with.

Councilor Spahr moved that the council authorize the city manager to execute a contract with Pierce Manufacturing, Inc., for the manufacturing of a 2016 Pierce Dash fire apparatus.

The motion was seconded by Councilor Harris and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:53 p.m.

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Mayor

Attest:

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City Clerk

**SUGGESTED MOTION**

**I move that the council approve the minutes of the regular city council meeting of July 27, 2015.**