

**Chehalis City Council**  
Regular Meeting Minutes  
April 8, 2024  
5:00 p.m.

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

**Council Absent:** None.

**Staff Present:** Jill Anderson, City Manager; Kevin Nelson, City Attorney; Kassi Bateman, City Clerk; Nicholle Stanhope, Finance Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Riley Bunnell, Water Superintendent; Justin Phelps, Wastewater Superintendent; Lance Bunker, Public Works Director; Sally Saxton, Fiscal Analyst; Malissa Paulsen, Interim Community Development Director; Rebecca Gallagher, Administrative Assistant to the City 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 Six led the flag salute.

**3. Approval of Agenda**

The executive session item to discuss a city manager contract was removed. The introduction of the newly-hired finance director was added under presentations.

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

**PRESENTATIONS/PROCLAMATIONS**

**4. Recognition of Jill Anderson, City Manager**

Mayor Ketchum presented a proclamation and HR/Risk Manager Glenn Schaffer presented an award to Jill Anderson in celebration of her impending retirement.

**5. Chehalis River Basin Flood Authority Update**

J Vander Stoep provided Council with an update on the progress of the Chehalis River Basin flood mitigation projects.

**6. Staff Introductions**

Nicholle Stanhope, Finance Director was introduced.

## CONSENT CALENDAR

7. Minutes of the Regular City Council Meeting of March 25, 2024 (City Clerk)
8. Minutes of the Special City Council Meeting of April 03, 2024 (City Clerk)
9. Vouchers and Transfers—Accounts Payable in the Amount of \$510,165.22 (Finance Director)
10. Vouchers and Transfers—Payroll in the Amount of \$1,064,072.32 (Finance Director)

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

## PUBLIC HEARINGS

None.

## CITIZENS BUSINESS

Emily Ponyah provided public comment regarding noise levels of neighboring businesses.

Jan Boynton provided public comments regarding noise levels and speeding traffic.

## UNFINISHED BUSINESS

11. Second Reading of Ordinance No. 1091-B, Establishing an Emergency Fund AND Ordinance No. 1092-B, Establishing a Sales Tax Revenue Stabilization Fund (Finance Analyst)

*A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1091-B on second and final reading. The motion carried unanimously.*

*A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1092-B on second and final reading. The motion carried unanimously.*

## NEW BUSINESS

12. Purchase of Schwarze A7 Street Sweeper (Street Superintendent)  
Street Superintendent Fritz Bierle presented.

*A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve the purchase of the Schwarze A7 Street Sweeper. The motion carried with Councilor Carns opposing.*

13. First Reading of Resolution No. 04-2024, Amending the City of Chehalis Fee Schedule (City Manager)

Lilly Wall, Parks and Recreation Director; Riley Bunnell, Water Superintendent; Malissa Paulsen, Interim Building and Planning Manager; and Kassi Bateman, City Clerk presented.

*A motion was made by Mayor Pro Tem Lund, seconded by Councilor Spahr to approve Resolution No. 04-2024 on first reading. The motion carried unanimously.*

**14. First Reading of Ordinance No. 1095-B, Amendments to Chehalis Municipal Code Section 1.14-  
Public Records (City Clerk)**

City Clerk Kassi Bateman presented.

*A motion was made by Councilor Spahr, seconded by Councilor McDougall to approve Ordinance No. 1095-B on first reading. The motion carried unanimously.*

**ADMINISTRATION REPORTS**

**CITY MANAGER UPDATE**

Wastewater Superintendent Justin Phelps provided an update on rate discussions with Lewis County Sewer District 4.

Fire Chief Adam Fulbright presented photos of the newly assembled ladder truck coming to Chehalis in May.

City Manager Anderson thanked the Council and staff for their support during her tenure with the City of Chehalis.

**COUNCILOR REPORTS/COMMITTEE UPDATES**

Councilor McDougall reported attendance at the Lewis County Board of Health, Homeless Shelter Committee, Public Health and Social Services meetings and the Opioid Summit.

Mayor Ketchum reported attendance at the Lions Club, Homeless Shelter Committee meetings as well as the Opioid Summit and Providence community event.

**EXECUTIVE SESSION**

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

*Mayor Ketchum recessed the regular meeting and called the executive session to order at 6:45 for 30 minutes or until 7:15 p.m.*

*Mayor Ketchum recessed the executive session at 7:15 p.m. and announced that more time was required, and that the council would return to executive session for 15 minutes or until 7:30 p.m.*

*Mayor Ketchum recessed the executive session at 7:30 p.m. and announced that more time was required, and that the council would return to executive session for 15 minutes or until 7:45 p.m.*

*Mayor Ketchum recessed the executive session at 7:45 p.m. and announced that more time was required, and that the council would return to executive session for 10 minutes or until 7:55 p.m.*

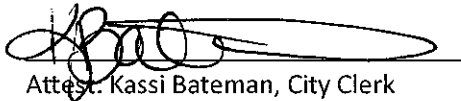
*Mayor Ketchum recessed the executive session at 7:55 p.m. and announced that more time was required, and that the council would return to executive session for 5 minutes or until 8:00 p.m.*

**ADJOURNMENT**

*Mayor Ketchum adjourned the executive session and immediately adjourned the regular meeting at 8:00 p.m.*



Anthony Ketchum, Sr., Mayor



Attest: Kassi Bateman, City Clerk