



City of Raymond

WASHINGTON

CITY COUNCIL AGENDA

Meeting: Monday April 15th, 2024, at 6:00 PM
Location: City Hall Council Chambers
WEBINAR LINK: <https://us02web.zoom.us/j/82021295338>

*If you would like to be added to our "Speakers List" your request must be received by 4:00 pm on April 15th, 2024. Your request must include the following: meeting date, your first and last name, city of residence, agenda item(s) that you would like to provide comment on, and the telephone number you will be calling from. Please email this information to clerk@cityofraymond.com. *Please note that the information you provide may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.*

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND DETERMINATION OF A QUORUM
4. APPROVAL OF AGENDA, CONSENT AGENDA, AND THE MINUTES OF MARCH 18TH, 2024, REGULAR COUNCIL MEETING
5. CORRESPONDENCE
6. ITEMS FROM THE PUBLIC
7. 2024 FAIR HOUSING PROCLAMATION
8. ORDINANCE 1936: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON ADDING TO CHAPTER 2.40 OF THE RAYMOND MUNICIPAL CODE DEALING WITH COMPENSATION OF OFFICERS- **First Reading**
9. CONDITIONAL USE PERMIT APPLICATION APPROVAL- **Action**
10. DEPARTMENT HEAD REPORTS
 - a. Fire Chief Bill Didion
 - b. Police Chief Pat Matlock
 - c. Public Works Director Eric Weiberg
 - d. Clerk- Treasurer Kayla MacIntosh
11. MAYOR'S REPORT
12. PUBLIC COMMENT ON CURRENT AGENDA ITEMS
13. COUNCIL COMMENTS
14. FUTURE AGENDA TOPICS
15. ADJOURNMENT

Next Regular Scheduled Council Meeting

Monday, May 6th, 2024, at 6:00 PM

The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.



RAYMOND CITY COUNCIL MEETING

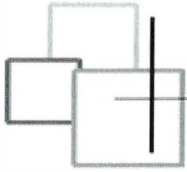
APRIL 15th, 2024

CONSENT AGENDA

APPROVAL OF CLAIMS:

CLAIMS #73167 THROUGH #73231 \$141,975.20

EFT / DEBIT MARCH 2024 \$22,974.06



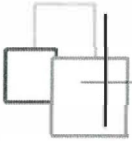
A/P Check Register

Fiscal : 2024
 Period : 2024 - April 2024
 Council Date : 2024 - April 2024 - 2nd Council

Number	Vendor Name	Account Description	Amount
73167	LOMELI, DANIELA	Pool Certifications	\$112.16
			POOL TRAINING
			PER DIEM
73168	911 SUPPLY	Personnel Benefits	\$937.97
			FIRE/AMB
			UNIFORMS
73169	ABERDEEN O. E.	Rentals & Leases	\$239.98
			CH COPIER
73170	Airgas USA, LLC	Operating Supplies	\$3.03
			AMB MED
			SUPPLY
73171	Aramark Uniform Services	Laundry	\$69.33
		Miscellaneous-Dues, Registration	\$69.33
		Check Total:	\$138.66
			WWTP LAUNDRY
73172	BARNHART HOME CLEANING	Professional Services	\$60.00
		Professional Services-Janitorial	\$1,440.00
		Check Total:	\$1,500.00
			LIBRARY
			CLEANING
73173	BEANS & ROCKS, LLC	Distribution Supplies	\$3,135.85
			ALL DEPT
			GRAVEL
73174	Borden's Auto Parts	Distribution Supplies	\$300.09
		Operating Supplies	\$4,268.09
		Repair & Maintenance	\$308.68
		Check Total:	\$4,876.86
			ALL DEPT
			SUPPLIES
73175	Bud's Lumber Supply	Operating Supplies	\$706.03
			ALL DEPT
			SUPPLIES
73176	CASCADE FIRE AND SAFETY	Repair & Maintenance	\$700.50
			FIRE PUMP
			REPAIR
73177	CenturyLink	Communications	\$95.47
			WTP/WWTP
			PHONES
73178	CHURLIN, ANTHONY	Personnel Benefits	\$20.00
			AMB REIMB
73179	CINTAS FIRE 636525	Distribution Supplies	\$14.02
		Miscellaneous - Dues, Fees, Etc.	\$108.10
		Office Supplies	\$14.02

73193	G.H. EMS	Office Supplies	\$220.00	AMB FIRST AID
		Professional Services	\$1,338.01	SUPPLY/EMS
			Check Total:	\$1,558.01 QUARTERLY FEE
73194	G.H. Equipment Co.	Operating Supplies	\$492.78	WWTP/PARKS
				SUPPLIES
73195	Gray & Osborne Inc.	ARPA 2024 Sewer Plan	\$3,438.05	WWTP
				ENGINEER
73196	H.D. Fowler Co.	Distribution Supplies	\$9,839.84	
		Operating Supplies	\$2,145.87	
			Check Total:	\$11,985.71 ALL DEPT
				SUPPLIES
73197	Harbor Saw & Supply	Distribution Supplies	\$74.21	
		Operating Supplies	\$222.61	
			Check Total:	\$296.82
				ALL DEPT SUPPLY
73198	Harrington Industrial	Operating Supplies	\$2,274.91	
		Parks Salaries & Wages	\$729.97	
			Check Total:	\$3,004.88 PARKS/WATER
				SUPPLY
73199	Henry Schein, Inc.	Operating Supplies	\$1,604.63	AMB MED
				SUPPLIES
73200	K & L Supply Inc.	Operating Supplies	\$5,165.28	WWTP
				CLEANING
				SUPPLIES
73201	KUBOTA LEASING	Distribution Supplies	\$84.27	
		Operating Supplies	\$1,565.71	
			Check Total:	\$1,649.98 ALL DEPT EQ
				SUPPLY
73202	Lemay Mobile Shredding	Professional Services	\$64.00	ALL CITY
				SHREDDING
73203	Lexipol, LLC	Professional Services	\$6,286.07	ANNUAL FIRE
				MANUALS
73204	One Call Concepts, Inc.	Miscellaneous-Dues, Registration	\$5.68	
		Other Miscellaneous	\$5.68	
			Check Total:	\$11.36
				WTP/WWTP
				NOTIFICATIONS
73205	PAPE KENWORTH	Operating Supplies	\$4,369.85	
		Repairs & Maintenance	\$1,640.99	
			Check Total:	\$6,010.84 GARBAGE
				TRUCK SUPPLY
73206	PETROCARD INC.	Building & Planning Supplies	\$107.44	
		Fuel Consumed	\$5,949.06	
		Miscellaneous	\$110.27	
			Check Total:	\$6,166.77 ALL CITY FUEL

73224	U.S. Cellular	Communications	\$65.44 PW CELL PHONES
73225	USA Blue Book	Lab Supplies	\$279.27 WWTP SUPPLY
73226	WA Assoc. of Sheriffs & Police Chiefs	Training Tuition	\$75.00 POLICE DUES
73227	WA STATE DEPT. OF RETIREMENT SYSTEMS	LEOFF 1	\$25.00 LEOFF INS
73228	WASHINGTON STATE PATROL	Professional Services	\$13.25 POLICE BACKGROUND CHECKS
73229	Western Steel & Supply	Operating Supplies	\$46.54 WTP SUPPLY
73230	Wetrc, Green River CC	Other Miscellaneous	\$375.00 WTP TRAINING
73231	Zoll Data Systems	Professional Services	\$401.78 AMB QTR MAINT
Grand Total			\$141,975.20
Total Accounts Payable for Checks #73167 Through #73231			



Register Activity

Fiscal: 2024
Period: 2024 - March 2024
Council Date: 2024 - March 2024 - Open Period

Reference	Date	Amount	Notes
Reference Number: DOR EXCISE TAX MARCH 2024	WA St Dept of Revenue	\$12,116.60	
<u>DOR EXCISE TAX MARCH 2024</u>	3/26/2024	\$12,116.60	
Reference Number: ICLOUD FEES MARCH 2024	ICLOUD	\$299.90	
<u>ICLOUD FEES MARCH 2024</u>	3/7/2024	\$299.90	
Reference Number: MASTERCARD MARCH 2024	MASTERCARD C/O FIRST INTERSTATE BANK	\$8,792.90	
<u>MASTERCARD MARCH 2024</u>	3/11/2024	\$8,792.90	
Reference Number: POLICE CAR LOAN #3 MARCH 2024	Bank of the Pacific	\$924.67	
<u>POLICE CAR LOAN #3 MARCH 2024</u>	3/19/2024	\$924.67	
Reference Number: POLICE CAR LOAN #4 MARCH 2024	Bank of the Pacific	\$747.81	
<u>POLICE CAR LOAN #4 MARCH 2024</u>	3/10/2024	\$747.81	
Reference Number: SERVICE FEES MARCH 2024	FIRST INTERSTATE BANK	\$92.18	
<u>SERVICE FEES MARCH 2024</u>	3/14/2024	\$92.18	

\$22,974.04



City of Raymond

WASHINGTON

COUNCIL PROCEEDINGS

Monday April 1st, 2024

CALL TO ORDER

The council meeting was called to order at 6:00 p.m. by Mayor Roberts. Roll was taken and it was determined the meeting was quorate.

Council Members present:

Heidi Worlton
Karen Tully
Jovon Vaughn
Steven Jones
Chris Halpin (Zoom)
Jason McVey

Council Members absent:

Tony Nordin (Unexcused)

Department Heads Present:

Bill Didion, Fire Chief
Eric Weiberg, Public Works Director
Clerk-Treasurer, Kayla MacIntosh
Police Chief, Pat Matlock

APPROVAL OF AGENDA, CONSENT AGENDA & MINUTES

Councilor Jones moved to approve the agenda, consent agenda for tonight's meeting, as well as the amended minutes of the March 18th, 2024, regular meeting. Motion carried. Motion passed with 1 absence.

CORRESPONDENCE:

NONE

ITEMS FROM THE PUBLIC:

NONE

OATH OF OFFICE: NEW OFFICER (R. BYRD)

Clerk-Treasurer, Kayla MacIntosh swore in Police Officer Robert Byrd

2023-2025 CLIMATE PLANNING GRANT AGREEMENT

Councilor Worlton motioned to approve the signing of the agreement by Mayor Roberts. Motion carried. Motion passed with 1 absence.

ROYAL HEIGHTS TRANSFER STATION AGREEMENT MOU

Councilor Vaughn motioned to approve the signing of the agreement by Mayor Roberts. Motion carried. Motion passed with 1 absence.

DEPARTMENT HEAD REPORTS

- Fire Chief Bill Didion provided a recap of the recent career fair as well as a staffing update for his department.
- Police Chief Pat Matlock also provided a recap of the recent career fair as well as a staffing update for his department.
- Public Works Director Eric Weiberg provided the council with verification of approval for a TIB grant to replace 51 ADA ramps in downtown Raymond.

- Clerk-Treasurer Kayla MacIntosh provided a staffing update for her department as well as the OR Nevitt pool. She also advised the council of her working on the Annual Report.

MAYOR'S REPORT

Mayor Roberts announce to council that she will be contracting with Margo Tackett, clerk-treasurer for the City of Westport during maternity leave for Clerk-Treasurer MacIntosh. She will help prepare and complete the 2025 budget.

Mayor Roberts yielded the rest of her time to Tia Channell, Code Enforcement Officer, to answer any questions related to code enforcement. She also provided a fundraising update for the POOL.

PUBLIC COMMENT ON CURRENT AGENDA ITEMS:

None

COUNCIL COMMENTS

Councilor Vaughn thanked both the police and fire chiefs and their staff for participating in the career fair, as well as the overall outcome of the career fair. Councilor Vaughn also reminded the council of the 2024 Small City Connector in Napavine April 24th.

FUTURE AGENDA TOPICS

None

ADJOURNMENT

With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 6:29 PM.

ATTEST:

Kayla MacIntosh, Clerk/ Treasurer

Dee Roberts, Mayor

**PROCLAMATION
APRIL 2024
FAIR HOUSING MONTH**

WHEREAS On April 11, 1968, the Fair Housing Act was enacted into law, recognizing that no American should have their right to purchase or rent shelter of choice abridged because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

WHEREAS The City of Raymond is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS equality of opportunity for all is a fundamental policy of this nation and our state and our community; and

WHEREAS the location that people live has a direct impact on the quality of their health, education, and access to economic opportunities; and

WHEREAS Discriminatory housing practices create racial and economic segregation in communities that can lead to disparate outcomes in overall quality of life; and

WHEREAS the City of Raymond believes that access to fair housing laws have made our communities stronger and more vibrant in Washington State; and

WHEREAS we are committed to programs that will help educate the public about the right to equal housing in the State of Washington; and

WHEREAS we are committed to promoting housing choices and fostering inclusive communities free from housing discrimination

NOW THEREFORE, BE IT RESOLVED, this 15th day of April 2024, that the City of Raymond celebrate and Proclaim the Month of April 2024 as Fair Housing Month and thank the many people in our communities who aspire to open the doors of opportunity of housing to all people free from any discrimination.

Dee Roberts, Mayor

Attest;
Kayla MacIntosh, Clerk-Treasurer

ORDINANCE #1936

**AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON
ADDING TO CHAPTER 2.40 OF THE RAYMOND MUNICIPAL CODE DEALING
WITH COMPENSATION OF OFFICERS**

WHEREAS, the Raymond Municipal Code section 2.40.010 establishes compensation of elective officers; and

WHEREAS, it is recognized that not all of those elected for the position of Mayor and Council Members would like to be compensated and may wish to waive or decline their salary; and

WHEREAS, The Raymond City Council has determined that salaries waived under the provisions of 2.40.10 shall be used for General Fund purposes;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RAYMOND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

SECTION 2. A councilmember may voluntarily waive and elect not to be paid all or any portion of the salaries set forth in RMC 2.40.010 during their term of office. Notice of waiver and election must be:

- A. In writing and delivered to the clerk-treasurer prior to the effective date;
- B. Signed by the Councilmember and their spouse, if married, as required by RCW 49.48.100. Signature(s) shall be before a notary public.

The waiver shall be effective for all salaries earned following the effective date and continue in effect until withdrawn by a writing signed by the Council member or their spouse delivered to the clerk-treasurer. Councilmember's salaries that are declined or waived shall be used for any General Fund purpose.

This Ordinance was **INTRODUCED** on the 15th day of April 2024 and **PASSED** on this 6th day of May 2024 by the City Council of the City of Raymond, Washington by the following vote:

Ayes –

Noes –

Absent –

Dee Roberts, Mayor

Authenticated By:

Kayla MacIntosh, Clerk/Treasurer

Publish: 05/08/2024



CONDITIONAL USE PERMIT APPLICATION

BACKGROUND

Requirements for obtaining a Conditional Use Permit are outlined in Raymond Municipal Code (RMC) Chapter 15.48.

APPLICANT INFORMATION

Name BKC Athletics, Inc. Phone Number 360-580-7719

Address 91 SW Chehalis Ave., Chehalis, WA 98532

Signature [Signature] Date 2-13-24

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application? Tenant

Owner's Name (if different) Brandon Borden Phone Number 360-589-0513

Address 575 Blake St.

Owner's Signature [Signature] Date 2/14/24

I (we) grant the above applicant permission to use my (our) property in the manner described in this application.

GENERAL INFORMATION

Project Address/Location 575 Blake St.

Parcel Number(s) 72041023008

Zoning District Retail Core. Is the proposed land use listed as a conditional use in RMC 15.44 for this zoning district? yes (If no, then a conditional use permit cannot be issued.)

What is the current use of the land? New Commercial Spec/Storage Building

Proposed Land Use, including traffic volumes, hours of operation, and other relevant data (attach additional sheets as necessary).

See Attached

NOTICE OF APPLICATION

The city of Raymond received a Conditional Use Permit Application on February 20, 2024, to operate an exercise facility at 575 Blake Street. The city declared the application to be complete on February 21, 2024. A building permit to reconfigure the interior of the building is pending.

The Raymond Planning Commission will conduct a public hearing in city hall council chambers at 5 PM on April 9, 2024. Any interested person may submit oral or written comments related to the application at the hearing and request a copy of the final decision. Written comments may also be submitted to Eric Weiberg, Director of Public Works, 300 First Street, Raymond, WA 98577. Written comments must be received by the city prior to 4 PM on March 14, 2024, to be considered as part of the official record.

This facility is considered barrier free and ADA accessible. Copies of the application are on file with the city of Raymond, 230 2nd Street, Raymond, Washington 98577 or may be obtained by calling (360) 942-4100. Decisions of the city council may be appealed to the Pacific County Superior Court in accordance with RMC 15.08.160.

Publish: February 28, 2024



February 23, 2024

SUBJECT: Conditional Use Permit Application

Dear Property Owner,

This letter is to inform you that the city of Raymond received a Conditional Use Permit Application from BKC Athletics Inc. on February 20, 2024, to operate an exercise facility at 575 Blake Street. The city code requires written notification to property owners within 300 feet of a location for which a Conditional Use Permit is requested; according to the Pacific County Assessor you own property within 300 feet of the proposed business.

The Raymond Planning Commission will conduct a public hearing at 5 PM on April 9, 2024, in the council chambers inside Raymond City Hall. Any interested person may submit oral or written comments at the hearing. Written comments may also be sent to Eric Weiberg, Director of Public Works, 300 First Street, Raymond, WA 98577. Written comments must be received by the city of Raymond prior to 4 PM on March 14, 2024. The Notice of Application published in the Willapa Harbor Herald on February 28, 2024, is included with this mailing for general information.

If you have questions or would like additional information, please call the undersigned at (360) 942-4108.

Respectfully,

Scott Pearson
City Planner

CF: 1-Property Owner
1-File



**Conditional Use Permit
Exercise Facility
Property Owners within 300 feet of 575 Blake Street**

BORDEN, GLENN B III & AMANDA L
580 COMMERCIAL ST
RAYMOND WA 98577

OPPORTUNISTIC DEVELOPERS LLC
PO BOX 111
RAYMOND WA 98577

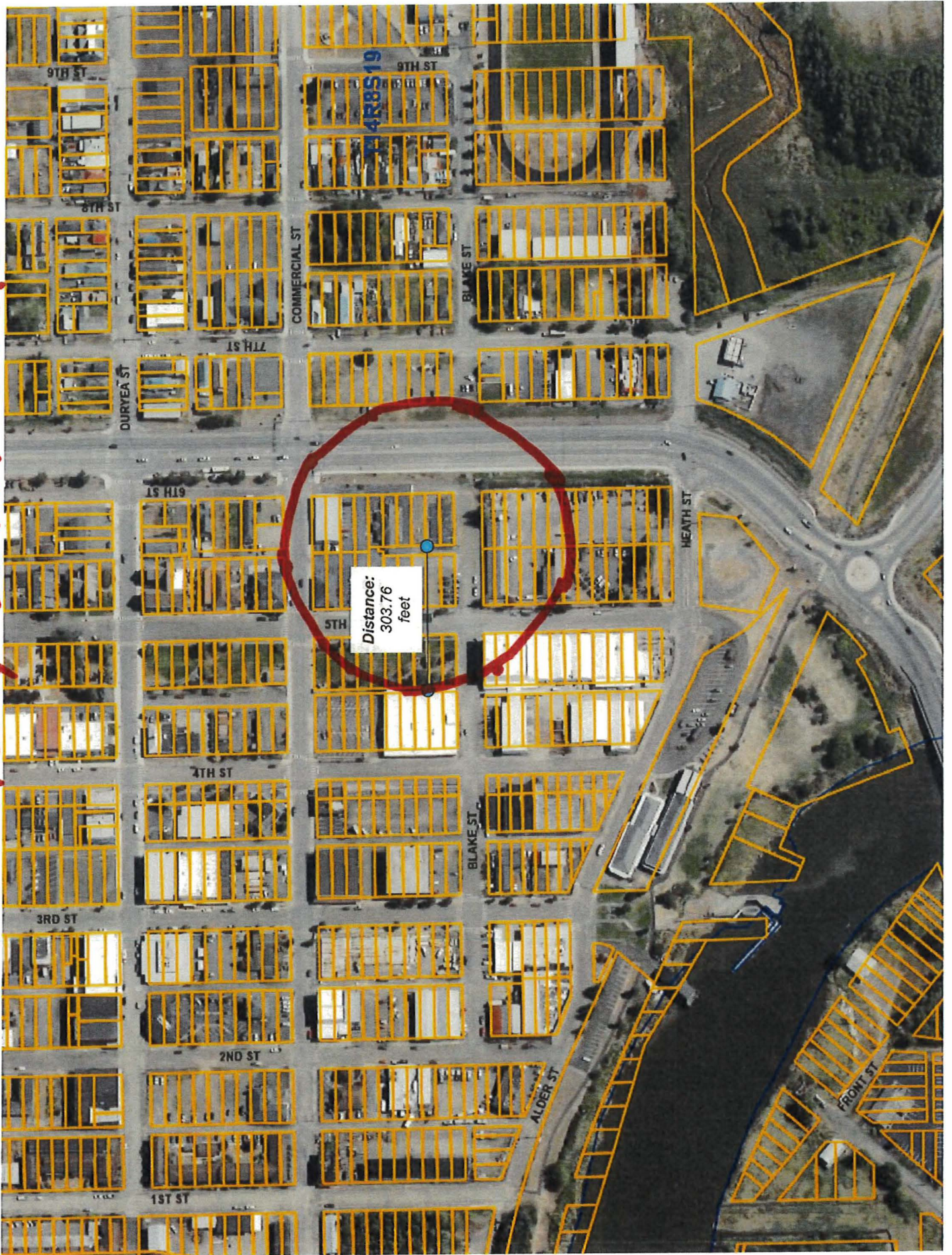
PRIME TIDE PROPERTY LLC
PO BOX 1635
LONG BEACH WA 98631

GREENHILL PROPERTIES SEATTLE LLC
6512 44TH AVE SW
SEATTLE WA 98136

NEW LIFE FELLOWSHIP MINISTRIES
PO BOX 186
RAYMOND WA 98577-0186

STATE OF WASHINGTON
PO BOX 42650
OLYMPIA WA 98504

300' Property Owner Notice



Distance:
303.76
feet

Invoice

Flannery Publications
168 Stauffer Rd
Raymond, WA 98577 US
+1 3609423466
flanneryads@yahoo.com
Hometowndebate.com

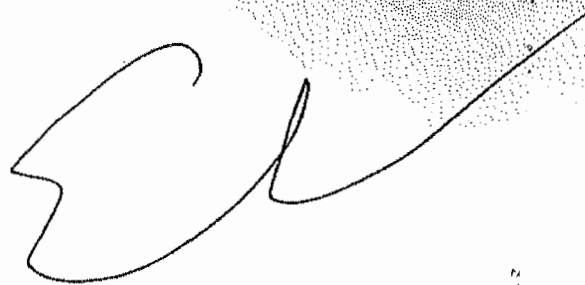
BILL TO
City of Raymond
230 Second St.
Raymond, WA 98577

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
62921	03/04/2024	\$140.00	04/03/2024	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
02/28/2024	4095	Willapa Harbor Legals Reference #86388	10	14.00	140.00

BALANCE DUE

\$140.00



001-000-558-60-41-00

Raymond
Second Street
Raymond, WA 98577
(360) 942-4127

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Publish: February 28, 2024

Affidavit of Publication

County of Pacific

ss

State of Washington

Alisa C. Myers

being first duly sworn on oath deposes and says that She is the Office Support Staff of The Willapa Harbor Herald, a weekly newspaper, that said newspaper is a legal newspaper and has been approved as a legal newspaper by order of the Superior Court of County of Pacific, which is the county of its publications. That the annexed is a true copy of:

LEGAL PUBLIC NOTICE

as it was published in regular issues (and not in supplement form) of said newspaper once a week for a period of 1 consecutive week(s), commencing on the day of 2/28/2024, ending on the day of 2/28/2024, both dates inclusive and that such newspaper was regularly distributed to its subscribers during all of said publications for the sum of \$140, which amount has been paid in full at the rate of \$14 per column inch for the first insertion and for the sum of \$140, at the rate of \$14 per column inch for each subsequent insertion and for the sum of \$0. The total column inch count per insertion is 10.

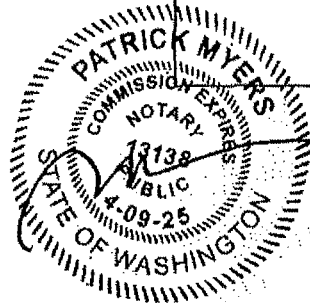
Reference #86388

Subscribed and sworn to before me this 3.3.24

Notary Public in and for the
State of Washington
Residing at Raymond, Washington

My appointment expires 4.25

Invoice # 62921



MEMORANDUM

TO: RAYMOND PLANNING COMMISSION
FROM: CITY PLANNER
DATE: MARCH 19, 2024
SUBJECT: CONDITIONAL USE PERMIT-EXERCISE FACILITY

FINDINGS OF FACT:

Parcel(s):	72041023008
Within City Limits:	YES
Zoning District:	Retail Core (RC)
Land Use Classification:	Gyms, Exercise Facilities, Spas, and Health Clubs
Stipulations per RMC 15.44:	Allowed; Subject to Conditional Use Permit
SEPA Completed:	Exempt per WAC 197-11-800(1)(c)
Wetland(s):	N/A
Shoreline Requirements:	N/A
Within 100 Year Floodplain:	NO
Sewer Available:	YES; Installed
Water Available:	YES; Installed
Garbage Available:	YES
Traffic Hazards Addressed:	None Known
Parking Requirements Met:	YES; Existing On/Off Street Paved & Graveled Parking for 12 +/- Vehicles
Other Known Implications:	None
Notice of Application:	Completed; Willapa Harbor Herald, Feb 28, 2024
Property Owners W/I 300' Notified:	YES; Mailing completed February 22, 2024
Public Hearing Scheduled:	YES; April 9, 2024 @ 5 PM at City Hall

CONCLUSIONS: The plan set to alter the existing building, located at 575 Blake Street, for use as an exercise facility has been stamped by a registered engineer and will require approval of the building official (a building permit is pending). An exercise facility is an appropriate land use for this parcel of property, per the City's Comprehensive Plan. The change in use imposes no known complications due to size, creation of traffic hazards, parking, or other adverse characteristics that may be injurious to the safety, welfare, comfort, or convenience of the public. A new business fronting SR101 will improve the city both visually and economically.

RECOMMENDATIONS:

Approve the Condition Use Permit for the change-is-use so the city can issue a building permit to allow the building to be remodeled for use as an exercise facility.

MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: RAYMOND PLANNING COMMISSION
DATE: APRIL 10, 2024
SUBJECT: CONDITIONAL USE PERMIT - EXERCISE FACILITY

BACKGROUND

The Planning Commission held a public hearing on April 9, 2024, to receive public comment on the Conditional Use Permit Application submitted by BKC Athletics, Inc. to perform a change in use to convert a storage/retail building located at 575 Blake Street into an Exercise Facility. The Commissioners heard from city staff and the applicant. No members of the general public were present; no public comments were received for the record.

The Planning Commission concluded that the application complies with requirements in RMC 15.44, Allowed and Restricted Uses Table, conforms to the objectives of the Comprehensive Plan, and will not be materially detrimental to nearby properties. A motion was unanimously approved to recommend approval of this application as submitted.

ACTION:

The Planning Commission recommends approval of this Conditional Use Permit Application as submitted.