

PLEASE NOTE SPECIAL MEETING TIME

CHEHALIS CITY COUNCIL AGENDA
CITY HALL
350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Anthony E. Ketchum Sr., District 3 Mayor		
Terry F. Harris, District 1		Dennis Dawes, Position at Large, Mayor Pro Tem
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Bob Spahr, Position at Large

January 10, 2011

5:30 p.m.

WORK SESSION		
1. <u>Airport Issues.</u> (Mayor and City Council)		

Regular Meeting of January 10, 2011

6:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
2. <u>Call to Order.</u> (Mayor)		
3. <u>Pledge of Allegiance.</u> (Mayor)		

CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

PUBLIC HEARING

4. <u>Public Hearing on Petition to Vacate a Portion of NW Louisiana Avenue.</u> (Community Development Director)	CONDUCT PUBLIC HEARING	1
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CONSENT CALENDAR

5. <u>Minutes of the Regular Meeting of December 13, 2010.</u> (City Clerk)	APPROVE	8
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	13
7. <u>Confirm Reappointment of Marrilee Kenyon to Historic Preservation Commission.</u> (Community Development Director)	CONFIRM REAPPOINTMENT OF MARRILEE KENYON TO THE HISTORIC PRESERVATION COMMISSION FOR A THREE-YEAR TERM EXPIRING DECEMBER 31, 2013	14
8. <u>Affirm Reappointment of Jim Ward to Chehalis Planning Commission.</u> (Community Development Director)	AFFIRM REAPPOINTMENT OF JIM WARD TO THE CHEHALIS PLANNING COMMISSION FOR A FOUR-YEAR TERM EXPIRING DECEMBER 31, 2014	16
9. <u>Award Bid for 2011 Janitorial Services.</u> (Community Development Director)	AWARD JANITORIAL SERVICES CONTACT FOR 2011 TO COSTAL BUSINESS SERVICES	18

STAFF AND CITY COUNCIL REPORTS

10. <u>Staff Reports.</u>		
a. Briefing on proposed changes to utility ordinances. (Public Works Director)	INFORMATION ONLY	42
b. Follow-up neighborhood meeting with American Behavioral Health Systems - Tuesday, January 18, 2011, at 5:30 p.m. (City Manager)	INFORMATION ONLY	
c. 2009 audit exit conference, January 26, 2011, at 10:00 a.m. (City Manager)	INFORMATION ONLY	
11. <u>Special Reports.</u>		
a. Update on the Chehalis Renaissance. (Allyn Roe, CCRT Co-Chair)	INFORMATION ONLY	45
12. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA**

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, JANUARY 24, 2011

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Judy Schave, City Clerk
Bob Nacht, Community Development Director
Tim Grochowski, Public Works Director

DATE: January 3, 2011

SUBJECT: Conduct a Public Hearing on a Petition to Vacate a Portion of NW Louisiana Avenue

ISSUE

The city has received a petition to vacate a portion of the excess right-of-way along NW Louisiana Avenue. A public hearing must be held on this petition, and a determination made on the merits of the requested vacation.

DISCUSSION

The petition to vacate the subject area is signed by more than two-thirds of the abutting property owners as required. The city must now conduct a public hearing and determine if the requested portions of the right-of-way should be vacated.

The request involves not only a request to vacate a portion of the right-of-way, but a proposal to donate portions of the adjacent private property to the city. While only the requested vacation requires review and consideration pursuant to RCW 35.79, the entire proposal is presented for consideration as one action.

There are four primary areas identified in the petition for consideration, two are proposed for vacation by the city and two are proposed for dedication or conveyance to the city. In initial conversations with the petitioner (Whittington), the administration required that any proposal must maintain a minimum 60-foot right-of-way width along NW Louisiana Avenue irrespective of the configuration. Each of the four areas are discussed below:

Area 1 – Proposed for vacation by the city and conveyance to the adjacent property owner (Whittington). This area creates a right-of-way line along NW Louisiana Avenue that maintains the required 60 feet of width, and provides an opportunity for Whittington to erect a security fence along the private property line without interfering with traffic visibility at the intersection of Louisiana and NW Shoreline Dr. The area has been used for display of equipment for some time, and would not substantially change (excepting for a security fence) if the requested vacation were approved.

Area 2 – Proposed for dedication to the city by Whittington. The current right-of-way configuration at this location provides less than the minimum 60-foot width. If this small triangle becomes a portion of the right-of-way, it will allow a straight right-of-way line at the minimum 60-foot width. The administration has requested this proposal as part of the petition.

Area 3 – Proposed for vacation by the city and conveyance to Whittington. This area is a little more complex, but can be included in the discussion. The portion of this area located upon (previously) vacated Chehalis Street has already been conveyed to Whittington. Since that portion is

already vacated, it cannot be vacated again with this petition. However, a portion of proposed area 3 is not included in the prior vacation, and is subject to this petition. The remedy to this situation is to reconfigure area 3 to exclude the portion located on previously vacated Chehalis Street.

Area 4 – Proposed for conveyance to the city by Whittington. This area is not adjacent to any existing right-of-way, and cannot be configured to create any reasonable right-of-way. However, this area is surrounded by real property owned by the city including the Regional Wastewater Treatment Facility, and several parcels of property purchased by the city with a hazard mitigation grant for dedication as open space in a floodplain. This area could be used to enhance the city's open space areas for both the Community Rating System program and the (draft) Parks, Recreation and Open Space (PROS) Plan.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council conduct the required public hearing and consider directing the administration to draft an ordinance for the council's consideration that vacates the requested portions of NW Louisiana Avenue as revised, and accepts the conveyance and dedication of the two areas as described above.

SUGGESTED MOTION

I move that the council direct the administration to draft an ordinance to vacate two portions of NW Louisiana Avenue, Area 1 and Area 3 as revised, and accept the dedication of Area 2 and the conveyance of Area 4 which are currently private property, as proposed in the subject petition.

Reviewed by  City Manager

Permit Application

Submit this form and any required attachments to:

**City of Chehalis
Community Development Department
1321 S. MARKET BLVD.; CHEHALIS WA 98532
(360) 345-2229**

APPLICANT FILL OUT UPPER SECTION:

JOB ADDRESS: 388 NW Louisiana Ave **DESIRED START DATE:** N/A

APPLICANT: _____ **PROPERTY OWNER** (Same as Applicant? Yes No; ROW)

NAME: Donald Whittington NAME: _____

ADDRESS: 388 NW Louisiana Ave ADDRESS: _____

CITY/ST/ZIP: Chehalis, WA 98532 CITY/ST/ZIP: _____

PHONE#: _____ PHONE#: _____

CONTRACTOR (Same as Applicant? Yes No N/A)

NAME: N/A CONTR LICENSE NO: _____

ADDRESS: _____ EXPIRATION DATE: _____

CITY/ST/ZIP: _____ PHONE#: _____

CONTACT PERSON (Same as Applicant? Yes No)

BONDING/INSURANCE COMPANY (N/A):

NAME: Butler Surveying - Chris Butler NAME: _____

ADDRESS#: P.O. Box 149 ADDRESS#: _____

CITY/ST/ZIP: Chehalis, WA 98532 CITY/ST/ZIP: _____

PHONE #: 748-8803 PHONE #: _____

DETAILED PROJECT DESCRIPTION: Vacations of portions of Louisiana Ave.

Signature of Authorized Representative: <u>Donald R. Whittington</u>	Date: <u>10/10/2010</u>
Name (print): <u>Donald R. Whittington</u>	Telephone #: <u>748-6619</u>

OFFICE USE ONLY:

Date Received: 11-16-10 By: HH Date Reviewed: _____ By: _____

Parcel #: R/W Zoning: _____ Flood Zone: _____

Permit #: _____

Approvals & Additional Information Required

- | | | |
|---|---|--|
| Community Development: | <input type="checkbox"/> Building, Plumbing, Mechanical, Sign & Demo, Occupancy (1-A) | <input type="checkbox"/> Subdivision (1-B) |
| <input type="checkbox"/> Administrative Variance (1) | <input type="checkbox"/> Cond. Use, Zoning Var. PUD, & Special/Temp (1-C) | <input type="checkbox"/> Zoning/Comp Plan Amendments (1-D) |
| <input type="checkbox"/> Binding Site Plan/Pre-Plat (1-F) | <input type="checkbox"/> SEPA (1-G) | <input type="checkbox"/> JARPA (1-H) |
| | <input type="checkbox"/> Critical Areas/FHZ | <input type="checkbox"/> Short Plat, BLA, Abatement (1-E) |
| Public Works / Police: | <input type="checkbox"/> Utility Service (2-A) | <input type="checkbox"/> Right of Way (2-B) |
| <input type="checkbox"/> Civil Plans (1) | <input type="checkbox"/> Traffic Impact Analysis | <input type="checkbox"/> F.O.G Form |
| <input type="checkbox"/> Administrative Variance | <input type="checkbox"/> Deferral Agreement | <input type="checkbox"/> Utility Easement |
| <input type="checkbox"/> Utility Service Annexation Agreement | <input type="checkbox"/> Lewis County Water & Sewer District #4 | <input type="checkbox"/> Earthmoving (2-C) |
| City Hall / Fire: | <input type="checkbox"/> Business License | <input type="checkbox"/> Occupancy Permit |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Fire Suppression/Sprinkler | <input type="checkbox"/> Fire Dept. Turnaround |
| Lewis County: | <input type="checkbox"/> LC Civil Plan | <input type="checkbox"/> LC Planning |
| <input type="checkbox"/> LC Right of Way/Driveway | <input type="checkbox"/> LC Road Name | <input type="checkbox"/> LC Health (Septic) |
| | | <input type="checkbox"/> Premise Isolation |
| | | <input type="checkbox"/> WW Check Valve |
| | | <input type="checkbox"/> Additional Hydrant |
| | | <input type="checkbox"/> LC Health (Well) |

CITY OF CHEHALIS

PETITION FOR RIGHT-OF-WAY VACATION

PETITION CONTACT Name: Donald Whittington
 Address: 388 NW Louisiana Ave
Chehalis, WA 98532
 Phone: _____

We the undersigned property owner(s) with land abutting the public right-of-way in Chehalis, identified in the legal description below, do hereby petition the city to vacate said right-of-way in accordance with the city's Standard Operating Procedure for Vacation and do agree to compensate the city for the vacated land, as provided in RCW 35.79.030.

Property Address	Property Owner(s)	
	Print	Sign
388 NW Louisiana Ave Chehalis, WA 98532	Donald Whittington	<i>Donald R. Whittington</i>

Legal description of right-of-way to be vacated, as prepared by licensed land surveyor or other qualified professional:
see attachments

Total area of right-of-way to be vacated: 6,095 square feet
 Total properties petitioning for vacation: 1 Total properties abutting right-of-way to be vacated: 1
 Ratio of properties petitioning vs. total properties: 100%
 (Note: A minimum 2/3 ratio of abutting property owners must petition for vacation before it will be considered.)

Attach map of right-of-way being petitioned for vacation and surrounding area, including identification of all streets, alleys, and abutting property owners.

Please submit this completed petition with attachments to:
 (Attach additional sheets if necessary)

Chehalis City Clerk
 P.O. Box 871
 80 NE Cascade Avenue
 Chehalis, WA 98532
 phone 360.748.6664

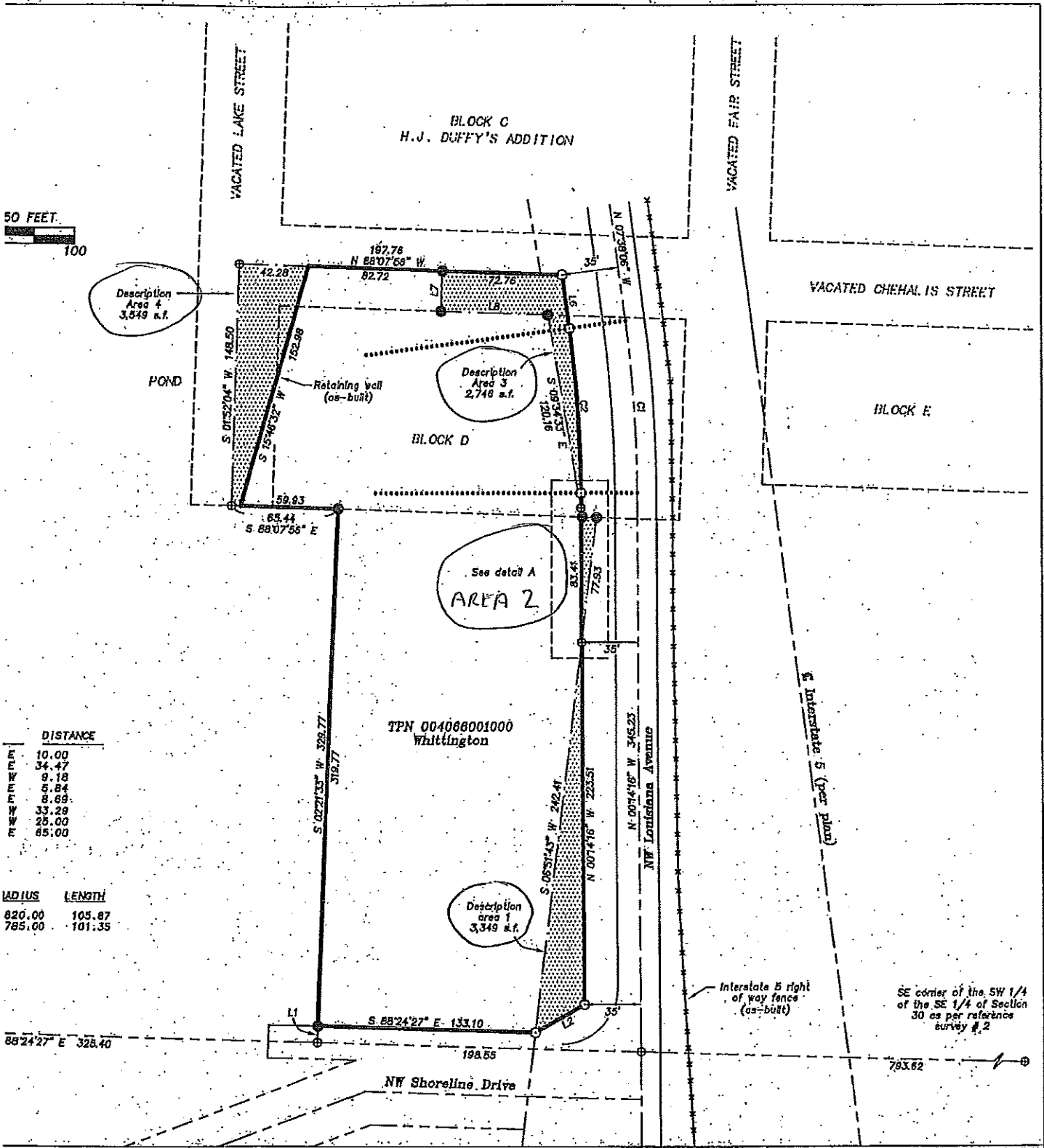
date received



DISTANCE	
E	10.00
W	34.47
E	9.18
W	6.84
E	8.69
W	33.29
E	25.00
W	65.00

RADIUS	LENGTH
820.00	105.87
785.00	101.35

88°24'27" E 328.40



Surveyor's Certificate

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of Don Whittington in November of 2010.



BUTLER SURVEYING INC.

476 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
880/248-8809

Drawn C. Butler	Date 11-9-10
Checked	Job No. 08-72
Scale 1" = 50'	Sheet 1 of 2

Description Area #1 (Right of Way Vacation and conveyance "City of Chehalis to Whittington")

That portion of the Southwest Quarter of the Southeast Quarter of Section 30, Township 14 North, Range 2 West, W.M. in Lewis County, Washington described as follows:

COMMENCING at the southwest corner of said subdivision; thence S88°24'27"E along the south line of said subdivision a distance of 325.40 feet; thence N02°21'33"E a distance of 10.00 feet; thence S88°24'27"E parallel with said south line a distance of 133.10 feet to the westerly margin of NW Louisiana Avenue and the True Point of Beginning; thence N60°07'50"E a distance of 34.47 feet; thence N00°14'16"W a distance of 223.51 feet to said westerly margin; thence S06°51'43"W along said westerly margin a distance of 242.41 feet to the True Point of Beginning.

Containing 3,349 square feet.

Description Area #2 (Right of Way Dedication and conveyance "Whittington to City of Chehalis")

That portion of the Southwest Quarter of the Southeast Quarter of Section 30, Township 14 North, Range 2 West, W.M. in Lewis County, Washington described as follows:

COMMENCING at the southwest corner of said subdivision; thence S88°24'27"E along the south line of said subdivision a distance of 325.40 feet; thence N02°21'33"E a distance of 10.00 feet; thence S88°24'27"E parallel with said south line a distance of 133.10 feet to the westerly margin of NW Louisiana Avenue; thence N60°07'50"E a distance of 34.47 feet; thence N00°14'16"W a distance of 223.51 feet to said westerly margin and the True Point of Beginning; thence continuing N00°14'16"W a distance of 83.41 feet to a point on said westerly margin; thence S09°34'55"E along said westerly margin a distance of 5.84 feet; thence S88°07'57"E along said westerly margin a distance of 8.69 feet; thence S06°51'43"W along said westerly margin a distance of 77.93 feet to the True Point of Beginning.

Containing 377 square feet.

Description Area #3 (Right of Way Vacation and conveyance "City of Chehalis to Whittington")

That portion of the Southwest Quarter of the Southeast Quarter of Section 30, Township 14 North, Range 2 West, W.M. in Lewis County, Washington described as follows:

COMMENCING at the southwest corner of said subdivision; thence S88°24'27"E along the south line of said subdivision a distance of 325.40 feet; thence N02°21'33"E a distance of 10.00 feet; thence S88°24'27"E parallel with said south line a distance of 133.10 feet to the westerly margin of NW Louisiana Avenue; thence N60°07'50"E a distance of 34.47 feet; thence N00°14'16"W a distance of 306.92 feet to a point on said westerly margin and the True Point of Beginning; thence continuing N00°14'16"W a distance of 9.18 feet to a curve to the left whose radius point bears S89°45'44"W a distance of 785.00 feet; thence Northerly along said curve through a central angle of 07°23'50" an arc distance of 101.35 feet; thence N07°38'06"W a distance of 33.29 feet to the centerline of vacated Chehalis Street; thence N88°07'56"W along said centerline a distance of 72.76 feet; thence S01°52'04"W a distance of 25.00 feet to the south margin of said vacated Chehalis Street; thence S88°07'56"E along said south margin a distance of 65.00 feet to said westerly right of way; thence S09°34'33"E along said westerly right of way a distance of 120.16 feet to the True Point of Beginning.

Containing 2,746 square feet.

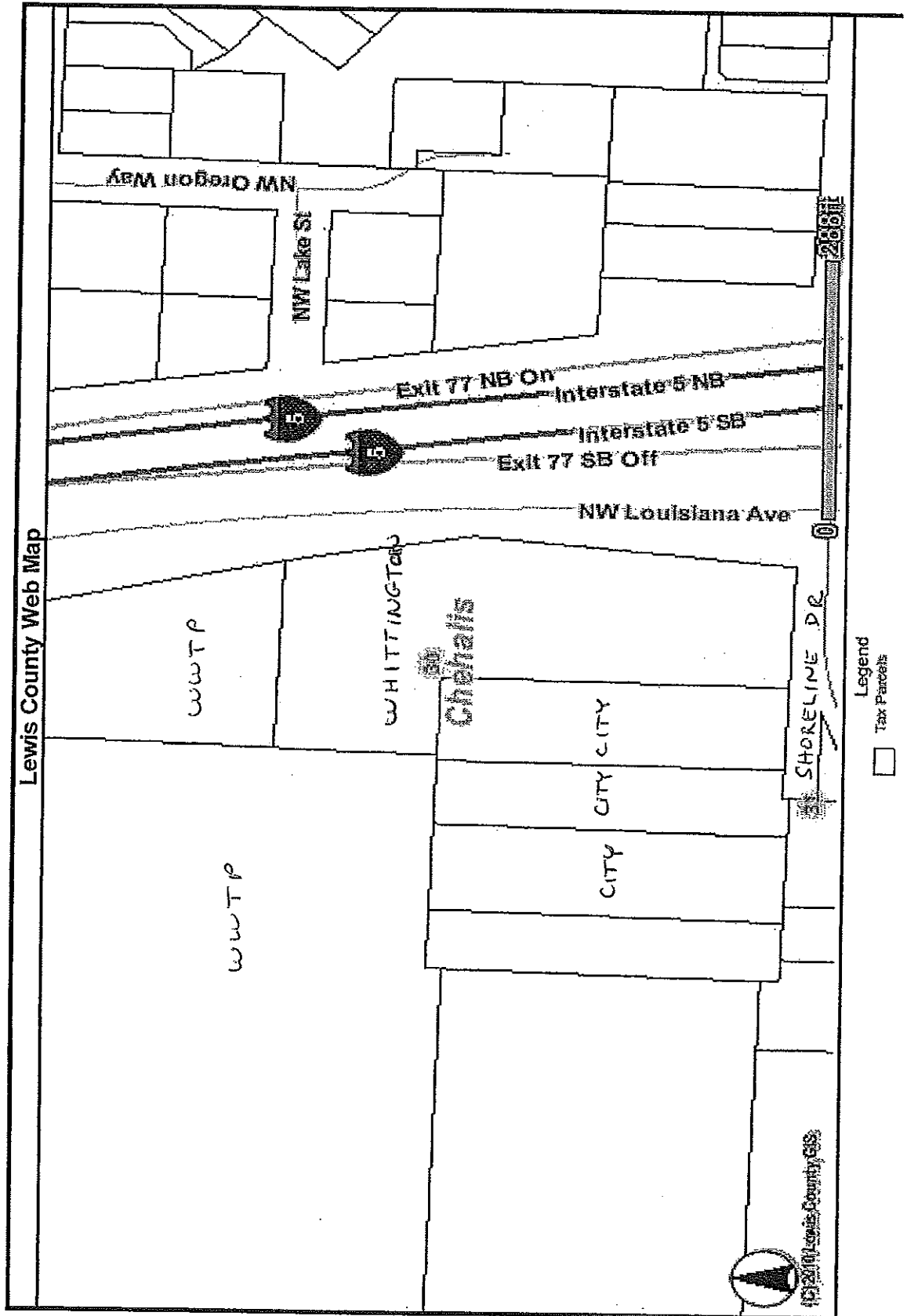
Description Area #4 (Conveyance "Whittington to City of Chehalis")

That portion of the Southwest Quarter of the Southeast Quarter of Section 30, Township 14 North, Range 2 West, W.M. in Lewis County, Washington described as follows:

COMMENCING at the southwest corner of said subdivision; thence S88°24'27"E along the south line of said subdivision a distance of 325.40 feet; thence N02°21'33"E a distance of 329.77 feet to the south line of Block D of H.J. Duffy's Addition to Chehalis as recorded in Book 1 of Plat of Page 6, Records of Lewis County, Washington; thence N88°07'56"W along said south line a distance of 59.93 feet to the True Point of Beginning; thence continuing N88°07'56"W along said south line a distance of 5.51 feet to the centerline of vacated Lake Street; thence N01°52'04"E along said centerline a distance of 148.80 feet to the centerline of vacated Chehalis Street; thence S88°07'56"E along said centerline a distance of 42.28 feet; thence S15°46'32"W a distance of 152.98 feet to the True Point of Beginning.

Containing 3,549 square feet.

<p>Certificate Number: _____</p> <p>Auditor's Certificate</p> <p>Filed for record this _____ day of _____, 20____</p> <p>_____ A.M. in Book _____ of _____ at Page _____</p> <p>at the request of Butler Surveying, Incorporated</p> <p style="text-align: center;">_____ County Auditor</p>	<p style="text-align: right;">Surveyor</p> <p>This map correctly or under my direct requirements of the request of Don. Wh</p>
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December 13, 2010

The Chehalis city council met in regular session on Monday, December 13, 2010, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:16 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Tim Grochowski, Public Works Director; Dave Vasilauskas, Water Superintendent; and Russ Cox, Engineering Technician III.

1. **Executive Session.** Mayor Ketchum announced the council would convene into executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 6:03 p.m. and announced the council would take a three minute recess before reopening the regular meeting at 6:06 p.m. Additional staff included: Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; Becky Fox, Court Administrator; Patrick Wiltzius, Wastewater Superintendent; Judith Smith, Public Works Office Manager; and Rich Trotter, Property Maintenance Tech II. Members of the news media included Rachel Thomson from *The Chronicle*, and Paul Walker from KITI.

2. **Santa Parade.** Jim Valley, Executive Director of the Centralia-Chehalis Chamber of Commerce, reported they had a great turnout and a record number of entrants into the parade this year. He thanked Councilor Dawes for the great job he did announcing the parade, and Mayor Ketchum for participating in the judging the parade floats. Mr. Valley thanked the city for a rousing success, adding he thought next year could be even better.

3. **Employee Service Award.** Mayor Ketchum presented Water Superintendent Dave Vasilauskas with a certificate of appreciation for 20 years of service with the city.

4. **Continue Public Hearing on the 2011 Proposed Budget and Revenue Sources.** Mayor Ketchum closed the regular meeting at 6:09:25 p.m. and re-opened the public hearing on the 2011 proposed budget. There being no public comment, Mayor Ketchum closed the public hearing and re-opened the regular meeting at 6:09:42 p.m.

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

- a. Minutes of the regular meeting of November 22, 2010;
- b. Claim Vouchers No. 98567-98675 in the amount of \$82,871.36 dated November 30, 2010; Claim Vouchers No. 98676-98677 in the amount of \$681.03 dated November 30, 2010; Payroll Vouchers No. 34228-34303 and 1901-1968 in the amount of \$657,473.13 dated November 30, 2010; and
- c. Authorize City Manager to execute interlocal agreement between the City and Lewis County to provide catch basin cleaning.

The motion was seconded by Councilor Pope and carried unanimously.

6. **Staff Reports.**

a. **Second Council Meeting in December.** City Manager MacReynold suggested if there was no administrative need for a second meeting in December that the council consider cancelling it. The consensus of the council was to cancel the second regular city council meeting in December.

b. **Update on SR-6 Site as Potential Mitigation Bank.** City Manager MacReynold stated at the prior council meeting there was discussion on amending the agreement with Womble Carlyle Ecology Innovations, LLC (WCEI), to include the SR-6 property as a mitigation bank site. He reported, unfortunately, the archeological review on the site produced archeological evidence; therefore, the Washington State Department of Transportation stated their non-interest in the site. City Manager MacReynold noted WCEI was also no longer interested in proceeding with the SR-6 site and would only be focusing on the National Avenue site.

December 13, 2010

7. Council Reports.

a. **Update from Councilor Spahr.** Councilor Spahr reported he and Councilor Lund attended the Lewis County Economic Development Council (EDC) annual retreat on Friday, December 10. He noted they presented their 2011 budget, adding they would be revisiting it in March to make sure they were still on track. Councilor Spahr reported they also discussed several projects they had going, including one with Richie Brothers and another with a plastic manufacturing company. He stated the city would be a real beneficiary of Richie Brothers once they get going because of the amount of heads-in-beds they would bring in. Councilor Spahr indicated he asked the EDC to provide a written summary of their projects on a quarterly basis, so he could share them with the staff and council.

b. **Update from Councilor Taylor.** Councilor Taylor asked the council to try to come up with some solutions for the bus stop at 500 SE Washington Avenue in front of the American Behavioral Health Systems (ABHS) facility. He noted the Twin Transit Board decided not to make any decisions until the council had a chance to weigh in on where, or if they want to continue to provide service on Washington Avenue. Councilor Taylor reminded the council that the bus stop had become a nuisance rather than a benefit for the people who get on the bus at that location.

Councilor Spahr asked if they knew how many riders were picked up at that location. Councilor Taylor reported they had three elderly people they were serving on a daily basis; however, they were no longer catching the bus at that location. He noted he spoke to one person who reported they were afraid of the people hanging out around that particular bus stop.

Mayor Ketchum brought up the possibility of moving it one block north. Councilor Taylor stated they wanted to make sure they weren't just moving the problem. He suggested they might be able to come up with something after their meeting with ABHS in January.

Councilor Harris noted it might not be a bad idea to just remove the shelter aspect of it and keep it as a bus stop, adding he felt it was the shelter itself that was drawing the people in. Councilor Taylor stated the shelters were nice for the riders, so they don't have to stand out in the weather while waiting for the bus. He noted riders still had the option of flagging the bus down from just about anywhere.

Councilor Taylor suggested they bring their ideas to the meeting with ABHS in January.

c. **Update from Councilor Pope.** Councilor Pope reported the Chehalis Community Renaissance Team met and received an update from Chairman Larry McGee on what was happening. He felt it would be good for Mr. McGee to come and give the same update to the city council.

Councilor Pope reported the holiday lighting around the city was an embarrassment compared to what other cities were doing. He felt the city could do better and suggested they look at what could be done to improve it between now and next Christmas.

Councilor Pope asked if the council would consider changing their meeting time from 6:00 p.m. to 4:00 p.m. during the winter months.

d. **Update from Councilor Lund.** Councilor Lund stated he attended the Chehalis-Centralia Railroad annual steam train dinner. He reported Chehalis was the only town in the state to have a 'Polar Express' steam train ride, and this year both the Santa and the Polar Express rides were all sold out. Councilor Lund stated people were now able to buy tickets on-line and this year they had people coming from different areas around the state and from other states, as well.

Mayor Ketchum reported he had been helping out with the Polar Express ride and heard they were filling up the hotels with people from out of state.

Councilor Harris stated when representatives from the railroad were requesting funding from the Lodging Tax Advisory Committee for 2011 they indicated they were already booked up for the holiday rides and were considering adding additional runs during the week.

December 13, 2010

8. **Ordinance No. 860-B, Second Reading – Revision of 2011 Sewer Rates for Lewis County Water & Sewer District #4 and Napavine.** Patrick Wiltzius reported the ordinance would set the annual rates, using the same calculation they had used over the past several years.

Councilor Taylor moved to pass Ordinance No. 860-B on second and final reading.

The motion was seconded by Councilor Spahr and carried unanimously.

9. **Ordinance No. 861-B, Second Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2011, and Ordinance No. 862-B, Second Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2011.** City Manager MacReynold noted, as part of the annual process, they had to determine the amounts of revenue to be raised by ad valorem taxes, and state the dollar amounts and percentages of change in property tax, prior to adopting the budget for the following year.

Councilor Harris moved to pass Ordinance Nos. 861-B and 862-B on second and final readings.

The motion was seconded by Councilor Spahr and carried unanimously.

10. **Ordinance No. 863-B, Second Reading – Adopting the 2011 Budget.** City Manager MacReynold reported, at the previous meeting, he highlighted some of the accomplishments for 2010 and goals for 2011.

Councilor Dawes moved that the council pass Ordinance No. 863-B on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

11. **Ordinance No. 864-B, Second Reading – Amending the 2010 Budget.** City Manager MacReynold stated the council received a revised copy of the agenda report prior to the meeting, and asked Eva Lindgren to briefly review the changes made to the report.

Ms. Lindgren noted the only change to the report that was handed out in the agenda packet was the addition of \$21,386 in the general fund to true-up the police department's STOP grant. She noted other changes made since the first reading of the ordinance were highlighted in the report as 'added or amended for second reading.'

Councilor Taylor moved to pass Ordinance No. 864-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

12. **Resolution No. 13-2010, First and Final Reading – Adopting the 2011 Budget for the Chehalis-Centralia Airport.** City Manager MacReynold reported, as one of the owners of the airport, the council had to approve their budget annually. He noted Airport Manager Allyn Roe notified him earlier in the day that he was not going to be able to attend the council meeting due to a family medical issue. City Manager MacReynold reported Mr. Roe sent an email that outlined the significant change in their miscellaneous budget, which was where they placed their healthcare insurance coverage.

Councilor Dawes wondered why they wouldn't put their healthcare insurance under the benefit portion of the budget. City Manager MacReynold stated he couldn't answer the question, but noted the airport was a special purpose district and they do budgets differently than cities. Councilor Dawes reported when he was involved with the airport a larger amount was put into a miscellaneous account, as suggested by the state auditors office in years past, to cover expenses they might not expect during the year.

Councilor Lund asked if there were goals the city could give the airport board to consider for the betterment of the city.

Councilor Lund moved to table the item.

December 13, 2010

Councilor Pope inquired as to why Councilor Lund would want to table the item. Councilor Lund stated there were things that the airport board needed to be doing that they weren't. Councilor Pope asked what that had to do with the budget. Councilor Lund stated nothing, adding it might make them listen better knowing people are paying attention to what they were doing. Councilor Pope stated he agreed; however, he did not agree with holding up the approval of the budget, and suggested they take another approach, rather than tabling the issue. Councilor Lund felt they had failed at their other approaches and thought something different might make a difference.

Councilor Lund's motion died for lack of a second.

Councilor Spahr moved that the council approve the 2011 airport budget by adopting Resolution No. 13-2010 on first and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

Councilor Dawes noted a suggestion had been thrown out before, to have the airport board members come before the council to address concerns of the council. He felt some issues could be addressed in executive session because they fall under executive session matters. Councilor Lund thought that was a great idea. It was suggested that the administration try to have the airport board members at the first meeting in January.

13. Resolution No. 14-2010, First and Final Reading – Adopting Policies and Procedures for Identity Theft Prevention Program. City Manager MacReynold reported the issue of taking credit cards had been a goal of the council over the last few years. He noted some of the departments had already begun to implement credit card transactions, but the more challenging department had been the utility billing department.

Tim Grochowski reported Office Manager Judi Smith put together a plan to start taking credit card payments in the utility department. He noted, because they were a utility, a resolution was required in order to accept credit card payments. Mr. Grochowski reported other city departments were currently using Official Payments Corporation to process credit card payments, adding the fee on a typical \$300 bill would be approximately \$5.95 to the customer. He noted some administrators and staff would be meeting later in the week with another company to see what they had to offer and what their fees would be.

Mr. Grochowski reported, with the adoption of the resolution, they hoped to start taking credit card payments sometime in January for utility bills, account deposits, meter installations, fees and charges as related to the city's infrastructure for repairs and damage to city property, such as: city signs, light standards, guard rails, etc.

Councilor Dawes reported he had wanted to see this through for some time and hoped the ultimate goal would be that anything the city receives monetarily could be transacted with the use of a credit card, if the customer so wishes. He commented on the confidentiality agreement, wondering how the city had been able to operate without one in the past with utility information being protected information.

Councilor Harris asked if the city would be leasing the credit card machines. Judi Smith reported they would be purchasing them for around \$40 each.

Councilor Lund moved that the council adopt Resolution No. 14-2010 to be in compliance with the FACT ACT (2003) on first and final reading.

The motion was seconded by Councilor Dawes and carried unanimously.

14. Resolution No. 15-2010, First and Final Reading – Setting Date for a Public Hearing on a Petition to Vacate a Portion of a Street. Bob Nacht took a brief moment to express his appreciation for Mr. Rich Trotter, who had stepped up in an exemplary manner to fill the shoes of Andy Sennes. On behalf of all the departments and divisions, he thanked Mr. Trotter and his crew for a job well done.

Mr. Nacht reported the public hearing was required by statute and requested that the council adopt the resolution on first and final reading.

December 13, 2010

Councilor Pope moved that the council adopt Resolution No. 15-2010 on first and final reading setting the date and time of January 10, 2011, at 6:05 p.m. for a public hearing on a petition to vacate a portion of NW Louisiana Avenue.

The motion was seconded by Councilor Lund and carried unanimously.

15. **Executive Session.** Mayor Ketchum closed the regular meeting at 6:39 p.m. and announced the council would reconvene back into executive session to continue their discussion pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum reopened the regular meeting at 7:09 p.m. and there being no further business to come before the council the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of December 13, 2010.

CITY OF CHEHALIS
AGENDA REPORT

DATE: December 20, 2010
TO: The Honorable Mayor and City Council
FROM: Robert Nacht, Acting Finance Manager
PREPARED BY: Michelle White, Accounting Tech II
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 98678 through 98825 and Claim Voucher 112010 in the amount of \$1,062,103.50 dated December 15, 2010 and the transfer of \$96,514.58 from the General Fund, \$161.85 from the Arterial Street Fund, \$425.00 from the HUD Block Grant, \$1,533.34 from the Gambling Enforcement Fund, \$398.42 from the Garbage Fund, \$907,679.59 from the Wastewater Fund, \$45,431.77 from the Water Fund, \$6,068.28 from the Storm & Surface Water Utility Fund, and \$3,890.67 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the December 15, 2010 Claim Vouchers No. 98678 through 98825 and Claim Voucher No. 112010 in the amount of \$1,062,103.50.

SUGGESTED MOTION

I move to approve the December 15, 2010 Claim Vouchers No. 98678 through 98825 and Claim Voucher No. 112010 in the amount of \$1,062,103.50.

Reviewed by:  , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: January 3, 2011
TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
SUBJECT: Appointment to the Historic Preservation Commission

ISSUE

The term of Merrilee Kenyon on the Historic Preservation Commission expired at the end of December 2010.

DISCUSSION

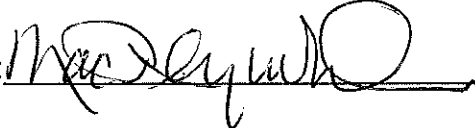
Ms. Kenyon has served on the Historic Preservation Commission for the past five years, and also serves as President of the Westside Neighborhood Association. She has a passion for preserving historic building and places, and has a background in government.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council re-appoint Merrilee Kenyon to the Historic Preservation Commission for a three-year term expiring December 31, 2013.

SUGGESTED MOTION

I move that the council re-appoint Merrilee Kenyon to the Historic Preservation Commission for a three-year term expiring December 31, 2013.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 4-5-2010

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Other _____

Please print

Name MERRILEE KENYON

Present employer LEWIS COUNTY PUBLIC WORKS

Employer address 2025 NE Kresky Ave. CHEHALIS WA Phone No. (360) 740-2660

Fax No. (360) 740-1479 E-mail stere.merrile@comcast.net

Home address (360) 723 NW Pennsylvania Ave Home Phone No. (360) 748-6533

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain currently serving on HPC

Date available for appointment _____

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? 2-3

Brief statement of qualifications for position and reason for requesting appointment.

Currently serving on the HPC & have been for the past 5 years. Also serving as the Westside Neighborhood Association President where we own an historic resident. Have a passion for preserving historic buildings & places & have a background in government.

Signature [Handwritten Signature] Bob

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) email

CITY OF CHEHALIS
AGENDA REPORT

DATE: January 3, 2011
TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
SUBJECT: Re-appointment to the Chehalis Planning Commission

ISSUE

The term of Jim Ward on the Chehalis Planning Commission expired December 31, 2010

DISCUSSION

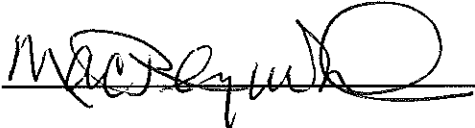
Mr. Ward has served on the Chehalis Planning Commission since May 1991. He has provided great leadership in his role as Chair of the planning commission for the past four years. Mr. Ward has asked to be reappointed to the commission for another four year term.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council affirm the Mayor's appointment of Jim Ward to the Chehalis Planning Commission for a four-year term expiring December 31, 2014.

SUGGESTED MOTION

I move that the council affirm the Mayor's appointment of Jim Ward to the Chehalis Planning Commission for a four-year term expiring December 31, 2014.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 12/14/2010

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Sister City Committee (CMC 2.80)
- Planning Commission (CMC 2.48)
- Library Board (RCW 27.12)
- Other _____

Please print

Name Jim Ward

Present employer - (Retired)

Employer address _____ Phone No. _____

Fax No. _____ E-mail wardpj@comcast.net

Home address 472 SW 14th Home Phone No. 748-0721

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain I have been of the Planning Commission for over 10 years and my term is expiring

Date available for appointment 12/14/10

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? 10

Brief statement of qualifications for position and reason for requesting appointment.

I have been on the planning commission for over 10 years and currently serve as chairman.

Signature James W Ward Bob

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) _____

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
DATE: January 3, 2011
SUBJECT: Award Bid for Janitorial Services for 2011

ISSUE

The city solicited bids for janitorial services for 2011. Five bids were received and are attached for the council's consideration.

DISCUSSION

In an effort to both reduce operational costs and improve service to the department and the city, to determine if there is a local business in a position to perform janitorial services for city facilities, the Community Development Department (through the City Clerk) advertised for bids for these services.

Janitorial services for selected city facilities have been performed by Coastal Business Services for many years. The level of these services was reduced during the budgeting process because of the economic downturn, and the budget discussion included the question of whether or not a local firm was available to perform these services.

The results of the bidding process demonstrate that the current cost of janitorial services for the city is competitive, and that the scheduling or frequency of services will determine the annual cost. For this reason, the bid documents proposed a reduced level and frequency of services. All bidders received the identical schedule for the purpose of bidding.

During the year, the usage of the city's buildings and facilities typically change. More mud is tracked into the building entryways during the winter months, and the public restrooms are open longer during the summer months. The contract with a janitorial service firm will reflect the differing operational issues encountered during a full year. There may also be changes desired by the city during the term of the contract (such as increasing or decreasing building usage) that will be implemented as the need may arise.

The bids reflect the proposed cost of services for the identified level and frequency of services. The lowest bidder is Costal Business Services.

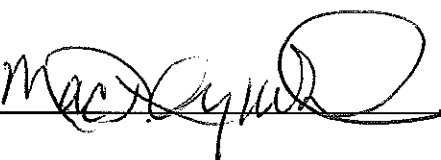
RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council award the Janitorial Services Contract for 2011 to Costal Business Services after satisfying all of the terms and conditions of the bid specifications.

SUGGESTED MOTION

I move that the council award the Janitorial Services Contract for 2011 to Costal Business Services at such time as they satisfy all terms and conditions of the bid specifications.

Reviewed by



City Manager

CITY OF CHEHALIS, WASHINGTON
350 N. Market Blvd. Rm 101
Chehalis, WA 98532

(360) 345-1042 / Fax (360) 748-0651

Judith A. Schave, City Clerk

Attn: Legal Publications

Please publish the following notice on Wednesday, November 24, 2010, and Friday, November 26, 2010:

CALL FOR BIDS
CITY OF CHEHALIS
JANITORIAL SERVICES FOR 2011

The city of Chehalis is accepting bids from qualified firms or individuals for janitorial services for calendar year 2011. Information regarding cleaning schedules and facilities may be found on the city's website. An information package will also be e-mailed to anyone on request at comdev@ci.chehalis.wa.us, or may be reviewed at the office of Community Development, 1321 S. Market Blvd., Chehalis, Washington.

In order to be considered, all bids must be received by the City Clerk before 4:00 PM on Thursday, December 9, 2010, at which time they will be opened. Any bids mailed to the City Clerk (350 N. Market Blvd., Chehalis, WA 98532) must be received before the date and time scheduled for opening such bids. Bids must be presented in a sealed envelope marked "2011 Janitorial Services."

The city retains the right to reject any and all bids, waive informalities in any bid, request clarification of any bid, consider relevant performance information, and to award the bid in the best interest of the city. Bids not received by the date and time due will not be considered.

Judith A. Schave
City Clerk
City of Chehalis

BID SPECIFICATIONS / INSTRUCTIONS

Janitorial Services for Chehalis Facilities for 2011

1. All fields in the attached '2011 JANITORIAL SERVICES – BID SHEET' (Exhibit A) shall be completely filled in. Blank fields will be considered as not bid. Bidders shall review the 'SCHEDULE OF JANITORIAL SERVICES' (Exhibit B) and provide bid quotes accordingly.
2. All bids shall be sealed and submitted to the Chehalis City Clerk on or before 4:00 PM, Thursday, December 9, 2010, at which time they will be opened and read by the city Clerk. After opening, all bids are considered public documents, and will be made available to the public upon request. Bid packages should be marked "2011 Janitorial Services Bid" on the face of the bid package.
3. All bidders shall include the names and contact information of at least three contact persons as a reference for current or prior clients. The city will contact references for any bidder being considered.
3. All bidders shall apprise themselves of the facilities and conditions of the equipment to be cleaned and maintained. Questions about the facilities or equipment should be e-mailed to the Community Development Director at comdev@ci.chehalis.wa.us . A tour of the facilities can be arranged by appointment prior to Wednesday, December 8, 2010.
4. Successful bidder will enter into a services agreement or contract with the city of Chehalis for the specified janitorial services (Exhibit C) for calendar year 2011. Such agreement or contract must be approved by the city attorney, and may provide for a month to month continuation after the first calendar year. Such agreement shall also provide for methods of keeping city facilities secure during cleaning activity.
5. Successful bidder will provide the city with notice of intent to pay prevailing wage, e-verify documentation required by city ordinance, proof of insurance, proof of bonding for each employee that will be working on city property, and any other documentation required by local, state or federal statutes relating to the type of services provided.
6. Successful bidder will obtain a city business license and any other licenses or approvals required for the type of services provided.
7. The city retains the right to reject any and all bids, waive informalities in any bid, request clarification of any bid, and consider relevant performance information and to award the bid in the best interest of the city. Bids not received by the date and time due will not be considered.

EXHIBIT 'A'

2011 JANITORIAL SERVICES – BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: _____

STREET ADDRESS OF COMPANY OR FIRM: _____

MAILING ADDRESS OF COMPANY OR FIRM: _____

NAME OF CONTACT PERSON (PRINT): _____

TELEPHONE NUMBER OF CONTACT PERSON: _____

E-MAIL ADDRESS OF CONTACT PERSON: _____

INSURANCE CARRIER AND POLICY NUMBER: _____

BONDING COMPANY AND POLICY NUMBER: _____

COST FOR SERVICES (PER MONTH) FOR:

LIBRARY BUILDING: \$ _____

CITY HALL BUILDING: \$ _____

COMMUNITY DEVELOPMENT BUILDING: \$ _____

ACTIVITY BUILDING: \$ _____

CREW QUARTERS BUILDING: \$ _____

V.R. LEE RENTAL BUILDING: \$ _____

HESS KITCHEN RENTAL BUILDING: \$ _____

PUBLIC WORKS OFFICE BUILDING: \$ _____

SCOUT LODGE BUILDING: \$ _____

RECREATION PARK AND CBD RESTROOMS: \$ _____

SALES TAX ON SERVICES: \$ _____

TOTAL COST OF BID SUBMITTED: \$ _____

SUBMITTED BY (print): _____

SIGNATURE: _____

TITLE: _____

COMMENTS OR CLARIFICATIONS:

EXHIBIT 'B'

SCHEDULE OF JANITORIAL SERVICES

NOTE: The city will supply all toilet paper, paper towels, soap for dispensers, and can liners for use by the facility. Contractor shall make sure an adequate supply of these items is available in storage at each facility. Contractor (bidder) will supply all equipment (brooms, mops, vacuum, rags, etc) and chemicals (cleaning agents) necessary to perform the activities listed. City will supply key to access areas scheduled for cleaning during the stated times.

LIBRARY BUILDING (400 N. Market Blvd.):

FREQUENCY: TWO NIGHTS PER WEEK – WEDNESDAY AND FRIDAY ONLY

TIMES: BETWEEN 9:00 PM AND 8:00 AM THE NEXT DAY

ACTIVITY: Vacuum all carpeted flooring.

Sweep all tile / hard surface flooring.

Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.

Damp mop bathroom and kitchen floors.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

Clean all glass entry doors – remove fingerprints, etc.

Clean / dust window sills – remove bugs, etc.

CITY HALL BUILDING (350 N. Market Blvd.):

There are five primary areas of the City Hall building: Administration, Council Chambers, Municipal Court, Police Dept. (2nd floor), and Basement Meeting Rooms. Activities below relate to all areas unless noted. **The person(s) having access to the Police Department area will be required to be fingerprinted and pass a background investigation.**

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY

(CONTRACTORS PREFERENCE)

TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY

ACTIVITY: Vacuum all carpeted flooring.

Sweep all tile / hard surface flooring.

Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.

Damp mop bathroom and kitchen floors.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

Clean all glass entry doors – remove fingerprints, etc.

COMMUNITY DEVELOPMENT BUILDING (1321 S. Market Blvd.):

There are two primary areas of the Community Development building: Utility billing / Recreation, and Planning / Permitting (modular building). Activities below relate to all areas unless noted.

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY
(CONTRACTORS PREFERENCE)

TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY

ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

ACTIVITY BUILDING (25 SW Circle Pl. (1321 S. Market Blvd. campus):

There are two primary areas of the Activity building. Activities below relate only to the East activity room (day care area).

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY
(CONTRACTORS PREFERENCE)

TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY

ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom and kitchen floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

CREW QUARTERS BUILDING (55 SW Circle Pl. (1321 S. Market Blvd. campus):

There are two primary areas of the Crew Quarters building. Activities below relate only to the office areas on the second floor.

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY
(CONTRACTORS PREFERENCE)

TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY

ACTIVITY: Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

V.R. LEE RENTAL BUILDING (221 SW 13TH Street):

FREQUENCY: THREE NIGHTS PER WEEK – FRIDAY, SATURDAY AND SUNDAY ONLY
TIMES: BETWEEN 12:00 MIDNIGHT AND 8:00 AM THE NEXT DAY

ACTIVITY: Sweep all tile / hard surface flooring.

Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Damp mop bathroom and kitchen floors.

Damp mop any spills or unclean areas of main room or kitchen (notify property manager on Monday if this occurs)

Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

HESS KITCHEN RENTAL BUILDING (235 SW 13TH Street):

FREQUENCY: THREE NIGHTS PER WEEK – FRIDAY, SATURDAY AND SUNDAY ONLY
TIMES: BETWEEN 12:00 MIDNIGHT AND 8:00 AM THE NEXT DAY

ACTIVITY: Sweep all tile / hard surface flooring.

Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Damp mop bathroom and kitchen floors.

Damp mop any spills or unclean areas of main room or kitchen (notify property manager on Monday if this occurs)

Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

PUBLIC WORKS OFFICE BUILDING (2007 NE Kresky Ave.):

There are several primary areas of the Public Works office building. Activities below relate only to the main offices and restrooms at the front entry to the building.

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY
(CONTRACTORS PREFERENCE)

TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY

ACTIVITY: Vacuum all carpeted flooring.

Sweep all tile / hard surface flooring.

Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Damp mop bathroom floors.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

SCOUT LODGE BUILDING (278 SE Adams Ave.):

There are several primary areas of the Scout Lodge building. Activities below relate only to the main floor meeting room and stage area, and restrooms at the front entry to the building.

FREQUENCY: ONE NIGHT PER WEEK – SUNDAY NIGHT ONLY

TIMES: BETWEEN 2:00 PM AND 8:00 AM THE NEXT DAY

ACTIVITY: Sweep all tile / hard surface flooring.

Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Damp mop bathroom floors.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

RECREATION PARK AND CBD RESTROOMS (in park and downtown):

Public restrooms are located on SW William Ave. at the west side of Recreation Park near the parking lot, and west of the Chehalis theater downtown in the public parking lot.

FREQUENCY: THREE NIGHTS PER WEEK – FRIDAY, SATURDAY AND SUNDAY ONLY

TIMES: BETWEEN 6:00 PM AND 8:00 AM THE NEXT DAY

ACTIVITY: Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.

Damp mop bathroom floors.

Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

EXHIBIT 'C'

CONTRACT OR AGREEMENT FOR JANITORIAL SERVICES

NOTE: This exhibit shall be negotiated by and between the successful bidder and the city upon determination of actual cleaning schedule (days and times, holidays, etc.), and shall include all other provisions of the bid documents and provisions required by city ordinance.

**JANITORIAL
BIDDERS LIST
DECEMBER 9, 2010
4:00 p.m.**

- | | |
|--|-----------------------|
| 1. Attn: Sang So
SMS Cleaning, Inc.
1401 S Sprague Ave, Suite 520
Tacoma, WA 98405
(253)582-0777 | \$1,719.25 mo |
| 2. Attn: Melanie Bowen
Pacific NW Janitorial
PO Box 1246/1938 SE Maple Drive
Chehalis, WA 98532
(360)740-9853
(360)304-9615 (cell) | \$3,769.99 mo |
| 3. Attn: Dave Carney
Coastal Business Services
8343 Hogum Bay Lane, Suite C
Lacey, WA 98516
(360)943-6040 ext. 101 | \$1,441.01 mo. |
| 4. Attn: Ken Yarab
Bald Eagle Home Cleaning
1559 SE Washington Ave
Chehalis, WA 98532
(360)748-0475 | \$2,868.79 mo. |
| 5. Attn: Jason Billings
Faith Janitorial & Window Cleaning/Faith Pro Services
PO Box 103/1121 Harrison Avenue
Centralia, WA 98531
(360)736-4395 | \$7,274.08 mo |



SMS Cleaning, Inc.

1401 S Sprague Ave, Suite 520
Tacoma, WA 98405
info@smscleaning.net
Phone: 253-582-0777
Fax: 253-582-4704

December 9, 2010

City of Chehalis
350 N. Market Blvd. Rm 101
Chehalis, WA 98532

Re: Janitorial RFP

Dear City of Chehalis:

I would like to thank you for your time, interest, and the opportunity to provide a proposal for janitorial services. At SMS we believe that our customers should not have to worry about the day to day issues of cleaning. It is our goal to make your experience with SMS worry free.

SMS Cleaning prides itself on providing quality janitorial services to its clients. Using green products helps the quality of air and the environment. We understand that safety is important and that our performance reflects on the facility being serviced. We strive to please our clients so that they can be proud and comfortable with the services we provide. We put the customer first. We hope and anticipate that City of Chehalis will experience the same by selecting SMS for your janitorial needs.

Once your service contract with SMS begins we are confident that you will experience a professionally trained and motivated janitorial and service staff eager to meet or exceed your expectations for cleaning and customer service. You will recognize that even though our business is professional cleaning, we realize that a successful business relationship is ultimately achieved through customer satisfaction and guaranteed channels of communication—the cornerstone of SMS Cleaning's business philosophy.

SMS is looking forward to building a successful business relationship with City of Chehalis and its family that will last for many years to come. It was a pleasure for SMS to meet with you and tour your wonderful facility. Please, don't hesitate to contact me if I can be of further service to you.

Thanks again for the opportunity to submit a proposal.

Sincerely,

A handwritten signature in cursive script that reads "Greg Bishop".

Greg Bishop
New Accounts Rep
SMS Cleaning, Inc.

When Image Counts

EXHIBIT 'A'

2011 JANITORIAL SERVICES - BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: SMS Cleaning, Inc.
STREET ADDRESS OF COMPANY OR FIRM: 1401 S Sprague Ave, Suite 520
Tacoma, WA 98405
MAILING ADDRESS OF COMPANY OR FIRM: (Same as above)
NAME OF CONTACT PERSON (PRINT): Sang So
TELEPHONE NUMBER OF CONTACT PERSON: 253-582-0777
E-MAIL ADDRESS OF CONTACT PERSON: info@smscleaning.net
INSURANCE CARRIER AND POLICY NUMBER: Mutual of Enumclaw (represented by Insurance Services Group)
NC56296
BONDING COMPANY AND POLICY NUMBER: ^{OR} RLI Insurance Company (represented by Insurance Services Group)
LFM0003101

COST FOR SERVICES (PER MONTH) FOR:

LIBRARY BUILDING: \$ 299.00
CITY HALL BUILDING: \$ 299.00
COMMUNITY DEVELOPMENT BUILDING: \$ 99.67
ACTIVITY BUILDING: \$ 49.83
CREW QUARTERS BUILDING: \$ 49.83
V.R. LEE RENTAL BUILDING: \$ 299.00
HESS KITCHEN RENTAL BUILDING: \$ 224.25
PUBLIC WORKS OFFICE BUILDING: \$ 49.83
SCOUT LODGE BUILDING: \$ 49.83

RECREATION PARK AND CBD RESTROOMS: \$ 299.00

SALES TAX ON SERVICES: \$ N/A

TOTAL COST OF BID SUBMITTED: \$ 1,719.25 /mth (\$20,631.00 /yr)

SUBMITTED BY (print): Jeff Bishop, SMS Cleaning, Inc.

SIGNATURE: Jeff Bishop

TITLE: New Accounts Rep

COMMENTS OR CLARIFICATIONS:

EXHIBIT 'A'

2011 JANITORIAL SERVICES - BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: Pacific Northwest Janitorial

STREET ADDRESS OF COMPANY OR FIRM: 1939 SE Maple Ave
Chehalis WA. 98532

MAILING ADDRESS OF COMPANY OR FIRM: PO Box 1246
Chehalis WA. 98532

NAME OF CONTACT PERSON (PRINT): Melanie Bowen

TELEPHONE NUMBER OF CONTACT PERSON: 740-9853-3049 (cell)

E-MAIL ADDRESS OF CONTACT PERSON: flyingyellow@msn.com

INSURANCE CARRIER AND POLICY NUMBER: Liberty Northwest
A3969302012

BONDING COMPANY AND POLICY NUMBER: Old Republic Surety Co.
YBS-024582

COST FOR SERVICES (PER MONTH) FOR:

<u>LIBRARY</u> BUILDING:	\$	650. ⁰⁰
<u>CITY HALL</u> BUILDING:	\$	650. ⁰⁰
<u>COMMUNITY DEVELOPMENT</u> BUILDING:	\$	195. ⁰⁰
<u>ACTIVITY</u> BUILDING:	\$	130. ⁰⁰
<u>CREW QUARTERS</u> BUILDING:	\$	198. ⁰⁰
<u>V.R. LEE</u> RENTAL BUILDING:	\$	520. ⁰⁰
<u>HESS KITCHEN</u> RENTAL BUILDING:	\$	390. ⁰⁰
<u>PUBLIC WORKS OFFICE</u> BUILDING:	\$	216. ⁶⁵
<u>SCOUT LODGE</u> BUILDING:	\$	128. ³³

RECREATION PARK AND CBD RESTROOMS: \$ 650⁰⁰

SALES TAX ON SERVICES: \$ —

TOTAL COST OF BID SUBMITTED: \$ 3769.⁹⁹

SUBMITTED BY (print): Melanie A. Bowen

SIGNATURE: Melanie A. Bowen

TITLE: OWNER

COMMENTS OR CLARIFICATIONS:

8343 Hogum Bay Lane NE
Suite C
Lacey, WA 98516
1-866-609-SCAN
www.coastalcustodial.com



C O A S T A L
BUSINESS SERVICES GROUP, INC.

- Janitorial
- Floor care
- Carpet cleaning
- Windows

December 8, 2010

Judith Schave, Office of the City Clerk
City of Chehalis, Washington
350 N. Market Bld. Rm 101
Chehalis, WA 98532

Dear Ms. Schave:

Enclosed please find our bid for the City's janitorial services for 2011.

We have provided cleaning services for a number of years and it is our hope that we are chosen to continue to do so. Coastal has provided a stable work force, good communication with our two historic City contacts (Andy Sennes and Rich Trotter) and has strived to be flexible and responsive to the changing needs of your municipality.

Thank you and Happy Holidays,

Dave Carney
President & CEO

EXHIBIT 'A'

2011 JANITORIAL SERVICES – BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: Coastal Business Services
STREET ADDRESS OF COMPANY OR FIRM: 8343 Hogum Bay Lane, Suite C
Lacey, WA 98516
MAILING ADDRESS OF COMPANY OR FIRM: Same as above
NAME OF CONTACT PERSON (PRINT): Dave Carney
TELEPHONE NUMBER OF CONTACT PERSON: 360/943.6040 x101
E-MAIL ADDRESS OF CONTACT PERSON: dcarney@coastalbsg.com
INSURANCE CARRIER AND POLICY NUMBER: Unigard Insurance
CM 009929
BONDING COMPANY AND POLICY NUMBER: REL Insurance Co. (Peoria, IL)
LFM0003793

COST FOR SERVICES (PER MONTH) FOR:

LIBRARY BUILDING: \$ 276.48
CITY HALL BUILDING: \$ 166.40
COMMUNITY DEVELOPMENT BUILDING: \$ 55.42
ACTIVITY BUILDING: \$ 55.42
CREW QUARTERS BUILDING: \$ 55.42
V.R. LEE RENTAL BUILDING: \$ 249.60
HESS KITCHEN RENTAL BUILDING: \$ 166.40
PUBLIC WORKS OFFICE BUILDING: \$ 110.85
SCOUT LODGE BUILDING: \$ 55.42

RECREATION PARK AND CBD RESTROOMS: \$ 249.60

SALES TAX ON SERVICES: \$ No Sales Tax per WAC 458-20-172

TOTAL COST OF BID SUBMITTED: \$ 1,441.01

SUBMITTED BY (print): Dave Carney

SIGNATURE:  _____

TITLE: President and CEO

COMMENTS OR CLARIFICATIONS:

Coastal has provided janitorial services to the City for approximately ten years. We have all the needed equipment, administration and back-up staff to guarantee that your sites are cleaned consistently to contract specifications.

We believe we have been responsive to the City's changing needs in the past and quick to resolve any issues. We hope we can continue to be of service to the City of Chehalis.

Thank you.

Bald Eagle

2011 JANITORIAL SERVICES BID

EXHIBIT 'A'

2011 JANITORIAL SERVICES - BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: BALD EAGLE HOME CLEANING

STREET ADDRESS OF COMPANY OR FIRM: 1559 S.G WASHINGTON
CHEHAW, LA 70522

MAILING ADDRESS OF COMPANY OR FIRM: SAM

NAME OF CONTACT PERSON (PRINT): KEN YARAS

TELEPHONE NUMBER OF CONTACT PERSON: 748-0475

E-MAIL ADDRESS OF CONTACT PERSON: NA

INSURANCE CARRIER AND POLICY NUMBER: Liberty Northwest
NO 54362880

BONDING COMPANY AND POLICY NUMBER: OLD REPUBLIC Surety Group
YBS-6245221

COST FOR SERVICES (PER MONTH) FOR:

<u>LIBRARY BUILDING:</u> 162.50 x 4.25	\$	<u>690.63</u>
<u>CITY HALL BUILDING:</u> 150.00 37.50	\$	<u>637.50</u>
<u>COMMUNITY DEVELOPMENT BUILDING:</u>	\$	<u>159.38</u>
<u>ACTIVITY BUILDING:</u>	\$	<u>132.82</u>
<u>CREW QUARTERS BUILDING:</u> 31,254	\$	<u>132.82</u>
<u>V.R. LEE RENTAL BUILDING:</u> 25	\$	<u>318.75</u>
<u>HESS KITCHEN RENTAL BUILDING:</u> 12.50	\$	<u>159.38</u>
<u>PUBLIC WORKS OFFICE BUILDING:</u>	\$	<u>132.82</u>
<u>SCOUT LODGE BUILDING:</u> 21	\$	<u>106.25</u>

RECREATION PARK AND CBD RESTROOMS: \$ 397.44

SALES TAX ON SERVICES: \$ BAD TAX?

TOTAL COST OF BID SUBMITTED: \$ 2868.79

SUBMITTED BY (print): Kenneth PYARAS

SIGNATURE: [Handwritten Signature]

TITLE: OWNER

COMMENTS OR CLARIFICATIONS:

Faith Pro Services

1121 Harrison Ave

PMB 103

Centralia, WA 98531

360-736-4395

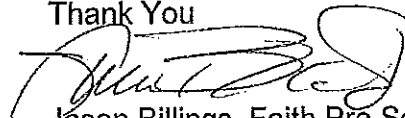
Fax#360-807-6548

Dated: 12/9/2010

Judith a. Schave, City Clerk,

All bids submitted from Faith Pro Services/Faith Janitorial are and can be negotiable when it comes to carpet cleans, floor re-finish, floor burnish, window cleaning and other cleaning services. Also bids can be negotiable when it comes to adding and removing janitorial services. Thank you for the opportunity on bidding for this janitorial contract 2011.

Thank You



Jason Billings, Faith Pro Services

Faith Janitorial
& Window Cleaning

EXHIBIT 'A'

2011 JANITORIAL SERVICES - BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: FAITH JANITORIAL & WINDOW CLEANING

STREET ADDRESS OF COMPANY OR FIRM: 1 ALSO FAITH PRO SERVICES
120 ELVIA DRIVE

CENTRALIA WA 98531

MAILING ADDRESS OF COMPANY OR FIRM: 1121 HARRISON AVE PMB 103

CENTRALIA WA 98531

NAME OF CONTACT PERSON (PRINT): VASON BILLINGS

TELEPHONE NUMBER OF CONTACT PERSON: 360-736-4395

E-MAIL ADDRESS OF CONTACT PERSON: JBA@CENTER.COMCAST.NET

INSURANCE CARRIER AND POLICY NUMBER: ACORD / NICHOLSON & ASSOC INS CO
L065003667-4

BONDING COMPANY AND POLICY NUMBER: CBIC

SE4568

COST FOR SERVICES (PER MONTH) FOR:

LIBRARY BUILDING: \$ 998.00

CITY HALL BUILDING: \$ 1176.00

COMMUNITY DEVELOPMENT BUILDING: \$ 588.00

ACTIVITY BUILDING: \$ 294.00

CREW QUARTERS BUILDING: \$ 294.00

V.R. LEE RENTAL BUILDING: \$ 661.50

HESS KITCHEN RENTAL BUILDING: \$ 661.50

PUBLIC WORKS OFFICE BUILDING: \$ 588.00

SCOUT LODGE BUILDING: \$ 220.50

RECREATION PARK AND CBD RESTROOMS: \$ 1260.00

SALES TAX ON SERVICES: \$ 532.58

TOTAL COST OF BID SUBMITTED: \$ 7274.08

SUBMITTED BY (print): JASON BILLINGS

SIGNATURE: 

TITLE: Owner

COMMENTS OR CLARIFICATIONS:

CITY OF CHEHALIS

AGENDA REPORT

DATE: January 5, 2011

TO: The Honorable Mayor and City Council

FROM: Tim Grochowski, Public Works Director
Dave Vasilauskas, Water Superintendent
Rick Sahlin, Street/Storm Superintendent
Patrick Wiltzius, Wastewater Superintendent
Judi Smith, Public Works Office Manager

SUBJECT: Proposed Changes to the Following Ordinances:
Water Ordinance No. 696B-2001 and Ordinance No. 697B-2001
Wastewater Ordinance No. 695B, 2001
Stormwater Ordinance No. 480B-1992

ISSUE

The Public Works administration began oversight of utility billing in June 2010. Since that time it has been determined that several changes to our current procedures may benefit the city and our customers. The administration would like to brief the city council on the proposed changes prior to bringing any formal changes forward for council consideration.

DISCUSSION

After discussions with approximately four local landlords/property managers who have rentals in our city, a common concern is that a \$150 deposit is too low and does not even begin to cover an average residential bill of \$220. As the property owner/property manager is ultimately responsible for utility bills, the administration is proposing that the utility deposit for property owners, tenants and commercial accounts be increased to \$200.

The city's current policy has generated numerous complaints from landlords and property managers that utility bills are allowed to get too high before any action is taken. Utility customers have approximately six weeks, with a 10% delinquent fee applied, to pay their utility bills in full before their water is shut-off. Due to the current billing cycle, their next two-month bill will be sent out two weeks later.

The administration is proposing the utility bill delinquent date be changed from the 20th to the 15th of the month, with fees applied and delinquent statements mailed on the 16th or next business day. If delinquent accounts are not paid within six days (the 22nd, or next business day) a shut off list is compiled and

water to the premises will be shut off. This change will shorten the payment cycle to approximately four weeks, and allow the city, landlords and property managers to address potential issues earlier, lessening the financial impact of customers accruing unpaid utility bills and leaving the area.

Lastly, the administration is proposing to change the water connection fee structure from meter size to actual water usage, based on ERUs. One ERU is equal to 300 gallons of water per day. The current method grossly under estimates the capability of a meter's water flow, i.e., a ¾-inch meter can flow 10 gallons per minute or 48 ERUs per 24-hour period. Currently we charge for the equivalent of one ERU for a ¾" meter (\$2,071) with no recourse to collect additional connection fees if actual water use far exceeds one ERU. This change will also make all the utilities uniform as wastewater and stormwater usage is ERU based. This change is necessary for the city to adequately fund the Water Division's Capital Improvement Program (CIP).

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration is presenting this information for the council's consideration and direction. The proposed changes would increase the utility account deposit for residential and commercial utility accounts from \$150 to \$200, reflect a shortened and uniform delinquent bill date, and change water connection fees to reflect actual ERU use. With the council's approval the administration will proceed with the process to adopt the new ordinances reflecting the proposed changes for the Water, Wastewater and Stormwater Utilities.

SUGGESTED MOTIONS

None needed.

REVIEWED BY:  _____, CITY MANAGER

CURRENT BILLING PROCEDURE EXAMPLE:

- Utility bills mailed between December 27th – 30th (average bill \$200)
- Delinquent on January 20
- 10% late fee (\$20) applied to account and delinquent statement mailed on January 21
- Delinquent bills due on February 14 - \$220
- \$25 shut off fee applied to delinquent accounts, a shut off list compiled on February 14 and water service to property is shut off.

Total due February 14 - \$245

The customer's next bill would be mailed in **less than 2 weeks - February 22-25**

EXAMPLE OF RECOMMENDED CHANGES:

- Utility bills mailed between December 27th - 30th (average bill \$200)
- Delinquent on January 15
- 10% late fee (\$20) applied to account and delinquent statement mailed on January 16th
- Delinquent bills due January 22 - \$220
- \$25 shut off fee applied to delinquent accounts, a shut off list compiled on January 23 and water service to the property is shut off.

Total due January 23 - \$245

The customer's next bill would be mailed in **four+ weeks - February 22 & 25.**

- Delinquent March 15th
- 10% late fee (\$20) applied to account and delinquent statement mailed on March 16th
- Delinquent bills due March 22 - \$220
- \$25 shut off fee applied to delinquent accounts, a shut off list compiled on March 23 and water service to the property shut off

Total due March 23 - \$245

The customer's next bill would be mailed in **four+ weeks – April 25 - 30 etc.**

What is expected to be accomplished by changing the billing dates:

- Customers must pay their utility bill within four weeks not six; and
- There will be more time between bills; and
- The amount of debt customers are allowed to accrue before action taken by the city will be less;
- Landlords/property managers will be notified sooner of any potential issues;
- Shut-offs will be the 3rd week of the month and not interfere with meter reading during the first two weeks of the month.

CCRT 2010 ACCOMPLISHMENTS AND RELATED 2011 ACTIONS

Communications/Branding

- CCRT recommended and city council adopted new motto, "Where heart and history shape our future." A comprehensive plan is being developed to use this on all communications and marketing materials for Chehalis. We have developed a welcome package for new arrivals and the PUD will be distributing these in 2011.
- The CCRT worked closely with the city to study the best small city websites in America and the city's website has been overhauled and is now one of those. In 2011, the website and Facebook will be increasingly used to communicate to residents and visitors.
- The highly successful Historic Downtown Chehalis Walking Tour brochure, just printed for the third time, has spurred the Chehalis Foundation to come forth with the idea of placing permanent metal plaques on the buildings featured in the tour. The Foundation has funded this as well, so in 2011 those plaques will be going up on the buildings.
- The large permanent metal wayfinding signs have garnered many comments from visitors and residents. These signs provide functional guidance but they also send a positive unified message about Chehalis, and of course, feature some of our most prominent landmarks. There are now about 36 of those signs installed and a total of 50 will be installed by the end of 2011.

Physical

- The Chehalis Avenue street pilot was conducted for 9 months. Owners, visitors, residents, users and delivery drivers were surveyed and viewed the pilot positively. The Chehalis Foundation provided funding for trees and temporary pots to conduct the pilot. The result is that we submitted for and were awarded a \$90,000 State Transportation Enhancement Grant. Chehalis Avenue will be a much more desirable looking street, with more parking, and will be more pedestrian-friendly by this time next year. Work will begin in late spring 2011.
- The weeding and replanting of the many islands along Market Boulevard was quite popular with merchants and visitors. This work was all done by volunteers and most of the plants were either donated or purchased at wholesale prices. We submitted and received a small grant of \$20,000 which will allow us to repair and expand the irrigation system along Market Boulevard in Spring 2011. A year from now, Market Boulevard will have a vastly improved look and feel.

CCRT 2010 ACCOMPLISHMENTS AND RELATED 2011 ACTIONS

Job & Business Growth

- Business incubators can be a vital part of generating new businesses and job growth. They also act to reinforce to young people that their future does not depend upon leaving town. A series of meetings in 2010 pointed to the logic of constructing a research & development incubator in our area. The focus will be on energy technologies which is 100% in alignment with Centralia College being the Pacific Northwest Center of Excellence for Clean Energy. We asked for and have been awarded a \$66,000 grant to study the feasibility of opening such an incubator in 2011.

Attraction

- A hands-on Children's Museum has been a five-year dream for several folks here in Lewis County. The CCRT has teamed with them, because such a facility is in the Renaissance Plan. An actual exhibit was built and displayed at the SWW Fair this August, and the CCRT Children's Museum entries won both the Trunk-or-Treat event at Olympic Elementary School and the recent Chehalis Santa Parade. In 2011, we will prepare a comprehensive feasibility study with a focus on the financial viability.

Financial Viability of the CCRT

- The Friends of the Chehalis Community Renaissance 501(c)3 has been formed and has been awarded tax-exempt status by the IRS. The CCRT will not use any money from the city of Chehalis general fund. Donations, grants, and firm private sector commitments to date will fully support CCRT operations and forecasted 2011 projects.

Confidence

The volunteer led Renaissance has been productive in 2010 despite the significant economics affecting the city's budget. This plan is not sitting on a shelf, but is being implemented as requested by the City Council. Vision and confidence are critical ingredients.