

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

Terry F. Harris, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large, Mayor Pro Tem Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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Regular Meeting of August 8, 2011

6:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <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.

SPECIAL BUSINESS
3. <u>Request for Letter of Support for Grant Application to the U.S. Department of Housing and Urban Development to Fund Multi-year Project.</u> (Steve Harvey, Director of the Cowlitz-Wahkiakum Council of Governments)

CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of July 25, 2011.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	4
6. <u>Award Bid for NW State Avenue Pump Station Project to Triad Industrial Contractors in the amount of \$244,882.</u> (Public Works Director, Wastewater Superintendent)	APPROVE	6

STAFF AND CITY COUNCIL REPORTS		
7. <u>Administration Reports.</u>		
8. <u>Special Reports.</u> Update on Flood Authority. (Julie Balmelli-Powe)	INFORMATION ONLY	
9. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
10. <u>Ordinance No. 876-B, First Reading – Repealing Utility Related Ordinance Nos. 776-B, 795-B §1, 847-B §4 and §5, and 858-B §6 and §7.</u> (City Clerk)	PASS	8
11. <u>Resolution No. 13-2011, First and Final Reading - Authorize City Manager to Execute Interlocal Agreement between the City and the City of Centralia for Rental of Chehalis Vac-Con Truck.</u> (Public Works Director, Wastewater Superintendent)	ADOPT	12
12. <u>Lodging Tax Advisory Committee Recommendation – Request for Tourism Funding.</u> (Councilor Harris)	APPROVE	19

**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, AUGUST 22, 2011

July 25, 2011

The Chehalis city council met in regular session on Monday, July 25, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:45 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; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; and Peggy Hammer, Human Resources Administrator.

1. **Work Session - Chehalis-Centralia Airport Second Quarter Report.** Airport Manager Allyn Roe and City Representative Dan Foster briefly updated the council on some of the major activities that were currently underway. Mr. Roe noted one of the recent developments was every five years they are required by the FAA to select an engineering consultant to have on file to handle all of the FAA associated construction projects and equipment purchases for the airport. He indicated they went through a 'request for qualifications' process and received five firms, which were narrowed down to three. Mr. Roe reported the Airport Board recently selected W.H. Pacific Engineers as their new engineering firm, noting they had worked with them on past projects. He noted the firm also represents the Toledo and Packwood Airports, as well as others here in the northwest. Other projects the airport is working on include:

- Approach lighting
- Established an interlocal with the city of Chehalis for the development of wayfinding kiosks
- Received \$170,000 grant from the FAA on a reimbursement status to cover a dump truck/snow plow that the board purchased
- Fencing project at the south end - completed in March
- Runway paint project
- Replaced instrumentation on weather equipment that tells them how high the clouds are
- Working with Pacific Cataract and Laser Institute on a new hangar facility
- Working on landscaping improvements; hired landscape architect to come up with a design for the roundabout

Councilor Harris asked how much they were looking at spending on the roundabout project. Mr. Roe stated about \$40,000, noting they have made two attempts at applying for 09 funding, but were denied both times. He indicated the roundabout was currently filled with ground rock and weeds.

Councilor Dawes wondered if there was anyone licensed in the city that could spray the weeds, adding it would be nice to remove them until a project comes through. Mr. Roe stated they hired an additional laborer for the summer to spray the right-of-way in the area of the development near the airport.

City Manager MacReynold noted there was a lot of activity around all of our properties relating to the issue of weeds. He added in the most recent budget amendment they included two temporary positions for the facilities and parks crew, which has really helped a lot. Councilor Dawes noted they were also getting a lot more inmate labor as well, which was good to see.

Councilor Dawes brought up the issue of whose responsibility it was to mow the dike located around the airport. Mr. Roe reported the airport was responsible for that, adding the one area near the freeway was very difficult to maintain because of the recent enhancements done to the levee. He indicated, at the end of the season, they generally contract with Lewis County to come over and mow it. Councilor Dawes stated the grant to purchase the snow plow equipment was great and suggested they look into a future grant to purchase some equipment to help with their mowing needs. Mr. Roe indicated they unfortunately didn't have a grant for that type of equipment, noting they were looking into getting some equipment with a side flail mower; however, they could not currently support it.

Mayor Ketchum closed the work session at 5:54 p.m. and announced the council would take a five minute recess before reopening the regular meeting at 6:00 p.m.

2. **Property Maintenance Issue on 8th Street.** Rick Strange (72 SW 8th Street) reported he was representing his mother regarding her property located on 8th Street, which they purchased from Robin Fuller in 2004. Mr. Strange noted the issue they were having had to do with two tanks located on the old "Fullers" grocery store property that held vegetable oil and animal fat residue. He reported Mr. Fuller had an easement, and still does, to clean the two tanks out; however, upon closing the store the tanks were never cleaned out. Mr. Strange indicated one of the tops of the tanks was crushed while doing some

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cleaning on the property, which made them aware that the tanks were not empty.

Mr. Strange went on to briefly describe issues they were currently having with the new owners of the 'Fuller' property, such as: runoff onto his mother's property; and most recently, closing the road while they unload their trucks. He suggested the new owners still had not adequately brought the building up to code in the manner in which they get rid of their water or have their sanitation pipes going through the building.

Mayor Ketchum asked City Manager MacReynold to work with staff to see what angle the city could take. Bob Nacht reported the issue was brought to his attention earlier in the day and he had not yet had the opportunity to discover which part was civil and which part was code related.

3. **Thanks to City for Paving Alley.** Jim Wilson (210 N Market Boulevard) stated he wanted to thank the city's public works department for paving the alley behind his home last week. He thought they did a wonderful job, adding he and his vehicle really appreciated it.

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

- a. Minutes of the regular meeting of July 11, 2011, and the special meeting of July 18, 2011;
- b. Claim Vouchers No. 62011 and 100451-100595 in the amount of \$320,922.15 dated July 15, 2011; and
- c. Adopt Resolution No. 12-2011 on first and final reading, amending Section 2 of Resolution No. 1-98 relating to membership on the Lodging Tax Advisory Committee.

The motion was seconded by Councilor Taylor and carried unanimously.

5. **Administration Reports.**

a. **Second Quarter and June Financial Reports.** City Manager MacReynold reported he was very encouraged by the quarterly report, adding the ending fund balances were all in the right direction. He noted there were a couple that weren't quite as good, but for the most part he felt the city was looking okay.

City Manager MacReynold talked briefly about the water, wastewater and stormwater funds, noting they were seriously going to have to look at those funds and bring back some recommendations to the council about some increases next year.

City Manager MacReynold reported the sales tax revenues were not as good as last month, but they were still moving in a positive direction. He noted if things continue to be consistent, with reference to sales tax revenues, we should end up at the \$3 million projected by the end of the year.

City Manager MacReynold reported on the expenditures for the general fund, noting he had to compliment the management team for keeping their budgets under budget.

City Manager MacReynold reported on the wastewater fund, adding it was not bringing in the revenues that were projected. He stated even though the department was currently under-spending, it was something they needed to watch. City Manager MacReynold felt some of it will be driven by increased costs, which is why they need to seriously look at wastewater adjustments next year.

City Manager MacReynold reported, like the wastewater fund, the water and stormwater funds are not meeting the projected revenues, but continue to be under-spent on the expenditure side.

6. **Council Reports.**

a. **Update from Councilor Dawes.** Councilor Dawes reported he had a chance to attend the following events.

July 25, 2011

- Music in the Park on July 22
- The Chamber Business After Hours event on July 23
- A Health Forum sponsored by Lewis County on July 6
- The Pioneer Pie Social (fundraiser) for the Lewis County Historical Museum on July 16
- The 2010 audit exit conference, along with Councilor Harris, on July 21

Councilor Dawes reported he and Councilor Spahr attended the North Lewis County Regional Fire Authority Planning Committee meeting on Wednesday, July 20. He noted they continued to receive reports and encouraged everyone to go online and read them. Councilor Dawes reported things was coming together, noting one of the interesting things they found was that when they totaled up all of the fire calls for the various departments in Lewis County, 92+ percent were EMS calls. He stated it was amazing when you start adding up all the apparatus and personnel, adding maybe there is a way to do it better.

b. **Update from Councilor Spahr.** Councilor Spahr reported he attended the Cascade Country Cook-off and Classic Car Show over at Stan Hedwall Park, noting they ended up with lousy weather for the event. He stated they had a lot of people participating, but just not a lot of people attending.

c. **Update from Councilor Taylor.** Councilor Taylor reported he attended a joint transportation meeting with the City of Centralia, noting one of the topics on the agenda was to discuss how often they should meet and if they should start incorporating different topics and invite different councilors to attend, since most of the transportation issues had been handled. It was decided that they would start focusing on different topics throughout the year, adding their next meeting was scheduled for October.

d. **Update from Councilor Lund.** Councilor Lund reported, in the early 1960s at Point Defiance Park, they started what's called Camp 6, which was a historic logging museum. He recently learned that the museum, owned by Western Forest Industries Museum, Inc., in Tacoma, Washington, who also owns Mount Rainier Scenic Railroad in Mineral, Washington, was closing. Councilor Lund reported their Board of Directors decided to sell off, or give away Historic Camp 6. He wondered if the city might work with the Chehalis Renaissance Team, or someone, to see if we can obtain some of the items for our local logging museum. Councilor Lund suggested, with the great visibility from the freeway, we could set up a display near the Steam Train and Veterans Museum to give people another reason to stop in.

Councilor Lund reported there was talk that someone in California might be buying it, adding it would be sad to see the logging history from our community go to California. He noted some of the equipment would go to Mount Rainier Scenic Railroad to be put on display.

Mayor Ketchum though it was a good idea, adding perhaps the Renaissance Committee could tie it into what they were doing.

Councilor Spahr asked if he knew what they owned or what they wanted for it. Councilor Lund indicated he didn't, adding he tried to call, but the contact person was on vacation.

Mayor Ketchum asked if there was any objection from the rest of the council to look into obtaining some of the equipment, and there was none.

There being no further business to come before the council, the meeting adjourned at 6:27 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of July 25, 2011.

CITY OF CHEHALIS
AGENDA REPORT

DATE: July 29, 2011
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 100596 through 100724 in the amount of \$205,351.28 dated July 29, 2011 and the transfer of \$98,588.80 from the General Fund, \$19,436.49 from the Arterial Street Fund, \$43,719.85 from the Tourism Fund, \$7,536.81 from the Public Facilities Reserve Fund, \$18,600.17 from the Wastewater Fund, \$9,893.62 from the Water Fund, \$6,058.40 from the Storm & Surface Water Utility Fund, \$1,417.14 from the Firemen's Pension Fund and \$100.00 from the City Agency Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the July 29, 2011 Claim Voucher Nos. 100596 through 100724 in the amount of \$205,351.28.

SUGGESTED MOTION

I move to approve the July 29, 2011 Claim Vouchers No. 100596 through 100724 in the amount of \$205,351.28.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: July 29, 2011
TO: The Honorable Mayor and City Council
FROM: Robert Nacht, Acting Finance Manager
PREPARED BY: Michelle White, Accounting Tech II
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

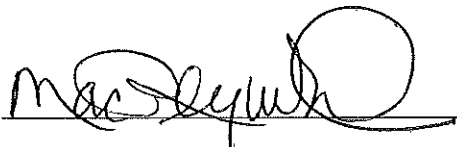
1. Payroll Vouchers No. 34871 through 34963, Direct Deposit Payroll Vouchers No. 2443 through 2512, and Electronic Federal Tax Payment No. 101 in the amount of \$671,035.24 dated July 29, 2011, and the transfer of \$460,297.79 from the General Fund, \$22,821.93 from the Arterial Street Fund, \$16,936.50 from the Gambling Enforcement Fund, \$700.84 from the Garbage Fund, \$73,642.71 from the Wastewater Fund, \$75,318.20 from the Water Fund, \$16,286.37 from the Storm & Surface Water Utility Fund, and \$5,030.90 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the July 29, 2011, Payroll Vouchers No. 34871 through 34963, Direct Deposit Payroll Vouchers No. 2443 through 2512, and Electronic Federal Tax Payment No. 101 in the amount of \$671,035.24.

SUGGESTED MOTION

I move to approve the July 29, 2011, Payroll Vouchers No. 34871 through 34963, Direct Deposit Payroll Vouchers No. 2443 through 2512, and Electronic Federal Tax Payment No. 101 in the amount of \$671,035.24.

Reviewed by: , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: August 4, 2011
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks, Public Works Director
Patrick Wiltzius, Wastewater Superintendent
SUBJECT: Acceptance of Bid for the Construction of the State Avenue Pump Station Upgrade Project

ISSUE

The administration recently advertised for bids to construct the State Avenue Pump Station Upgrade Project. The results of the bidding and a recommendation to award a contract are presented for the council's review and consideration.

DISCUSSION

The capital facilities plan for the wastewater division includes an upgrade of the State Avenue pump station in 2011. This wastewater pump station is located on State Street across from Classic Interiors. The pumps are located in a large underground vault and the wet well is a manhole in the middle of State Avenue. Because the wet well is not deep enough, the sewer lines must be surcharged in order for the pumps to operate. This causes solids to build up in the sewer lines which contributes to odors and increases the potential for blockages and sewer overflows in the State Avenue business district. In addition, access to the pumps in the underground vault presents a confined space hazard for staff.

R&B Engineering was retained to design an upgrade for the pump station by replacing the pumps and utilizing the existing pump vault as the pump station wet well. \$200,000 was allotted in the 2011 budget to complete this project. Bids were opened on July 22 and six bids were received. They are summarized below.

Bidder	Bid*
Triad Industrial Contractors	\$244,882
Marine Industrial Construction, LLC	\$262,300
Clackamas Construction, Inc.	\$263,821
I & E Construction, Inc.	\$284,856
Northern Con-Agg, LLP	\$289,495.70
Pease & Sons, Inc.	\$322,904

* Including sales tax

The administration has tabulated the bids and checked references of the lowest bidder. Since Triad Industrial Contractors appears to be able to complete the job and is the lowest bidder, the administration recommends they be awarded the contract to complete the work.


\$24,000 of the total bid amount was required as a contingency. If there are no unforeseen complications during construction, this contingency will not be spent. A future budget amendment will be required to cover the difference between the amount budgeted and the final contract price.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council award the contract for the construction of the State Avenue Pump Station Upgrade Project to Triad Industrial Contractors for \$244,882.

SUGGESTED MOTION

I move that the council award the contract for the construction of the State Avenue Pump Station Upgrade Project to Triad Industrial Contractors for \$244,882.

REVIEWED BY:  _____, City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Judy Schave, City Clerk
DATE: July 25, 2011
SUBJECT: Ordinance No. 876-B – Repealing Ordinances restated in New Utility Ordinances

ISSUE

In the process of updating our utility ordinances, some sections of the Chehalis Municipal Code (CMC) were restated in the new ordinances and should have been repealed.

DISCUSSION

On February 14, 2011, the city council passed Ordinances Nos. 865-B through 868-B relating to the city's utility rates, operations and regulations. In working with Code Publishing on updating the city code, it was discovered that certain sections of Ordinance Nos. 776-B, 795-B, 847-B, and 858-B were restated within the new ordinances, and no longer serve any purpose.

The administration has identified the following sections of the CMC that should be repealed:

- Ordinance No. 776-B, Section 13.28.015 of the CMC, providing for and establishing charges for increased imperviousness and its requirements of the storm and surface water system has been restated in Ordinance No. 868-B.
- Ordinance No. 795-B, Section 13.12.130 of the CMC, providing for rates for low-income senior citizen customers and low-income totally disabled customers has been restated in Ordinance No. 865-B.
- Ordinance No. 847-B, Title 13 of the CMC, Section 13.04.020, providing for application for connection, and Section 13.12.160 providing for water surcharge fees (latecomer fees) have been restated in Ordinance Nos. 865-B and 866-B.
- Ordinance No. 858-B, Title 13 of the CMC, Section 13.04.520 providing for water main extension request, and Section 13.04.550 providing for appeal have been restated in Ordinance No. 866-B.

RECOMMENDATION/COUNCIL ACTION DESIRED

The Administration recommends that the council pass Ordinance No. 876-B on first reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 876-B on first reading.

Reviewed  City Manager

ORDINANCE NO. 876-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, REPEALING ORDINANCE NOS. 776-B, PASSED THE 27TH DAY OF SEPTEMBER 2004; 795-B §1 PASSED THE 28TH DAY OF NOVEMBER, 2005; 847-B §§4 AND 5 PASSED THE 28TH DAY OF SEPTEMBER 2009; AND 858-B §§6 AND 7 PASSED THE 23RD DAY OF AUGUST 2010 AS CODIFIED IN THE CHEHALIS MUNICIPAL CODE.

WHEREAS, on February 14, 2011, the City Council of the city of Chehalis passed Ordinance Nos. 865-B through 868-B relating to the city's utility rates, operations and regulations; and

WHEREAS, sections of Ordinance Nos. 776-B, 795-B, 847-B, and 858-B have been restated in Ordinance Nos. 865-B through 868-B and no longer serve any purpose, and therefore should be repealed; **NOW THEREFORE**,

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 776-B, Section 13.28.015 of the Chehalis Municipal Code, providing for and establishing charges for increased imperviousness and its requirements of the storm and surface water system has been restated in Ordinance No. 868-B and is hereby repealed.

Section 2. Ordinance No. 795-B, Section 13.12.130 of the Chehalis Municipal Code, providing for rates for low-income senior citizen customers and low-income totally disabled customers has been restated in Ordinance No. 865-B and is hereby repealed.

Section 3. Ordinance No. 847-B, Title 13 of the Chehalis Municipal Code, Section 13.04.020, providing for application for connection, and Section 13.12.160 providing for water surcharge fees (latecomer fees), have been restated in Ordinance Nos. 865-B and 866-B and are hereby repealed.

Section 4. Ordinance No. 858-B, Title 13 of the Chehalis Municipal Code, Section 13.04.520 providing for water main extension request, and Section 13.04.550 providing for appeal have been restated in Ordinance No. 866-B and are hereby repealed.

PASSED by the city council of the city of Chehalis, Washington, and **APPROVED** by its mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2011.

Mayor

Attest:

City Clerk

Approved as to content:

City Attorney

CITY OF CHEHALIS

AGENDA REPORT

DATE: August 4, 2011
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks, Public Works Director
Patrick Wiltzius, Wastewater Superintendent
SUBJECT: Approval of interlocal agreement between the city of Chehalis and the city of Centralia for rental of equipment

ISSUE

The city of Centralia wishes to rent the wastewater division's old sewer jet truck on a periodic basis. The administration has prepared a proposed interlocal agreement that provides terms of the rental for the council's review and approval.

DISCUSSION

The city of Centralia recently approached the administration and requested the ability to rent the city's backup sewer jet truck (1992 Vac-Con) on a periodic basis to clean stormwater catch basins in Centralia. The administration supports this request and to that end has drawn up an interlocal agreement outlining the terms for rental of the truck. The agreement is only for the old Vac-Con, without operator, and sets a rental rate of \$75 per hour. The agreement states that the jet truck can only be rented if not being used by Chehalis and that Chehalis does not guarantee to provide a truck for rental if the maintenance and repair of the unit become prohibitive. The duration of the agreement is until the end of 2014. The administration believes this agreement promotes continued cooperation between the cities and provides the wastewater utility with some additional revenue. The city of Centralia administration has also agreed to the terms of the agreement and is in the process of council consideration of a resolution authorizing execution of the agreement.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 13-2011 on first and final reading, authorizing the city manager to execute the interlocal agreement with the city of Centralia for the rental of the city's sewer jet truck.

SUGGESTED MOTION

I move that the council adopt Resolution No. 13-2011 on first and final reading, authorizing the city manager to execute the interlocal agreement with the city of Centralia for the rental of the city's sewer jet truck.

REVIEWED BY:  _____, City Manager

RESOLUTION NO. 13-2011

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,
APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE
CITY OF CHEHALIS AND THE CITY OF CENTRALIA FOR
THE RENTAL OF EQUIPMENT**

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW provides for interlocal cooperation between government agencies; and

WHEREAS, the city of Centralia desires to periodically rent a sewer jet truck from the city of Chehalis; and

WHEREAS, the city of Chehalis has a sewer jet truck that is available for periodic use by the city of Centralia; and

WHEREAS, rental of the sewer jet truck will provide benefits to both cities; and

WHEREAS, the city of Chehalis and the city of Centralia have agreed to the terms of an Interlocal Agreement, a copy of which is attached hereto.

NOW THEREFORE, be it resolved that the Interlocal Agreement between the City of Chehalis and the City of Centralia, as attached hereto, is hereby approved.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of August, 2011.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**INTERLOCAL AGREEMENT FOR RENTAL OF SEWER JET TRUCK
BETWEEN THE CITY OF CHEHALIS, WASHINGTON AND THE CITY OF
CENTRALIA, WASHINGTON**

THIS AGREEMENT is made and entered into this _____ day of _____, 2011, by and between the **CITY OF CHEHALIS, WASHINGTON**, a municipal corporation, hereinafter referred to as "Chehalis", and the **CITY OF CENTRALIA, WASHINGTON**, a municipal corporation, hereinafter referred to as "Centralia".

WITNESSETH:

WHEREAS, Centralia desires to periodically rent a sewer jet truck from Chehalis; and
WHEREAS, Chehalis has a sewer jet truck, also referred to as the Vac-Con, that is available for periodic use by Centralia; and

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW provides for interlocal cooperation between government agencies.

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained, the parties agree as follows:

Purpose: The purpose of this agreement is to establish mutual aid to Centralia by enabling Centralia to rent equipment owned by the Chehalis.

Responsibilities of Chehalis: Chehalis shall have the following duties and responsibilities under this Agreement:

1. Chehalis shall provide a 1992 Vac-Con (without operator) for use by Centralia at the discretion of the Chehalis Wastewater Superintendent and, shall be allowed only if such rental does not interrupt or interfere with Chehalis's regularly scheduled or emergency sanitary sewer or storm sewer maintenance activities.
2. Chehalis will provide the Vac-Con fully fueled and ready for pickup by Centralia at the Chehalis Regional Water Reclamation Facility.
3. Chehalis shall be responsible for all maintenance of the Vac-Con.
4. Chehalis shall invoice Centralia for the use of the Vac-Con on a monthly basis.

Responsibilities of the Centralia: Centralia shall have the following duties and responsibilities under this Agreement:

1. Centralia shall schedule with the Chehalis Wastewater Superintendent or Lead Operator for use of the Vac-Con at least 24 hours in advance.

2. Pick up and drop off of the Vac-Con will only be done during the working hours of 8:00 am to 4:30 pm on Monday thru Friday.
3. Centralia shall inspect the Vac-Con upon arrival to ensure it is in a working and safe condition.
4. Centralia shall pay directly to Chehalis \$75.00 per hour as measured by the hour meter located in the truck cab plus a per invoice administrative fee of 5% or \$100, whichever is greater.
5. Centralia shall pay all invoices from Chehalis for the rental of the Vac-Con within thirty (30) days of receipt.
6. Centralia shall be responsible for the cost of repairs for any damage done to the Vac-Con during the time the unit is under the control of the Centralia. Under the control of the Centralia is defined as from the time the Vac-Con is picked up at the Chehalis Regional Water Reclamation Facility by Centralia to the time it is returned to the Chehalis Regional Water Reclamation Facility.
7. Centralia shall return the Vac-Con to Chehalis fully fueled.

Representation, Warranties, and Indemnities:

- A. Chehalis represents and warrants to Centralia that it has authority to enter into this Interlocal Agreement pursuant to RCW 39.34.030(2).
- B. Centralia represents and warrants to Chehalis that it has the authority to enter into this Interlocal Agreement pursuant to RCW 39.34.030(2).
- C. It is understood and agreed between the parties hereto that Centralia agrees to protect, defend, indemnify and hold harmless Chehalis, its council, agents, departments and employees against any and all liabilities, claims, damages, penalties, actions, costs, and expenses (including reasonable attorney's fees) which may arise for any reason as a result of the performance of the Agreement by Centralia, except insofar as any obligation or responsibility is imposed upon Chehalis by statute. Centralia has negotiated and expressly waives any immunity that may be granted it under the Washington Industrial Insurance Act.
- D. Chehalis does not warrant the condition of the Vac-Con, which is being rented to Centralia "as is, where is". Chehalis is not obligated to provide the Vac-Con for rental if costs to keep the unit functioning become prohibitive.

Duration of Agreement. This Agreement will expire December 31, 2014, unless otherwise terminated.

Termination of Agreement. Either party may terminate this Agreement, by providing written notice to the designated contacts for each party identified in the "Notices" section of this Agreement. This written notice must be served on the other party within thirty days (30) of the date of termination.

Partial Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provisions of this Agreement, which shall prove to be invalid, void, or illegal, shall in no way affect, impair, or invalidate any other provisions herein, and such other provisions shall remain in full force and effect.

No Third-Party Rights. Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the parties hereto and their successors and assigns to rely upon the covenants and agreements herein not to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of nonperformance hereunder.

Assignability. The rights, duties, and other obligations of either party to this Agreement may not be assigned to any third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

Interlocal Cooperation Act. No special budget or funds are anticipated, nor shall be created. It is not intended that a separate legal entity be established to conduct this cooperative undertaking, nor is the acquisition, holding, or disposing of real or personal property other than as specifically provided within the terms of this Agreement anticipated. Chehalis shall be designated as the Administrator of this Interlocal Agreement.

Entire Agreement. This Agreement and any amendments thereto mutually agreed to by the parties, constitutes the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties. Either party may request changes to the Agreement. Proposed changes that are mutually agreed upon shall be incorporated by written amendment hereto.

Insurance. Each party shall maintain in effect insurance with limits in the amount each entity currently has in place.

Dispute Resolution. It is the parties' intent to resolve any disputes relating to the

interpretation or application of this Agreement informally through discussions at the staff level. In the event disputes cannot be resolved informally at the staff level, then the parties agree to first submit the dispute to non-binding mediation/dispute resolution before resorting to litigation.

Litigation. In the event that any suit or action is instituted by either party to enforce compliance with or interpret any of the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to collect, in addition to necessary court costs, such sums as the court may adjudge as reasonable attorney fees. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court for Lewis County, Washington.

Notices. All notices and demands shall be in writing and sent to the parties hereto at their address as follows:

To Chehalis: Herta Fairbanks
Public Works Director
2007 NE Kresky Ave.
Chehalis, WA

To Centralia: Kahle Jennings
Public Works Director
1100 N Tower Ave.
Centralia, WA 98531

Filing of Agreement. Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.

Evidence of Authority. Upon execution of this Agreement, Centralia shall provide Chehalis and Chehalis shall provide Centralia with a copy of the resolution, ordinance, or other authority given to execute this Agreement pursuant to RCW 39.34.030(2), and said document will be attached hereto and incorporated herein as **Exhibit "A"** (Chehalis) and **Exhibit "B"** (Centralia).

IN WITNESS WHEREOF said parties have caused this Agreement to be signed by the duly authorized officials on the day and year first written above.

EXECUTED IN DUPLICATE on the date and year first above written.

CITY OF CHEHALIS, WASHINGTON

By: _____

Name: _____

Title: _____

Attest:

Chehalis City Clerk: _____

Date: _____

Approved as to form:

Chehalis City Attorney: _____

Date: _____

CITY OF CENTRALIA, WASHINGTON

By: _____

Name: _____

Title: _____

Attest:

Centralia City Clerk: _____

Date: _____

Approved as to form:

Centralia City Attorney: _____

Date: _____

CITY OF CHEHALIS
AGENDA REPORT

DATE: June 23, 2011

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee
Terry Harris, Council Member (LTAC Chair)
Rick Burchett, Chehalis-Centralia Railroad & Museum
Lee Grimes, Veterans Memorial Museum
Natalie Ketchum, Best Western Park Place Inn & Suites
Satpal "Paul" Sohal, Chehalis Inn

SUBJECT: Lodging Tax Advisory Committee Recommendation – Request for Tourism Funding

ISSUE

The Lodging Tax Advisory Committee (LTAC) held a special meeting on June 17 to review a request for tourism funding from the city's Community Development Department. Please refer to the attached funding application.

DISCUSSION

Due to significant budget cuts in the city's Community Development Department, the Department requested tourism funding from the LTAC in the amount of \$28,000 to help fund youth fastpitch and basketball tournaments. As stated in the attached LTAC meeting minutes, the 20+ tournaments, put thousands of heads-in-beds in Chehalis hotels. Tournament goers also use our stores, restaurants, recreational opportunities, and gas stations.

The LTAC expressed some concern about funding such things as tournament directors, referees and umpires, hiring out maintenance, and awards; however, they did recognize that the tournaments do put heads-in-beds. As a result, the committee unanimously approved funding \$20,000 of the \$28,000 request for recommendation to the city council.

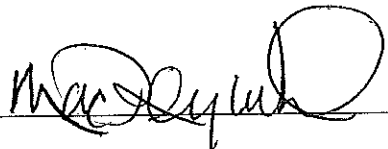
There is sufficient funding in the tourism fund to support this request.

RECOMMENDATIONS/COUNCIL ACTION DESIRED

The Lodging Tax Advisory Committee recommends that the council approve its recommendation to award \$20,000 to the city's Community Development Department to fund youth fastpitch and basketball tournaments.

SUGGESTED MOTION

I move that the council approve the recommendation of the Lodging Tax Advisory Committee to award \$20,000 to the city's Community Development Department to fund youth fastpitch and basketball tournaments.

Reviewed by  _____, City Manager

CITY OF CHEHALIS

350 N. Market Boulevard Room 101
Chehalis, Washington 98532
(360) 345-1042 / Fax (360) 748-0651
www.ci.chehalis.wa.us



City of Chehalis Hotel/Motel Lodging Tax Funding Request Application for Budget Year 2011

The City of Chehalis Lodging Tax Advisory Committee is accepting applications for requests for lodging tax funding for calendar year 2011. The City of Chehalis only considers applications from non-profit organizations or government entities. Following the application deadline, the Committee will make its recommendations to the Chehalis City Council who will make the final funding award decisions.

- Please read carefully and include all requested information.
- Use extra pages for additional information.
- Use an easily readable 12-point font size.
- Direct questions to the City Manager's Office at 360-345-1042.

Submit completed original application and seven (7) copies to:

Chehalis City Manager's Office
350 N. Market Boulevard
Chehalis, WA 98532
by 5:00 p.m. on Wednesday, September 15

1. Applicant (Organization) Information

Applicant (Organization): City of Chehalis, Community Development Department

Address: 1321 S. Market Blvd., Chehalis WA 98532

(Street & Mailing) _____

Phone: (360) 345-2227

Fax: (360) 345-1039

E-mail: RNacht@ci.chehalis.wa.us

Contact Person: Robert Nacht, Community Development Director

(If information for contact is different from above, please complete below)

Address: _____

(Street & Mailing) _____

Phone: _____

E-mail: _____

Non-Profit Government Agency Other (explain) _____

2. Does your organization have a long-term business plan? Yes No

Explain organizational goals, objectives, and methods. (Example: Goal - provide tourism events; Objective – hold one "ABC" event and three "XYZ" events; Method - sign up an additional 15 exhibitors for a total of 123 exhibitors.)

The City of Chehalis is governed by the Chehalis Comprehensive Plan and Capital Facilities Plan. Recreation services is one of the priority activities of the city identified in the Plan. In addition, the city is currently reviewing a draft comprehensive Parks, Recreation and Open Space Plan that further details the intent of the city to provide quality recreation services regionally. That concept will also provide the opportunity to increase the participation in city sponsored tournaments and consequently, the local business activity.

One of the top priorities of the city's Recreation Division is offering and promoting high quality tourism events with an emphasis on youth sport tournaments. The goal when offering these tournaments is to draw teams from all over Washington as well as bordering states to stay in our community using our motels, stores, restaurants, recreational opportunities (i.e.: movie theatre, golf courses) and gas stations. We pride ourselves on offering well organized events that the participants enjoy so much they want to come back year after year to participate.

3. Request is for: operations special event(s) capital project other

Describe activity, project or event:

In 2010 we held 7 youth basketball tournaments in Chehalis School District gyms over 4 weekends, hosting 118 teams, we estimate approximately 3,540 spectators and players participated.

We also hosted 13 fastpitch tournaments at Recreation Park over 8 weekends, hosting 80 teams with approximately 3,120 spectators and players participating. We generally have more participation but two weekend tournaments were cancelled because of rain.

We anticipate the same level of interest in our activities during the 2011 season, and have scheduled these events already. Prior to each of these event weekends we notify local businesses on Exit 76 such as Subway, Jack in the Box and the Silver Cup of our events as they generally need to schedule additional staff to keep up with the increased business activity during our tournaments.

4. Benefit to City of Chehalis

How will the requested funds directly benefit the promotion of Chehalis and its local tourist-oriented businesses and motels? (Example: number of heads-in-beds; event contribution to local tax revenues; local business participation opportunities; number of in-state/out-of-state ads.)

We annually bring thousands of participants and spectators to our youth fastpitch and basketball tournaments. Our programs cater to the youth, but those youth always bring a large number of spectators such as parents, siblings, grandparents and friends with them. The majority of the teams participating in our tournaments reside outside of our local area. We commonly have teams participating from Eastern Washington, Oregon, the Washington Coast and as far away as Alaska. We already have two Alaska teams scheduled to play in June (2011) in one of our fastpitch tournaments. Again, when we bring them in from other communities/states they stay in our motels, eat at our restaurants, shop at our stores and buy gas.

5. Time Frame – What is your anticipated time frame for accomplishing this project?

We host tournaments throughout the year to accommodate the sports seasons. We offer our fastpitch tournaments in the months of May, June and July. We host our basketball tournaments in June, December, January and February.

6. NEW – Describe how your organization documented overnight stays for the 2010 funding year. If you did not receive funding in 2010, please describe how you plan to track overnight stays.

During the 2011 season, we will have each coach complete a questionnaire asking for team information including the number of families and how many in each family stayed in our community and what type of accommodations they used such as motel, RV site, family or friends residence.

7. NEW – Describe how you intend to market/promote the activity/project outside of Chehalis/Lewis County. The primary target audience of the promotion or event/activity must be tourists who live outside of the Chehalis area.

We market for these events through local media, the City of Chehalis website, statewide publications, e-mails and direct mailings personally inviting teams back to our community.

Another marketing strategy is the award packages we offer to the winning participants in our tournaments. We provide impressive trophy packages highlighting the name of the tournament sponsored by the City of Chehalis as well as first place, high quality individual t-shirts with the same marketing idea. We design the specific tournament branding so that participants will want to wear their championship t-shirts with pride, thus advertising 'Chehalis' tournaments.

On our tournament registration forms we provide lodging information including motel names and phone numbers, destination shopping information, nearby eateries and historical sites such as Downtown Chehalis, the Veterans Museum, Steam Train and the Willapa Hills Trail.

8. Proposed Funding - Can you operate this project with reduced funding? Yes No

If yes, list priorities:

We continue to offer our City sponsored programs with less and less funding due to the current recession and budget reductions of the city. However, as funding decreases it becomes increasingly difficult to find ways to offer high quality events to maintain the level of participation in these programs. In 2011, the level and quality of the first place awards have been minimized to accommodate reduced funding. Further budget reductions will degrade the programs we have worked so hard to create.

The number one priority will always be to offer a good product, something the city can be proud to sponsor. We will continue to offer well organized events, provide excellent customer service, maintain clean and well groomed facilities and offer an award package that the teams find attractive. Our number one priority is to offer such a good tournament that the teams want to come back!

Priority 1 - full funding \$ 28,000 Priority 2 - partial funding \$ 24,500

What percent of your budget does this request represent? 13.5 %

Attach a copy of your organization's total budget (specify current or next year – highlighted).

Explain what accountability and reporting standards are in place.

The city's budget process is a matter of public record, and is audited by the State of Washington annually. The city uses the BARS accounting system established by the State of Washington..

9. Proposal Budget (For this proposal only)

Total Agency Budget: \$ 206,321

Proposal Budget Total: \$ 28,000

INCOME

(List approximate amount and status of funding from all sources from which you anticipate funding or are requesting funding for this proposal.)

Source	Confirmed (Yes /No)	Amount
User fees	no	\$116,500
General fund	yes	\$61,821
Hotel/Motel tax	no	\$28,000
		Total: \$ 206,321

EXPENSES

Activity	Chehalis Funds	Other Funds	Total (Should match above)
Personnel (salaries & benefits)	\$ 131,306		\$ 131,306
Referees and umpires		\$ 13,000	\$ 13,000
Tournament Directors		\$ 1,600	\$ 1,600
Hiring out maintenance		\$ 3,000	\$ 3,000
Administration (copies, rent, janitorial, utilities, phone, taxes, office supplies, etc.)	\$ 45,015	\$ 500	\$ 45,515
Marketing & Promotion			
Awards – Trophies and t-shirts	\$2,000	\$ 9,500	\$ 11,500
Advertising on statewide website		\$ 400	\$ 400
Travel – For What?			
Consultants			
Capital Projects			
Other Expenses –			
TOTAL BUDGET	\$ 178,321	\$ 28,000	\$ 206,321

10. Additional Information

Provide any additional information that will assist in the evaluation of this project and its benefit to Chehalis, including brochures, ads, maps, etc.

The request for Hotel/Motel funding involves only the portion of the Recreation Division budget that reasonably relates to putting 'heads in beds'. Thousands of persons from out of the local area participate in these tournaments on an annual basis, and provide a significant source of revenue to local businesses and the city. We appreciate your consideration of this request.

Certification

The applicant hereby certifies and affirms that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap, and further certifies and affirms that it will abide by all relevant local, state, and federal laws and regulations.

Certified by: _____

(Signature)

Print or type name: R. W. 'Bob' Nacht

Title: Director, Community Development Department

Date: May 18, 2011

The city of Chehalis reserves the right to appropriate some or all of the Hotel/Motel Lodging Tax or reserve it for city projects that fall within the allowable uses of the fund.

CITY OF CHEHALIS 2011 BUDGET

BUDGET YEAR 2011	FUND: 001 - GENERAL FUND
	DEPARTMENT: COMMUNITY DEVELOPMENT (53)

Object Codes	Total Amended		Total Amended		Total Amended		Total Amended		Total Amended		Total Amended		% Chg 10-11		
	Budget 2009	Actual 12/31/09	Budget 2010	Actual 6/30/10	Budget 2010	Actual 6/30/10	Budget 2010	Actual 6/30/10	Budget 2010	Actual 6/30/10	Budget 2011	Actual 12/31/10			
Parks and Facilities Division (Continued)															
<i>Library Services: 572,050</i>															
31	0	0	0	0	0	0	0	0	0	0	0	0	700	N/A	
41	0	0	0	0	0	0	0	0	0	0	0	0	2,540	N/A	
47	0	0	0	0	0	0	0	0	0	0	0	0	5,600	N/A	
	0	0	0	0	0	0	0	0	0	0	0	0	8,840	N/A	
Capital Equipment (Council Donations): 59,407.6															
64	0	0	25,000	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Parks & Facilities Division:	925,827	892,226	755,707	771,650	23,988	373,716	21,092	394,808	766,864	20,118	786,482	880,237	0	680,237	-17.02%
Recreation Division:															
<i>Recreation Services: 574,020</i>															
11	122,523	124,516	55,751	55,751	1,553	42,945	1,553	44,498	85,151	1,553	89,704	89,579	0	85,579	-1.30%
12	306	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
21	7,369	4,778	53,350	53,350	227	22,911	227	22,911	53,350	227	53,577	45,727	0	45,727	-14.85%
31	25,000	23,643	8,000	8,000	0	9,102	0	9,102	18,000	0	18,000	15,000	0	15,000	-18.87%
34	500	0	0	0	0	1,855	0	1,855	2,400	0	2,400	2,000	0	2,000	N/A
41	72,000	183	88,000	66,000	0	38,352	0	38,352	70,000	0	70,000	55,000	0	55,000	-19.12%
42	0	0	0	0	0	479	0	479	800	0	800	0	0	0	N/A
44	500	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
46	3,904	3,803	4,026	3,015	0	3,015	0	3,015	3,015	0	3,015	3,015	0	3,015	0.00%
48	50	0	500	500	0	0	0	0	0	0	0	0	0	0	-100.00%
49	1,500	1,091	1,000	1,000	0	100	0	100	100	0	100	0	0	0	N/A
	128,179	122,604	228,021	228,016	1,780	118,333	1,780	120,113	232,816	1,780	234,596	208,321	0	208,321	-10.22%
Total Recreation Division	291,876	226,064	229,021	228,016	1,780	118,333	1,780	120,113	232,816	1,780	234,596	206,321	0	206,321	-10.22%
Total Community Development (63)	1,737,092	1,681,788	1,488,189	1,472,808	42,483	731,486	37,764	769,250	1,478,982	37,441	1,516,423	1,251,480	0	1,251,480	-17.41%

Chehalis Lodging Tax Advisory Committee Meeting
June 17, 2011

The Chehalis Lodging Tax Advisory Committee (LTAC) held a special meeting on June 17, 2011 at 9:00 a.m. in the basement meeting room of Chehalis city hall to consider a proposal from the city's Community Development Department. Members present were Councilor Terry Harris (LTAC Chair); Lee Grimes, Veterans Memorial Museum; Natalie Ketchum, Best Western; and Rick Burchett, Chehalis-Centralia Railroad and Museum. Paul Sohal, Chehalis Inn, participated for a short time via telephone. Chehalis staff members included Merlin MacReynold, City Manager; and Caryn Foley, City Manager's Administrative Assistant. Community Development Director Bob Nacht and Recreation Manager Lilly Wall were present on behalf of the request to provide funding for youth fastpitch and basketball tournaments. Todd Chaput from the Holiday Inn was also in attendance.

Welcome

Councilor Harris welcomed all to the meeting.

Presentation

Mr. Nacht stated the \$28,000 request relates directly to tourism. He explained that the city is dealing with budget issues and trying to maintain services. The request would not be used for city staff salaries, but would be used to hire tournament staff, provide for administrative costs, marketing and promotion, and awards (trophies and t-shirts). Mr. Nacht stated the awards need to be sufficient enough to entice teams to come since we are competing with larger cities. He added that thousands come to these tournaments which generate heads-in-beds, which they will track. Mr. Nacht noted the total 2011 budget for tournaments is \$206,321.

Ms. Wall added that Chehalis is in a great location, but she reiterated that since we are a small city, we need to provide high quality tournaments. She noted that a majority of the teams come from out of town.

Mr. Chaput asked how teams are solicited. Ms. Wall stated they use direct mailings and a state fastpitch website. Mr. Nacht added that tournament information includes lodging, restaurants, and attractions.

Mr. Burchett asked why the request was being made at such a late date. Councilor Harris noted that anybody can come forward at any time with a request, which they have. Mr. Nacht added that lodging tax funds were not identified as a funding source in the past, so a request was never made. He also noted that there has been \$368,000 in cuts to his department.

Mr. MacReynold stated that revenues continue to decline, while expenses continue to go up, and cuts have been made over the last three years in response. The city administration recently drafted a three-year financial and organizational strategy to address the city's financial situation for the long-term, which includes the need to identify new sources of revenue. Mr. MacReynold stated the request is asking for what is needed to keep these programs going.

Mr. Burchett stated that on page 5 of the request under Expenses, it shows amounts for "Personnel (salaries & benefits)." Mr. Nacht explained that that wording was part of the form and no funding would be used for city staff salaries.

Ms. Ketchum wondered what the hotels would have to bring in to make up the city's request. She reported that amount was \$1.4 million. She noted that her hotel has seen lost revenues from tournaments being cancelled or teams losing and not wanting to spend another night.

Ms. Wall stated that a couple of tournaments have been cancelled due to the weather, but she said that all tournaments are guaranteed Sunday play, noting no team is eliminated on Saturday. She also noted that the tournaments bring people in for 20 events, unlike other lodging tax funding recipients whose events are only one or two days total.

There was a question about whether the request would pass the state auditor's "test". Mr. MacReynold stated the state law had become a little more flexible over the years and it was really about the procedure used – requests come to the LTAC and the committee then makes a recommendation to the city council.

Mr. Nacht reviewed page 5 of the application relating to the proposed expenses. Some of the LTAC still had concerns about using funding for such things as referees, umpires, tournament directors, and hiring outside maintenance, and were uncomfortable funding such.

Ms. Foley stated that if they used that criteria, other funding recipients such as the Historical Museum and the steam train would not qualify for funding as the museum funds a part-time clerk and the train funds a marketing company.

It was asked why only \$400 was being spent on advertising. Ms. Wall stated that spending any more money on advertising would be a waste because, besides direct mailings and use of the city's new website, everything you need to know or find out can be found on a fastpitch website.

Ms. Foley stated there were sufficient funds to grant the request as the committee had set aside \$50,000 in reserve. Mr. Burchett stated that if they grant the request, that will take the reserve amount to below what the committee had recommended. He asked what the reserve was for.

Mr. MacReynold stated it was for requests just like the one being proposed.

Following some discussion by the LTAC about possibly creating some kind of criteria for funding, Ms. Ketchum moved to approve funding in the amount of \$20,000. The motion was seconded by Mr. Grimes.

Mr. MacReynold cautioned the LTAC to not lock themselves into such restrictive criteria that no one qualifies for funding.

The motion carried unanimously.

The meeting concluded at 9:55 a.m.

Minutes respectfully submitted by Caryn Foley, City Manager's Administrative Assistant.

City of Chehalis
 Tourism Fund 2011
 8/2/2011

REVENUES

	Budget	Actual/ Projections
Beg. Balance	86,502	90,773
Proj. Revenues	152,800	
Proj. Interest	200	
Revs. Jan-July		72,028
Proj. Revs. Aug-Dec		80,772
Interest Jan-July		89
Proj. Interest Aug-Dec		111
Funds Available	<u>239,502</u>	<u>243,773</u>

EXPENDITURES

Expenditures	(165,900)	
Exp. Jan-July		(88,598)
Proj. Exp. Aug-Dec		(72,302)
Exp. Adj. (Pope's Kids Place)		(5,000)
Holding in Reserve for Babe Ruth		(10,000)
Holding in Reserve		(50,000)
Funds to be Used	<u>(165,900)</u>	<u>(225,900)</u>
End. Balance	<u>73,602</u>	<u>17,873</u>