

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BLVD | CHEHALIS, WA 98532

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

***Prior to the meeting, the public is invited to the Recreation Park Sports Complex Renovation Project Groundbreaking at 3:00 pm***

Recreation Park Sports Complex Concession Stand, 401 SW Parkland Drive, Chehalis WA 98532

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**Regular Meeting of Monday, August 26, 2019  
5:00 p.m.**

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|---|
| 1. <u>Call to Order.</u> (Mayor)        |
| 2. <u>Pledge of Allegiance.</u> (Mayor) |

<b>CITIZENS BUSINESS</b>
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.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
3. <u>Minutes of the Regular City Council Meeting of August 12, 2019.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	3

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>UNFINISHED BUSINESS</b>		
5. <u>Petition to Vacate Right-of-Way at NW North Street.</u> (City Manager, Public Works Director/City Engineer, Street Superintendent)	APPROVE OPTION 5	5

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
6. <u>Administration Reports.</u>	INFORMATION ONLY	- - -
a. City Manager Update – Strategic Planning. (City Manager)		17
7. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

<b>EXECUTIVE SESSION</b>		
8. Pursuant to RCW:		
a. 42.30.110(1)(c) – Minimum Price at Which Real Estate Will Be Offered for Sale/Lease		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, SEPTEMBER 9, 2019.**

August 12, 2019

The Chehalis city council met in regular session on Monday, August 12, 2019, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Glenn Schaffer, Acting City Manager; Caryn Foley, City Clerk; Trent Loughheed, Public Works Director/City Engineer; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Mark Scheibmeir, City Attorney. Members of the news media included Will Rubin of *The Chronicle*.

1. **Discover! Children's Museum (DCM) Update.** Allyn Roe, President and Larry McGee, Vice President, provided an update on Discover! Children's Museum. Mr. Roe stated DCM still has plans to develop a museum on city-owned property near Home Depot and have raised \$2 million of the \$3 million goal. Several grants were applied for, but unfortunately those were not successful. DCM recently hired a consulting group to solidify its message and begin one-on-one asks from local individuals. DCM has held off doing that, and he noted all contributions received to-date have come unsolicited. DCM continues to work with Reliable Enterprises to house a Head Start preschool in the museum.

Larry McGee stated many grant funders are focusing on homelessness and health. DCM continues to be in contact with the new state Department of Early Learning to find the best examples of preschools. He noted that professionals say that if a child isn't reading at grade level at the end of 3<sup>rd</sup> Grade, their future can be predicted and often it isn't good. As a result, DCM is looking at alternatives to expand the amount of preschool the museum can accommodate without reducing exhibit space. Mr. McGee stated the process was taking longer than anyone wanted, but the group is in it for the long-haul. He noted they see the museum as a county-wide project and will be seeking support county-wide.

Councilor Spahr asked where the group's contributions have come from and where people can make donations. Mr. McGee stated they were wide-ranging – anywhere from \$5,000 to \$100,00. Contributions can be made by contacting him or Mr. Roe and through DCM's website – [discovermuseum.org](http://discovermuseum.org). He added the group received \$45,000 from last year's Rotary auction.

Mayor Dawes stated the group received a \$1 million grant from the state and asked if there was a sunset on the grant. Mr. Roe stated they need to make sure it is re-appropriated in the next cycle.

Mayor Dawes stated it was his understanding that some grantors don't support capital campaigns. Mr. McGee stated that was correct, in fact they just met with a representative from PSE who would like to support the museum once it is up and running.

Mayor Dawes knew the group had been working on the project for several years and have been asked to hold off on fundraising because of other community projects. He thought the museum could be a very valuable asset for the surrounding community. Mr. McGee stated the group could easily get a loan but does not want to add that debt load to the museum.

2. **Introduction of Guest.** Will Cummings introduced himself and stated he was attending the meeting to earn a Boy Scout merit badge.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:
- a. Minutes of the regular meeting of July 22, 2019;
  - b. July 31, 2019 Claim Vouchers No. 126410-126540 in the amount of \$456,371.27;
  - c. July 31, 2019, Payroll Vouchers No. 40927-40980, Direct Deposit Payroll Vouchers No. 11011-11135, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 250-254 in the amount of \$848,114.37;
  - d. Accept National Avenue Slide Restoration Project as complete and release retainage to Gill Construction after all statutory requirements have been met;
  - e. Accept Airport Pump Station Project as complete and release retainage to Roglin's, Inc. after all statutory requirements have been met; and
  - f. Debt management and post-issuance compliance update for fiscal year ended December 31, 2018.

The motion was seconded by Councilor Lund and carried unanimously.

August 12, 2019

4. **Ordinance No. 1000-B, Second and Final Reading – Amending the 2019 Annual Budget.** Chief Schaffer stated there were no changes to the ordinance since first reading.

Councilor Harris moved to pass Ordinance No. 1000-B on second and final reading. The motion was seconded by Councilor Taylor and carried unanimously.

5. **Councilor Reports/Committee Updates.**

a. Councilor Harris thanked the Chamber for hosting the candidate debates last week.

b. Councilor Spahr stated at the last meeting he announced his daughter was promoted to an Army Corporal, but in fact she was promoted to Colonel.

c. Mayor Dawes attended ribbon cuttings for Safe Cover Roofing and A Plumbing Doctor. The last Music in the Park event was the largest crowd ever, the fair begins tomorrow, and the Recreation Park groundbreaking will be held August 26 at 3:00 pm.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 5:45 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:22 pm. The executive session began at 5:24 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 5:43 pm.

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Dennis L. Dawes, Mayor

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Caryn Foley, City Clerk

Approved:  
Initials: \_\_\_\_\_

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** August 26, 2019

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated August 15, 2019.

**DISCUSSION**

The August 15, 2019 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 126541-126708 and Electronic Funds Transfer No. 72019 in the amount of \$438,695.36 dated August 15, 2019, which includes the transfer of:

- \$ 147,631.95 from the General Fund
- \$ 3,423.48 from the Dedicated Street Fund – 4% Sales Tax Fund
- \$ 46,995.48 from the Arterial Street Fund
- \$ 18,235.90 from the Transportation Benefit District Fund
- \$ 28,293.79 from the Automotive Equipment Reserve Fund
- \$ 456.43 from the Garbage Fund
- \$ 75,558.23 from the Wastewater Fund
- \$ 70,642.51 from the Water Fund
- \$ 3,646.62 from the Storm & Surface Water Utility Fund
- \$ 43,810.97 from the Airport Fund

**RECOMMENDATION**

It is recommended that the City Council approve the August 15, 2019 Claim Vouchers No. 126541-126708 and Electronic Funds Transfer No. 72019 in the amount of \$438,695.36.

**SUGGESTED MOTION**

I move that the City Council approve the August 15, 2019 Claim Vouchers No. 126541-126708 and Electronic Funds Transfer No. 72019 in the amount of \$438,695.36.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent J. Lougheed, Public Works Director/City Engineer

**MEETING OF:** August 26, 2019

**SUBJECT:** Continuation of Discussion for Petition to Vacate Right-of-Way at NW North Street

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**ISSUE**

Continuation of the discussion that started at the City Council Meeting on July 22, 2019 to consider a Petition to Vacate Right-of-Way at the end of NW North Street and abutting BNSF Railroad right-of-way. Richard Graham is petitioning to vacate the northern 15' of NW North Street ROW that abuts his 50' property line.

**BACKGROUND**

NW North Street is a dead-end street with no outlet and/or legal access to Main Street. The street was originally a 60' right-of-way (ROW). In 1989, Mr. Fred Wildhaber, previous owner of the current Jeremy's restaurant location, 576 W. Main Street, submitted a petition to vacate the southern 15' of NW North Street that abutted his property, which was approved. The ROW vacation associated with the Wildhaber's property is now built upon with a solid walled structure that doesn't meet setback requirements.

A search of the historical files for 576 W Main Street, currently Jeremy's Restaurant was done and no building permit was located for the construction of the addition within the vacated 15', nor is there a record of a variance request from the required setbacks to property lines. Per Ordinance 401-B, the City retained an easement over the vacated 15'. The vacation area is described as a 15' x 200' area, meaning the vacation area extends from BNSF ROW to State Street ROW on the south side of NW North Street. The building addition is located within the City of Chehalis easement area. While there are no permits for the work in the file, the current property owners have indicated that they have received permits for the work; however, staff has not addressed this issue with them at the time of the preparation of this agenda report.

**DISCUSSION**

At the public hearing on July 22, 2019, staff presented five options for consideration. The public hearing was closed, and discussion was continued to allow staff time to prepare a detailed, to-scale site plan showing right-of-way lines, existing buildings and exact dimensions. Petitioner survey, map of the area, and City Council minutes from the 1989 street vacation are attached.

As per the previous agenda report, the Development Review Committee and City Manager have reviewed the proposal and are again presenting the following options for consideration:

**OPTION 1:**

***Grant the vacation as proposed and leave parking open (available) on both sides of the remaining NW North Street.***

**PROS:** Current petitioner would be afforded the same privileges as the previous petitioner in 1989. A one-time fiscal gain as the petitioner is required to purchase the vacated ROW.

**CONS:** This option would essentially reduce NW North Street to a one lane, dead end road for the last 50'. It would create a 30' ROW width with approximately 8' of parking on each side; leaving 14' open in the middle to vehicular traffic with no turn-around area.

**OPTION 2:**

***Grant the 15' vacation and create no parking along both sides of NW North Street.***

This option would create privileges and hinderances for both adjacent property owners. Both property owners would be afforded the privilege of an additional 15' of private property. Both property owners would lose the right to utilize parking spaces on the south side of NW North St.

**PROS:** This option would create a 30' ROW and afford Grahams the same privileges as received by the Wildhabers in 1989. A one-time fiscal gain for purchase of the vacated ROW. A clear vehicular travel lane of 30' would be created.

**CONS:** Approximately 4 parking spaces would be eliminated. No turn-around area.

**OPTION 3:**

***Vacate the entire 45' ROW for the last 50' and give each abutting property owner the opportunity to purchase half. This would move the end of NW North Street 50' to the west.***

This does not appear to be a viable option as adjacent property owner participation is required and the Grahams have already indicated they are not interested. Without adjacent owner participation, the ROW would revert to a standard city lot and access to the Graham's property would be via an easement granted by the City. Easement access is generally prohibited, and creation of a landlocked parcel is prohibited.

**OPTION 4:**

***Deny the vacation and situation remains status quo.***

**PROS:** Even though the previous vacation was made with the best intentions of being business friendly, it has created a contentious situation. Denying the vacation would ensure history does not repeat itself.



**CONS:** The situation remains status quo without resolution of the current complaints and no documented consensus for staff direction.

**OPTION 5:**

***Deny the vacation and create no parking zones along both sides of NW North Street from the Graham's property to the BNSF railroad ROW and from the Wildhaber's building to the BNSF railroad ROW.***

**PROS:** Allows as wide of an access approach to the Graham's property as possible. Creates a clear, unobstructed 45' ROW; which is as close to a standard ROW design as possible at this location. A turn-around area for small vehicles could be utilized. Use of the ROW for deliveries may be obtained on a temporary basis via an approved ROW use permit.

**CONS:** Barricades on the northern side of the ROW placed by the Grahams appear to be located in the ROW and would have to be removed, if verified as such. Loss of approximately 4 parking spaces on the southern side of NW North Street, which would reduce on-street parking which is currently available and often used by employees of Jeremy's Restaurant.

This option would grant privileges to both adjacent property owners: The Grahams are ensured as wide of an approach as possible to their property and Wildhabers already obtained an additional 15' of property. However, there would also be hinderances imposed on both adjacent property owners: The Grahams would not be granted the additional 15' of property as requested and Wildhabers would lose 4 parking spaces normally occupied by their employees. Although those spaces are not reserved for the Wildhabers, the hours of business operation generally dictate occupancy of those spaces by Jeremy's employees for the vast majority of the day.

Staff is recommending Option 5 for consideration by the City Council.

**FISCAL IMPACT**

If a ROW vacation is approved, the petitioning party is required to obtain an appraisal to be completed and compensate the city in an amount which does not exceed one-half the appraised value of the area so vacated. If the street has been part of a dedicated public right-of-way for 25 years or more, or if the subject property or portions thereof were acquired at public expense, the city may require the owners of the abutting property owners of the street or alley to compensate the city in an amount that does not exceed the full appraised value of the area vacated.

If a ROW vacation is denied, there is no fiscal impact.

If a NO PARKING zone is created, there will be some relatively small costs associated with the purchase and installation of the signs.

## Summary of Options

<i>Option</i>	<i>Description</i>
1	Grant the vacation as proposed and leave parking available on both sides of the remaining NW North Street.
2	Grant the 15' vacation and create no parking along both sides of NW North Street.
3	Vacate the entire 45' ROW for the last 50' of the street and give each abutting property owners the opportunity to purchase half.
4	Deny the vacation and the situation remains status quo.
5	Deny the vacation and create no parking zones along both sides of NW North Street from the Grahams property to the BNSF railroad ROW and from the Wildhaber's building to the BNSF railroad ROW. <b><i>(Staff recommendation)</i></b>

### **RECOMMENDATION**

It is recommended that the City Council select Option 5, deny the vacation, and direct staff to create no parking zones along both sides of NW North Street from the Graham's property to the BNSF railroad ROW and from the Wildhaber's building to the BNSF railroad ROW and further clarify that that all items currently in the City ROW be removed. This includes barriers to the streets, such as logs, and use of the ROW for storage of supplies and equipment.

### **ATTACHMENTS**

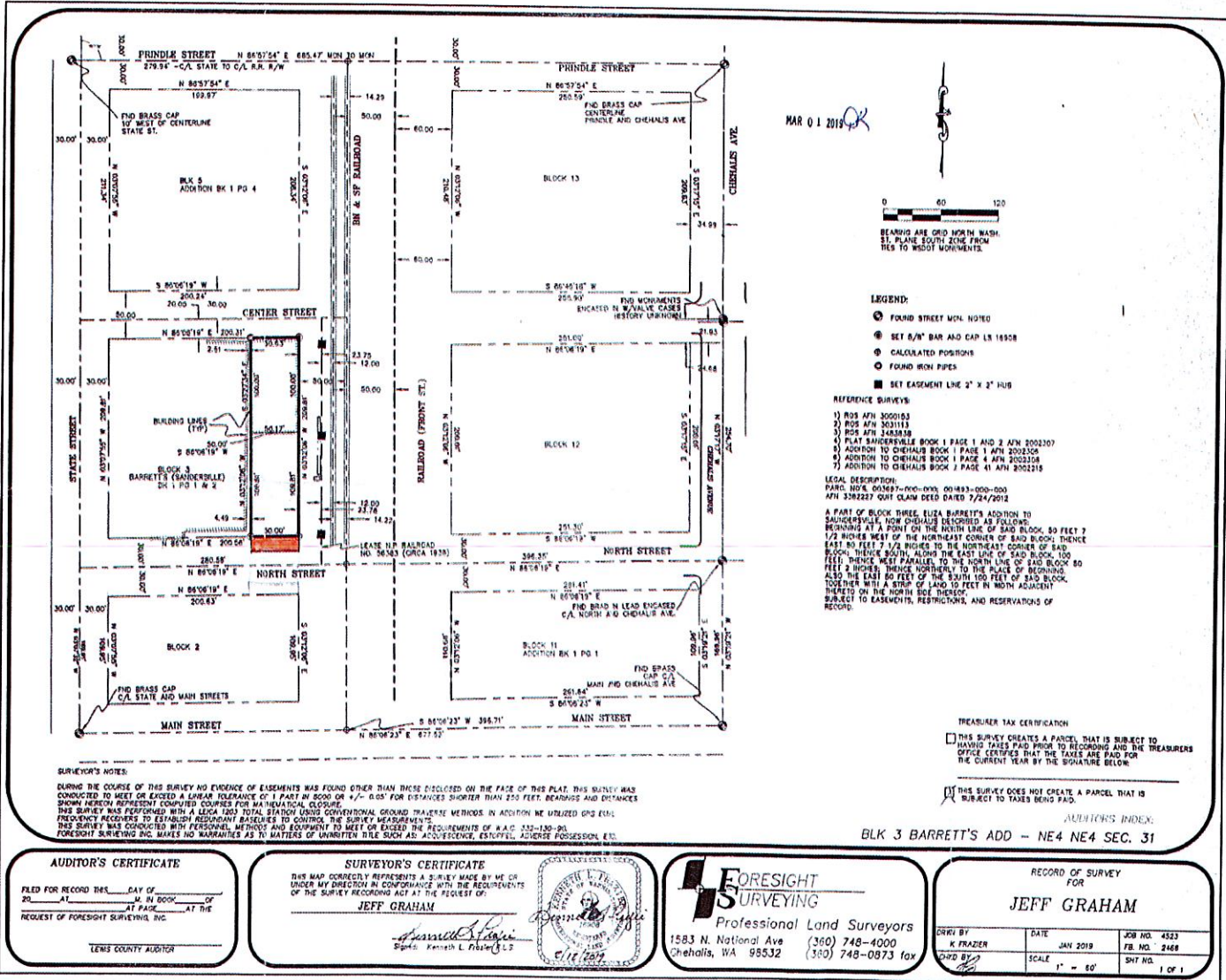
The following items are attached to this report:

- Map of the property area
- The survey obtained by the Petitioner
- City Council minutes from the 1989 street vacation.

### **SUGGESTED MOTION**

I move the City Council approve Option 5 and:

- 1) Deny the vacation request of Richard Graham for the northern 15' of NW North Street ROW that abuts his property line;
- 2) Direct staff to create no parking zones along both sides of NW North Street from the Graham's western property line to the BNSF railroad ROW and from the south west end of the Wildhaber's building to the BNSF railroad ROW; and
- 3) Clarify that the option requires all materials blocking the City ROW to be removed.



MAR 01 2019



- LEGEND:**
- FOUND STREET MON. NOTED
  - ⊙ SET 8"X8" BAR AND CAP LN 18508
  - ⊙ CALCULATED POSITIONS
  - ⊙ FOUND MON. PIPES
  - SET EASEMENT LINE 2" X 2" IUG

- REFERENCE SURVEYS:**
- 1) ROS AFN 3005103
  - 2) ROS AFN 3031113
  - 3) ROS AFN 3428318
  - 4) PLAT SAUNDERSVILLE BOOK 1 PAGE 1 AND 2 AFN 2002307
  - 5) ADDITION TO CHEHALIS BOOK 1 PAGE 1 AFN 2002306
  - 6) ADDITION TO CHEHALIS BOOK 1 PAGE 4 AFN 2002308
  - 7) ADDITION TO CHEHALIS BOOK 2 PAGE 4 AFN 2002318

**LEGAL DESCRIPTION:**  
 PART NO. 00367-000-000 00493-000-000  
 A/FI STREET QUIT CLAIM DEED DATED 7/24/2018

A PART OF BLOCK THREE, ELIZA BARRETT'S ADDITION TO SAUNDERSVILLE, NOW CHEHALIS DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID BLOCK, 80 FEET 7 1/2 INCHES WEST OF THE NORTHEAST CORNER OF SAID BLOCK; THENCE EAST 80 FEET 7 1/2 INCHES TO THE NORTHEAST CORNER OF SAID BLOCK; THENCE SOUTH, ALONG THE EAST LINE OF SAID BLOCK, 100 FEET; THENCE WEST PARALLEL TO THE NORTH LINE OF SAID BLOCK, 80 FEET 4 INCHES; THENCE NORTHERLY TO THE PLACE OF BEGINNING. ALSO THE LAST 80 FEET OF THE SOUTH 100 FEET OF SAID BLOCK, TOGETHER WITH A STRIP OF LAND 10 FEET IN WIDTH ADJACENT THERETO ON THE NORTH SIDE THEREOF, SUBJECT TO EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD.

**TREASURER TAX CERTIFICATION**

THIS SURVEY CREATES A PARCEL THAT IS SUBJECT TO HAVING TAXES PAID PRIOR TO RECORDING AND THE TREASURERS OFFICE CERTIFIES THAT THE TAXES ARE PAID FOR THE CURRENT YEAR BY THE SIGNATURE BELOW.

THIS SURVEY DOES NOT CREATE A PARCEL THAT IS SUBJECT TO TAXES BEING PAID.

**AUDITOR'S INDEX:**

BLK 3 BARRETT'S ADD - NE4 NE4 SEC. 31

**AUDITOR'S CERTIFICATE**

FILED FOR RECORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT \_\_\_\_\_ IN BOOK \_\_\_\_\_ AT PAGE \_\_\_\_\_ AT THE REQUEST OF FORESIGHT SURVEYING, INC.

LEWIS COUNTY AUDITOR

**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:

JEFF GRAHAM

*Jeff Graham*  
 Signed: Kenneth L. Fisher JLS

**FORESIGHT SURVEYING**

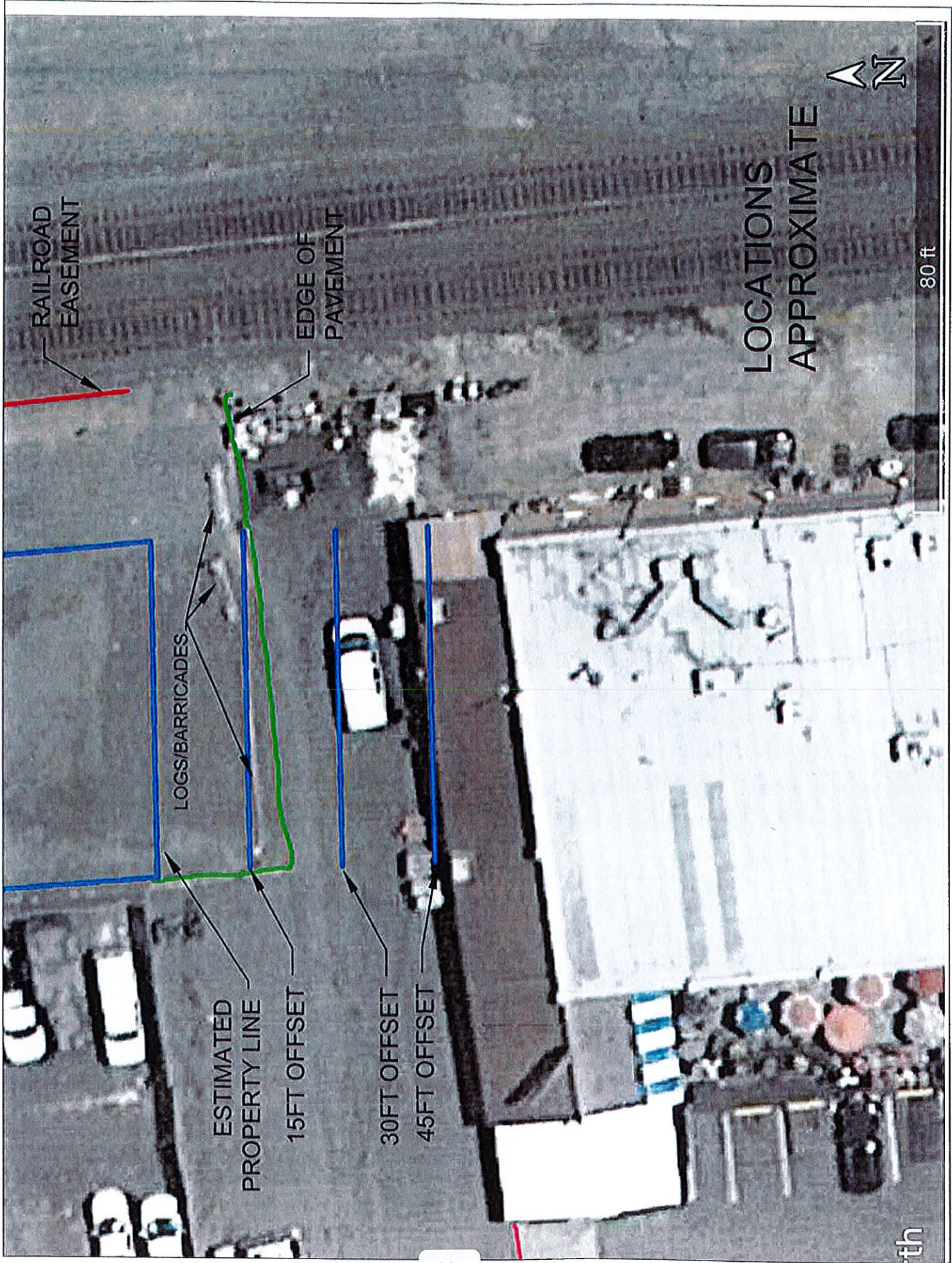
Professional Land Surveyors

1583 N. National Ave (360) 748-4000  
 Chehalis, WA 98532 (360) 748-0873 fax

**RECORD OF SURVEY FOR**

JEFF GRAHAM

DRY BY	DATE	JOB NO.
K FRAZER	JAN 2019	4553
DRY BY	SCALE	FB. NO.
	1" = 80'	2468
		SHT. NO.
		1 OF 1



RAILROAD EASEMENT

EDGE OF PAVEMENT

LOGS/BARRICADES

ESTIMATED PROPERTY LINE

15FT OFFSET

30FT OFFSET

45FT OFFSET

LOCATIONS APPROXIMATE



80 ft

March 13, 1989

The Chehalis City Council met in regular session on Monday, March 13, 1989, in the Council Chambers of Chehalis City Hall. The meeting was called to order at 3:00 PM by Mayor Zylstra, and the following Council members were present: Beverley Butters, Bud Hatfield, Dr. Isaac Pope, Vivian Roewe, Bob Spahr, Joyce Venemon, and Dave Zylstra. Members of the City present included: David Campbell, City Manager; Bill Hillier, City Attorney; Bob Nacht, Building and Planning Director; Tony Keeling, Fire Chief; Ray Muyskens, Community Services Director; Jo Ann Hakola, Finance Director; Barry Heid, Public Works Director; Randy Hamilton, Police Chief; and Danielle Daskam, City Clerk. Representatives of the news media present were: Eric Campbell of The Daily Chronicle, Bill Moeller of KITI Radio, and Jim Cooke of KELA Radio.

1. Lewis County Economic Development Council. Mr. Tom Newton, Director of the Lewis County Economic Development Council, apologized for the EDC's premature announcement in its recent newsletter that the Chehalis City Council had authorized a new small business loan program. He encouraged Council's favorable support of the program.

Mr. Newton also introduced to the Council, Ms. Lisa Vatske, who is the EDC's newly-appointed local business assistance specialist.

2. Consent Calendar. Councilor Spahr moved to approve the March 13, 1989, Consent Calendar comprised of the following items:

a. Minutes of the regular City Council meeting of February 27, 1989;

b. Claims Vouchers Nos. 12354 through 13431 in the amount of \$103,019, dated February 17, 1989, and fund transfers; Claims Vouchers Nos. 13426 through 13515 in the amount of \$25,292.82 dated February 24, 1989, and fund transfers; and Payroll Warrants Nos. 16482 through 16610 in the amount of \$225,593.53, dated February 27, 1989, and fund transfers.

Motion was seconded by Councilor Hatfield and unanimously carried.

3. Public Hearing - Petition to Vacate the Southerly 15 feet of N.W. North Street Between N.W. State Street and Burlington Northern Railroad. At 3:05 PM, the Mayor recessed the regular meeting and opened the public hearing on a petition from Fred Wildhaber to vacate the following described property: the southerly 15 feet of N.W. North Street lying between N.W. State Street and the Burlington Northern Railroad right-of-way adjacent to Lots 1, 2, 3, and 4, Block 2, E. Barrett's Plats.

Bob Nacht, Building and Planning Director, explained that Mr. Wildhaber has requested the petition to vacate the southerly fifteen feet of N.W. State for the purpose of expanding the parking area at this business enterprise located at 576 W. Main Street (previously the West Coast Grocery).

Mr. Nacht also pointed out that three letters of objection to the petition have been received from local property owners.

The letters of objection are excerpted below:

From Ron Raff, Superintendent, Lewis County Public Utility District:

"Public Utility District No. 1 of Lewis County is opposed to the proposed vacation of the portion of North Street that is subject of a March 13, 1989, hearing. The opposition to this action is based upon the following:

March 13, 1989

1. At present the District owns an overhead distribution line supported by three poles along the section to be considered. Any requirement to relocate this facility could be costly.
2. In 1985, the District purchased a parcel that has 75 feet of frontage along the north side of North Street in the 500 block. This parcel is in use at this time as a parking lot for District employees. Future plans could require the travel of larger trucks on and off the District-owned property. Since this travel would require North Street to remain unobstructed, it is essential that it remain in its present state.

The District respectfully requests that the petition to vacate be denied and that the City retain ownership of the street as it now exists."

From Mrs. Clara M. Jones, 576 N.W. North Street:

"I am a landowner on the corner of N.W. North Street and State Avenue in Chehalis. . . I am writing to oppose this vacation of property. . . According to what I can learn from City officials involved, he (Mr. Fred Wildhaber) is proposing to put parking within the existing curbed area, heading north. In questioning him personally, he states he is removing the curb and putting diagonal parking along the street heading south.

I feel this would make a considerable congested area, those having to back out into the street and head east (which is a dead-end). They then would have to turn around either at the end of the street, or go through his parking area to reach either Main Street or State Avenue. Also, the possibility of over-length vehicles using the parking would cause a problem for vehicles turning east off of State onto North.

I feel the street as it is now with curbing on both sides should remain."

From Walter B. Graham and Richard A. Graham, 537 N. W. Center Street:

"Due to the close of the railroad crossing on North Street in February, 1986, we have no option but to enter North Street off of State Street with our trucks and trailers and other equipment, to the entrance of our property, therefore, we are opposed to vacating that portion of the south side of North Street as requested by petition from Industrial Specialties.

We sincerely request that this petition not be granted and the sixty foot (60) right of way remain the same so that more problems do not develop in this area in the future.

In summary, the public streets belong to the public, not the adjoining landowners. The City is the guardian of the public ownership rights. Therefore, the request to vacate south fifteen (15) feet of North Street right of way should be denied."

Mr. Nacht explained that Mr. Wildhaber, approached the City's Planning Department for the methodology for increasing the size of his parking area. Mr. Wildhaber discussed the options of creating angle parking on the street side, vacation of the subject property from the street side, and vacation from the property side. Mr. Wildhaber decided that the vacation of the property from his property line was his best option so that he could increase the size of his parking area and allow more parking spaces.

March 13, 1989

Mr. Nacht pointed out that the proposed vacation is for property between the existing property line and the existing curb line and would not include the curb or any portion of the existing roadway. The existing street is approximately 30 feet wide and allows parallel parking on either side. The roadway portion would not be altered and would remain City right of way. The property proposed for vacation would not be accessible from the curb side and is proposed to be developed into an expanded parking surface from the existing parking lot side.

Mr. Nacht stated that the City normally retains an easement for utilities on any vacated right of way and should retain such an easement if the Council votes to vacate the subject property. He acknowledged that overhead wires do exist over the property but the vacation of the property should not require the relocation of those overhead wires.

Mr. Fred Wildhaber, petitioner and owner of the building, known as the West Coast Grocery building, stated that he has planned to make improvements to the existing building and his plans demand more parking space be available. The availability and ownership of the proposed area to be vacated would allow the additional parking required. Mr. Wildhaber explained that the vacation is requested for the 15 feet of property from the curb line southward and will not infringe upon anyone's entrance or use of the existing street. He contended that he can utilize and maintain the property better than its present use and condition.

Mr. Ron Raff, representing Lewis County PUD, stated that the PUD is the owner of the property in the middle of the block on North Street across from the subject property. The PUD opposes the vacation because of PUD's uncertainty for the future use of their property. Mr. Raff did note that Mr. Nacht's agenda report answered many of the concerns the PUD has with the proposed vacation. Mr. Raff questioned the City's consideration of vacating and disposing of the property when the City can authorize the use of the property without relinquishing ownership.

Mr. Nacht explained that Mr. Wildhaber's first proposal included angle parking on North Street. He was advised by the Building and Planning Director that the angle parking on N.W. North Street would be allowable but highly undesirable because of potential traffic patterns. Any improvement to the undeveloped property would be at the expense of Mr. Wildhaber, therefore Mr. Wildhaber elected to pursue the project through a vacation of the property by which he could obtain ownership and control over the property.

Mr. Walter Graham of W.B. Graham & Sons Construction, 537 N.W. Center Street, stated that since the closure of the North Street railroad crossing, the dead end street is very congested and it is difficult for trucks to make wide turns on the street. Mr. Graham suggested that the City allow Mr. Wildhaber to use and improve the property but that the City retain ownership. He pointed out several examples throughout the City where the abutting property owner has improved the parking strip but the City has retained ownership of the right of way.

Mr. Wildhaber responded to the comments made regarding his petition. He pointed out that the property is tax exempt under City ownership but if vacated and conveyed to him would be subject to taxation. He also stated that his proposal would not encroach upon North Street as it exists now.

Mr. Day of the PUD noted that Mr. Wildhaber's plans for egress and ingress to his property is different from the City's recommendation as contained in the agenda report. Mr. Day also pointed out that the area to be vacated contains three PUD service poles. Mr. Day stated that if the poles were encroached upon by a surrounding parking area, they would be in danger of damage or destruction by traffic in the parking area.

Mr. Nacht explained that his recommendations included that vehicle access shall not occur to the vacated portion from the curb side, that adequate bumpers be installed, and that parking on the subject property shall not encroach beyond the existing curb line of N.W. North Street.

March 13, 1989

There being no further public testimony, the Mayor closed the public hearing and reconvened the regular meeting.

Mr. Hatfield reviewed the vacation process noting that, if vacated, the roadway curb-to-curb would not change. Mr. Wildhaber stated that if it is his desire to make improvements to property that it is his right to propose vacation of that property so that he can assume ownership and control its use.

Councilor Roewe pointed out that in cases where the parking strip is improved by the abutting property owner but ownership retained by the City, the improved parking does not become under the control of the abutting property owner but is public property and public parking open for anyone to utilize.

Mr. Hatfield noted that no one has opposed the plans of Mr. Wildhaber; the only opposition was to who should own the property.

Mr. Spahr moved to follow staff recommendation and vacate the subject property. Motion was seconded by Councilor Hatfield.

Councilor Spahr said he had visited the site and can't see that the vacation of the property will hinder any property owners in the area. Motion carried unanimously.

4. Resolution No. 2-89, Second Reading - Requesting Designation of a Business Loop 5 within the City of Chehalis. Councilor Roewe moved to adopt Resolution 2-89 on second reading. Motion was seconded by Councilor Pope. The resolution was initiated through recent discussion at an economic summit sponsored by the Twin Cities Chamber of Commerce. The resolution urges the State Department of Transportation to designate and sign a northbound and southbound Business Loop 5 through Chehalis. The northbound business loop would begin at Exit 76 from Interstate 5 and proceed east on S.W. Parkland Drive and S.W. 13th Street to S. Market Boulevard, then north on S. Market, N. Market, N.E. Cascade Avenue, N.E. Washington Avenue, N. National Avenue, and N.E. Kresky Road to the north city limits. The southbound business loop would begin at the north city limits at N.E. National Avenue, then south on N.E. National Avenue, N. National Avenue, N.W. Front Street, N.W. Pacific Avenue, N.W. Park Street, N. Market, S. Market to S.W. 13th Street, then west on S.W. 13th Street and S.W. Parkland Drive to Exit 76 of Interstate 5. The motion to adopt Resolution No. 2-89 carried unanimously.

5. Resolution No. 3-89, Second Reading - Declaring Real Property Surplus. Councilor Hatfield moved to adopt Resolution 3-89 on second reading. Motion was seconded by Councilor Butters. The resolution declares a small strip of property adjacent to the Colony House at 49 N.E. Division. The property is described as the northeasterly four feet of the southwesterly 46 feet of the southeasterly 16 feet of Lot 40, Block 5, Chehalis Land and Tinker Company's Addition; together with the northeasterly four feet of the southwesterly 46 feet of the northwesterly 21.5 feet of Lot 39, Block 5, Chehalis Land and Timber Company's Addition. Motion to adopt the resolution carried unanimously.

6. Fire Flow Improvements. City Manager Campbell reported that the initiation of fire flow improvements was one of Council's top priority goals for 1989. Besides the areas targeted for improvement through the 1989 Budget, the next highest priority areas for fire flow improvements, from staff perspective, are the Crestview and Fairview neighborhoods.

Barry Heid presented some of the alternative engineering designs for the neighborhoods as well as the costs and alternatives.

For purposes of background Barry recollected that the Crestview area was annexed by the City in 1986 recognizing the water deficiencies in the subdivision. The Crestview area is served by the City's high-level reservoir, and transmitted down Parkhill and Evergreen to the area. The City was initially under the impression that the area was served by a greater water supply because of some incorrect readings



March 27, 1989

The Chehalis City Council met in regular session on Monday, March 27, 1989, in the Council Chambers of Chehalis City Hall. The meeting was called to order at 3:00 PM by Mayor Dave Zylstra, and the following Council members were present: Beverley Butters, Bud Hatfield, Dr. Isaac Pope, Vivian Roewe, Bob Spahr, Joyce Venemon, and Dave Zylstra. Staff members present included: Dave Campbell, City Manager; Bill Hillier, City Attorney; Jo Ann Hakola, Finance Director; Tony Keeling, Fire Chief; Randy Hamilton, Police Chief; Dennis Dawes, Police Lieutenant; Bob Nacht, Building and Planning Director; Sharon Ferrier, Community Services Administrative Assistant; Barry Heid, Public Works Director; and Danielle Daskan, City Clerk. Representatives of the press in attendance were: Jim Cooke of KELA Radio, Bill Moeller of KITI Radio, and Eric Campbell of The Daily Chronicle.

1. Presentation of Certificates to Japanese Visitors.

Mayor Zylstra presented certificates of special recognition welcoming twenty-two students and visitors from the Seirei Gakuen High School of Hamaratsu, Japan. The Seirei Gakuen High School is the sister school of W.F. West High School--a program that has continued over the past four years.

2. Consent Calendar. Councilor Hatfield moved to approve the March 27, 1989, Consent Calendar comprised of the following items:

a. Minutes of the regular City Council meeting of March 13, 1989;

b. Claims Vouchers No. 13268 through 13687, dated March 17, 1989, in the sum of \$155,768.66, including fund transfers.

Motion was seconded by Councilor Venemon and unanimously carried.

3. Ordinance No. 401-B, Second Reading - Vacation of the Southerly Fifteen Feet of N.W. North Street Between N.W. State Street and the Burlington Northern Railroad. Councilor Roewe moved to pass Ordinance No. 401-B which will vacate the southerly fifteen feet of N.W. North Street lying between N.W. State Street and the Burlington Northern Railroad right of way adjacent to Lots 1, 2, 3 and 4, Block 2, E. Barrett's Plats. Motion was seconded by Councilor Hatfield and carried unanimously.

4. Small Business Development Program. City Manager Campbell recalled for the Council that last fall the Council was presented with a conceptual outline of the Small Business Development Program. At that time, Council authorized staff to work with the Economic Development Council and the Twin Cities Chamber of Commerce to fine tune the program, put together some plans for their participation in the program and to receive their comments on the operation of the program. The product, as presented to Council, is designed to compliment the private sector and traditional lending institutions to assist in the start up or expansion of small businesses led by low and moderate income persons. The Community Services Department will be responsible for administering the program with the involvement of the private sector including the Chamber of Commerce and EDC.

In the absence of Ray Muyskens, Mr. Dale Miller of the Phoenix Group, who helped the City develop the program, was present to answer questions. Mr. Miller recapped the program for Council. The program is a small scale economic program which will serve as test program. The program asks that \$30,000 of repaid rehab loans under the 1979 COBC Project be set aside to fund the program. The maximum loan will be \$5,000 and a 50 percent loan for basic start up costs and initial operating costs or for existing businesses who want to expand and who meet the low and moderate income level criteria. Priority will be given to businesses that locate or are located in the downtown revitalization area.

April 10, 1989

The Chehalis City Council met in regular session on Monday, April 10, 1989, in the Council Chambers of Chehalis City Hall. The meeting was called to order at 3:00 PM by Mayor David Zylstra, and the following Council members were present: Beverley Butters, Bud Hatfield, Dr. Isaac Pope, Vivian Roewe, Bob Spahr, and Dave Zylstra. Councilor Joyce Venemon was absent. Members of the staff present included: Dave Campbell, City Manager; Bill Hillier, City Attorney; Bob Nacht, Building and Planning Director; Randy Hamilton, Police Chief; Dennis Dawes, Police Lieutenant; Jo Ann Hakola, Finance Director; Tony Keeling, Fire Chief; Ray Muyskens, Community Services Director; Barry Heid, Public Works Director; and Danielle Daskam, City Clerk. Representatives of the news media present were: Eric Campbell of The Daily Chronicle, Jim Cook of KELA Radio, and Bill Moeller of KITI Radio.

1. Proclamation - Chehalis School Crossing/Patrol Week.

Mayor Zylstra presented a proclamation declaring April 10-16, 1989, as School Crossing Patrol Week in the City of Chehalis. Mayor Zylstra presented the proclamation to two representatives of the R.E. Bennett School Crossing Patrol and Mr. Ray Gunderson, Principal of R.E. Bennett School. Mr. Gunderson thanked the Council for the recognition extended to the School Crossing Patrol which is comprised of approximately 40 fifth grade boys and girls from R.E. Bennett School. Mr. Gunderson announced that this year will be the last year that the Crossing Patrol will be conducted by the fifth graders as next year the fourth and fifth grade classes from R.E. Bennett will be moving to Olympic School. The school will be implementing an adult volunteer program to replace the student program.

2. Consent Calendar. Councilor Spahr moved to approve the April 10, 1989, Consent Calendar comprised of the following items:

a. Minutes of the regular City Council meeting of March 27, 1989;

b. Claims Vouchers and transfers Nos. 13688 through 13791, dated March 29, 1989, in the amount of \$59,338.67; Payroll Vouchers and transfers Nos. 16612 through 16745 in the amount of \$237,618.21; and Transfer Voucher Nos. 1247 through 1252 in the total sum of \$17,183.06.

Motion to approve the Consent Calendar was seconded by Councilor Hatfield and unanimously carried.

3. Ordinance No. 401-B, Second Reading - Vacating the

Southerly Fifteen Feet of N.W. North Street Between N.W. State Street and Burlington Northern Railroad. Councilor Roewe moved to pass Ordinance No. 401-B on second reading. Motion was seconded by Councilor Hatfield. Councilor Roewe moved to amend the title of the ordinance and Section 2 by adding the word "one-half" between the phrases "amount equal to" and "the appraised value". Motion was seconded by Councilor Hatfield. The motion to pass the ordinance on second reading, as amended, carried unanimously.

4. Ordinance No. 402-B, First Reading - Amending the

For-Hire Vehicle Ordinance. Police Chief Randy Hamilton explained that after the passage of the City's new for-hire vehicle (taxi) ordinance last year, a request was made by a master taxi license applicant to review the insurance requirements of the ordinance. The ordinance as passed calls for insurance limits of \$100,000 for property damage and \$500,000 for personal liability. The previously licensed taxi firm found that the insurance requirements of the ordinance were unattainable by the firm and therefore requested the review of the ordinance. Chief Hamilton recommended that Council consider amendment of the ordinance to provide insurance limits for property damage at no less than \$25,000 and personal liability at no less than \$100,000. The limits stated are those required

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Jill Anderson, City Manager  
**MEETING OF:** August 26, 2019  
**SUBJECT:** Strategic Plan Update

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**ISSUE**

This item has been scheduled to provide an update on the City's strategic plan.

**DISCUSSION**

In August 2018, the City Council met with the City Manager and the Management Team to update the strategic plan developed in January 2018 so that limited resources continue to be directed toward the City's highest priorities consistent with its mission and responsibility as a municipal government. At that time, the City's mission statement and three-year goals were reaffirmed, and core values were established.

**MISSION STATEMENT**

*While honoring the past and preparing for the future,  
the City of Chehalis provides municipal services and programs  
for the benefit of residents, businesses and visitors in our community.*

**THREE-YEAR GOALS**

2018-2021 \* not in priority order

- **Maintain** and enhance financial stability
- **Enhance** and modernize technology
- **Increase** and optimize staffing levels
- **Improve** and maintain the infrastructure
- **Enhance** and maintain facilities  
(Recreation Park, Dispatch Center, Fire Station)

## **CORE VALUES**

Not in priority order

- *Ethical Behavior*
- *Honesty Integrity*
- *Professionalism*
- *Reliability*
- *Dedication and Hard Work*
- *Collaboration and Teamwork*
- *Service to Community*

For each goal, specific, measurable objectives have been established for the six-month planning period. This presentation has been scheduled to report on the progress being made toward accomplishing those goals which are driven by the desire to maintain and improve services while using public resources effectively. The reports provide the City Council and staff an opportunity to monitor progress, as well as revise objectives and timelines as conditions warrant. The City's next strategic planning session is scheduled for Wednesday, September 18.

## **RECOMMENDATION**

This is an informational item and no action is needed at this time.

## **SUGGESTED MOTION**

There is no motion needed.