

PLEASE NOTE SPECIAL MEETING TIME

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

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

May 12, 2014

4:30 p.m.

EXECUTIVE SESSION		
1. <u>Executive Session Pursuant to RCW 42.30.110(1)(g) – Public Employee Performance Review.</u> (City Manager)	---	

Regular Meeting of Monday, May 12, 2014

5:00 p.m.

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

CITIZENS BUSINESS

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

SPECIAL BUSINESS

4. Briefing on Dillenbaugh Creek Realignment. (City Manager, Community Development Director, Public Works Director, Bart Gernhart - WSDOT)

CONSENT CALENDAR

5. <u>Minutes of the Regular Meeting of April 28, 2014.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	3
7. <u>Set Date and Time of May 27, 2014, at 5:05 P.M. for Public Hearing on the 2015-2020 Six-Year Transportation Improvement Program.</u> (Public Works Director)	SET DATE AND TIME FOR PUBLIC HEARING	5
8. <u>Award Bid for the Chehalis Avenue Beautification and Overlay Project to Titan Earthworks, LLC, in the amount of \$517,608 and Authorize City Manager to Execute Contract Agreement.</u> (City Manager, Public Works Director)	AWARD BID TO TITAN EARTHWORKS, LLC, IN THE AMOUNT OF \$517,608 AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT	8

ADMINISTRATION AND CITY COUNCIL REPORTS

9. <u>Administration Reports.</u>		
a. Update on citizen comments from April 14 council meeting. (City Manager)	INFORMATION ONLY	
10. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS

11. Ordinance No. 929-B, First Reading – Repealing Surcharges and Latecomer Fees for Roads and Utilities in the Airport District. (City Manager, Community Development Director, City Attorney)

PASS

10

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

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON TUESDAY, MAY 27, 2014

April 28, 2014

The Chehalis city council met in regular session on Monday, April 28, 2014, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:00 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Councilor Pope was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Dennis Osborn, Community Development Director; Rick Sahlin, Public Works Director; and Allyn Roe, Airport Manager.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(b) -- acquisition of land, and RCW 42.30.110(1)(i) -- potential litigation for approximately one hour and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:59 p.m. and announced the council would take a short recess before opening the regular meeting at 5:03 p.m. Additional staff included: Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; and Don Schmitt, Street Superintendent.

2. **Consent Calendar.** Councilor Taylor moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of April 14, 2014;
- b. Claim Vouchers No. 108925-109097 and Electronic Funds Transfer No. 32014 in the amount of \$563,466.76 dated April 15, 2014; and
- c. Authorize city manager to execute agreement with HDJ, PLLC, for project management services for the National Avenue Salzer Creek Bridge Scour Project in the amount of \$39,750.

Councilor Lund seconded the motion.

Councilor Harris asked if the agreement with HDJ covered all of the costs, including the permitting fees. Public Works Director Rick Sahlin reported the agreement only covered the management of the project itself, adding the grant would cover all of the permitting fees, design work and the construction of the project. He noted the grant would cover their cost and also left an opening in the length of time for the project to go back and ask for more money from the Federal Highways, if necessary.

The motion carried unanimously.

3. **Administration Reports.**

a. **Quarterly and March Financial Report and Quarterly Sales and Use Tax Report.** Finance Manager Judy Pectol reported the beginning fund balances stated in the quarterly report were still preliminary, noting they still had some interest allocations for the year ending December 2013. She stated some funds had larger beginning balances than expected, but overall, everything looked good and they were still on track for the year.

Mayor Dawes stated the sales tax was still showing a gradual increase, which was good to see. Ms. Pectol agreed.

b. **Update on Chehalis Avenue Road Improvement Project.** Mr. Sahlin reported bids were opened on March 27 for the Chehalis Avenue Road Improvement Project. He noted the city received six bids and all were lower than the lowest bid from the previous bid process in 2013. Mr. Sahlin stated the administration is working with the consultant to get everything approved through the Washington State Department of Transportation, and hoped to be back before the council on May 12 with a recommendation to award the bid to the lowest responsible bidder.

c. **Update on Citizen Comments from April 14 Council Meeting.** City Manager MacReynold reported, at the last council meeting, Norm Goodbla talked about his concerns with reference to a private water system on Armstrong Road. A meeting was set up to meet with Mr. Goodbla and Jim Holding, another resident on the private water system. City Manager MacReynold reported they had a very productive discussion and identified some options for the residents to consider.

April 28, 2014

City Manager MacReynold reported the public works department would be drafting a letter for his signature that will be sent to the residents on the private system, laying out the options discussed. He indicated Mr. Goodbla and Mr. Holding really liked the option of a hold-harmless agreement and having the city begin to read the individual meters. City Manager MacReynold stated the administration will look at upgrading the meters and, in the long-term, work with the residents to do a Local Improvement District and have it become part of the city's system. He indicated they would be meeting with all of the property owners to discuss the options identified.

City Manager MacReynold reported he would be meeting with Mark and Julie Japhet on Thursday to discuss the retroactive water assessments on their two properties with regard to the Federal Emergency Management Administration home elevation program requirements. He stated he would report back on their discussion at the next council meeting.

4. Council Reports.

a. **Update From Councilor Lund.** Councilor Lund reported he attended the monthly Regional Fire Authority Joint Oversight Board meeting.

b. **Update From Mayor Dawes.** Mayor Dawes stated he attended a traffic safety meeting where there appeared to be a move that may conflict with the actions we're taking with regard to the rail line acquisition. He reported Genesee & Wyoming Railroad gave a presentation at the meeting and talked about rail line corridor improvements from Blakeslee Junction out to Grays Harbor. He noted it didn't appear to impact us that much until they started talking about wanting to increase their speed through that corridor. Mayor Dawes believed there was only one way for them to do that, which is to either look at purchasing the line that we're looking at, or do some large improvements on the 5 mph curve that would most likely involve buying a lot of property in order to straighten out the track.

Mayor Dawes reported he asked City Manager MacReynold to set up a meeting with Genesee & Wyoming to have them come and give the same presentation to the council, so they can ask some questions. He noted Genesee & Wyoming was asked if they had seen the grant application to see what it involved. They stated they had not. Mayor Dawes indicated the grant application had to be turned in by 5:00 p.m. last Friday.

Mayor Dawes reported he attended the Business After Hours at Dick's Brewery. He also attended a ribbon cutting at the new Texas BBQ Grill, adding the samples tasted pretty good.

Mayor Dawes reported the Riverside Fire Authority Joint Oversight Board is moving forward, but things will be slowing down a bit as both Chehalis and Riverside Fire Authority go through the process of replacing their chiefs.

5. Continue Executive Session. Mayor Dawes announced the council would reconvene back into executive session pursuant to RCW 42.30.110(1)(b) – acquisition of land, and RCW 42.30.110(1)(i) – potential litigation for approximately one hour and there would be no decision following conclusion of the executive session.

There being no further business to come before the council, the meeting adjourned 5:57 p.m.

Mayor



Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 28, 2014.

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 30, 2014
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

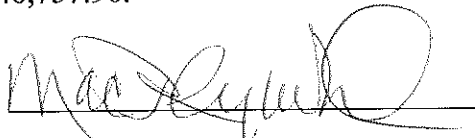
Claim Vouchers No. 109098 through 109205 in the amount of \$146,737.90 dated April 30, 2014 and the transfer of \$41,569.11 from the General Fund, \$32,925.89 from the Tourism Fund, \$416.25 from the Federal & State Grants Fund, \$38,629.95 from the Wastewater Fund, \$12,445.82 from the Water Fund, \$359.84 from the Storm & Surface Water Utility Fund, \$19,409.19 from the Airport Fund, \$767.95 from the Firemen's Pension Fund and \$213.90 from the City Agency Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED



The administration recommends that the council approve the April 30, 2014 Claim Vouchers No. 109098 through 109205 in the amount of \$146,737.90.

SUGGESTED MOTION

I move to approve the April 30, 2014 Claim Vouchers No. 109098 through 109205 in the amount of \$146,737.90.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 30, 2014
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

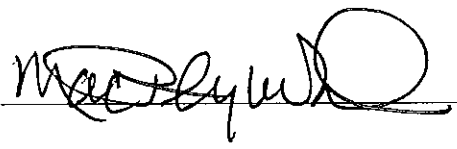
Payroll Vouchers No. 37285 through 37345, Direct Deposit Payroll Vouchers No. 4923 through 5005 and Electronic Federal Tax Payment No. 135 dated April 30, 2014 in the amount of \$701,127.07 and the transfer of \$489,324.53 from the General Fund, \$9,367.29 from the Arterial Street Fund, \$74,129.20 from the Wastewater Fund, \$81,416.29 from the Water Fund, \$17,649.18 from the Storm & Surface Water Utility Fund, \$26,127.88 from the Airport Fund and \$3,112.70 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the April 30, 2014 Payroll Vouchers No. 37285 through 37345, Direct Deposit Payroll Vouchers No. 4923 through 5005, and Electronic Federal Tax Payment No. 135 in the amount of \$701,127.07.

SUGGESTED MOTION

I move to approve the April 30, 2014, Payroll Vouchers No. 37285 through 37345, Direct Deposit Payroll Vouchers No. 4923 through 5005, and Electronic Federal Tax Payment No. 135 in the amount of \$701,127.07.

Reviewed by: , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: May 7, 2014

TO: The Honorable Mayor and City Council

FROM: Rick Sahlin, Public Works Director
Don Schmitt, Street/Storm Superintendent

SUBJECT: Set Date and Time for Public Hearing for the 2015-2020 Six-Year Transportation Program

ISSUE

A public hearing will be included on the May 27, 2014, meeting agenda to provide the opportunity for comment and input on the City's proposed 2015-2020 Transportation Improvement Program (TIP). This hearing is required as part of the Six-Year Transportation Improvement Program (STIP) preparation process.

DISCUSSION

State law requires that a municipality conduct a public hearing to provide citizens the opportunity to comment on a proposed TIP prior to its adoption. The administration will conduct the required hearing on May 27 as part of the regular scheduled city council meeting. The proposed TIP will be presented to the public at that time. Staff will then use the public comments received to refine the TIP and present it to the council for formal adoption during the June 9 council meeting. For your reference, attached is a copy of the 2014-2019 TIP, adopted in 2013.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that Council set May 27, 2014, at 5:05 p.m. as the date and time to conduct the public hearing concerning the City's 2015-2020 Six-Year Transportation Improvement Program.

SUGGESTED MOTIONS

I move that the Council set May 27, 2014, at 5:05 p.m. as the date and time for a public hearing on the City's 2015-2020 Six-Year Transportation Improvement Program.

REVIEWED BY:  _____, CITY MANAGER

CITY OF CHEHALIS 2014-2019 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM.

Project Start Year	General Description	Funding Source	Total Cost	2013	2014	2015	2016	2017	2018	2019	Future
STREET DIVISION - PROJECTS											
2011	Airport Rd Extension	extend roadway from dike to I-5 Toyota curb, gutter, streetlights, storm, etc general fund, utilities, grants	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
future	Kresky Ave flood mitigation project	raise roadway between NE Exhibitor and NE Scott Johnson Blvd general fund	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000
future	Market Blvd. - Park to N National Ave	renaissance streetscape planning utility funds, twin transit	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
future	Snively Ave improvements	reconstruct 16th to 20th general fund, utility funds, twin transit	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000
future	Guardrail	various location throughout city general fund	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
future	National Ave overlay - City Limits to West St	grind, overlay, guardrail, etc. grants	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
future	Newaukum Ave./Riverside Improvements	overlay, repair and add safety features general fund	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000
future	Chamber Way bridge replacement	replace bridge grants, loans	\$20,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000,000
future	Kresky Ave improvements - Staples to City Limits	structural rebuild grants, loans	\$12,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000,000
future	Market Blvd - 13th to city limits	grind/overlay grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
future	Front, Pacific, Park Streets improvements	grind, overlay/utility/landscape improvements	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: MAY 7, 2014

TO: The Honorable Mayor and City Council

FROM: Rick Sahlin, Public Works Director
Don Schmitt, Street Superintendent

SUBJECT: Bid Award – Chehalis Avenue – Beautification and Overlay Project

ISSUE

Bids for the Chehalis Avenue Beautification and Overlay Project were solicited and six bids were received. The administration seeks council's consideration to award the contract to the lowest responsible bidder.

DISCUSSION

Public Works, HDR Engineering Inc., and the City Clerk recently completed the rebidding phase of the Chehalis Avenue Beautification and Overlay Project after rejecting the bids received when the project was advertised last July. This project has been in process since 2010 when the City was awarded an Enhancement Grant from the Washington State Department of Transportation (WSDOT) Highway and Local Programs. In late 2011, the City was awarded a second grant from the Washington State Transportation Improvement Board (TIB) to grind and overlay Chehalis Avenue from Main Street to Pacific Avenue. The City opted to combine the scopes of work so that we could maximize the grant amounts and ensure that one grant would not interfere with the work or timing of the other grant. Six bids were received during this phase of bidding compared to two bids the first time the project was advertised. The high bid for this bidding process was \$666,666 and the low bidder for this work is Titan Earthwork, LLC of Sumner, Washington, with a bid amount of \$517,608 after the bids were tabulated. The Bidders List and amounts are attached.

The engineering estimate for this project was \$472,486. A significant difference in the engineer's estimate and the bid amounts is due to the extensive traffic control (flaggers and signage) required to keep the street open during the course of the project.

The administration, along with the engineering firm of HDR Engineering, Inc., reviewed the bid by Titan Earthwork, LLC, Sumner, Washington, and finds it to be the lowest reasonable and responsible bid.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council award the Chehalis Avenue Beautification and Overlay Project to Titan Earthwork, LLC of Sumner, Washington, in the amount of \$517,608 and authorize the city manager to execute the contract agreement.

SUGGESTED MOTION

I move to award the Chehalis Avenue Beautification and Overlay Project to Titan Earth Work, LLC, in the amount of \$517,608 and authorize the city manager to execute the contract agreement.

REVIEWED BY:  _____ **CITY MANAGER**

**Chehalis Avenue
Main Street to Pacific Avenue Road Improvement Project**

**BIDDERS LIST
March 27, 2014
2:00 P.M.**

1. Thompson Bros. Excavating, Inc.	\$599,479
2. Nova Contracting, Inc.	\$665,169
3. Northwest Cascade, Inc.	\$546,637
4. Granite Construction Co.	\$604,756
5. Titan Earthwork, LLC	\$517,608
6. Rognlin's Inc.	\$538,503

CITY OF CHEHALIS

AGENDA REPORT

DATE: May 12, 2014
TO: The Honorable Mayor and City Council
FROM: Dennis Osborn, Community Development Director
SUBJECT: Ordinance No. 929-B -- Removing Latecomer Fees for Airport

ISSUE

Based on discussion with the Council, the administration has reviewed the latecomer agreement for commercial properties at the airport. There are a series of ordinances in place that implement the latecomer agreement. The ordinance presented here repeals the enabling ordinances and repeals the latecomer agreement.

DISCUSSION

The City of Chehalis established surcharges and latecomer fees for development of utilities and roads on and near Louisiana Avenue as part of the airport development project. At the time the Airport was part owned by the City of Chehalis but managed by an independent airport board and staff. At the first of this year, the airport came under sole ownership of the City of Chehalis and is now a department within the City Administration. Given this, the administration has reviewed the latecomer agreement and notes that the fees are not necessary as the city utility's accounts have been fully reimbursed for funds used in conjunction with the improvements.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that council pass Ordinance No. 929-B on first reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 929-B on first reading, as presented.

Reviewed By:  _____, City Manager

ORDINANCE NO. 929-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
REPEALING ORDINANCE NO. 817-B; ORDINANCE NO. 818-B;
ORDINANCE NO. 820-B; AND ORDINANCE NO. 829-B OF THE
CHEHALIS MUNICIPAL CODE DEALING WITH AND ESTABLISHING
SURCHARGES AND LATECOMER FEES FOR ROADS AND UTILITIES
IN THE AIRPORT DISTRICT.**

WHEREAS, the city of Chehalis established surcharges and latecomer fees for development of utilities and roads on and near Louisiana Avenue; and

WHEREAS, the City Council has determined the fees are not necessary as the city utility's accounts have been fully reimbursed for funds used in conjunction with these improvements; and

WHEREAS, it is in the intent of the city to repeal all surcharges and latecomer fees of the airport property now owned by the city; now, therefore,

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

Section 1. The City Council of the city of Chehalis, Washington, hereby repeals Ordinance No. 817-B; Ordinance No. 818-B; Ordinance No. 820-B; and Ordinance No. 829-B, in their entirety and terminates the Latecomers Agreement recorded with the Lewis County Auditor's Office on May 2, 2007, under File Number 3279097.

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 _____, 2014.

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney