

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

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

**Regular Meeting of Monday, July 11, 2016**

**5:00 p.m.**

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
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.		
	---	

<b>SPECIAL BUSINESS</b>		
3. <u>Approve City Manager Employment Agreement.</u> (City Attorney)	APPROVE CITY MANAGER EMPLOYMENT AGREEMENT WITH TRACIE JILL ANDERSON	

**CONSENT CALENDAR**

4. <u>Minutes of the Regular Meeting of June 27, 2016.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	6
6. <u>Adopt Resolution No. 16-2016, First and Final Reading – Setting the Date and Time of July 25, 2016, at 5:05 p.m., for a Public Hearing on the Proposed Establishment of a Tourism Promotion Area.</u>	ADOPT	8
7. <u>Award Bid for the Redundant Flocculation Basin Project to Prospect, Construction, Inc. in the Amount of \$1,204,349.04, and Authorize the City Manager to Execute a Contract Agreement for the Same.</u> (City Manager, Public Works Director, Water Superintendent)	AWARD BID TO PROSPECT, CONSTRUCTION, INC., IN THE AMOUNT OF \$1,204,349.04 AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT FOR THE SAME	14

**ADMINISTRATION AND CITY COUNCIL REPORTS**

8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

**UNFINISHED BUSINESS**

9. <u>Ordinance No. 959-B, Second and Final Reading – Amending Section 5.04.120 of the Chehalis Municipal Code Dealing with Special Licenses.</u> (City Manager, Interim Community Development Director)	PASS	25
--	------	----

**NEW BUSINESS**

10. <u>Ordinance No. 960-B, First Reading – Amending Ordinance No. 956-B Limiting the Number of Indoor Cannabis Production and Processing Facilities and Placing Requirements for Odor Control.</u> (City Manager, City Attorney, Interim Community Development Director)	PASS	28
---	------	----

**EXECUTIVE SESSION**

11. Executive Session Pursuant to RCW 42.301.110(1)(d) – Review Negotiations on the Performance of Publicly Bid Contracts. (City Manager, City Clerk)

---

**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, JULY 25, 2016**

June 27, 2016

The Chehalis city council met in regular session on Monday, June 27, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; Patrick Wiltzius, Wastewater Superintendent; and David Fleckenstein, Airport Manager. Members of the media included Justyna Tomtas from *The Chronicle* and Susan DeLaire from *DeVaul Publishing*.

1. **Citizens Business.**

a. **Marijuana Grow Operations on State Avenue.** The city council heard from several concerned business owners located on or near State Avenue regarding the potential of more marijuana grow operations opening up in the area.

Frank Mason (215 Glen Rd) stated he would like to see the city limit the number of grow operations within the city. He reported he could be affected by this because there's a warehouse next to his shop on Riverside. Mr. Mason felt it would be better for the city to reject this idea, noting there are enough retail operations to where the city will get a little bit of tax money.

Mark Giffey (Chehalis Centralia Veterinary Hospital -- 1214 NW State Avenue) stated he's concerned about the odor and how it will affect the businesses on State Avenue. He inquired about the status of the current applications and asked if the city would require any mitigation for the odor issue. Mr. Giffey also wondered how easy it would be for a production facility to go into retail sales.

Mayor Dawes indicated the city has a limit of two retail stores and is already at that limit.

Ralph Hubbert (Tires, Inc. - 1283 NW State Avenue) reported there are plans to put a large grow operation at 1132 NW State Avenue. He too had concerns with the odor, as well as property values and the type of people it will bring to the area. Mr. Hubbert suggested the city limit the number of facilities within so many square miles of other grow operations, or retail stores. He stated it just doesn't feel right to put this type of business in part of the heart of the community.

Tim Saylor (Service Saw/Workwears, Inc. -- 1320 NW State Avenue) stated he and others were aware of the two retail facilities within the city, but were not aware of the grow operation currently located across from Palmer Lumber. He indicated the application made for 1132 NW State Avenue is for a larger growing operation that will be closer to his business, adding the thought of a grow operation down the road sending that smell his way is nearly unacceptable. Mr. Saylor stated he didn't have any moral objections, but is concerned about property values.

Joy Templeton (Once Upon a Thyme -- 1090 NW State Avenue) stated she's worked very hard for eight years putting her business together. She noted the proposed processing facility is right next door to her business and has real concerns about the odor, property values, security and safety. Ms. Templeton provided the council with a petition signed by her customers, adding nobody wants it. She asked that the council take a good look at this because it affects all of the businesses on State Avenue. Ms. Templeton felt this type of business should be where there's not a lot of commerce and wished it was a business that everyone could enjoy that would enhance the community and neighborhood.

Mr. Hubbert also provided the council with signed petitions from other businesses in the area.

Mayor Dawes reported, in April, the council passed an ordinance limiting the number of retail facilities to two, in either the general commercial or industrial zones of the city limits. He noted his error was that he thought they had also limited the processing and growing operations to two, as well. Mayor Dawes stated the council has the option to either amend the current ordinance to place a limit on processing facilities, or do nothing and have an unlimited number within the industrial zones.

City Manager MacReynold reported the city currently has four applications in process, noting two of them are at the State Avenue address that was discussed earlier.

Councilor Pope wondered if the applications in process would be grandfathered in.

June 27, 2016

City Attorney Hillier indicated they're not grandfathered in as a complete permit, but they are to the extent that they were submitted before any changes were made to the ordinance. He noted it's not to say they will be given a permit, but we need to process the ones that are in our hands.

Councilor Spahr stated he would like to see the odor issue addressed in the proposed ordinance, even by the existing facility.

City Manager MacReynold reported the odor issue came up a few months ago and the city required the business on State Avenue to put in a significant system to filter the air. He believed that situation has significantly changed, but couldn't say that in absolute certainty.

Councilor Harris inquired about the four applications in process, wondering if they limit the number to one, would the current facility have to go out of business before they could let another one in, and would they do it in the order of filing.

City Attorney Hillier stated if the council limits it to one there would only be one, except for the fact that there are applications on file. He noted since the applications would have preceded the amendment to the ordinance, it's very possible that if one of those applications is approved by the state the city could then have two.

Councilor Pope stated it's his understanding that they can't do anything until the state approves the licenses. He asked if they could find out what stage the licenses are in and if the city could provide input prior to the state taking any action.

City Manager MacReynold stated he could find out, adding the current four applications in process all need approval from the state.

Mr. Hubbert stated the person he spoke with said they could be licensed as early as July 3.

Mayor Dawes asked if the council could move to amend Ordinance No. 956-B to limit the number of grow operations to two within the city limits.

City Manager MacReynold stated the council could certainly do that.

City Attorney Hillier reported they could make a motion to limit it to two, but it wouldn't pass until the next council meeting, at which time they could suspend the rules and pass it on first and final reading.

Councilor Taylor suggested limiting it to one grow operation.

Councilor Harris wondered if they should call for a special meeting.

Councilor Ketchum stated they could vote on it at the special meeting they have coming up with Lewis County Fire District #6 on June 30.

Councilor Ketchum moved to amend Ordinance No. 956-B to limit grow operations to one within the city limits of Chehalis.

The motion was seconded by Councilor Pope.

Councilor Ketchum stated he would like to see the ordinance drafted so they could vote on it at the special meeting on June 30.

City Manager MacReynold noted the city provided advertisement for a special meeting for discussions with the fire district and suggested this would be a special action and require a separate notice. He felt they were stepping outside their normal process and would be setting themselves up for litigation if anyone cared to challenge it. City Manager MacReynold stated he completely supported what the council is saying, but offered a word of caution about fast-tracking it.

June 27, 2016

City Attorney Hillier agreed and suggested the council allow time for proper notice. He stated they don't even know if the applications are vested, but would find out more in the next day or so and report back to the Mayor.

Councilor Pope stated he would still like to know if the city can submit input to the state prior to the approval of the applications on file.

City Attorney Hillier reported the city always has an opportunity to provide input, but the state first has to give us notice of application. He noted, historically, community development gets those notices, but no one from that department has contacted others in the city to say those are on the table.

Mayor Dawes suggested after hearing from the city manager and city attorney the proper procedure might be to put a motion on the floor to direct staff to prepare the necessary documents to amend Ordinance No. 956-B with the limitation of one grow/processing facility.

Councilor Ketchum withdrew his motion and Councilor Pope withdrew his second.

Councilor Ketchum moved to direct staff to prepare the necessary documents to amend Ordinance No. 956-B with the limitation of one grow/processing facility.

Councilor Pope seconded the motion.

Councilor Spahr asked if the odor issue would be addressed in the amended ordinance.

Mayor Dawes stated yes.

Councilor Harris suggested they hold a special meeting on Tuesday, July 5 to take action on it.

Mayor Dawes stated if they need to schedule it, they can.

The motion carried unanimously.

b. **Establishment of Tourism Promotion Area (TPA).** Lewis County Public Facility District Chair Todd Chaput reported they completed the petition per RCW 35.101 and have over 60 percent of the lodging locations agreeing to participate in a TPA. He noted a copy of the signed petition was also dropped off with the city of Centralia for their consideration. Mr. Chaput reported the next step would be to hold a public hearing, but that would be up to the city council.

Councilor Lund asked what the council could do to help move it along.

Mr. Chaput stated the only thing at this time is to set the date and time for a public hearing.

City Manager MacReynold reported the administration is coordinating the process with the city of Centralia, adding both cities will be taking action on this item, one after the other.

2. **2016 Employee Benefit Trust WellCity Award.** Mayor Dawes reported it's nice to see the WellCity Award go to the city, but more important is the health benefit to the employees. He noted in addition to the award, the city also receives a two percent cost reduction in health and welfare premiums for the employees of the city. Mayor Dawes presented certificates to Betty Brooks, Peggy Hammer, Becky Fox (retired city employee), Jud Riddle, Judy Schave, and David Fleckenstein. Members not present to receive their certificates included Larry Dobyns, Julie Hampson, and Lloyd Gruginski.

Mr. Fleckenstein reported the Committee's most recent endeavor was the "Leap the Levee 5K" on June 18. He noted they were pretty fortunate to have 85 participants for their first year and hoped to do it again next year. He noted the event was organized by the Wellness Committee to highlight and benefit the Discover! Children's Museum with any proceeds received.

3. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

June 27, 2016

- a. Minutes of the regular meeting of June 13, 2016 and the special meetings of June 15 and 16, 2016;
- b. Claim Vouchers No. 115924-116072 and Electronic Funds Transfer No. 520161 in the amount of \$546,445.26 dated June 15, 2016; and
- c. Award bid for the Basin 1022 I&I Rehabilitation Project to Michels Corporation in the amount of \$588,159.36 and authorize the city manager to execute a contract agreement for the same.

The motion was seconded by Councilor Taylor and carried unanimously.

4. **Request to Help the Homeless.** Robert Landry (mailing address: 587 SW Chehalis Avenue) asked if the city council had any idea how they were going to help the homeless people of Chehalis. He briefly explained his situation and asked if there was a process in place to provide more public awareness about this issue. Mr. Landry reported the Salvation Army in Olympia provides shelter for their homeless every night and he would like to see something like that here.

Mayor Dawes reported he couldn't answer all of Mr. Landry's questions, but the city has worked with various agencies in assisting homeless people. He suggested Mr. Landry set up an appointment with City Manager MacReynold to see what the city can do to help, or to put him in touch with the right agencies.

Commissioner Edna Fund stated they have a homeless/housing coordinator by the name of Michaelle Sorfie and she would provide her contact information to Mr. Landry.

#### 5. Administration Reports.

a. **May Financial Report.** Finance Manager Judy Pectol reported the city is doing well at this time. She noted there are still a couple of areas she'll be watching, one being the building permit revenue which dropped after Lewis County took over the permitting in the Urban Growth Area.

Ms. Pectol reported the expenses for the general fund are still a little higher than expected, but that's because she has not made the first allocation for the contra expenses.

#### 6. Council Reports.

a. **Update From Mayor Dawes.** Mayor Dawes reported he attended a meeting with One Voice and representatives from the Department of Ecology at J. Vander Stoep's office on June 14 to talk with about the issue of flood control.

Mayor Dawes reported on July 16 he attended the unveiling of Officer Rick Silva's name on the Law Enforcement Memorial next to the Lewis County Courthouse.

Mayor Dawes reported he also attended the Association of Washington Cities conference last week in Everett, noting at the GMA meeting one of the things they heard loud and clear is that they would like to see Boundary Review Boards go away.

7. **Ordinance No. 959-B First Reading – Amending Section 5.04.120 of the Chehalis Municipal Code Dealing with Special Licenses.** City Manager MacReynold reported this ordinance is being brought to the council based on some inquiries at the community development department, adding the city has no clear path for mobile vendors applying to sell ice cream during the summer months.

Councilor Spahr moved that the council pass Ordinance No. 959-B on first reading.

Councilor Lund seconded the motion.

Councilor Spahr thanked the administration for putting some thought into creating the ordinance and not allowing a vendor to sell within 400 feet of a public, or private school. He noted, for clarification, the proposed ordinance will allow certain vendors to use the city right-of-way to do business.

June 27, 2016

The motion carried unanimously.

8. **Tentative Offer of Employment and Direct the City Manager to Develop a Contract Agreement for Consideration on July 11, 2016.** Mayor Dawes reported, after a couple of days of interviews and getting input from community members, the council is ready to make a tentative offer to (Tracie) Jill Anderson for the position of city manager. He noted Ms. Anderson is the current city manager in Riverbank, California.

Councilor Ketchum moved that the council make a tentative offer for the city manager position to (Tracie) Jill Anderson and direct the city manager to develop a contract agreement for consideration on July 11, 2016.

The motion was seconded by Councilor Lund and carried unanimously.

9. **Special Meeting with Lewis County Fire District #6.** Mayor Dawes reminded the council about the joint meeting with the Lewis County Fire District #6 Commissioners on Thursday, June 30, at 6:30 p.m. at the District station on Jackson Highway. He noted the meeting would be open to the public.

There being no further business to come before the council the meeting was adjourned at 5:48 p.m.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of June 27, 2016.



**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: June 30, 2016  
TO: The Honorable Mayor and City Council  
FROM: Judy Pectol, Finance Manager *JP*  
PREPARED BY: Michelle White, Accounting Tech II *MW*  
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following:

Claim Vouchers No. 116073 through 116251 in the amount of \$164,785.18 dated June 30, 2016 and the transfer of \$52,696.47 from the General Fund, \$7,562.32 from the Dedicated Street Fund – 4% Sales Tax Fund, \$33,935.34 from the Wastewater Fund, \$36,935.42 from the Water Fund, \$939.16 from the Storm & Surface Water Utility Fund, \$31,745.01 from the Airport Fund and \$971.46 from the Firemen’s Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 30, 2016 Claim Vouchers No. 116073 through 116251 in the amount of \$164,785.18.

SUGGESTED MOTION

I move to approve the June 30, 2016 Claim Vouchers No. 116073 through 116251 in the amount of \$164,785.18.

Reviewed by: *Mandy [Signature]*, City Manager

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: June 30, 2016  
TO: The Honorable Mayor and City Council  
FROM: Judy Pectol, Finance Manager *JP*  
PREPARED BY: Michelle White, Accounting Tech II *MW*  
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

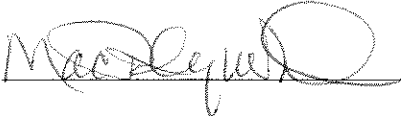
Payroll Vouchers No.38892 through 38979, Direct Deposit Payroll Vouchers No. 7230 through 7324 and Electronic Federal Tax Payment No. 161 dated June 30, 2016 in the amount of \$786,699.30 and the transfer of \$544,708.87 from the General Fund, \$6,346.15 from the Arterial Street Fund, \$92,005.69 from the Wastewater Fund, \$94,265.64 from the Water Fund, \$18,177.60 from the Storm & Surface Water Utility Fund, \$29,484.66 from the Airport Fund and \$1,710.69 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 30, 2016 Payroll Vouchers No. 38892 through 38979, Direct Deposit Payroll Vouchers No. 7230 through 7324, and Electronic Federal Tax Payment No. 161 in the amount of \$786,699.30.

SUGGESTED MOTION

I move to approve the June 30, 2016, Payroll Vouchers No. 38892 through 38979, Direct Deposit Payroll Vouchers No. 7230 through 7324, and Electronic Federal Tax Payment No. 161 in the amount of \$786,699.30.

Reviewed by: , City Manager

**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** June 30, 2016

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

**FROM:** Bill Hillier, City Attorney

**SUBJECT:** Resolution No. 16-2016, First and Final Reading – Setting Date and Time for Public Hearing on Intention to Establish a Tourism Promotion Area

**ISSUE**

A resolution is being presented for council consideration to set the date and time for public hearing on the intention to establish a Tourism Promotion Area (TPA)

**DISCUSSION**

On June 27, 2016 the Lewis County Public Facility District (PFD) presented to the Council a Petition to form a TPA. A TPA may be established by counties and cities within the county for the purpose of imposing a special assessment on lodging businesses to fund convention and tourism promotion (see Ch.35.101 RCW – Tourism Promotion Area). The process and tentative timeline for establishing the TPA is as follows:

1. A Petition to establish a TPA is presented to the Council (Petition presented June 27, 2016)
2. Consideration of a Resolution of Intention to Establish the TPA is presented to Council. Additionally, the Resolution sets the date, time and place of a public hearing (July 25, 2016).
3. The Public Hearing is the next step after the Resolution passes. A Public Hearing is tentatively scheduled for July 25, 2016.
4. An Interlocal Agreement with the City of Centralia will be presented to Council for consideration on August 8, 2016.
5. An Ordinance establishing the TPA will be presented to Council for consideration for the Establishment of the TPA (assuming the interlocal is signed by both Cities) on August 22, 2016 for first reading and September 12, 2016 for second reading.

The Petition as presented establishes a \$2.00 additional room charge for each lodging room rented within the established boundaries of the TPA. The charge applies to lodging

businesses required to pay hotel/motel tax and that have forty or more lodging unites (RCW 35.101(3)). The boundaries are described in the Petition as the corporate city limits of Chehalis and the corporate city limits of Centralia.

Sixty percent (60%) or more of those lodging establishments that would pay the \$2.00 are required for validating the petition. The City of Chehalis and the City of Centralia combined have 10 lodging establishments that meet the requirements for participation. The Petition as presented has the signatures of seven (7) owners/operators of lodging businesses within the defined boundaries (70%).

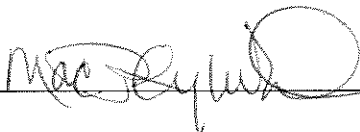
The Department of Revenue administers the collection of revenues and all revenues collected are deposited in a "local tourism promotion" account with the State. Distributions are made monthly to the legislative authority, who in this case would be the Lewis County PFD. The funds would be used to establish and fund a Sports Commission to promote sporting events within the TPA boundaries.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council adopt Resolution No. 16-2016 on first and final reading.

**SUGGESTED MOTION**

I move that the council adopt Resolution No. 16-2016 on first and final reading.

Reviewed:  \_\_\_\_\_, City Manager

**RESOLUTION NO. 16-2016**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, OF INTENTION TO ESTABLISH A TOURISM PROMOTION AREA AND SETTING JULY 25, 2016 AT 5:05 P.M. IN THE COUNCIL CHAMBERS AT CHEHALIS CITY HALL (350 N MARKET BLVD., CHEHALIS WA) AS THE DATE FOR A PUBLIC HEARING TO CONSIDER THE ESTABLISHMENT THEREOF.**

---

WHEREAS, pursuant to the provisions of Chapter 35.101 RCW, the legislature set forth a mechanism to establish a tourism promotion area in allowing the imposition of a charge on the furnishing of lodging by lodging businesses located within the area, the proceeds of which are to be used for the sole purpose of tourism promotion; and

WHEREAS, an initiation petition ("the Petition") to establish a tourism promotion area as provided in Chapter 35.101 RCW was presented to the City of Chehalis on June 27, 2016, attached as Exhibit A and incorporated herein; and

WHEREAS, the Petition contains the signatures of the persons or entities who operate lodging businesses in the proposed area who would pay sixty percent (60%) or more of the proposed charges; and

WHEREAS, the Petition describes the boundaries of the proposed area as including all of that area within the corporate city limits of the City of Centralia and the City of Chehalis; and

WHEREAS, the Petition states that the revenue from the assessments collected from the lodging businesses within the tourism promotion area shall be put to the use of general promotion of tourism that benefits the lodging business and local tourism; and

WHEREAS, the proposed assessment rate is \$2 per room, per day, on all lodging businesses paying hotel/motel tax and having forty or more lodging units within the proposed tourism promotion area; and

WHEREAS, the Petition proposes that the Ordinance creating the tourism promotion area be reviewed every three (3) years to determine its efficacy and desirability for the lodging businesses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chehalis as follows:

**Section 1.** The recitals set forth above are incorporated herein in support of the Resolution.

**Section 2. Hearing Date.** A public hearing on the creation of the proposed tourism promotion area shall be held at the regular council meeting on July 25 at 5:05 p.m. or as soon thereafter as the matter may be heard at the Council Chambers, 350 N Market Blvd., Chehalis, Washington.

**Section 3. Publication.** Notice of the hearing shall be given to the public by publication of this Resolution of intention in the Chronicle newspaper and by mailing a complete copy of this Resolution of intention to each lodging business within the proposed tourism promotion area. Publication and mailing called for herein shall be completed at least ten (10) days prior to the date and time of the hearing.

ADOPTED by the City Council of the City of Chehalis, Washington and executed by its Mayor at a regularly scheduled meeting this \_\_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

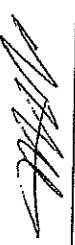






Date	Lodging Operator PLEASE PRINT	Lodging Operator SIGNATURE	Name of Lodging Establishment	Address of Lodging Establishment
6-3-16	Todd Chapp		Holiday Inn Express	730 New Liberty place Chabalis WA 98532
06/03/2016	Terra Green		Best Western Plus Park Place Innsuites	201 Snd Interstate Ave Chabalis WA 98532
6/3/2016	Gary Stunne		Econo Lodge	122 Interstate Ave Chabalis WA 98532
6-3-16	Deborah Taylor		Seaward Inn	1283 AUDUBON ST CENTRALIA WA 98531
6/3/16	RATHEM KUMAR		LAKEVIEW INN CENTRALIA	1505 WASHINGTON DR CENTRALIA WA 98531
6/3/16	Ber Ramirez		Motel 6	1310 Belmont ave Centralia WA 98531
6/6/16	Sam Patel		Quality Inn	1003 Eckerson RD Centralia WA 98531

EXHIBIT "A"

**WARNING**  
 Every Lodging Facility Operator who signs this petition certifies that they have the authority to sign this document and the authority to collect the additional charge if the Tourism Promotion Area is formed, on behalf of the corporate entity that owns the lodging facility that they are hired to manage/operate.

0001

**Petition Establishing a Tourism Promotion Area**  
**(RCW Chapter 35.101)**  
**Comprised of the corporate city limits of the**  
**City of Centralia and the City of Chehalis, Lewis County, Washington**

Rec. 6-27-16  
88  
By City Clerk

*Requires the signature of persons who operate lodging businesses in the proposed area who would pay sixty (60%) percent or more of the proposed charge.*

TO: THE HONORABLE MAYORS AND CITY COUNCIL MEMBERS OF THE CITIES OF CENTRALIA, WASHINGTON, Lewis County, 118 W Maple Street, Centralia, WA 98531 and CHEHALIS, WASHINGTON, 350 North Market Blvd., Chehalis, WA, Lewis County;

We, the undersigned, being the operators of lodging businesses within the proposed Tourism Promotion Area request the following:

1. That the cities of Centralia and Chehalis form a Tourism Promotion Area under the authority of RCW 35.101 that is comprised of the corporate city limits of Centralia and the corporate city limits of Chehalis, both located in Lewis County, WA.
2. That we as operators support the additional charge of up to \$2.00 per room, per night that will be charged to all users of rooms within our lodging facilities.
3. That we as operators support the use of the additional charge by the Public Facility District to form a committee, to be known as, "The Sports Commission" to promote sporting events within the Tourism Promotion Area. The estimated annual revenue is anticipated to be \$200,000.

Every Lodging Facility Operator who signs this petition certifies that they have the authority to sign this document and the authority to collect the additional charge if the Tourism Promotion Area is formed, on behalf of the corporate entity that owns the lodging facility that they are hired to manage/operate.



**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** July 5, 2016

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

**FROM:** Dave Vasilauskas, Water Superintendent  
Rick Sahlin, Public Works Director

**SUBJECT:** Acceptance of Bid for the Construction of the Redundant Flocculation Basin Project and Approve Funding for Additional Construction Management Services.

**ISSUE**

The administration recently advertised for bids to construct a second flocculation and pre-sedimentation train at the water filter plant. The results of the bidding and a recommendation to award a contract are presented for the council's consideration and approval. In addition, the administration is requesting the city manager to execute an amendment to the engineering contract agreement to cover additional construction management services.

**DISCUSSION**

The Redundant Flocculation Basin Project is part of the City's six-year water system plan and consists of the construction of a new flocculation and pre-sedimentation train at the water filter plant. The project is funded by a Drinking Water Revolving State Fund (DWSRF) loan in the amount of \$909,000 with a term of 24 years at 1.5 percent.

The low bidder for this work is Prospect Construction, Inc., of Puyallup Washington, in the amount of \$1,204,349.04. The engineer's estimate for this project was \$1.7 million. Seven bids were received and opened June 17 and are summarized below.

<b>Bidder</b>	<b>Bid*</b>
Prospect Construction, Inc.	\$1,204,349.04
Apollo, Inc.	\$1,386,000.00
Rognlin's, Inc.	\$1,372,680.00
Stellar J.	\$1,415,340.00
2 KG Contractors, Inc.	\$1,456,000.00
McClure & Sons, Inc.	\$1,496,880.00
James W. Fowler Co.	\$1,609,200.00

\* Including sales tax

In addition to the bid award of this project, the administration is also presenting an amendment to the engineering contract agreement with HDR Engineering, Inc. In September 2014, the city entered into an agreement with HDR for the design and construction management of the additional Redundant Flocculation Basin at the water treatment plant in the amount of \$420,000. The administration is requesting an additional \$117,000 for increased services related to the project. These services include additional costs for construction management, special testing and inspections, and project management assistance. The list of tasks and related costs can be found in the attached Amendment 1 – Scope of Services.

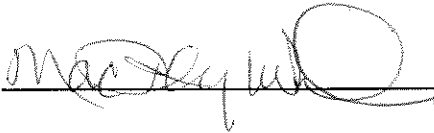
Due to the costs of construction on this project, the City can apply for additional funding of \$412,349 from DWSRF to add towards the previously awarded loan in January 2017, if funds are available. Any amount not covered by additional loan money will be funded by the Water Division.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council award the contract for the construction of the Redundant Flocculation Basin Project to Prospect Construction, Inc., in the amount of \$1,204,349.04, and authorize the city manager execute Amendment No. 1 with HDR Engineering, Inc., in the amount of \$117,000 to provide additional engineering services required for the Redundant Flocculation Basin Project.

**SUGGESTED MOTION**

I move that the council award the bid for the Redundant Flocculation Basin Project to Prospect Construction, Inc., in the amount of \$1,204,349.04, and authorize the city manager to execute Amendment No. 1 with HDR Engineering, Inc., in the amount of \$117,000 to provide additional engineering services required for the Redundant Flocculation Basin Project.

REVIEWED BY:  \_\_\_\_\_, CITY MANAGER

## MULTIPLE PROJECT AGREEMENT FOR PROFESSIONAL SERVICES

### TASK ORDER

This Task Order pertains to an Agreement by and between City of Chehalis, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated October 14, 2014, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 01

AMENDMENT NUMBER: 01

PROJECT NAME: Second Flocculation and Pre Sedimentation Train

PART 1.0 PROJECT DESCRIPTION:

See Attachment 1

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

See Attachment 1

PART 3.0 OWNER’S RESPONSIBILITIES:

See Attachment 1

PART 4.0 PERIODS OF SERVICE:

See Attachment 1

PART 5.0 ENGINEER’S FEE:

See Attachment 1

PART 6.0 OTHER:

N/A

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF CHEHALIS

HDR ENGINEERING, INC.

"OWNER"

"ENGINEER"

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME:

Merlin G. MacReynold

NAME:

Karen Doherty

TITLE:

City Manager

TITLE:

Sr Vice President

ADDRESS:

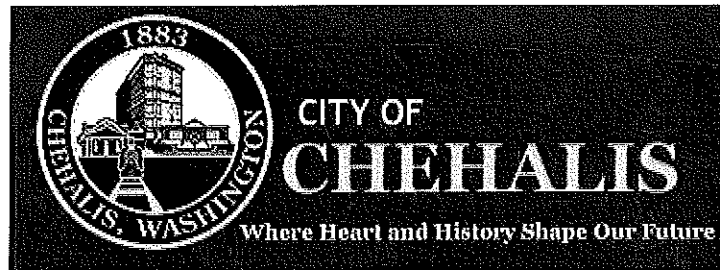
350 N Market Blvd Rm 101  
Chehalis, WA 98532

ADDRESS:

500 108<sup>th</sup> Ave NE Ste 1200  
Bellevue, WA 98004

**Attachment 1**

# **Task Order 1 Amendment 1**



## **Second Flocculation Train Additional Services**

### **Scope of Services**

**June 2016**



**606 Columbia Street NW  
Suite 200  
Olympia, WA 98501  
(360) 570-4400**

# **Table of Contents**

Task 112 – Additional Design .....	1
Objectives.....	1
HDR Services.....	1
City Responsibilities .....	1
Assumptions.....	1
Deliverables.....	1
Task 141 – Special Inspections During Construction .....	1
Objectives.....	1
HDR Services.....	2
City Responsibilities .....	2
Assumptions.....	2
Deliverables.....	3
Task 142 – Funding Documentation Assistance.....	3
Objectives.....	3
HDR Services.....	3
City Responsibilities .....	3
Assumptions.....	4
Deliverables.....	4
Fee Estimate for Professional Services .....	5

HDR Engineering, Inc. (HDR) offers the following Scope of Services as Amendment 1 to the City of Chehalis (City) Second Flocculation Train Project.

## **Task 112 – Additional Design**

### **Objectives**

HDR performed additional engineering services during design which were communicated with the City during monthly project conference call meetings and documented in monthly progress reports. The City and HDR agreed to amend the contract for these services at the completion of the design phase and prior to the construction phase of the project.

### **HDR Services**

1. Amended HDR's subconsultant agreement with HWA GeoSciences to account for unforeseen need for piling to support the new concrete basin, by conducting one additional geotechnical boring and to provide piling structural design assistance.
2. Performed additional design engineering including:
  - a. Obtaining data and coordinating design with City's existing electrical and telemetry systems.
  - b. Additional chemical room improvements requested by City staff.
  - c. Piling design required for the new concrete basin.
  - d. One additional submittal package, at the 80% complete stage to account for City's requested changes to the 75% submittal, prior to the 90% submittal.

### **City Responsibilities**

1. City concurred with additional geotechnical and design services required for piling.
2. City staff requested additional chemical room improvements and the additional (80%) submittal.

### **Assumptions**

1. None

### **Deliverables**

1. None (included in other project task deliverables)

## **Task 141 – Special Inspections During Construction**

### **Objectives**

The original scope of services identified the City contracting directly with construction testing firm(s) for special inspections required for the project. The City now requests HDR to subcontract for these services.

## **HDR Services**

1. HDR will manage 2 subconsultant contracts and coordinate scheduling during the construction phase of the project.
  - a. HWA GeoSciences Inc. (HWA) for geotechnical and pilings.
  - b. JCEB for soils compaction, concrete and rebar inspections.
2. HWA will provide:
  - a. Review contractor submittals and respond to RFIs that relate to geotechnical recommendations (assume 2 RFIs at 2 hours each)
  - b. Prepare logs for recording observations during construction of drilled piles and review plans and contractor information in preparation for site inspections.
  - c. Provide continuous observation during installation of the 24 drilled piles for this project. This includes one visit by the Project Manager and 12 days of inspection from the project engineer. Each work day is assumed to be 10 hours long. Three trips from the office to the site are assumed for the project engineer.
  - d. Visit the site during construction to verify with tests in the field at subgrade that the exposed materials meet geotechnical recommendations for bearing capacity for the slab-on-grade valve/pipe component. Assume one 2-hour site visit.
  - e. Prepare and review daily field reports for each site visit to document observations.
  - f. Prepare a Final Inspection Letter providing a summary of observations on-site as they relate to the installation of the drilled piles and the subgrade of the slab-on-grade foundation. This report will include all finalized daily field reports for the project.
  - g. Provide project management for the above tasks.
3. JCEB will provide
  - a. JCEB will provide up to 25 days on-site services for subgrade compaction tests and concrete/rebar inspections, and take samples for lab analysis for up to 2 soils sieves/proctors and up to 96 concrete compressive strength cylinders for piling, slabs, and walls.

## **City Responsibilities**

1. City will provide staff person(s) to provide onsite construction observation services. City staff will assist in coordination and scheduling of construction testing, and review and accept results.

## **Assumptions**

1. HDR staff and subconsultants will provide services in a supporting role to the City to monitor requirements of the contract documents that will augment the City's role during construction. This scope of services does not include full time, on site observation by HDR or its subconsultants, but estimates limited support both on site and from our offices.



2. Estimated construction duration is 8 months. No overtime is assumed. The actual duration of the construction phase is dependent upon contractor's schedule, weather, and other variable factors. If the Contractor(s) requires a longer schedule and City requires HDR to be on-site during the extended schedule, HDR will be compensated as an amendment to this scope of services.
3. HDR staff and subconsultants shall not, as a result of observations of Contractor's work in progress, supervise, direct, or have control over the Contractor's Work. HDR staff will not have any authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by Contractor, for safety precautions and programs incident to the Contractor's work in progress, for any failure of the Contractor to comply with Laws and Regulations applicable to Contractor's performing and furnishing the Work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
4. When on site, HDR and subconsultants have limited responsibility to observe construction activities to confirm work is in accordance with the contract documents and permit conditions, and will prepare appropriate reporting to document issues that need to be addressed. HDR will be in a supporting role to the City's on-site construction observer.

## **Deliverables**

1. Special inspections documentation

## **Task 142 – Funding Documentation Assistance**

### **Objectives**

The City requests HDR to provide assistance for preparing Washington Drinking Water State Revolving Fund (DWSRF) funding documentation during the construction phase of the project.

### **HDR Services**

1. Provide up to 56 hours labor to assist with Drinking Water State Revolving Fund (DWSRF) documentation:
  - a. Contact funding agency if less than 2 bids received
  - b. Forward bidder's list to funding agency
  - c. Forward notes from preconstruction conference to funding agency
  - d. Submit construction completion report to DOH and provide copy to funding agency
  - e. As requested, assist with City's Responsibilities identified below.

### **City Responsibilities**

1. Prepare and submit to funding agency:
  - a. Progress reports, certified compliance of payroll, and buy American forms.
  - b. Check federal excluded parties list for clearance on prime contractor, subcontractors and vendors
  - c. DWSRF notice of contract award and notice to proceed form

- d. Post applicable federal wage decision and federal department of labor poster at the job site
- e. 21 day labor packet
- f. Monitor labor standards compliance and conduct employee interviews throughout construction
- g. Project completion request
- h. Schedule A-133 audit
- i. Buy American certification with construction reimbursement requests

### **Assumptions**

- 1. DWSRF requirements are based on 2015 DWSRF Borrower's Handbook.

### **Deliverables**

- 1. DOH Construction completion report

## Fee Estimate for Professional Services

The estimated fee to complete the professional services identified in this Scope of Services is offered on a **time-and-materials, not-to-exceed basis**. Following are estimated professional services costs for the tasks provided in this scope of services. The following table is provided only to show the City an approximate breakdown of estimated costs.

Task		Estimated Task Cost
112	Relocated Tank Design	\$30,000
141	Special Inspections During Construction	\$73,000
142	Funding Documentation Assistance	\$14,000
	Total	\$117,000

*Notes:*

(1) *Direct Expenses are included in the estimated task costs, and may include hourly technology charge, mileage, telephone, printing, and postage.*

**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** June 28, 2016  
**TO:** The Honorable Mayor and City Council  
**FROM:** Trent J. Loughheed, P.E., Interim Community Development Director  
**SUBJECT:** Ordinance 959-B – Amending Section 5.04.120 of the Chehalis Municipal Code Dealing with Special Licenses (2<sup>nd</sup> Reading)

**ISSUE**

Attached is proposed Ordinance No. 959-B for council consideration.

**DISCUSSION**

The Administration has determined that the City of Chehalis would benefit by revising the Chehalis Municipal Code Title 5.04.120. The revisions expressly allow for Mobile Ice Cream Vendors to legally sell frozen novelties within the City’s Right-of-Ways (ROW).

Existing Chehalis Criminal Code sections prohibit the sale of goods and services within the City ROW. Specifically, Section 7.04.130A(1)(k) states:

“Selling, offering for sale, soliciting, peddling, hawking or any other form of merchandising upon any public or private property, business or residence which is not the approved place of business of such seller, without approved permits and/or licenses for such activity;”

All Mobile Ice Cream Vendors will be required to adhere to all provisions identified in Section 5.04.120E as proposed, as well as all other applicable Chehalis Municipal Codes.

The council unanimously passed Ordinance 959-B on first reading at the regularly scheduled Council Meeting of June 27, 2016, and no changes were recommended for the Ordinance.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends the council pass Ordinance No. 959-B on second and final reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 959-B on second and final reading.

Reviewed by: , City Manager

**ORDINANCE NO. 959-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,  
AMENDING CHAPTER 5 OF THE CITY OF CHEHALIS MUNICIPAL  
CODE, ADDING A PROVISION FOR MOBILE ICE CREAM  
VENDORS, AND PROVIDING FOR SPECIAL REQUIREMENTS  
HEREOF.**

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

**Section 1.** General business license provisions, Chapter 5 of the Chehalis Municipal Code (CMC), shall apply to this special license, in addition to provisions listed in this ordinance.

**Section 2.** Section 5.04 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

**5.04.120 – Special licenses – Additional requirements**

**E. Mobile Ice Cream Vendors**

1. Definition. “Mobile ice cream vendor” means a person, firm or corporation, either as a principal or agent, which engages in the mobile vending of pre-packaged ice cream and/or frozen novelty items for immediate human consumption who conducts business from a vehicle or other conveyance upon public streets, sidewalks, alleys, or other public ways of the city.

2. Form-Display. All licenses for mobile ice cream vendors issued by the city shall be prominently displayed upon all vehicles from which a mobile ice cream vendor conducts business. No license shall be issued to a mobile ice cream vendor selling from a truck or other motor vehicle unless the vehicle is licensed by the Washington State Department of Labor & Industries (L&I) as a mobile food vending unit and displays the permanent metal insignia issued by L&I upon the vehicle.

3. Restrictions.

a. No mobile ice cream vendor shall sell or vend from his or her vehicle, or conveyance:

1. Within 400 feet of a public or private school grounds during the hours of regular school session, classes, or school-related events in said public or private school, except when authorized by said school.
2. Within 300 feet of a city park, except when authorized by the city.
3. On any main roads, including but not limited to Market Boulevard, Main Street, National Avenue, Kresky Avenue, Chamber Way, Louisiana Avenue, Arkansas Way, State Street, or Jackson Highway.
4. Within the Central Business District of Chehalis

- b. No customer shall be served on the street side of the mobile ice cream unit. All service must be on the curb side when the mobile ice cream unit is on or abutting a public street.
- c. The Hours of operation for mobile ice cream vendors shall be from 10:00 a.m. to dusk.

4. Compliance.

- a. All mobile ice cream vendors shall comply with Lewis County Health Department regulations when applicable (if serving anything other than pre-packaged items).
- b. No mobile ice cream vendor shall conduct business so as to violate any ordinances of the city, including but not limited to those regulating traffic and rights-of-way, obstructing the road, causing a hazard, noise restrictions, or any regulation in Chapter 7 of the CMC, as now in effect or hereafter amended.

**Section 3.** The effective date of this Ordinance shall be the 19<sup>th</sup> day of July 2016.

**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 11<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** July 11, 2016

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

**FROM:** Trent J. Lougheed, P.E., Interim Community Development Director

**SUBJECT:** Ordinance No. 960-B, First Reading - Revision to Ordinance No. 956-B, as Amended, Allowing Cannabis Growing, Processing, Production, and Retail Facilities in Certain Zones within the City Limits of Chehalis; and Limiting the number of Indoor Cannabis Production and Processing Facilities.

**ISSUE**

At the council meeting of March 28, 2016, the council discussed Ordinance No. 956-B and directed the administration to revise Section 2 and to limit the number of retail facilities to two within the city.

At the council meeting of June 27, 2016, the council received public comment regarding Ordinance No. 956-B and directed the administration to revise the code to limit the number of Cannabis Production, Processing, and Growing Facilities to one within the city limits.

**DISCUSSION**

On April 11, council passed Ordinance No. 956-B on second reading, with the following amendments:

- Prohibit cannabis retail sales in the Commercial Freeway zone
- Allow the retail sale of cannabis in the General Commercial and Industrial zones only
- Limit the number of cannabis retail facilities to two within the city limits of Chehalis

The amendment (and resultant ordinance) was silent on the number of Cannabis Production and Processing Facilities within the city limits.

The attached ordinance contains the revisions as directed by the council, based on public comment, council discussion, motion and affirmative vote on June 27, 2016.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council take public comment and consider Ordinance No. 960-B on first reading.

**SUGGESTED MOTION**

**Option 1:**

I move that the council pass Ordinance No. 960-B on first reading.

**Option 2:**

I move that the council amend Ordinance No. 960-B, based on public comment, and pass on first reading, as amended.

Reviewed:  \_\_\_\_\_, City Manager



**ORDINANCE NO. 960-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING ORDINANCE 956-B OF THE CITY OF CHEHALIS, ALLOWING THE GROWING, PRODUCTION AND PROCESSING OF CANNABIS WITHIN INDUSTRIAL ZONES, AND SALES OF CANNABIS IN THE INDUSTRIAL AND GENERAL COMMERCIAL ZONES OF THE CITY LIMITS, AND LIMITING GROWING, PRODUCTION AND PROCESSING OF CANNABIS TO ONE ESTABLISHMENT AND LIMITING RETAIL FACILITIES TO TWO ESTABLISHMENTS WITHIN THE CITY LIMITS, PLACING REQUIREMENTS FOR ODOR CONTROL, AND ESTABLISHING AN EFFECTIVE DATE HEREOF.**

**WHEREAS** a majority of voters of the state passed I-502; and

**WHEREAS** the State of Washington has determined to allow the growing, production, processing and sales of cannabis; and

**WHEREAS** municipalities have authority to enact ordinances in furtherance of public safety, morals, health, and welfare pursuant to Article XI, Section 11 of the Washington State Constitution; and

**WHEREAS** RCW 69.51A.140(1) allows municipalities to regulate and production, processing and dispensing of cannabis through business licensing and taxing, and health and safety requirements; and

**WHEREAS** in 2012, the Washington voters passed Initiative 502, which directed the Washington State Liquor Control Board (LCB) to regulate recreational cannabis by licensing and taxing recreational cannabis producers, processors and retailers, and is codified in Chapter 69.50 RCW; now, therefore, in consideration of the above-referenced recitals,

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

**Section 1.** The growing, production and processing of cannabis in the City of Chehalis for medical or recreational purposes are hereby a permitted use in the Industrial Zone.

**Section 2.** The retail sale of cannabis in the City of Chehalis is allowed only in the General Commercial (GC) and Industrial (IL) zones.

**Section 3.**

USE CHART – Sorted Alphabetically within the FACTORY (MANUFACTURING) Occupancy Group

(See Appendix Chapter F for Definitions)

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
F122A	Indoor Cannabis production, processing and growing facility (15)(16)(17)(19)	3/1,000 GSF	X	X	X	X	X	X	X	X	X	X	X	P	P

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
M051	Cannabis Retail Facility (15)(18)	5/1,000 GSF	X	X	X	X	X	X	X	X	P	X	X	P	X

15. The facility must comply with any and all State requirements.
16. The facility must comply with City restrictions regarding control of odor so that no odor can be detected outside the facility.
17. Outdoor production facilities shall be prohibited.
18. The number of cannabis retail facilities shall be limited to two (2) within the city limits of Chehalis.
19. The number of production, processing and growing facilities shall be limited to one (1) within the city limits of Chehalis.

**Section 4.** This Ordinance shall become effective on \_\_\_\_ day of \_\_\_\_\_, 2016.

**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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Dennis L. Dawes, Mayor

Attest:

\_\_\_\_\_  
Judith A. Schave, City Clerk

Approved as to form and for content:

\_\_\_\_\_  
William T. Hillier, City Attorney