

**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
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**Regular Meeting of Monday, September 12, 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.		
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<b>PRESENTATIONS</b>		
3. <u>Present Service Award to Human Resources Administrator/Risk Manager Peggy Hammer for Eight-and-a-Half Years of Service.</u> ( Mayor)	---	

**SPECIAL BUSINESS**

4. <u>Chehalis Basin Strategy Presentation.</u> (City Manager, Jimmy Mahady - Ross Strategic, Ken Ghalambor - Ross Strategic, Chrissy Bailey - Dept. of Ecology)	---	
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**CONSENT CALENDAR**

5. <u>Minutes of the Regular Meeting of August 22, 2016.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5
7. <u>Approve Appointment of Jena Sorenson to the City's Lodging Tax Advisory Committee.</u> (City Manager)	APPROVE APPOINTMENT TO LODGING TAX ADVISORY COMMITTEE	7
8. <u>Approve Reappointment of Karen Monroe to the Sister City Committee for a New Term Expiring December 31, 2018; and Appoint Sherryl Ketchum, Judy Meuchel, and Carrina Stanton to Terms Expiring December 31, 2018, and Susan Finlay to a Term Expiring December 31, 2019.</u> (City Manager)	APPROVE APPOINTMENTS TO SISTER CITY COMMITTEE	9
9. <u>Award Bid for the Apron Rehabilitation Project at the Chehalis-Centralia Airport to Sterling Breen Crushing, Inc. in the Amount of \$897,991.92 and Authorize City Manager to Execute Contract Agreement for the Same.</u> (City Manager, Airport Manager)	AWARD BID AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT	15

**ADMINISTRATION AND CITY COUNCIL REPORTS**

10. <u>Administration Reports.</u>  a. Update on Main Street park and ride camping situation. (City Manager, City Attorney, Police Chief)	INFORMATION ONLY	
11. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

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

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, SEPTEMBER 26, 2016

August 22, 2016

The Chehalis city council met in regular session on Monday, August 22, 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: David Fleckenstein, Acting City Manager/Airport Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; and Don Schmitt, Street/Stormwater Superintendent. Members of the media included Justyna Tomtas from *The Chronicle*.

1. **Update on ChehalisFest.** Lewis County Historical Museum Executive Director Andy Skinner reported the festival has typically been 'volunteer' driven with the Chamber of Commerce being the primary marketing and promotion organization behind the event; however, because they had too much going on with their events schedule this year they asked if the museum and the Chehalis Community Renaissance Team would be willing to take on the role of marketing, promotion, and gathering sponsorships. He noted they ended up changing some of the promotional materials and sponsorships, but overall, considered the event to be very successful. Mr. Skinner reported they had a 42 percent increase in funds raised over last year for the breakfast and lunch combined, and the car show expanded from 45 cars last year to 86. He noted the museum rose upwards of \$4,500 after all of the sponsorships were received and the expenses were paid.

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

- a. Minutes of the regular meeting of August 8, 2016;
- b. Claim Vouchers No. 116572-116732 and Electronic Funds Transfer No. 72016 in the amount of \$437,125.26 dated August 15, 2016; and
- c. Award National Avenue TIB Arterial Preservation Project to Granite Construction in the amount of \$366,080 and authorize the city manager to execute a contract agreement for the same; and authorize city manager to execute Supplemental Agreement Number 1 with Skillings Connolly, Inc., to include construction management services for the National Avenue TIB Arterial Preservation Project.

Councilor Pope seconded the motion.

Councilor Spahr asked for an explanation on the supplement agreement with Skillings Connolly, Inc., noting the original agreement was for \$53,000 and the supplemental agreement is for an additional \$52,000.

Street/Stormwater Superintendent Don Schmitt reported the original agreement was strictly for the design of the project. He noted it's typical to approve a supplemental agreement for construction management after the project has been approve and awarded.

Councilor Lund asked if there's someone local who can do engineering on city projects.

Mr. Schmitt reported there are local engineers that do design some city projects; however, they like to spread the work around and sometimes it's based on availability.

Councilor Lund stated we have an eight percent unemployment rate in this county and he would like see our dollars stay local.

The motion carried unanimously.

3. **Administration Reports.**

a. **July Financial Report.** Finance Manager Judy Pectol reported things are looking good, but there are a couple of revenues she's concerned about and she's watching those.

b. **Recap on 2016 Chip Seal Program.** Mr. Schmitt reported the chip seal program was pretty uneventful this year, noting they oiled approximately nine lane miles with no major breakdowns. He stated one of the good things that came out of this

August 22, 2016

year's program is that Lewis County was able to renegotiate their oil contract (which the city piggybacks on) and got a 36 percent reduction.

Mayor Dawes inquired about the stop light at the corner of Market Boulevard and 2<sup>nd</sup> Street that had been taken down to be repaired.

Mr. Schmitt reported they were able to secure an antique Crouse-Hines light and used the guts of it to rebuild the stop light, adding it's scheduled to go back up the following morning.

c. **Briefing on New Fire Training Site.** Fire Chief Ken Cardinale briefed the council on the new fire training facility located within the Chehalis Regional Water Reclamation Facility. He noted they worked with a local company who came within the amount they had budgeted, which was \$8,000; however, after they got into it they determined the modifications needed would cost an additional \$4,000. Chief Cardinale indicated he had been in discussions with Lewis County Fire District 6 about the training site, adding after the additional cost was determined he contacted Commissioner Kirk Johnston to ask if his offer to help was still on the table and they were more than generous to supply the additional \$4,000.

Chief Cardinale reported the training facility is made up of shipping containers that are modified for use by the fire department for training. He noted the facility is basically a mockup of a two story home with a staircase for access. Chief Cardinale stated they're looking at installing a fire department connection and sandpipes and are currently in the process of designing an adjustable roof prop for practice ventilation on both residential and commercial structures. He noted the new facility will allow for limitless training, to include:

- IDLH/SCBA (Endangered Life and Health)
- Search and Rescue
- Hose Evolutions
- Team Building
- Above Ground Work
- V.E.S. – Vent-Enter-Search
- Roof Ventilation
- Working with Multiple Agencies
- May-Day Training (Man Down Inside)

Chief Cardinale suggested the new training site will help reduce on-the-job injuries, adding the more they can train the more they can prepare personnel to deal with the threats that are out there. He noted the site will be used by all of the local fire agencies, including Riverside Fire Authority (RFA) and Lewis County Fire District 5 and 6.

Chief Cardinale reported, for training purposes, they'll be loading the containers with the typical types of furniture found in both residential and commercial structures. He noted they've also secured some donations from Home Depot and Palmer Lumber, to include windows, doors, and locks that they can no longer sell.

Councilor Lund asked if they plan to include funding in next year's budget to procure more containers to make the facility larger.

Chief Cardinale reported, before they purchase any more containers, they first want to see how many evolutions they can do and develop a plan on how they want to grow. He noted they don't have a projection for next year, but they may have something in future budgets.

Councilor Lund felt the current facility was small and thought they would want to go bigger.

Chief Cardinale stated they're looking at adding a third story, but they first want to see how their personnel respond to it.

Councilor Lund thought it was a good idea and didn't want them to have to wait too long to make it bigger for better training.

August 22, 2016

Chief Cardinale reported they're not looking at a lot of money with the containers, noting the expense is in the modifications. He stated rather than just adding more containers they want to add different aspects that are useful for training.

Acting City Manager David Fleckenstein reported he and Chief Cardinale talked about the project early on because of the proximity to the airport. He noted one of the limiting factors in expanding is that any live burns would create an obstruction for the airport, which limits some of the actual training that can take place there.

Chief Cardinale reported they'll be using their smoke generation machines to generate that type of environment, and the sun will heat up the containers so they won't have to reinvent that. He noted the other limiting factor is the site may be used for future expansion of the wastewater facility, which is why they went with portable containers.

Chief Cardinale stated they would be talking with RFA and Fire District 6 in the future to see if they can secure some real estate, either by donation or purchase, to build a permanent regional training facility. He noted they're very excited about the new training facility and what it will bring.

#### **4. Council Reports.**

a. **Update from Councilor Lund.** Councilor Lund reported the Joint Oversight Board met with Fire District 6 to discuss functional consolidation and working together on different projects. He noted he also attended the SW Washington Fair, adding it turned out pretty good this year.

b. **Update from Councilor Pope.** Councilor Pope reported the Fraternal Order of Eagles would be having a bingo fundraiser for Penny Playground on August 27.

c. **Update From Mayor Dawes.** Mayor Dawes reported their next meeting with Fire District 6 would be on September 14, noting at that time they will start the review process on the different options as far as working together on fire service in the future. He also attended opening day of the fair and worked in the Lewis County Historical Museum fair booth.

d. **Update on Park and Ride Situation.** Mayor Dawes suggested the camping issue at the park and ride on Main Street is getting worse and suggested they need to stop it before it gets any bigger.

Acting City Manager Fleckenstein reported the administration is still looking into the situation, noting they ran a couple of proposals by the City Attorney earlier in the day. He believed they had a solution and would be discussing it with City Manager MacReynold when he returns.

City Attorney Hillier reported he's been out of the office, so any delay on the situation is on his part.

Police Chief Glenn Schaffer reported they've been visiting the site daily, as well as a couple of other sites in town. He noted the request sent to the City Attorney's Office had to do with parking regulations and creating further limitations. Chief Schaffer stated he plans to meet with City Manager MacReynold to talk about the options, to include restricting overnight parking in those lots.

Mayor Dawes stated they need to do something because it's not getting any better; in fact, it's getting worse.

Councilor Lund stated he's upset that this hasn't been taken care of yet and citizens are also getting upset about it.

Acting City Manager Fleckenstein stated he agreed, adding there has to be a long-term solution.

Mayor Dawes requested an update in two weeks, adding he hoped they would have a plan in place and the situation would be taken care of. He noted John Panesko, who attended the meeting two weeks ago, had a very legitimate concern about the activity that's been happening on his property.

August 22, 2016

Chief Schaffer stated the administration is concerned about it too, adding he can only work with the ordinances that we have. He suggested after he talks with City Manager MacReynold, and gets direction, they'll be able to change some of the parking ordinances and post signage.

Mayor Dawes stated staff does not need council action to take care of parking issues. He noted when he broached City Manager MacReynold about it a couple of months ago he told him he would be willing to work with the rest of the council to get ordinances passed to take care of it.

City Attorney Hillier reported they have addressed the fact that staff is authorized to make these decisions today and they're headed down that road.

Councilor Taylor asked if staff could also address the issue on the sidewalk that goes under the bridge near the park and ride and comes out near Riverside Road. He noted pretty much every time they ride their bikes in that area there's a good gathering of people that are sitting or sleeping on the sidewalk, and bathing in the creek.

City Attorney Hillier reported that property belongs to the Washington State Department of Transportation.

Chief Schaffer stated, in spite of it being WSDOT property, there are things the city can look at, such as littering and harassment, but we can't do anything about them being there.

Mayor Dawes suggested they had a similar issue under the Chamber Way Bridge near the railroad, noting the homeless were digging out areas and the city had to go in and post signs. He stated it's a tough issue and he hates having to pass ordinances to address it, but it's a quality of life issue and the city needs to do what we can.

**5. Ordinance No. 961-B, Second and Final Reading – Amending Title 17 of the Chehalis Municipal Code Dealing with Allowable Fence Height.** Acting City Manager Fleckenstein reported there were no changes to the proposed ordinance being presented, which passed on first reading on August 8.

Councilor Spahr moved to pass Ordinance No. 961-B on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

**6. Special Council Work Session.** Mayor Dawes reminded the council about the special work session on Monday, August 29, at 5:00 p.m. to review the utility rate study.

**7. Special Thanks to WSDOT.** Councilor Harris stated he wanted to personally thank WSDOT and all of those involved for getting the Chamber Way overpass corrected as rapidly and professionally as they did. He noted it was pretty remarkable.

There being no further business to come before the council the meeting adjourned at 5:34 p.m.

\_\_\_\_\_  
Mayor

Attest:

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

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of August 22, 2016.

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

DATE: August 31, 2016  
TO: The Honorable Mayor and City Council  
FROM: Judy Pectol, Finance Manager  
PREPARED BY: Michelle White, Accounting Tech II  
SUBJECT: Vouchers and Transfers

*JP*  
*MW*

ISSUE

Council approval is requested of the following:

Claim Vouchers No. 116733 through 116886 in the amount of \$180,340.01 dated August 31, 2016 and the transfer of \$74,041.36 from the General Fund, \$15,229.91 from the Dedicated Street Fund – 4% Sales Tax Fund, \$7,500.00 from the Tourism Fund, \$58,280.49 from the Wastewater Fund, \$12,078.39 from the Water Fund, \$1,073.58 from the Storm & Surface Water Utility Fund, \$11,164.82 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 August 31, 2016 Claim Vouchers No. 116733 through 116886 in the amount of \$180,340.01 .

SUGGESTED MOTION

I move to approve the August 31, 2016 Claim Vouchers No. 116733 through 116886 in the amount of \$180,340.01.

Reviewed by:  , City Manager

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

DATE: August 31, 2016  
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. 39066 through 39151, Direct Deposit Payroll Vouchers No. 7421 through 7516 and Electronic Federal Tax Payment No. 163 dated August 31, 2016 in the amount of \$745,573.02 and the transfer of \$516,414.08 from the General Fund, \$7,027.86 from the Arterial Street Fund, \$81,357.74 from the Wastewater Fund, \$89,763.68 from the Water Fund, \$22,510.19 from the Storm & Surface Water Utility Fund, \$26,788.78 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 August 31, 2016 Payroll Vouchers No. 39066 through 39151, Direct Deposit Payroll Vouchers No. 7421 through 7516, and Electronic Federal Tax Payment No. 163 in the amount of \$745,573.02.


SUGGESTED MOTION

I move to approve the August 31, 2016, Payroll Vouchers No. 39066 through 39151, Direct Deposit Payroll Vouchers No. 7421 through 7516, and Electronic Federal Tax Payment No. 163 in the amount of \$745,573.02.

Reviewed by: , City Manager



## CITY OF CHEHALIS AGENDA REPORT

DATE: August 24, 2016  
TO: The Honorable Mayor and City Council  
FROM: Merlin MacReynold, City Manager   
SUBJECT: Lodging Tax Advisory Committee Membership

### ISSUE

There is a vacancy on the Lodging Tax Advisory Committee.

### DISCUSSION

Michel Rey is no longer with the Best Western. The committee is holding a meeting on September 27, to review 2017 tourism funding applications, and in order to comply with state law, the vacancy must be filled prior to the meeting to ensure equal membership on the committee.

In accordance with state law, the committee must have at least five members appointed by the city council. Membership must include at least two representatives of businesses required to collect hotel-motel tax, two people involved in activities that are authorized to be funded by the tax, and one elected official who serves as chairperson. The number of persons representing businesses that collect the tax and the number of persons involved in activities authorized to be funded by the tax must be equal.

Jena Sorenson of Riverside Golf Club has submitted the attached application. Riverside collects tourism revenue tax via their RV Park. The make-up of the existing committee members and the appointment of Ms. Sorenson would maintain equal representation on the committee.

### RECOMMENDATIONS/COUNCIL ACTION DESIRED

The administration recommends that Jena Sorenson be appointed to the city's Lodging Tax Advisory Committee.

### SUGGESTED MOTION

I move that Jena Sorenson be appointed to the city's Lodging Tax Advisory Committee.

**City of Chehalis APPLICATION FOR APPOINTMENT**

Date Aug. 24, 2016

*(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)*

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

- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police
- Chehalis River Basin Flood Authority
- Planning Commission (CMC.2.48)

Please print

Name Jena Sorenson

Present employer Riverside Golf Club

Employer address 1451 NW Airport Rd, Chehalis Phone No. (360) 748-8182

Fax No. (360) 748-4699 E-mail Jena@playriversidegolf.com

Home address 564 SW Chehalis Ave Home Phone No. NA

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

If yes, please explain \_\_\_\_\_

Date available for appointment Any

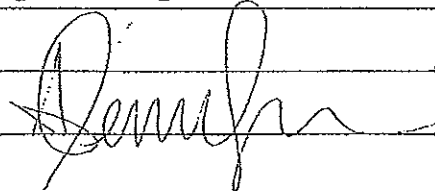
Available to attend Evening meetings?  Yes  No Daytime meetings?  Yes  No

Approximately how many hours each month can you devote to city business? 16

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

I am the General Manager of Riverside Golf Club, a public golf course, restaurant, bar, and RV Park.

We work with many non-profits and organization in the community planning and hosting fundraisers and other types of large events.

Signature 


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

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) Mail to Riverside Golf Club, Reminders by Email

**CITY OF CHEHALIS  
AGENDA REPORT**

DATE: August 24, 2016

TO: The Honorable Mayor and City Council

FROM: Merlin MacReynold, City Manager 

SUBJECT: Sister City Committee

**ISSUE**

The terms of several committee members have expired. One wishes to be reappointed and four applications for new membership have been received.

**DISCUSSION**

The sister city committee plays an integral role in the planning and coordination of incoming delegation visits.

Karen Monroe has served on the committee since 2011 and is seeking reappointment. Ms. Monroe has served as a host family, helped with the planning and preparation of visitors, and traveled to Inasa through the sister city program.

Susan Finlay, Sherryl Ketchum, Judy Meuchel, and Carrina Stanton are seeking appointments as new members. Ms. Finlay was a member of the 2013 delegation to Inasa. Ms. Ketchum and Ms. Meuchel have been involved in the program throughout the years, but not as committee members. Carrina Stanton has hosted exchanges through other programs, and is interested in ensuring the success of the program.

**RECOMMENDATIONS/COUNCIL ACTION DESIRED**

It is recommended that the council reappointment Karen Monroe to a new term, expiring December 31, 2018; Sherryl Ketchum, Judy Meuchel, and Carrina Stanton to terms expiring December 31, 2018, and Susan Finlay to a term expiring December 31, 2019.

**SUGGESTED MOTION**

I move that the council approve the reappointment Karen Monroe to a new term expiring December 31, 2018; Sherryl Ketchum, Judy Meuchel, and Carrina Stanton to terms expiring December 31, 2018, and Susan Finlay to a term expiring December 31, 2019.

**City of Chehalis APPLICATION FOR APPOINTMENT**

Date 8-25-16

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

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

- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police
- Chehalis River Basin Flood Authority
- Planning Commission (CMC 2.48)

Please print

Name Karen Monroe

Present employer Self-Employed mostly. PT as church musician at St Joseph Church

Employer address \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Home address 630 NW Ohio Ave Home Phone No. 360-740-8022

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

If yes, please explain Same committee

Date available for appointment \_\_\_\_\_

Available to attend Evening meetings?  <sup>Depends</sup> Yes  No Daytime meetings?  Yes  No  
 (Better (not Tues AM tho))

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

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

I (we) have hosted a Japanese student for a year from Inasa-cho. We have hosted a few others through the Sister City exchange. We have gone to Japan through this program.

Signature Karen Monroe

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

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

1/2015 musicalnotestudio@gmail.com 10  
If that doesn't work then try Karen@musicalnotestudio.com

City of Chehalis APPLICATION FOR APPOINTMENT

Date 8-15-16

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

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

- Sister City Committee (CMC 2.80)
Chehalis River Basin Flood Authority
Lodging Tax Advisory Committee (Resolution 1-98)
Planning Commission (CMC 2.48)
Historic Preservation Commission (CMC 2.66)
Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police

Please print

Name SUSAN FINLAY

Present employer RETIRED FROM CENTRALIA SCHOOL DIST.

Employer address Phone No.

Fax No. E-mail

Home address 110 N IRON ST 98531 Home Phone No. 360-237-4082

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

If yes, please explain

Date available for appointment 8-22-16

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

Approximately how many hours each month can you devote to city business? WHATEVER IT TAKES WHEN THE COMMITTEE IS ACTIVE.

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

I WAS PART OF THE 2013 DELEGATION TO INAPA. IT WAS A WONDERFUL EXPERIENCE AND I WANT TO OFFER THE SAME TO OUR JAPANESE FRIENDS COMING HERE. AS A FORMER SCHOOL TEACHER I KNOW HOW TO ORGANIZE AND GET THINGS DONE. I AM WILLING TO HELP THIS COMMITTEE HOWEVER I CAN.

Signature Susan Finlay

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

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) 360 237-4082

1/2015

Susanjmccreery@gmail.com

City of Chehalis APPLICATION FOR APPOINTMENT

Date Aug 1st

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

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

- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police
- Chehalis River Basin Flood Authority
- Planning Commission (CMC 2.48)

Please print

Name Sherryl Ketchum

Present employer Safeway

Employer address 1129 Harrison Ave Phone No. 360-330-0884

Fax No. 360-623-5027 E-mail S1495136@Safeway.com

Home address 400 SW Chehalis Ave Home Phone No. 360-748-1685

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

If yes, please explain \_\_\_\_\_

Date available for appointment Aug 1st 2016

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

Approximately how many hours each month can you devote to city business? 5 hrs max

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

I have been involved in the Sister City events for approx. 20 yrs with my parents. I have even hosted a member of the Inasa group at our home. I am very interested in seeing this program continue and I am willing to help in any way I can.

Signature Sherryl Ketchum

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

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) home 360-748-1685

City of Chehalis APPLICATION FOR APPOINTMENT

Date 8/17/16

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

- Checked: Sister City Committee (CMC 2.80)
Unchecked: Lodging Tax Advisory Committee (Resolution 1-98)
Unchecked: Historic Preservation Commission (CMC 2.66)
Unchecked: Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police
Unchecked: Chehalis River Basin Flood Authority
Unchecked: Planning Commission (CMC 2.48)

Please print

Name: Judy Meuchel
Present employer: Retired (Dept of Licensing)
Employer address:
Phone No.:

Fax No.
E-mail:

Home address: 537 Penning Rd
Home Phone No.: 360-748-9650

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

If yes, please explain:

Date available for appointment: Anytime

Available to attend Evening meetings? [X] Yes [ ] No Daytime meetings? [X] Yes [ ] No

Approximately how many hours each month can you devote to city business? 5-10 hrs

Brief statement of qualifications for position and reason for requesting appointment. Through my job at Dept of Licensing I WAS RESPONSIBLE for setting up logistics and for social gatherings as well as arranging for parties, etc. Also worked with my Brother who is the Chair of the Committee. Signature: J Meuchel

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

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

**City of Chehalis APPLICATION FOR APPOINTMENT**

Date 8/4/2016

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

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

- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police
- Chehalis River Basin Flood Authority
- Planning Commission (CMC 2.48)

Please print

Name Carrina Stanton

Present employer The Chronicle

Employer address 321 N. Tower, Centralia Phone No. (360) ~~910~~ 807-8224

Fax No. \_\_\_\_\_ E-mail Carrinastanton@yahoo.com

Home address 1747 SW Gails Ave., Chehalis Home Phone No. (360) 910-1379

Have you previously or are you previously mentioned?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

*POB 514  
Chehalis*

Date available for appointment \_\_\_\_\_

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

Approximately how many hours each month can you devote to city business? 10-12

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

I am a parent living in this community and want to give my children an experience of cultural exchange. I have hosted exchange students in the past, I am interested in the program and ensuring its success

Signature *Carrina Stanton*

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

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



CITY OF CHEHALIS  
AGENDA REPORT

Date: September 12, 2016  
To: The Honorable Mayor and City Council  
From: David Fleckenstein, Airport Manager  
Subject: Award Apron Rehabilitation Bid to Sterling Breen Crushing

ISSUE

The Chehalis-Centralia Airport wishes to execute a bid offer from Sterling Breen Crushing, Inc., in coordination with the Federal Aviation Administration (FAA) and WA State Department of Transportation as part of the Airport Improvement Program for an Apron Rehabilitation.

DISCUSSION

Attached is the bid schedule with item description from Sterling Breen Crushing, Inc. Total cost of the project was approved by the FAA for \$909,000. Sterling Breen Crushing's bid amount is \$897,991.92. The additional funds will be spent on administrative costs, permitting and cultural monitoring. FAA is funding 90 percent (90%) of the project. The remaining 10 percent (10%) of funding will be split between WA State Department of Transportation (5% = \$45,450) and the Chehalis-Centralia Airport (5% = \$45,450). This planned AIP project will:

- a. Repair apron to correct changes in grade and drainage problems.
- b. Reconfigure tie-down layout to improve efficiency.

Construction is planned to start September 13, 2016. This project is planned and included in the Airport's Capital Improvement Plan. Funding will be sought on a reimbursement status.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council award the bid to Sterling Breen Crushing, Inc., in the amount of \$897,991.92 and authorize the city manager to execute a contract agreement encompassing asphalt removal and overlay, re-contouring, aircraft tie down removal and installation of a new aircraft parking configuration, installation of new storm drain catch basins and striping. An additional \$10,000 will be used to cover the cost of any administrative, permitting, and cultural monitoring.

SUGGESTED MOTION

I move that the council award the bid for the Apron Rehabilitation Project to Sterling Breen Crushing, Inc., in the amount of \$897,991.92 and authorize city manager to execute a contract agreement for asphalt removal and overlay, re-contouring, aircraft tie down removal and installation of a new aircraft parking configuration, installation of new storm drain catch basins and striping.

Reviewed By: , City Manager

CHEHALIS-CENTRALIA AIRPORT  
APRON REHABILITATION

BID SCHEDULE

AIP PROJECT NO. 3-53-0012-017

## BASE BID: ALTERNATE A – CONSTRUCTION YEAR 2016

Item No.	Item Description	Unit	Quantity	Unit Bid Price	Amount Bid
1	Mobilization	LS	1	120,000.00	120,000.00
2	Construction Survey and Staking	LS	1	9,856.00	9,856.00
3	Demolition	LS	1	8,250.00	8,250.00
4	12-Inch Reinforced Concrete Pipe	LF	690	52.00	35,880.00
5	Storm Drain Catch Basin	EA	4	2,235.00	8,940.00
6	Concrete Pavement Removal, Partial Depth	SY	4,520	2.70	12,204.00
7	Asphalt Pavement Removal, Partial Depth	SY	18,880	1.25	23,600.00
8	Pavement Crack Sealing	LF	3,850	3.10	11,935.00
9	Aircraft Tie-Down Anchor Removal	EA	81	247.00	20,007.00
10	Unclassified Excavation	CY	110	33.00	3,630.00
11	Unsuitable Excavation	CY	30	61.00	1,830.00
12	Temporary Erosion Control	LS	1	2,500.00	2,500.00
13	Bituminous Surface Course	TON	3,560	136.50	485,940.00
14	Bituminous Tack Coat	TON	12	46.00	552.00
15	Aircraft Tie-Down Anchor	EA	51	1,540.00	78,540.00
16	Pavement Marking	SF	1,420	5.50	7,810.00

TOTAL OF EXTENDED UNIT PRICE ITEMS AND LUMP SUM ITEMS LISTED ABOVE

BASE BID: ALTERNATE A – CONSTRUCTION YEAR 2016

\$ 831,474.00

SALES TAX (8.0%):

\$ 66,517.92

BASE BID: ALTERNATE A – CONSTRUCTION YEAR 2016 - GRAND TOTAL:

\$ 897,991.92